



Village of
West Dundee

MEMORANDUM

TO: Planning and Zoning Applicants

FROM: West Dundee Community Development Department

The Planning and Zoning Commission meets the fourth Monday of each month. The meetings are held at the Village Hall located at 102 South Second St., West Dundee at 7:30 p.m. **Meetings are subject to change.**

Initial Submittal – Pre-application Conference

All applicants are encouraged to meet with the Community Development Department prior to submitting an application for consideration in order to determine ordinance compliance. The following items are needed to determine exact nature of zoning request:

- Proposed development plan for subject property (i.e. zoning, subdivision, variation, special use)
- Plat of survey (or site plan drawn to scale)
- Site plan indicating all current and proposed improvements to site (to scale)
- One set of all items relating to subdivision or annexation (plats, agreements, preliminary engineering if available)

Final Submittal

- Fifteen complete sets of plans, plats, color renderings of development, signage plan, agreements and any other material required by staff resulting from Pre-application meeting
- Applicable fee (see back of application)

Final submittals are required to be at the Community Development Department ten (10) business days prior to the publication deadline in order to be considered for the next month's Planning and Zoning Commission meeting. Staff can provide specific dates based upon the month in question. If you have any questions please do not hesitate to call the Community Development Department at the number below.

Community Development & Fire Department
100 Carrington Drive, West Dundee, IL 60118
(847) 551-3805 * FAX (847) 551-3814

Fee Schedule

		Total Fee
Variation	\$250.00	_____
	\$300.00 (two or more requested variations)	_____
Special Use	\$250.00	_____
	\$350.00 (two or more requested special uses)	_____
Rezoning	\$150.00	_____
Planned Development	\$200.00	_____
Preliminary Plan	\$20.00 per acre (Total not less than \$250.00)	_____
Final Plat	\$50.00	_____
Annexation	\$2,400.00	_____

For office use only:

Date Filed _____	Fees paid _____
Hearing date _____	Publication date _____
Notices mailed _____	Routed to staff _____
Staff Meeting _____	Report prepared _____