



Building and Community Development

66 Thillen Drive · Fox Lake, Illinois 60020 · (847) 587-3176 · www.foxlake.org

SHORT TERM RENTAL REGISTRATION AND SPECIAL USE SUBMITTAL CHECKLIST

The following documentation is included;

- Petition and Application:** Must be completed and the signatures of the petitioner notarized (there are notaries on staff at the Village).
- Proof of Ownership:** A Letter of Authorization from the Owner of Record is required if an agent is designated or if the Owner's signature is not on the petition.
- Certification of Public Notice;** Must include application, list and map.
- Legal Description:** Provide in electronic format.
- Plat of Survey:** The plat must show all improvements to the property as they currently exist.
- Map of Parking:** Must demonstrate location and maximum number of cars for overnight parking. May be included on plat of survey or aerial.
- Response to Applicable Standards:** A written response to the applicable Standards must be provided that specifies in detail why each of the standards is true or being met.
- Short Term Rental Registration**
- Proof of Insurance:** Must cover rental use.
- Copy of Rules and Regulations:** Must include contact information for the property manager, police and fire.
- Copy of Lease/ Contract:** Must state minimum stay shall be no less than two (2) days and maximum stay shall be no more than thirty (30) days.
- Application Fee:** The application fee is due at time of submittal. You will be invoiced for additional fees including newspaper publication fees and any outside consultant review fees.

STATE OF ILLINOIS }

} SS.

COUNTY OF LAKE }

SAMPLE

BEFORE THE PLAN COMMISSION
VILLAGE OF FOX LAKE

TO: HONORABLE CHAIRPERSON
AND MEMBERS OF THE
PLAN COMMISSION

PETITION FOR SPECIAL USE

NOW comes Owner Name, owner of the following described real estate, to wit:

The property is presently zoned under the Village Ordinance as Current Zoned as and the property is currently used as (Single Family, Multi-Family, Commercial, Mix Use, etc). The Petitioner plans on using the property for a short-term rental property and requests the following:

(What you are requesting?)

The Petitioner stated the following in support of their request:

WHEREFORE, your Petitioner requests that your Honorable Body, pursuant to your rules and regulations, will hold a public hearing as provided for by the Statutes and as a reason of said hearing recommended to the Village Board of Trustees, that the Village of Fox Lake Zoning Ordinance be so amended to grant the Petitioner's request.

Common Address of Property:
PIN NUMBER(S):

I, _____, depose and say that the above statements are true and correct to the best of my knowledge and belief. I agree to be present in person or by representation when this petition is heard before the Plan Commission.

Dated this ____ Day of _____, 201__.

SAMPLE

SIGNATURE OF PETITIONER

Subscribed and sworn to before me

Dated this ____ day of _____ 201__.

NOTARY PUBLIC

Village of Fox Lake

Short Term Rental

Petition Packet
Planning & Zoning Commission



Community Development

66 Thillen Dr.
Fox Lake, IL 60020
www.foxlake.org
(847)587-3176
(847)587-3980 Fax

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Process Overview

Petitions are to be filed with the Community Development Department.

STEP 1	PRE- APPLICATION MEETING: Although this step is optional, we highly recommend the Petitioner schedule a meeting with the Community Development Director to discuss the feasibility of the proposed.
STEP 2	PETITION PACKET SUBMITTAL: Completed Application Packet returned to the Community Development Department.
STEP 3	STAFF REVIEW: Upon receipt of a completed petition packet, staff will conduct a review and contact Petitioner with any questions. Petitioner will address any concerns and resubmit, if required. Once approved by staff, a meeting date will be set and the petitioner will be notified of meeting date.
STEP 4	ACTION BY THE PLANNING & ZONING COMMISSION: Commission will review petition and make a recommendation to the Village Board.
STEP 5	ACTION BY THE VILLAGE BOARD: Village Board will review the Petition and Commission recommendation at the next available meeting. If approved, the ordinance will be drafted.
STEP 6	ADOPTION OF ORDINANCE: Village Board will vote on Ordinance at the next regularly scheduled meeting. Copy of adopted Ordinance will be sent to the petitioner.

Submittal Checklist

It is strongly suggested that petitioners review the material in this packet, and applicable chapters of the Village Code .

The following documentation is included;

- ┌ **Petition and Application:** Must be completed and the signatures of the petitioner notarized (there are notaries on staff at the Village).
- ┌ **Proof of Ownership:** Must provide one of the following;
 - a. Warranty Deed
 - b. Trust
 - c. Title Policy
 - d. Fully executed lease or fully executed contract to purchase. A Letter of Authorization from the Owner of Record is required if an agent is designated or if the owner's signature is not on the petition.
- ┌ **Contiguous Property Owners Listing;** Must include list and GIS map. (See Notification Requirements.)
- ┌ **Plat of Survey:** The plat must show all improvements to the property as they currently exist.
- ┌ **Legal Description:** Provide in electronic format.
- ┌ **Response to Applicable Standards (for Special Use only):** A written response to the applicable Standards must be provided that specifies in detail why each of the standards is true or being met.
- ┌ **Application Fee:** The application fee is due at time of submittal. You will be invoiced for additional fees including newspaper publication fees and any outside consultant review fees.

Fee Schedule

Action	Filing Fee	Additional per Meeting
Re-zoning, other than to M-1 or M-2	\$400.00	\$700.00
Re-zoning to M-1 or M-2	\$600.00	\$1,00.00
Special Use	\$400.00	\$700.00
Special Meeting (plus regular hearing fee)	\$300.00	\$700.00
Outside Review (Engineer, Attorney, etc.)	<i>TBD</i>	
Notice- Publication, Postage	<i>TBD</i>	

Meeting Deadlines

Meeting Date	Submittal Deadline	Notification Deadline
January 10, 2018	December 14, 2017	December 20, 2017
February 14, 2018	January 18, 2018	January 24, 2018
March 14, 2018	February 15, 2018	February 21, 2018
April 10, 2018	March 14, 2018	March 20, 2018
May 09, 2018	April 12, 2018	April 18, 2018
June 14, 2018	May 18, 2018	May 24, 2018
July 11, 2018	June 14, 2018	June 20, 2018
August 8, 2018	July 12, 2018	July 18, 2018
September 12, 2018	August 16, 2018	August 22, 2018
October 10, 2018	September 13, 2018	September 19, 2018
November 14, 2018	October 11, 2018	October 24, 2018
December 12, 2018	November 15, 2018	November 21, 2018

Notification Requirements

The Community Development Department will prepare a Legal Notice. Notice Requirements are as follows;

1. Certified Mailing to Contiguous Property Owners:

The petitioner is responsible for mailing the Legal Notice to all contiguous property owners. A list of property owners shall be obtained from the Township Assessors office. Proof of certified mailing (return receipt, hard green cards) shall be submitted to the Building Department along with the list of contiguous property owners signed by the assessor's office, prior to the hearing.

2. First Class Mailing:

The petitioner is responsible for mailing the Legal Notice to all property owners via first class mail within a three hundred foot (300') radius of the boundaries of the property.

3. Publication of Hearing:

The Building and Community Development Department will publish the Legal Notice in a newspaper of general circulation within the Village.

4. Posted Notice:

Notice of hearings shall be posted on the property so that it is clearly visible from a public street and within ten feet (10') of the property line nearest to a public street. The signage required for this notification will be provided by the village upon receipt of the required fee and the village will perform the posting.

NOTE: Notice is to be made not less than thirty (30) days, nor more than fifteen (15) days, prior.

Application for Public Hearing

LOCATION INFORMATION		
Address:		
City:	State:	Zip:
PIN(S):		
Legal Description (Found on Plat of Survey):		
PROPERTY DESCRIPTION		
Existing Zoning:	Existing Use:	
Surrounding Zoning:	Surrounding Use:	
Lot Size (SQ FT):		
PETITIONER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email Address:	
Petitioner is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Contract Purchaser		
PROPERTY OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email Address:	
REQUESTED ACTIONS		
REQUIRED SIGNATURES		

*The undersigned states under oath that they are the **Legal Owner / Contract Purchaser / Lessee** of record as described in this application. The statements made in foregoing application are true in substance and fact.*

Signature: _____

Date: _____

Contiguous Property Owners Listing

Township:		
<table style="width: 100%;"><tr><td style="width: 50%; text-align: center; vertical-align: top;">Grant Township 26725 W. Molidor Rd. Ingleside, IL 60041 Phone: 847-740-2233</td><td style="width: 50%; text-align: center; vertical-align: top;">Antioch Township 1625 Deep Lake Road, Suite B Lake Villa, Illinois 60046 Phone: (847) 395-1545</td></tr></table>	Grant Township 26725 W. Molidor Rd. Ingleside, IL 60041 Phone: 847-740-2233	Antioch Township 1625 Deep Lake Road, Suite B Lake Villa, Illinois 60046 Phone: (847) 395-1545
Grant Township 26725 W. Molidor Rd. Ingleside, IL 60041 Phone: 847-740-2233	Antioch Township 1625 Deep Lake Road, Suite B Lake Villa, Illinois 60046 Phone: (847) 395-1545	
Subject Property Information:		
Address: _____		
PIN(S): _____		
Property Owner Information:		
Name: _____		
Address: _____		

FOR OFFICE USE

Township: _____

Phone: _____

Signature: _____

Date: _____

STATE OF ILLINOIS }

COUNTY OF LAKE } SS.

BEFORE THE PLAN COMMISSION
VILLAGE OF FOX LAKE

TO: HONORABLE CHAIRPERSON
AND MEMBERS OF THE
PLAN COMMISSION

PETITION FOR SPECIAL USE or AMENDMENT

NOW comes , owner of the following described real estate, to wit:

Legal Description:

The property is presently zoned under the Village Ordinance as
and the property is currently used as

The Petitioner plans on using the property for property and requests the
following:

The Petitioner stated the following in support of their request:

WHEREFORE, your Petitioner requests that your Honorable Body, pursuant to your rules and regulations, will
hold a public hearing as provided for by the Statutes and as a reason of said hearing recommended to the Village
Board of Trustees, that the Village of Fox Lake Zoning Ordinance be so amended to grant the Petitioner's
request.

Common Address of Property:
PIN NUMBER(S):

I, , depose and say that the above statements are true and
correct to the best of my knowledge and belief. I agree to be present in person or by representation when this
petition is heard before the Plan Commission.

Dated this Day of , 201 .

SIGNATURE OF PETITIONER

Subscribed and sworn to before me

Dated this day of 201 .

NOTARY PUBLIC

Consultant Services Agreement

I, _____, understand that I am responsible for any and all village attorney fees, engineering fees, village planning fees and other outside consulting fees necessitated by the requested action.

Subject Property Information:		
Address:		
Responsible Party Information:		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email Address:	

6-1-11: DEVELOPMENT FEES:

Administrative Fees: Whenever any escrow is established pursuant to subsection A of this section, the village shall be entitled to deduct from the escrow the sum of ten percent (10%) of any sums paid out by the village from said escrow as an administrative fee for the handling of said funds. The petitioner and owner of the affected property shall sign a reimbursement of fees agreement on forms provided by the village prior to any action being taken. Supplemental Effect: The requirements of this section shall be supplemental to any and all other fees and charges to be paid by the entity making the request. (Ord. 2015-02, 1-13-2015).

9-4-5: REVIEW FEES:

No final approval shall be given until all review fees and outside consultant fees have been paid, and in the event that any review fees or outside consultant fees are not paid within ten (10) days after billing, the building commissioner may suspend or revoke any permit issued by the village. The hourly rates to be charged by outside consultants shall be the standard hourly rates charged to the village by the outside consultant. If resubmittals are required and comprehensive review of the resubmittals are required, then an additional review fee may be required based upon the estimated staff time and outside consultant cost required for the review. (Ord. 2004-49, 8-24-2004)

Signature of Petitioner:

Date:

Response to Standards for Special Use

When considering the requested action, the Plan Commission must determine the following Findings of Fact exist. Please provide a written response to each of the standards listed below. The response to each should thoroughly explain how the requested will meet the established criteria.

1. That 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. ***(Please explain how granting the request will not have an adverse impact on the community.)***
2. That 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. ***(Please explain how granting the request will not have an adverse impact, specifically on contiguous and adjacent properties. Also, please explain how the request will not have a negative impact on the property values in the surrounding area.)***
3. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. ***(Please explain how granting the request will not have an adverse impact on future development of the surrounding area.)***
4. That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided. ***(Please address availability of utilities, access to roads, and drainage.)***
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. ***(Please indicate what steps have been or will be taken to ensure that all entrances and exits will not increase traffic congestion.)***
6. That the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the village board of trustees.

Standards for Amendment

Where the purpose and effect of the proposed amendment is to change the zoning classification of a particular property, the plan commission shall make findings based upon the evidence presented to it in each specific case with respect to the following matters:

1. Existing uses of property within the general area of the property in question.
2. The zoning classification of property within the general area of the property in question.
3. The suitability of the property in question to the uses permitted under the existing zoning classification.
4. 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 day the property in question was placed in its present zoning classification.

General Procedure for Public Hearing

Anyone wishing to speak must be sworn in. Those speaking are asked to use the microphone and to speak clearly. Please begin by stating your name, address and note if you have been sworn in. Being sworn in does not obligate you to speak, but you must be sworn in should you decide to speak.

The Plan Commission may impose reasonable limitations on evidence or testimony, such as time limits and barring repetitious, irrelevant or immaterial testimony. Time limits, if imposed, shall be fair and equally administered.

The following process will be followed for each petition on the agenda:

1. The public hearing will be called to order.
2. Anyone wishing to speak will be sworn in.
3. Village Staff will present their report regarding the petition, after which the Plan Commission may ask questions of the Staff.
4. The Petitioner will present testimony regarding their petition, after which the Plan Commission may question the Petitioner and any of the Petitioner's witnesses.
5. Members of the public may ask questions and offer any sworn testimony (comments, opinions, etc.).
6. After the public has completed its commentary, the Plan Commission may question any member of the public who has spoken regarding their testimony.
7. The Petitioner may then cross-examine any member of the public who has spoken.
8. The Petitioner is afforded an opportunity to make a closing statement.
9. Motion.
10. Deliberation by the Plan Commission.
11. Roll Call Vote.

Note: These general guidelines are provided as an aid to those in attendance at Plan Commission meetings, to help them to follow and participate in the public hearing process. These guidelines are not binding and may be amended or deviated from as the Commission determines to be necessary.