



**Community Development Division  
Procedures for Appearance Before the  
Planning and Zoning Commission For Subdivision  
(847) 506-6030**

**The party interested in a Subdivision of Property is encouraged to discuss the matter with the Public Works/Community Development Director.**

The following is a summary of the process for the Planning and Zoning Commission of the City of Rolling Meadows. The procedures hereby established are to assist all parties involved and do not modify, amend, repeal or otherwise affect the applicability of the ordinances of the City.

**Requesting a Planning and Zoning Commission hearing involves these steps:**

1. Application Process
2. Notification Process
3. Public Hearing by Planning and Zoning Commission
4. City Council Decision

***Please note, due to notification timeframes, it is necessary to submit your applications and supporting documents four to six weeks in advance of the hearing date. Contact staff for exact due dates.***

**Application Process**

After you complete the application, return the application, with the fee and attachments to the Community Development Division. A letter will be sent to you advising that we have accepted your application and this letter will give you the date of your public hearing. **Note: Do not start the notification process before you receive this letter.**

- ◆ The application must be complete in order for the request to be processed.
- ◆ The application form is to be completed by printing or typing. *Please print legibly.*
- ◆ Please note that if the request is being made by an agent, the property owner's written authorization must be included.
- ◆ Review applicable Code sections for specific requirements.

**Notification Process**

➤ **Applicant's Responsibility**

- ◆ **Notification must be accomplished 15-30 days prior to the hearing date and should include the following:**
  - ◆ Your township office will assist you in researching the names and addresses of the property owners within 250 ft. from all edges of your property. The easiest method of notification is to photocopy the public notice (a copy is forwarded to you via email and/or mail).
  - ◆ Written notification to **all property owners or tax bill recipients within 250 feet (excluding right-of-ways)** is to be accomplished by mailing a copy of the public notice by certified mail, return receipt to the owner or tax bill recipient, according to the township's records.
  - ◆ **Notification to condominiums need not be made to each condominium unit provided the notification is sent to the Board of Directors of the condominium association and the management company.**
  - ◆ Public hearing sign (provided by Public Works) must be placed on site 15-30 days prior to the hearing, and be removed the day after.
- ◆ **15 days before the meeting, you must submit the following to the Community Development Division for review and verification:**
  - ◆ the **notarized** township listing with names and addresses of the notified properties including the real estate numbers;
  - ◆ a map depicting the notified surrounding properties;

- ◆ the white certified mailing receipts, filled out and stamped by the post office.
- ◆ **48 hours before the meeting, you must submit the following to the Community Development Division for review and verification:**
  - ◆ the certified mail receipts (green cards).

***\* Failure to comply with the above items may result in removal from the agenda.***

➤ **City's Responsibility**

- ◆ The **City** will publish a public notice in the newspaper. A copy of the notice will be forwarded to you for your use in notifying surrounding property owners.

**Public Hearing**

The City's Planning and Zoning Commission generally holds its meeting on the first Tuesday of each month at 7:30 pm in the City Hall Council Chambers.

Be prepared to present your case on the night of the hearing. You should give a brief oral overview of your proposal to the Planning and Zoning Commission. Be prepared to answer questions, especially regarding any neighbor or City staff concerns.

**Decision**

At the meeting the Planning and Zoning Commission will vote on your request. The Planning and Zoning Commission's decision will be forwarded to the City Council for their review and final decision.

**City Council Meetings**

After the Planning and Zoning Commission holds their public hearing on the request and after receipt of the hearing minutes from the recording secretary, the Public Works/Community Development Director will place the item on the City Council agenda. The ordinance will normally appear for a first reading (Consent Agenda) and then return for a second reading and vote.

Generally, the first reading will take place on the fourth Tuesday of the month. The second reading is then on the second Tuesday of the following month. Meetings are at 7:30 p.m. in the City Council chambers located on the second floor of the Municipal Building.

Please remember, should you receive a favorable decision on your proposal, it applies to the zoning issue only. The construction of the project is still governed by the building code and applicable permits and inspections should be obtained.

**If you have any questions about the application or the public hearing process, please call our office at 847-506-6030.**

**APPLICATION TO APPEAR BEFORE THE  
CITY OF ROLLING MEADOWS  
PLANNING AND ZONING COMMISSION  
TO REQUEST A SUBDIVISION OF PROPERTY**

Property's Commonly Known Address: \_\_\_\_\_

Real Estate Tax Number: \_\_\_\_\_

Owner/Developer's Name: \_\_\_\_\_  
*(please print)*

Petitioner's Name: \_\_\_\_\_  
*(please print)*

Petitioner's Signature: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Interest of Petitioner: (check one)

Owner                       Lessee(s)                       Contract Purchaser                       Agent

**Note: If you are not the owner, you must supply the owner's written authorization.**

Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_  
*(please print)*

Contact Person's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## CHECKLIST FOR ATTACHMENTS TO APPLICATION

### At the time of application submittal the following items are also required:

- Plans/Drawings. (20 copies)**  
Plans/drawings larger than 8 ½" by 11" must be folded. Failure to do so may result in rejection of the application. If plans can be reduced to 11" x 17", without loss of clarity and detail, this size would be preferred by the Commission and the City Council.
- Proof of Ownership, (1 copy)**  
Legal document such as a deed, title policy, contract to purchase, etc. to show ownership.  
**Note:** If you are not the owner of the property you must submit owner's written authorization.
- Description of proposed use(s). (20 sets)**  
Detailed narrative description of requested use. This should include information about the use itself, as well as why you are requesting this specific relief.
- Traffic study** (if applicable)
- Legal Description of property, including real estate tax number. (1 copy)**
- Plat of Survey for Parcel. (1 copy)**
- Filing Fee – please call our office for the current fee.**
- Reimbursement of Fees Agreement**

- ◆ Review applicable code sections for specific requirements of information required.

### The following must be supplied at the public hearing:

- ◆ **Visual Aids**  
Visual aids may include a PowerPoint presentation, poster boards, etc. Please contact staff in advance of the meeting to alert them of any visual aids you may wish to use, so proper equipment can be provided for you.

**PETITIONER CERTIFICATION  
INFORMATION SOURCE**

**Return this form with your green certified mail receipt cards.**

I, \_\_\_\_\_, hereby certify that the information source  
*(petitioner's name)*

for the owners and/or tax recipients of records notified as required for my zoning variance request was obtained from the **appropriate township tax records.**

\_\_\_\_\_  
*(Petitioner's Signature)*

\_\_\_\_\_  
*Date*

**TOWNSHIP OFFICES**

<b>Elk Grove Township</b>	<b>Palatine Township</b>	<b>Schaumburg Township</b>	<b>Wheeling Township</b>
Tax Assessor's Office	Tax Assessor's Office	Tax Assessor's Office	Tax Assessor's Office
2400 S. Arlington Hts. Rd.	721 S. Quentin Rd.	25 Illinois Blvd.	1616 N. Arlington Hts. Rd.
Arlington Hts., IL 60005	Palatine, IL 60067	Hoffman Estates, IL 60194	Arlington Hts., IL 60004
(847) 437-0300	(847) 358-6700	(847) 884-0030	(847) 259-1515



***City of Rolling Meadows  
Memorandum***

To: Applicants to Appear Before the Planning and Zoning Commission

From: Fred Vogt and Elizabeth Payne, Public Works/Community Development Staff

Subject: Quality of Information to be Submitted

A concern of the Planning and Zoning Commission is the quality of information presented to them for review. You, as an applicant to appear before the Planning and Zoning Commission, can greatly reduce the possibility of your matter being "tabled" to the next meeting by making sure your information is complete, accurate and professionally done.

Plans, drawings, plats and sketches should have sufficient detail and dimensions. The size of the property will generally dictate the size and scale used, but generally a 24" x 36" plan is ideal. However, if plans can be reduced to 11" x 17", without loss of clarity and detail, this size would be preferred by the Commission and the City Council.

Narratives and correspondence should be typed, well organized with subject matter highlighted before each paragraph.

Each of the required twenty (20) sets should be neatly assembled. Refer to the guidelines or applicable ordinance to determine what must be included in your presentation.

Although the Planning and Zoning Commission will have your information, you should have the same information available at the meeting for your reference. The plans and sketches should be mounted on some type of film board for display on an easel.

When your matter comes up on the Agenda, the Chairman will ask you to make a presentation regarding your request. Be prepared to present your request in a thorough but concise manner. The scope of the request will dictate the volume of testimony needed and the number of experts and/or individuals that need to address the matter. The Planning and Zoning Commission will give you ample time to present your proposal, but redundant and unrelated information may serve to "irritate" the members.

Remember, you are trying to sell your proposal. The quality of presentation, both written and oral may directly affect the outcome of your request.

**CITY OF ROLLING MEADOWS  
REIMBURSEMENT OF FEES AGREEMENT**

By signing below, the petitioner and owner acknowledge that they have read and that they fully understand the provisions contained within Section 78-67 of the City Code and that they hereby agree to comply with the provisions of said Section 78-67 concerning "reimbursement of fees" and each agrees to comply with the terms set forth therein. Further, by signing below, each warrants that he/she/they possesses full authority to so sign. The owner and petitioner agree that owner and petitioner shall be jointly and severally liable for payment of fees referred to in Section 78-67 of the City of Rolling Meadows Municipal Code.

Please print the following information:

Location of Property: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name of Petitioner: \_\_\_\_\_ Phone: \_\_\_\_\_

Person to be billed: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Date