



Village of Hampshire  
234 S. State Street, Hampshire, IL 60140  
Phone: 847-683-2181 ▪ www.hampshireil.org

## LAND USE APPLICATION PACKET

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## Overview of Procedures

1. Most land use procedures require a 15-30 day public notice period. Therefore, the applicant is encouraged to submit a completed application (attached) not less than thirty (30) days before the desired initial meeting of any Village advisory body to allow for staff review and public notices. The Village reserves the right to remove an application from the agenda for any scheduled meeting if the deadline is not met, the application is not complete, or the required fees and deposits have not been submitted. NOTE: The Village of Hampshire and its personnel are not responsible for ensuring the accuracy of any submitted materials.
2. The Village will schedule to have submittals reviewed by Village personnel and consultants, as necessary, and to be added to the appropriate meeting agenda(s) upon fulfillment of submittal requirements. All late submittals will cause postponement to the next regularly scheduled meeting.
3. Meeting dates are subject to change. Applicants will be notified of changes.
4. The Planning and Zoning Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month.
5. Petitions will be forwarded to the Village Board following recommendation from the Planning and Zoning Commission. The Village Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month.

## Village Contacts

### Primary Contact:

AVM for Development - Mo Khan      [mkhan@hampshireil.org](mailto:mkhan@hampshireil.org)      (847) 683-2181

### Other Contacts:

Village Manager - Mary Jo Seehausen      [mseehausen@hampshireil.org](mailto:mseehausen@hampshireil.org)      (847) 683-2181

## General Review Processes

The steps below can vary depending on the type of application received. Staff will notify the applicant of the process for his/her application after staff review.

- Staff Review
  - The Village and its consultants will review each application and supporting information for compliance with Village ordinances and policies. NOTE: The Village of Hampshire and its personnel are not responsible for ensuring the accuracy of any submitted materials.
  - After an application has been submitted, the applicant will receive notification of meeting dates for Village review (if applicable) and for required public meetings thereafter.
  - Fees accrued in reviewing the application will be deducted from the development deposit which must accompany the filing of your application.
- Planning and Zoning Commission Review
  - The Planning and Zoning Commission (PZC) is responsible for interpreting the Village's development goals and objectives and making recommendations concerning land use and development in relation to the zoning code, the subdivision regulations, and the comprehensive plan.
  - Before the PZC begins official review of the application, a public hearing may be held as mandated by ordinance and statute. The Village Attorney and Village Clerk will publish the required notice in the local newspaper at the expense of the applicant. The applicant may be responsible for posting an appropriate notice on the necessary premises and may be required to mail notice (certified mail, return receipt requested) to nearby property owners.
  - The PZC relies upon information provided by the applicant, staff review, and input from the public in making its recommendations that it will submit to the Village Board.
- Village Board Review
  - The final decision for each development application rests with the Village Board. The Village Board may accept, reject, or modify recommendations made by the PZC and may make decisions subject to conditions.
  - Any Village action required for the project after the Village Board has made a final decision will be coordinated as needed with the Village Attorney and Village Engineer.
- Post-Approval
  - Upon final approval, applicants may proceed with the project. Any deviations from the approval must be resubmitted to the Village.
  - Building permits, water/sewer connections, grading work, etc. must be approved separately via the appropriate Village process. Depending on the nature of the project, a pre-construction meeting with Village staff and consultants may be necessary.

## Subdivision Process

The three-step process below applies to all subdivisions of land. Multifaceted applications (e.g., annexation, zoning, and subdivision) will work through appropriate processes in conjunction.

- [Concept Plan Stage](#)
  - Requires a sketch (may be a pencil sketch) that describes the existing conditions of the site and proposed developments thereof.
  - Also requires a small-scale location map of the general vicinity giving locational context to the project.
  - The Planning and Zoning Commission (PZC) will review the concept plan and will send its approval/disapproval to the Village Board with comments. The Village Board will then review the plan and will indicate its approval or disapproval.
- [Preliminary Plan Stage](#)
  - Requires a preliminary plat (if the project is one acre or less, the developer may skip to the final plat) and several other pieces of information used for review.
  - Staff will review the plan and forward comments to the Planning and Zoning Commission.
  - The PZC will review the plan and will send its conditional approval or disapproval to the Village Board with comments. The Village Board will then review the plan and vote to give conditional approval or disapproval.
- [Final Plan Stage](#)
  - Requires a final plat (may be approved progressively in contiguous sections satisfactory to the PZC) and final engineering and landscaping plans.
  - The PZC will review the final plat and will send its approval/disapproval to the Village Board with comments. The Village Board will then act to approve/disapprove the final plat.
  - Village Board approval of the final plat does not constitute acceptance by the Village of any improvement shown on the plan. Building permits are still required for all improvements.

More detailed information about requirements for each stage can be found by clicking the linked titles of each stage, directed to [Chapter 7, Subdivision Regulations](#), of the Village Code.

## Public Notice Information

All applications involving rezoning, variances, and/or special uses will require a 15-30 day public notice period. The following components are required for public notice:

- Certified mail letters to all neighboring property owners within 250' of the property in application.
  - An affidavit of notification is required (Attachment B), and receipts of mailing should be filed with Village Hall before the public hearing.
  - An example letter of notification is attached (Attachment C).
- A sign posted on the property in application clearly visible from the public right-of-way with at least the following information:
  - Notice of Public Hearing
  - Brief description of the matter (ex: "special use to allow a storage facility")
  - [insert date and time of hearing as given by Village staff]
  - Village Hall, 234 S State Street, Hampshire, IL 60140
- An article posted in the local paper - Village staff will handle this.

**Please do not send/post any public notices until a meeting date and place for the public hearing have been officially set.**

Note that other public hearings may be required depending on your application but do not require a specific public notice period.



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### Land Use Application

Date: \_\_\_\_\_

The Undersigned respectfully petitions the Village of Hampshire to review and consider granting the following approval(s) on the land herein described.  
(check all that apply)

- Variance\*
- Special Use Permit\*
- Rezoning from \_\_\_\_\_ District to \_\_\_\_\_ District (ex. M1 to M2)\*
- Annexation\*
- Subdivision
- Other Site Plan: \_\_\_\_\_

\*requires a 15-30 day public notice period

### APPLICANT INFORMATION

APPLICANT (print or type)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

CONTACT PERSON (if different from applicant)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

IS THE APPLICANT THE OWNER OF THE SUBJECT PROPERTY?

\_\_\_YES \_\_\_NO

If the applicant is not the owner of the subject property, a written and signed statement from the owner authorizing the applicant to file must be attached to this application.

IS THE OWNER A TRUSTEE/BENEFICIARY OF A LAND TRUST?

\_\_\_YES \_\_\_NO

If the owner of the subject property is a trustee of a land trust or beneficiaries of a land trust, a disclosure statement identifying each beneficiary of such land trust by name and address, and defining his/her interest therein, shall be attached hereto.

**PROPERTY INFORMATION**

Name of Development (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Total Area (acres): \_\_\_\_\_

Legal Description: must be attached to this application

Fire Protection District: \_\_\_\_\_

School District: \_\_\_\_\_

Library District: \_\_\_\_\_

Park District: \_\_\_\_\_

Township: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Current Use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Zoning/Variance/Use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason/Explanation for Zoning/Variance/Use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED DOCUMENTATION**

From chart on next page

- Signed Application
- Signed Developer’s Agreement (Attachment A)
- Deposit/Fee \$\_\_\_\_\_
 

(see [Village Ordinances and Requirements](#) section)
- Proof of Ownership or Option
- Legal Description of Property - Plat of Survey
- List of property owners within 250 ft with parcel numbers (Attachment B)
 

(see Attachment C for an example notification letter)
- Concept Plan - [see Subdivision Regulations for more information](#)
- Preliminary Plan - [see Subdivision Regulations for more information](#)
- Final Plan - [see Subdivision Regulations for more information](#)
- Site Plan
- Landscape Plan: Preliminary or Final
- Architectural Elevations
- Petition for Annexation
- Plat of Annexation
- Soil & Water Conservation District Natural Resource Inventory Opinion - [See Kane-DuPage SWCD webpage](#)

(required prior to Village Board meeting)
- Other \_\_\_\_\_

Needed documentation may vary depending on the specific circumstances of the application. Therefore, staff may require additional documentation after initial review (e.g., fiscal impact study, endangered species report, wetland report etc.). Further review documentation will normally be required by the Village and other government agencies during permitting prior to earthwork or construction.

**ACKNOWLEDGEMENT AND SIGNATURE**

I, \_\_\_\_\_, hereby apply for review and approval of this application and represent that the application and requirements thereof and supporting information have been completed in accordance with the Hampshire ordinances. I acknowledge that the Village of Hampshire and its personnel are not responsible for ensuring the accuracy of any submitted materials.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Standard Required Documentation

	Variance	Special Use	Rezoning	Annexation	Subdiv. Concept	Subdiv. Preliminary	Subdiv. Final	Other
Application	X	X	X	X	X	X	X	X
Deposit	X	X	X	X	X			X
Developer's Agreement	X	X	X	X	X			X
Proof of Ownership or Option	X	X	X	X		X		X
Legal Description - Plat of Survey	X	X	X	X		X		X
List of Property Owners	X*	X	X			X		
Project Narrative (incl. Response to Findings of Fact)	X	X	X					
Architectural Elevations	X	X				X		
Petition for Annexation				X				
Plat of Annexation				X				
Site Plan	X	X	X	X		X		X
Landscape Plan		X				X	X	X
Conservation District Land Use Opinion	X*	X	X	X		X		
Concept Plan					X			
Preliminary Plan						X		
Final Plan							X	

\*Not required for variances strictly for signage

**Attachment A - Developer's Agreement**  
**Developer's Agreement with Respect to Development Fees and Deposits**

The undersigned Developer acknowledges that he/she/it has filed or intends to file a LAND USE APPLICATION with the Village requesting \_\_\_\_\_ and further acknowledges that the Village Code requires that he/she/it reimburse the Village for all professional fees incurred for engineering, legal, consultant, and other outside services in regard to this application and all other matters related to the proposed development or zoning request. The Developer agrees to be bound by the terms of the Village Code in this regard.

The Developer also is required to, and hereby does, submit a fee or deposit, to be held by the Village to secure reimbursement of such funds as applicable, in accordance with the current schedule of fees and deposits required by the Village for the type of land use action requested. Said deposit shall be held as security for payment of fees and will be applied by the Village to payment of such fees upon default by Developer. Any balance remaining, after payment of all such fees, including reasonable attorney fees and court costs incurred by the Village in discussing, negotiating, or enforcing the terms of this Agreement, shall be returned to Developer. Any interest earned on funds on deposit shall accrue to the Village.

By:

_____ Name	_____ Title
_____ Signature	_____ Date

RECEIPT OF INITIAL DEPOSIT ACKNOWLEDGED BY VILLAGE STAFF:

_____ Signature	_____ Date
--------------------	---------------

**This form must be executed and accompany all Development Applications.  
No Application will be accepted or processed without this completed form.**

**Attachment B - Affidavit of Notification**  
**Affidavit of Notification to Neighboring Property Owners**

To: Village of Hampshire 234 S. State Street Hampshire, IL 60140

From: \_\_\_\_\_

Date: \_\_\_\_\_

The undersigned, being sworn upon his oath, deposes and says that the list below includes the names and address of all owners of property adjacent or within two hundred-fifty (250') feet of the property referred to in the Petition.

The property is located at \_\_\_\_\_.

PROPERTY INDEX #	PROPERTY OWNER	ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attached additional sheets, if necessary.

By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

## **Attachment C - Example Notification Letter**

### **DO NOT RETURN THIS TO THE VILLAGE - FOR YOUR USE IN DRAFTING LETTERS**

Every applicant for rezoning, special use, and/or variance, is required to notify neighboring property owners within two-hundred fifty feet (250') of the property for the proposed zoning relief. Applicants should provide the neighboring property owners with a brief description of the proposed project and a copy of the development plan to help neighboring property owners better understand what is being proposed in their neighborhood (On Applicant's Letterhead)

#### **EXAMPLE OF NOTIFICATION / INFORMATION LETTER**

Dear Neighbor,

(Applicant Name) has submitted an application to the Village of Hampshire for (type of application) to allow (describe project, use of land, number of units, etc.) on the property located at (location of property). A copy of the site plan is enclosed for your information.

The Village of Hampshire is currently reviewing our application materials. If you have any concerns or questions about the proposed development of the property, you are encouraged to contact (contact name for application) at (contact info). You will also have an opportunity to comment on the proposed development at the public hearing before the Village of Hampshire Planning and Zoning Commission, scheduled for (Time and Date of Planning and Zoning Commission meeting) at (location of meeting).

Sincerely, (Applicant)



Village of Hampshire  
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**Petition for Annexation**

Date: \_\_\_\_\_

TO THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF HAMPSHIRE, ILLINOIS

The undersigned petitioners,

Name	Address	E-Mail-Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

who are the owners of record of all the land hereinafter described, together with at least 51% of the electors residing upon the hereinafter described premises, as listed here

Name	Address	E-Mail-Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

respectfully request that the said premises, which has \_\_\_\_\_ number of dwelling structures located thereon, be annexed to the Village of Hampshire, Illinois.

Land to be Annexed

Property Index #	Address	Township	Fire District	School District
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ATTACH the legal description (s) of all territory included in this Petition for Annexation.

ATTACH additional pages as necessary to include all required information.

The undersigned further state(s) that the above-described territory and every portion thereof is not presently within the corporate limits of any municipality, and is contiguous to the Village of Hampshire, Kane County, Illinois.

This petition is filed pursuant to Chapter 65, Cities and Villages, Section 7-1-1, et seq., of the Compiled Statutes of the State of Illinois.

By:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

For each signature, be sure to include the necessary Notary clause / signature and seal provided on the next page.

State of Illinois }  
                          } SS  
County of Kane    }

I, the undersigned, a Notary Public, in and for said County in the state aforesaid, do hereby certify that

\_\_\_\_\_pers

onally known to me to be the same person(s) whose names are subscribed in the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as his/her/their free and voluntary act for the uses and purposes therein set forth.

GIVEN under my hand and notarial seal, this \_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_.

(Notary Stamp)

\_\_\_\_\_  
NOTARY PUBLIC

\* \* \* \* \*

FOR VILLAGE USE ONLY:

Received: \_\_\_\_\_  
                          Date

\_\_\_\_\_  
Signature

### **Instructions to Petitioner for Annexation**

1. Illinois law provides that territory contiguous to a Municipality may be annexed upon petition signed by ALL the owners of such land and 51% of the electors (registered voters) residing thereon. Such annexation is initiated by the filing of a written petition signed by said owners of record and said voters residing thereon. It is absolutely necessary that ALL the owners and 51% of the electors sign this petition if annexation is to be accomplished in this manner.
2. A copy of a deed for each parcel of the territory, containing a complete legal description for each parcel of land sought to be annexed by the petition, and identifying the owner(s) thereof, should be attached.
3. A legible list of all the names of all the owners and their respective spouses, if any, and the names of all registered voters/residents residing within the territory should be attached.
4. A copy of the most current tax bill for each parcel included in the Petition for Annexation shall also be included with the Annexation Petition.
5. If Petitioner(s) has/have a survey of the territory to be annexed, four (4) copies of said survey should be filed with the Petition.

**\*\*Note:** A formal Plat of Annexation, describing all of the territory to be annexed, and bearing the seal of an Illinois Land Surveyor, will be required for recording purposes before conclusion of the annexation process, and should be obtained by Petitioner and filed with the Village Clerk, as soon as practicable.

6. All those persons signing the Petition for Annexation must do so before a Notary Public, and their names should be filled in the space provided for the Jurat of such Notary Public.
7. After the signing and notarization of this Petition for Annexation, it should be filed with the Village Clerk at Hampshire Village Hall, 234 S. State Street, PO Box 457, Hampshire, IL 60140-0457.
8. The territory sought to be annexed will also be part of a Fire Protection District and School District; The trustees of each District will be notified in writing by certified or registered mail of the petition to annex by village staff.
9. The Officials of the township within which the territory is located will also be notified by village staff, in writing, of the filing of this Petition for Annexation.

## Village Ordinances, Fees, and Requirements

Proposed developments in the Village of Hampshire are reviewed based on the Village's development ordinances, including the following:

- Building Regulations
- Zoning Ordinance
- Subdivision Ordinance and Standard Specifications
- Stormwater Ordinance
- Soil Erosion and Sediment Control Ordinance
- Floodplain Ordinance

It is strongly recommended that, before preparing submittal requirements and plans, you review these documents or have your professional consultants review them.

### SECTION I - OBLIGATION OF APPLICANT

It is the obligation of the Developer or Owner to pay all administrative, professional consulting and public hearing expenses, including court reporter fees, incurred by the Village in processing and acting upon petitions or requests for land development or expansion. The deposit for those fees and expenses as hereinafter set forth is intended to insure to the Village that adequate funds will be available to the Village to pay those fees and expenses, but the deposit required is based upon an estimate only of what those fees may be and by making the deposit the applicant is not relieved of the obligation to pay those fees in full if in fact those fees and expenses exceed the deposit amount.

### SECTION II - FEES / DEPOSITS

While single requests for zoning relief only require a once-collected fee, larger projects involving annexation, site plan reviews, and subdivision require more in-depth staff review and consultation and, therefore, require a deposit. As fees are incurred, the Village will draw from the deposit. Any remaining funds from the deposit will be returned to the developer once the process is complete.

If an application involves multiple requests (e.g., annexation and subdivision), only the higher deposit will be collected. All applicable fees will be assessed.

#### 2.1 Zoning Relief

The following fees are collected for each type of zoning relief:

- |  |  |
|--|--|
| • Variance   | \$500                                    |
| • Appeal of a Decision of the Zoning Administrator | \$500                                    |
| • Rezoning or Zoning Amendment                     | \$300                                    |
| • Special Use Permit                               | \$500 + \$50 per acre<br>Minimum \$1,000 |

Additionally, applicants for zoning relief for commercial property/projects will also be required to pay any professional fees incurred for the zoning review process (e.g., legal services, engineering review, etc.).

## 2.2 Annexation

Base Fee: \$2,000 + \$100 per acre

Deposit Schedule:

a)	One (1) acre or any fraction thereof	\$4,000
b)	In excess of one (1) acre but not over ten (10) acres	\$6,000
c)	In excess of ten (10) acres but not over twenty-five (25) acres	\$10,000
d)	In excess of twenty-five (25) acres	\$20,000

## 2.3 Subdivision

Base Fee: \$1,000 due at time of preliminary plat submittal  
\$1,000 due at time of final plat submittal

Deposit Schedule:

a)	Up to twenty-five (25) acres	\$20,000
b)	Twenty-six (26) acres to one hundred (100) acres	\$30,000
c)	One hundred one (101) acres to two hundred (200) acres	\$50,000
d)	Two hundred one (201) acres to four hundred (400) acres	\$80,000
e)	Four hundred one (401) acres and more	\$100,000

## 2.4 Other Site Plan Review

Base Fee: n/a

Deposit Schedule:

a)	One (1) acre or any fraction thereof	\$4,000
b)	In excess of one (1) acre but not over ten (10) acres	\$6,000
c)	In excess of ten (10) acres but not over twenty-five (25) acres	\$10,000
d)	In excess of twenty-five (25) acres	\$20,000

## 2.5 Administrative Fee

The developer shall pay an administrative fee to the Village of ten dollars (\$10) per invoice.

## 2.6 Deposit Interest

The deposit amounts set forth herein shall be deposited in an escrow account maintained by the Village Finance Director. Interest on the account shall accrue to the Village of Hampshire.

### **SECTION III - INSPECTION AT DEVELOPER'S EXPENSE**

- A. All public and private improvements proposed to be constructed shall be inspected during construction by the Village Engineer or a duly designated deputy.
- B. During construction of the improvements, the Developer shall be required to notify the Village Engineer forty-eight (48) hours before the inspection of all utilities.
- C. The Developer shall pay the cost of all inspection and testing services, in accordance with the schedule of fees established from time to time, based on current rates and standard engineering practice.

### **SECTION IV - AGREEMENT TO PAY VILLAGE FEES IN FULL**

Developers shall execute and file with the Village Clerk the "Developer's Agreement with Respect to Land Development Fees and Deposits."

### **SECTION V - AGREEMENT TO PAY EXPENSES**

Invoices for professional services received on behalf of the applicant shall be submitted to the applicant on a timely basis and paid within 20 days of the date thereof.

### **SECTION VI - OTHER FEES**

Fees/deposits paid for zoning processes do not affect the amount of nor the manner of payment of other Village fees, such as building permit fees, connection fees, etc.

### **SECTION VII - BACK-UP SSA**

The Kane County Stormwater Ordinance, adopted by the Village, requires a back-up (or dormant) special service area to provide for the maintenance of a development's stormwater management facilities in the event the benefiting property owners fail to do so properly. It allows the Village to levy a property tax against the properties to raise funds to complete necessary work. If the benefiting properties provide for proper care of the stormwater facilities, normally through an association created by the developer, a levy will never be needed.

The village attorney will start the two-step process for establishing a back-up SSA after all land use entitlements are completed and the village engineer has approved the applicable engineering plans. Other than mass grading, no engineering or building permits will be approved prior to the establishment of the required back-up SSA.

### **SECTION VIII - BUILDING PERMITS**

Issuance of zoning relief does not indicate building approval. Building permits must still be obtained as necessary.

In the event that any invoices are then outstanding and unpaid, any request for a building permit shall not be acted upon, and no building permit shall be issued, until payment has been received by the Village.

## **SECTION IX - COMMERCIAL DEVELOPMENT GUIDE**

Please see the Commercial Development Guide for additional information about commercial land development in the Village outside of just the land use process.