



# VILLAGE OF HOFFMAN ESTATES PLANNING AND ZONING ADMINISTRATIVE SITE PLAN AMENDMENT

All projects that involve an exterior modification of an existing structure or a substantial change in use must obtain site plan approval. The Administrative Site Plan Amendment Review is a process which allows the approval of site plan modifications that do not require construction of a new building. Proposals eligible for Administrative Site Plan Review Amendment shall be limited to the addition of landscaping and other changes to the site plan that meet current code requirements, plans increasing the existing floor area by less than twenty percent (20%), and plans that will not result in a substantial increase in traffic, noise, artificial light, or other impacts.

The Administrative Site Plan Amendment Review process is as follows:

1. The petitioner meets with Village Staff to discuss the project and identify any potential issues that may arise in the application. Village Staff will provide the petitioner with any other information needed to prepare a proposal summary.
2. The petitioner completes an application and submits a proposal of the project including a site plan and any other necessary documents.
3. Staff will distribute a summary of the proposal, plans, and any conditions of approval to the Village Board members. Notice of the proposal is provided to properties within 300 feet of the subject site.
4. In the notice, a ten (10) day comment period is established when Village Officials and the public may submit comments about the proposed project. If there are no objections to the proposal within 10 calendar days, Village staff may issue the administrative approval in accordance with existing Village Code Standards.
5. If there are objections to the proposed project within the ten (10) day comment period, the project will be scheduled for review before the Planning, Building and Zoning Committee (PB&Z) at a public meeting. After review by the PB&Z Committee, approval must be sent to the Village Board of Trustees for final consideration.

## REQUIRED SUBMITTALS

	General Application
	Application Filing Fee: \$350
	Legal Description typically found on the tax bill, deed, or plat of survey.
	Current Plat of Survey drawn to scale showing the proposed improvement(s) and distance(s) from existing structures and property lines.
	A scale drawing of the floor plan and elevations, including windows and door locations.
	A project narrative detailing the request and providing information related to proposed construction materials, whether removal/relocation of trees or utilities will be required and the estimated total project cost. Include any relevant plans, documents, and photos to support the request.