

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION ESTABLISHING FEES FOR
PLANNING, ZONING, DEVELOPMENT INCENTIVES
AND OTHER RELATED FEES
OF THE VILLAGE OF HOFFMAN ESTATES**

WHEREAS, Resolution Nos. 312-1977, 462-1981, 529-1983, 635-1987, 741-1989, 748-1989, 785-1990, 806-1991, 834-1991, 853-1992, 979-1995, 1046-1998, 1261-2005, 1482-2011 and 1608-2016 previously established certain fees for planning and zoning related items, including easement releases, plat reviews and public meetings, and provided for the time of billing of such fees.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1:

- A. That the fees for residential open space (or similar) easement releases shall be Seventy-Five Dollars (\$75.00).
- B. That the fees for residential variations for Planning and Zoning Commission hearings shall be One Hundred Seventy-Five Dollars (\$175.00).
- C. That the fees for non-residential variations for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00).
- D. That the fees for special uses for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00) for specific special uses listed in the Code, and Seven Hundred Fifty Dollars (\$750.00) for any use proposed under the "all other uses not heretofore listed" category.
- E. That the fees for text amendments for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00).
- F. That the fees for issuance of a formal Zoning Compliance Letter shall be One Hundred Dollars (\$100.00).
- G. That the fees for a request for review of a Cook County Property Tax Abatement Application and preparation of a municipal Resolution in support shall be One Thousand Dollars (\$1,000.00).
- H. That the fees for application and review of a tax rebate/cost recovery request shall be based on the rebated portion requested shall be:
 - 1. Five Hundred Dollars (\$500.00) if the rebated portion requested is less than Ten Thousand Dollars (\$10,000.00);
 - 2. One Thousand Dollars (\$1,000.00) if the rebated portion requested is between Ten Thousand Dollars (\$10,000.00) and Fifty Thousand Dollars (\$50,000.00);
 - 3. One Thousand Five Hundred Dollars (\$1,500.00) if the rebate portion requested is between Fifty Thousand and One Dollars (\$50,001.00) and One Hundred Thousand Dollars (\$100,000.00); and
 - 4. Two Thousand Dollars (\$2,000.00) if the rebated portion requested is greater than One Hundred Thousand and One Dollar (\$100,001.00).

I. That the fees for two (2) years' worth of Enterprise Zone Sales Tax Exemption Certificate shall be Five Hundred Dollars (\$500.00) per project.

J. That an initial deposit of Two Thousand Five Hundred Dollars (\$2,500.00) shall be required for consideration of any other incentive request that is not specifically stated in this Resolution which may include but is not limited to fee waivers, infrastructure improvements or recapture ordinances.

K. That an initial deposit in the amount of Seven Thousand Five Hundred Dollars (\$7,500.00) shall be required for Village Staff time, excluding a separate attorney deposit, upon the submission of an application to create, amend or extend a tax increment financing and/or development or redevelopment agreement.

L. That there shall be no refund after application by a non-residential applicant or an applicant who is an owner or beneficial owner of more than two (2) properties in the Village. Applicants who are owners or beneficial owners of fewer than two (2) residential properties in the Village shall be entitled to a full refund if application is withdrawn before legal notice is posted; a refund of the fee less the cost of the legal notice, plus Twenty Dollars (\$20.00) if the application is withdrawn after legal notice is posted and before hearings commence; or no refund if application is withdrawn after hearings have commenced.

Section 2: That the fees for subsections B through K shall be paid prior to the commencement of any hearing and that Three Hundred Dollars (\$300.00) be paid before commencement of hearings and before each additional hearing date or Village Board meeting to cover the services of a court reporter at the Planning and Zoning Commission and before the Village Board when deemed necessary by the Village Manager; and further that such fees as shall reflect the actual compensation of Village staff time, and shall be paid or on deposit before the Planning and Zoning Commission or Village Board shall render a decision, or accept a withdrawal of request or petition on any matter pending before it.

Section 3:

A. That the fees for site plan review under the Subdivision Code be as follows:

<u>Site Plan Review</u>	
1.	\$500 0-4.99 Acres
2.	\$750 5.0-9.99
3.	\$1000 10.0 & Above

Site Plan Amendment (Changes to approved developments plans)

1. \$250 Staff level (staff review via permit or letter)
2. \$350 Administrative (Village Manager review, in accordance with Board-approved procedures)
3. \$500 Minor (Planning, Building and Zoning Committee Review)
4. \$750 Major (Planning and Zoning Commission review)

B. That the fees for Rezoning or RPD redesignation amendments by the Planning and Zoning Commission shall be as follows:

<u>Rezoning/RPD Amendments</u>	
1.	\$500 0-4.99 Acres
2.	\$750 5.0-9.99
3.	\$1,000 10.0 & Above

C. That the fees for Annexation Hearings shall be as follows:

<u>Annexation Hearing Fee</u>	
1.	\$500 0-4.99 Acres
2.	\$750 5.0-9.99
3.	\$1000 10.0 & Above

D. That the fees for a Plat of Subdivision review (or other plat) by the Planning and Zoning Commission shall be as follows:

<u>Residential Plat</u>	
1.	\$750 + 10 per lot Preliminary
2.	\$750 Final (in conformance with Preliminary or concurrent request)

Non-Residential Plat - Preliminary

1. \$500 0-4.99 Acres
2. \$750 5.0-9.99
3. \$1000 10.0 & Above

Non-Residential Plat – Final

1. \$500

- E. That fees for a Plat of Easement review by the Village Board shall be \$500.
- F. That fees for review of an Annexation Agreement, Development Agreement, or other development-related agreement shall be:

Development related Agreements

1. \$500 New Agreement
2. \$250 Amended Agreement

- G. That the initial portion of the Engineering Site Plan Review fee due for review by the Engineering Division shall paid at the same time as applicable site plan and other fees, and shall be:

Site Plan Review (Engineering)

1. \$1,000 0-1.99 Acres
2. \$3,000 2.0-9.99
3. \$5,000 10.0-49.99
4. \$7,000 50.0 & Above

The fees in this subsection G shall be calculated as a credit against the final Plan Review and Inspection Fee that is adopted by separate resolution and calculated and paid at the time construction is set to begin.

- H. That the fees for an extension of time of the Village Board approval shall be 50% of initial fee.

- I. That fees for master sign plan review for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00), plus Two Hundred Fifty Dollars (\$250.00) for every different sign type included in the plan. A sign type is defined as signs which are similar in location, size, construction, design, placement, and other characteristics and which are subject to similar regulation.

Section 4: That where deemed necessary by the Village Manager, an independent consultant may be contacted at the expense and cost of the applicant. Said consultant may be in lieu of the applicant's consultant or in addition to such consultant. The estimated fee of such consultant shall be deposited prior to the commencement of any hearing date where the consultant's testimony is required and further it shall be required that such fees as shall reflect the actual compensation of the consultant shall be paid or on deposit before the Planning and Zoning Commission shall render a decision, or accept a withdrawal of request or petition on any matter pending before it.

Section 5: That the Planning and Zoning Commission may hold in addition to its regular meetings:

- A. "Village Special Meeting" under the following conditions:
 1. A Planning and Zoning Commission quorum is available.
 2. An additional meeting is necessary due to a backlog of items scheduled to appear on agendas in the opinion of the Village Manager after consultation with the Director of Development Services and the Planning and Zoning Commission Chairman.
- B. "Requested Special Meeting" under the following conditions:
 1. A Planning and Zoning Commission quorum is available.
 2. That Planning and Zoning Commission is not operating under a "Village Special Meeting" schedule.

- 3. Authorization is given by the Village Board or a Village Board Committee.
- 4. The cost of a "Requested Special Meeting" shall be borne by the applicant in addition to all other required fees. The cost of a "Requested Special Meeting" can be prorated among more than one (1) applicant. The cost for the Planning and Zoning Commission Special Meeting shall be the sum of Three Hundred Dollars (\$300.00).

Section 6: That pursuant to Section 2-2-3 of the Hoffman Estates Municipal Code, the Village Board may hold special meetings in addition to its regular meetings. Upon a request of a Special Meeting of the Village Board by an applicant, the cost of such meeting shall be borne by the applicant in addition to any other required fees. The cost of such Special Meeting can be prorated among more than one (1) applicant. The cost for such a Special Meeting shall be Four Hundred Dollars (\$400.00).

Section 7: This Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS 17th day of September, 2018

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	<u>X</u>	_____	_____	_____
Trustee Anna Newell	<u>X</u>	_____	_____	_____
Trustee Gary J. Pilafas	<u>X</u>	_____	_____	_____
Trustee Gary G. Stanton	<u>X</u>	_____	_____	_____
Trustee Michael Gaeta	<u>X</u>	_____	_____	_____
Trustee Karen Arnet	<u>X</u>	_____	_____	_____
Mayor William D. McLeod	<u>X</u>	_____	_____	_____

APPROVED THIS 17th DAY OF September, 2018

William D. McLeod
Village President

ATTEST:

Alex Remington
Village Clerk