Village of Addison
Community Development Department

SUBMITTAL REQUIREMENTS
FOR PLANNING & ZONING COMMISSION APPLICATIONS

A Pre-Application submission is the first step before submitting a complete application for Planning and Zoning Commission consideration. Complete applications shall include all fees, documents, and plans and are **due at least five weeks prior** to the desired public hearing date. The Village of Addison will erect any necessary public hearing signs, notify adjacent property owners, draft required Ordinances, and record documents with DuPage County. Assuming no revisions are necessary, the Planning & Zoning (P&Z) Commission meeting would take place a month after submission. Unless P&Z final, applications will go to Building, Zoning and Development (BZD) Committee and Village Board (VB) for final action. **To apply:**

☐ **Apply online and submit all documents, including application, narrative, and plans. Click here to sign into the Portal, or register to create an account, in order to submit apply for a permit.**

☐ **Submit one (1) hardcopy of all applicable items listed below. Plans shall be printed single-sided and measure at least 11"x17 or folded if bigger.**

- ☐ Completed Application Form (needs original signature)
- ☐ Petitioner's Narrative/Statement – Written explanation of what you are proposing to do and why. It helps the P&Z Commission, BZ&D, and Village Board members understand your specific reasons for what you are proposing to do.
- ☐ Responses to the applicable standards found in Section IX of the Zoning Ordinance.*
- ☐ Plat of Survey (full size)
- ☐ Legal Description of Property (if not included on Plat of Survey)
- ☐ Petition for Pre-Annexation or Annexation (must include original, notarized signatures).
- ☐ Plat of Annexation
- ☐ Plat of Subdivision, Plat of Resubdivision, Plat of Consolidation, Plat of Vacation
- ☐ Site Plan, including setbacks to all property lines
- ☐ Parking Analysis Table, indicating required, existing, and proposed parking
- ☐ Building Elevations (color, with dimensions for all sides), indicating building height and materials.
- ☐ Landscape Plans
- ☐ Floor Plans of each level, indicating square footage.
- ☐ Preliminary Engineering Plans
- ☐ Other (photos, sketch or artist rendering, photometric plan, etc.)

☐ **Application Fees** (check for total amount to be made payable to the Village of Addison)

- ☐ **Variations**: $300 for one single-family residence; $500 for all others
- ☐ **Annexations**: $300 for one single-family residence; $500 for all others **plus** pro-rated annexation fee of $3,602 per acre **plus** development review fee
- ☐ **All other hearing types**: $300 for one single-family residence; $500 for all others **plus** development review fee, based on property size:

Less than ½ acre	$2,300
½ acre to 1 acre	$4,600
1 acre+ to 5 acres	$9,300
5+ to 20 acres	$15,600
20+ to 100 acres	$24,900
100+ acres	$31,200

*To help the Commission make their findings, the petitioner's statement need to address the applicable standards found in Section IX of the Zoning Ordinance, as follows:

Requirements for Variations

a) That the particular physical surroundings, shape or topographical conditions of the specific property involved, would bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out;
b) That the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning classification;
c) That the purpose of the variation is not based exclusively upon a desire to make more money out of the property;
d) That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
e) That the proposed variation will not impair an adequate supply of light and air to adjacent properties, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.

Requirements for Rezoning (Map Amendments) and Text Amendments

a) Existing uses of property within the general area of the property in question.
b) The zoning classification of property within the general area of the property in question.
c) The suitability of the property in question to the uses permitted under the existing and proposed classifications.
d) The trend of development, if any, in the general area of the property in question, including changes if any, which have taken place since the date the property in question was placed in its present zoning classification.
e) The relationship to the Comprehensive Plan.
f) The Planning and Zoning Commission shall not recommend the adoption of a proposed amendment unless it finds the adoption of such amendment is in the public interest and is not solely for the interest of the applicant. The Planning and Zoning Commission may recommend the adoption of an amendment changing the zoning classification of the property in question to any other classification than that requested by the applicant.

Requirements for Special Uses (including Planned Developments)

a) The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
b) The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
c) The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
d) Adequate utilities, access roads, drainage, and/or other necessary facilities will be provided.
e) Adequate measures will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
f) The special use shall in all other respects conform to the applicable regulations of the district in which it is located.
g) There is a public necessity for the special use.