



VILLAGE OF
L I N C O L N S H I R E

Information Packet Subdivision

Zoning Board

- 2nd Tuesday of each month
- 7 p.m. – Village Hall Board Room

Village Board / Committee of the Whole

- 2nd / 4th Monday of each month
- 7 p.m. – Village Hall Board Room

Community & Economic Development Department

1 Olde Half Day Road, Lincolnshire, IL 60069

Business Hours: M-F, 8:30 a.m. – 4:30 p.m.

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**Subdivision Information Packet – Village of Lincolnshire, IL
Community & Economic Development**

STEP 1: PRELIMINARY STAFF REVIEW

A. Applicant Due Diligence

Applicants are encouraged to review [Section 2-6](#) and [Section 6-14-5](#) of the Lincolnshire Village Code to familiarize themselves with the Zoning Board (ZB) purpose, administrative duties, and procedures. Additional information pertaining to subdivision requirements can be found in [Title 7 \(Subdivisions and Land Development\)](#) of the Lincolnshire Village Code.

B. Initial Meeting with Staff

A meeting with Community & Economic Development (CED) staff is recommended prior to submitting any application materials.

C. Preliminary Staff Review

Before a request is scheduled on a meeting agenda, the following documents must be submitted in electronic PDF format to CED staff for review (additional materials may be required, as determined by the CED staff):

- **Letter of Request:** a letter summarizing the development proposal and detailed narrative outlining the reasons for the request.
- **Conceptual Site Plan:** the general location of all lots, buildings, parking and traffic circulation areas, landscape/conservation areas, site amenities, and preliminary site data chart must be provided on the conceptual plan.

Once the above materials have been reviewed for completeness, the applicant will receive comments (if any) of items that require further attention prior to the pre-application meeting with the Village Board during a Committee of the Whole (COW) meeting (Step 2).

STEP 2: COMMITTEE OF THE WHOLE – PRE-APPLICATION MEETING

Applications for new subdivisions are evaluated on a preliminary basis for initial comment and potential referral to the Zoning Board (ZB) by the Village Board during their Committee of the Whole (COW) meeting (2nd and 4th Mondays of each month).

One electronic copy in PDF format of the following materials must be submitted a **minimum of three weeks** prior to a regularly scheduled Committee of the Whole meeting for the pre-application meeting. All final materials must be submitted electronically in PDF format **a minimum of one week** prior to the meeting. Incomplete and/or late submittals are not accepted.

- **Letter of Request:** a letter summarizing the subdivision proposal and detailed narrative outlining the reasons for the request.
- **Conceptual Site Plan:** the general location of all lots, buildings, parking and traffic circulation areas, landscape/conservation areas, site amenities, and preliminary site data chart must be provided on the conceptual plan.

**STEP 3: APPLICATION & FEES
(for new Special Uses or major amendments)**

Following the Village Board's referral during the pre-application meeting, the applicant shall submit the following prior to proceeding to the next step:

- **Application:** a completed [Planning & Zoning Application](#).
- **Fees:** all required fees (see page 4 of the Planning & Zoning Application).

**STEP 4: DEVELOPMENT REVIEW TEAM
(for subdivisions with development proposals)**

Prior to the application advancing to the Zoning Board, the Village's Development Review Team (DRT) will

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conduct a review of the development proposal in conjunction with the subdivision request. The DRT consists of Village staff and representatives from the respective fire protection district charged with reviewing the submittal for compliance with the Lincolnshire Village Code, as well as reviewing preliminary/conceptual site development plans for all applications (excluding single-family residential development). The DRT strives to achieve a mutually acceptable subdivision design and improvement solutions to site specifics. Based on the scope of the development proposal, more than one DRT meeting may be needed. Written review comments will be issued to the applicant within 10 business days following the scheduled meeting. No final or binding decision is rendered by the DRT. Instead, DRT comments prepare the applicant for further review by advisory boards and potential approval by the Village Board. Additional information on the DRT can be found in [Section 6-14-6](#) of the Lincolnshire Village Code. **A minimum of seven paper copies** of the documents listed in the “Step 4: Zoning Board” section of this packet must be submitted before a DRT meeting is scheduled (see below for the list of documents). Incomplete submittals are not accepted.

STEP 5: ZONING BOARD

Upon completion of plan review by the DRT, the final ZB documents identified below must be submitted for staff review to determine completeness prior to the application being docketed on a ZB agenda (2nd Tuesday of each month).

One electronic copy in PDF format of the preliminary ZB submittal must be submitted a **minimum of three weeks** prior to a regularly scheduled ZB meeting. All final materials must be submitted a **minimum of one week** prior to the meeting. Final materials should be shared **electronically in PDF format** as well as **minimum of 12 paper copies** no larger than 11” x 17” format.

- ***Preliminary/Final Plat of Subdivision***
 - The preliminary/final plat of subdivision must be prepared in accordance with [Title 7 \(Subdivisions and Land Development\)](#) of the Lincolnshire Village Code.
- ***Engineering Improvement Plans (if necessary)***
 - Plans relating to the installation of public improvements, including but not limited to rights-of-way, streets, underground utilities, grading, drainage, erosion control, water retention and detention, and easements must be submitted for review by the Village Engineer.
 - The applicant must contact the Lake County Stormwater Management Commission (LCSMC) for additional requirements related to storm water management and wetland matters. Should LCSMC require a permit, the application request will not be docketed for a meeting until LCSMC releases a preliminary review report for the project.
 - An Engineering Estimate of Probable Cost (EOPC) for the proposed engineering improvements must be submitted for review by the Village Engineer.
- ***Tree Preservation and Site Grading Plan (if necessary)***
 - Regulations pertaining to tree preservation can be found in [Title 13 \(Tree Preservation and Landscaping\)](#) of the Lincolnshire Village Code.
 - The plan must indicate the location, size, species, and condition of all trees 6” or greater in diameter breast height in relation to the proposed grading for each lot, as well as the entire subdivision. All trees indicated on the plan must also be identified in the same manner on the site.
 - Protective measures such as pruning, root pruning, auguring, and fertilizing must be noted on the plan for each tree to be preserved within or adjacent to any area being graded. The location of tree protective fencing must also be indicated.
 - If conservancy areas/easements will be included within a proposed subdivision, each corner and point of tangency of all deed restricted conservancy areas must be indicated on the plat.
- ***Landscape Plan (if necessary)***
 - Landscape plan requirements can be found in [Section 13-2](#) of the Lincolnshire Village Code.
 - For developments requiring storm water facilities, compliance with [Section 13-2-6](#) of the Lincolnshire Village Code shall be provided that are specific to the design, construction/establishment, and maintenance plan of native plantings for storm water facilities.

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- Provide an itemized Landscape Cost Estimate for the proposed landscape improvements for review. The cost estimate must include all items such as the plant material, mulching, soil preparation, staking, guy wiring, and fertilizing related to the installation of the plan.
- **Improvement Agreement (if necessary)**
 - If any portion of the proposed site improvements will be turned over to the Village or a Homeowner's or Condominium Owner's Association for control and maintenance, an Improvement Agreement must be submitted to ensure completion of certain improvements will be in accordance with applicable Village ordinances and agreements made between the Village and the applicant. Questions regarding the Improvement Agreement should be directed to the Village Engineer.
- **Acreage Fees and Donation Requirements**
 - As a condition of approval for a final plat of subdivision, the applicant shall be required to dedicate land and/or make a cash contribution for schools, park, and library purposes to recoup or offset a proportionate share of public capital costs necessary to serve the immediate and future needs of new Village residents. These fees must be paid in full prior to the Village's recording of the final plat of subdivision with Lake County. [Section 7-7](#) of the Lincolnshire Village Code describes the required donations.

STEP 6: COMMITTEE OF THE WHOLE – FIRST READING

Upon receiving a recommendation from the ZB, the recommendation and subdivision development plans will be forwarded to the Village Board during a Committee of the Whole meeting for final consideration. The Village Board will determine if the application will be placed on the Consent Agenda (for final decision) or the Regular Agenda (for additional consideration) of the next regularly scheduled Village Board meeting for final determination.

One electronic copy in PDF format of all the documents submitted to and recommended by the ZB must be submitted a **minimum of three weeks** prior to the scheduled Committee of the Whole meeting. Incomplete and/or late submittals are not accepted.

STEP 7: VILLAGE BOARD – SECOND READING

If the application is placed on the Consent Agenda, no further discussion will occur and the application will receive a final decision. If the application is placed on the Regular Agenda, additional discussion by the Village Board will occur and additional documentation may be required. Upon final approval from the Village Board, an electronic copy in PDF format of the final approved plans must be submitted to CED staff. All required final documents are listed in [Section 7-4](#) of the Lincolnshire Village Code. Once received, staff will obtain the necessary Village signatures and record the final plat with Lake County. A copy of the recorded document(s) and document number will be sent to the applicant after being recorded.

ADDITIONAL INFORMATION

Full-size presentation boards and/or computer presentations are recommended for each stage of review. If a computer presentation will be used, please inform the CED staff prior to the scheduled meeting to have it loaded in advance of the meeting.

An application may be continued to the next regularly scheduled meeting if further documentation or revisions are requested. As a result, the previously submitted application materials and the additional requested documents/revisions must be submitted in the same format and deadline as identified in this packet. Incomplete and/or late submittals are not accepted.