

VILLAGE OF HOFFMAN ESTATES



HEARING PROCEDURES FOR RESIDENTIAL RELEASES OF OPEN SPACE

In appearing before the Planning, Building and Zoning Committee, the presentation justifying the request is the responsibility of the homeowner. Presentations should begin with a description of what you wish to construct and why it is necessary to obtain a release of open space. You should be prepared to respond to questions regarding alternatives that would not require a release of open space.

The Planning, Building and Zoning Committee hearing will conclude with a vote. This vote, however, does not conclude the release of open space process and does not allow you to obtain a building permit. The Planning, Building and Zoning Committee is a recommending body and all Planning, Building and Zoning recommendations are forwarded to the Village Board for final action. The Village Board meets the first and third Monday of every month. At the conclusion of the Planning, Building and Zoning hearing, the Planning, Building and Zoning Committee should provide you with the exact date when your request will be forwarded to the Village Board for final action.

**VILLAGE OF HOFFMAN ESTATES
REQUEST FOR RELEASE OF OPEN SPACE**

FOR VILLAGE USE ONLY

Hearing Fee \$ _____ Date Paid _____ Received By _____

Hearing Date: _____ Zoning District _____ Project No. _____

Receipt Number _____ Check No. _____ Variations Required? _____

INSTRUCTIONS: **All requests for a release of open space before the Planning, Building and Zoning Committee must be accompanied by the items required according to the nature of the request. All fees must be paid before the Planning, Building and Zoning Committee can hear any case.**

PLEASE PRINT OR TYPE

1. Name of Owner(s) _____

Owner's Address _____ Phone _____

City _____ State _____ Zip _____

E-Mail Address _____

2. Person applying if other than owner:

Name _____ Company _____

Address _____ Phone _____

City _____ State _____ Zip _____

E-Mail Address _____

3. Location of Property if different than #1 above: _____

4. Property Index Number (PIN) _____

5. Plat Original Document Number _____

6. Purpose of Request _____

7. Required Easement and Present/Proposed Encroachment

	Present	Required	Proposed
Side Yard			
Rear Yard			
Front Yard			

8. Estimated Cost of Proposal

\$ _____	Building
\$ _____	Driveway
\$ _____	Other
\$ _____	Total

9. Why is the release of open space being requested? This statement should include sufficient detail to justify this request.

10. Describe existing construction materials and proposed materials indicating if proposed construction will match or blend with the existing structure.

11. Who will construct the proposed use?

12. Describe all alternatives considered in locating the proposed construction and describe why they were not selected (i.e. construction of detached garage instead of an attached garage because of steep grades).

13. Will the proposed construction require removal/relocation of trees, driveway apron, utilities, other? If yes, please describe.

14. Is the applicant the original owner? _____ How long has the applicant resided at this address? _____ Did the condition that instituted this request for a release of open space exist at the time the applicant purchased this property? If yes, please describe.

15. ACKNOWLEDGMENT

Applicant acknowledges, understands and agrees that under Illinois law, the Village President (Mayor), Village Trustees, Village Manager, Corporation Counsel and/or any employee or agent of the Village or any Planning and Zoning Commission member or Chair, does not have the authority to bind or obligate the Village in any way and therefore cannot bind or obligate the Village.

Further, Applicant acknowledges, understands and agrees that only formal action (including, but not limited to, motions, resolutions and ordinances) by the Board of Trustees, properly voting in an open meeting, can obligate the Village or confer any rights or entitlement on the applicant, legal, equitable or otherwise.

7. Signature _____
Applicant

Date

The following attachments must be provided before your request can be scheduled:

1. A sketch of the proposed use for which a release of open space is sought.
2. Location of the proposed use sketch on a copy of the Plat of Survey, showing distances and dimensions of the proposed use.
3. Authorization from applicable utilities.
4. Legal description of property (typically found on the Plat of Survey).
5. \$75.00 Application Fee.