



**Planning & Zoning Application – Village of Lincolnshire, IL –  
Community & Economic Development**

CONTACT INFORMATION		
<b>Owner Information (if different than applicant)</b>		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

<b>Attorney Information</b>		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

<b>Architect Information</b>		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

<b>Landscape Architect Information</b>		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

<b>Engineer/Land Surveyor Information</b>		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

**Planning & Zoning Application – Village of Lincolnshire, IL –  
Community & Economic Development**

**APPLICANT/OWNER ACKNOWLEDGEMENTS**

The Applicant(s) and Owner(s) do hereby certify, acknowledge, and affirm that:

1. I (We) have carefully and fully read this application, and all of the statements contained in this application packet are true.
2. I (We) fully understand and agree to comply with the terms and provisions outlined in this application and the [Lincolnshire Village Code](#).
3. I (We) agree to pay all applicable filing fees [per the Comprehensive Fee Schedule](#) and assume responsibility for the payment of all reimbursable expenses associated with the processing of this application and request(s).
4. I (We) understand all application fees are non-refundable and cover up to two (2) staff reviews and/or up to two (2) meetings by the Village Board or applicable advisory boards. If additional reviews are required, supplemental application fees, equal to the amount of the original application fees, must be paid before proceeding to the next step in the approval process.
5. I (We) understand I (we) have one (1) year from the application submittal to complete the Village approval process. If no extension is sought by the Applicant or granted by the Village Board, the application will be invalidated and I (we) will need to submit a new application/application fees and comply with the Lincolnshire Village Code.

Name of Applicant	Signature of Property Owner (if different)
Signature of Applicant	Signature of Property Owner (if different)
Date	Date

**REQUIRED MATERIALS**

The materials identified below must be included with the Application. Incomplete submittals will not be accepted. Prior to submitting an application packet, a meeting with the Village staff is recommended.

- Letter of Request:** The Applicant must provide a letter to the appropriate review bodies (i.e., Mayor and Board of Trustees, Chair and Members of the Architectural Review Board, and/or Chair and Members of the Zoning Board) with this application describing the request(s) and outlining the reason(s) for the request(s).
- Legal Description:** The legal description of all subject properties must be submitted in an accurate and legible 8½" x 11" paper as well as electronic formats.
- Plat of Survey:** An accurate Plat of Survey prepared by a registered land surveyor or professional engineer.
- Application Fee(s):** See page 4 of this application.
- Escrow Account Deposit:** See page 4 of this application.
- Accompanying Documents Identified in Information Packet (if necessary)**

**Planning & Zoning Application – Village of Lincolnshire, IL –  
Community & Economic Development**

**DEVELOPMENT REVIEW FEE SCHEDULE**

For an application to be placed on a meeting agenda, cash or check payment in the amount equal to the total application fees plus the required initial escrow account deposit for each request must accompany the application. Checks can be made payable to “Village of Lincolnshire”.

The escrow account system provides immediate funds for payment of actual in-house and third-party expenses incurred by the Village as a result of processing the application [per Section 1-8D-1 of the Lincolnshire Village Code](#). The cash advance account is established based on the estimated costs for services to be rendered. If the actual costs for the services exceed the amount of the initial deposit, the applicant will be required to replenish the account upon request. Any funds remaining in the account at the completion of the project will be refunded to the applicant.

REQUEST	APPLICATION FEE	ESCROW ACCOUNT INITIAL DEPOSIT
<b>Escrow Administrative Fee (All Requests):</b>		
- Initial escrow deposits less than or equal to \$1,000	\$50	
- Initial escrow deposits greater than \$1,000	\$75	
<b>Annexation</b>	\$500/acre	\$1,500
<b>Appeal to Administrative Decision</b>	\$250	\$500
<b>Architectural Review Board:</b>		
- Minor Improvement(s)	\$250	\$500
- Major Improvement(s)	\$500	\$500
<b>Development Review Team Fee:</b>		
- Per acre	\$100	
- Minimum charge	\$150	
- Shall not exceed	\$2,500	
<b>Planned Unit Development:</b>		
- New	\$2,000	\$4,000
- Major amendment	\$500	\$1,500
- Minor amendment	\$250	\$500
<b>Site Development Plan Amendment</b>	\$250	\$500
<b>Special Use:</b>		
- New	\$750	\$1,500
- Major amendment	\$500	\$1,000
- Minor amendment	\$250	\$500
<b>Subdivision*</b>		
*Additional Acreage Impact and Donation Fees may be required. Please refer to the <a href="#">Subdivision Supplemental Information Packet</a> .	\$1,000	\$3,000
<b>Supplemental Application Fee</b>	Equal to original application fee	
<b>Variance (Zoning &amp; Sign)</b>	\$500	\$1,000
<b>Zoning Map Amendment (Rezoning)</b>	\$750	\$1,000
<b>Zoning Text Amendment</b>	\$750	\$1,000

**Planning & Zoning Application – Village of Lincolnshire, IL –  
Community & Economic Development**

**BENEFICIARY DISCLOSURE FORM (LAND TRUSTS)**

For any property held in a land trust, all beneficiaries of the trust must be identified by name, address, and interest in the subject property. In addition, the application must be verified by the trustee or beneficiaries. In the event the beneficiary of land trust is a corporation, the corporation shareholders must be identified.

<b>Beneficiary #1</b>		
Name:		
Email:		
Address:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

<b>Beneficiary #2</b>		
Name:		
Email:		
Address:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

*Please list additional beneficiaries on a separate sheet of paper, if needed.*

SUBSCRIBED AND SWORN TO ME before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public

SUBSCRIBED AND SWORN TO ME before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public

State of \_\_\_\_\_

County of \_\_\_\_\_

**Planning & Zoning Application – Village of Lincolnshire, IL –  
Community & Economic Development**

**PUBLICATION NOTIFICATION FOR PUBLIC HEARINGS**

Applications for Special Use, Planned Unit Development, Zoning Map Amendment (Rezoning), Zoning Text Amendment, and Zoning/Sign Variance must provide public notification of the public hearing. The Applicant must obtain a list of all owners of record for all lots adjacent to the property for which the application has been filed (the notification radius is 250 feet for subject properties smaller than 3 acres and 500 feet for subject properties 3 acres or larger). The adjacent owner information, including the name, address, and property index number, for the applicable notification radius is available on Lake County's online mapping portal ([maps.lakecountyil.gov/mapsonline/](http://maps.lakecountyil.gov/mapsonline/)). Village staff can provide instructions for using this tool.

Staff will also provide the applicant with an electronic copy of the public hearing notice and location map for use in mailing. The applicant will be required to send such notices by first-class, certified or registered mail, no more than 30 calendar days nor less than 15 calendar days in advance of the Public Hearing. Upon completion of the public notification mailings, a sworn affidavit (see below) verifying the mailing occurred shall be filed with the Community & Economic Development Department no less than four business days in advance of the Public Hearing.

**NOTIFICATION OF PUBLIC HEARING AFFIDAVIT**

I, \_\_\_\_\_, hereby certify under penalty of perjury as follows:

1. That on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, such day being not less than \_\_\_\_ days before the hearing so described, affiant caused to be mailed, through first-class, certified or registered mail, in the Post Office of \_\_\_\_\_, copies of the attached Notice of Public Hearing to the owners, as recorded in the office of the recorder of deeds or the registrar of titles of the county in which the property is located and as appears from the authentic tax records of such county, of all property within \_\_\_\_\_ feet in each direction of the location for which the application has been filed, located at \_\_\_\_\_, and to the owners, or representatives, of property listed as exempt.
2. That the parties to whom said notice was mailed are set forth on the attached list (*attach list to this affidavit*).

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN TO ME before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public

State of \_\_\_\_\_

County of \_\_\_\_\_