



Sign Request Application

OFFICIAL USE ONLY – TO BE COMPLETED BY VILLAGE STAFF

Case Number: _____ - ZPA - _____ - _____ Submittal Date: _____ Hearing Date: _____

Project Name / Address: _____

Existing Site Information

Address(es) (Street Number, Street) _____

Lot Area (Sq.Ft)	Land Use	Zoning District
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Property Index Number(s): _____

(attach additional sheets if necessary)

Sign Request(s) (Check all that apply)

Awning Canopy Electronic Message Board Monument Pole
Type of Sign: Projecting Wall Window Other: _____

Conditional Use for _____ Text Amendment: Section(s) _____

Variation from Sec. _____ Other: _____

Summary of Requested Action(s): _____

Applicant Information (Petitioner)

Name			Telephone (day)		
Corporation			Telephone (evening)		
Street Address			Fax		
City	State	Zip Code	Email		
Interest in Property:					

Property Owner Information

Check if property owner same as applicant

Name			Telephone (day)		
Corporation			Telephone (evening)		
Street Address			Fax		
City	State	Zip Code	Email		

Existing Sign Information

Number of Wall Signs: _____

Number of Awning/Canopy Signs: _____

Number of Ground Signs: _____

Sign Measurements:

Height _____ Ft.

Width _____ Ft.

Area _____ Sq. Ft.

Overall Height _____ Ft.

Projection _____ Sq. Ft.

Clearance _____

Proposed Sign Information

Number of Wall Signs: _____

Number of Awning/Canopy Signs: _____

Number of Ground Signs: _____

Sign Measurements:

Height _____ Ft.

Width _____ Ft.

Area _____ Sq. Ft.

Overall Height _____ Ft.

Projection _____ Sq. Ft.

Clearance _____

(Provide Additional Sheets if Necessary)

Associated Development Professionals Contact Information (If Applicable)

Sign Installer Name _____ Address _____ _____	Telephone (day) _____ Fax _____ Email _____
Architect Name _____ Address _____ _____	Telephone (day) _____ Fax _____ Email _____
Landscape Architect Name _____ Address _____ _____	Telephone (day) _____ Fax _____ Email _____
Other Name _____ Address _____ _____	Telephone (day) _____ Fax _____ Email _____

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to this request. The applicant is the owner or authorized representative of the owner of the property. The petitioner and the owner of the property grant employees of the Village of Cary and their agent's permission to enter onto the property during reasonable hours for visual inspection of the subject property.

I hereby affirm that all information provided herein and in all materials submitted in association with this application are true and accurate to the best of my knowledge.

Applicant:

Signature: _____

Date: _____

Printed: _____

If the applicant is not the property owner:

I hereby designate the applicant to act as my agent for the purpose of seeking the zoning request(s) described in this application and the associated supporting material.

Property Owner:

Signature: _____

Date: _____

Printed: _____

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Affidavit of Mailing

BEFORE THE BOARD OF ZONING, PLANNING AND APPEALS OF THE VILLAGE OF CARY

IN THE MATTER OF THE APPLICATION)
REGARDING THE REQUIREMENTS OF THE)
UNIFIED DEVELOPMENT ORDINANCE OF THE)
VILLAGE OF CARY, MCHENRY COUNTY,)
ILLINOIS 60013)

AFFIDAVIT

I/We _____ being first duly sworn on oath deposes and states as follows:
(Enter Name(s) of Applicant)

- A. That the persons who have last paid taxes on all property contiguous to or abutting the parcels concerned in the petition, including taxpayers of record as may own property across the road, street or alley, which may abut the premises concerned on one or more sides are attached on Exhibit "A" attached hereto.

- B. That a copy of the notice concerning the hearing was sent to each of the above named persons by regular mail notifying them of the hearing on _____ in the Village Board Room,
(Enter Date of Hearing)
655 Village Hall Drive, Cary, Illinois 60013. Said notice was mailed to each of the persons by regular mail on _____.
(Enter Date of Mailing)

Further affiant sayeth not.

Applicant Signature

Subscribed and sworn to before me

this _____ day of _____, 20____.

Notary Public

Submission Requirements

REQUIREMENT

CHECKLIST

- 1) Completed Sign Request Application.
- 2) Payment of Fees:
 - a) Sign Filing Fee (see Fee Schedule)
 - b) Retained Personnel Fee (if necessary)
- 3) Public Notice Requirements:
 - a) Certificate of Publication in Local Newspaper
 - b) Executed Affidavit of Mailing (see attached)
- 4) Written Responses to each applicable Conditional Use or Variation Standard (see attached)
- 5) Plat of Survey of the Subject Property
- 6) Plans and Drawings drawn to scale, indicating the following information:
 - a) Construction documents of the proposed sign(s);
 - b) Illumination plans for the proposed sign(s) (if applicable);
 - c) Site plan showing sign location on property along with all property lines, buildings, parking, roads, utility easements and sidewalks;
 - d) A landscaping plan; and
 - e) A picture of the area where the sign is to be installed.
- 7) Any other information determined necessary by the Community Development Department or provided by petitioner as additional support for the sign request.
- 8) One (1) compact disc (CD) or USB with all required plat of survey and exhibits (Plans and Drawings) saved in electronic PDF format.

Important Information for Submission

- ✓ All required items, including all plans, shall be folded not to exceed 8 ½" x 14" in area and shall prominently indicate the following basic information:
 1. The development name and/or address;
 2. The name of the preparer;
 3. The date of preparation and any subsequent revisions
 4. Scale, both in numerals and graphic; and
 5. A north arrow.
- ✓ Any items requiring more than one (1) copy should be collated and secured into complete packets prior to submittal;
 1. Application
 2. Plat of Survey
 3. Site Plan and Drawing(s)
 4. Additional Supporting Exhibits
- ✓ At least three sets of scaled plans shall be submitted for staff review (no larger than 11" x 17"). Additional sets of plans may be requested to be submitted by the Community Development Department if determined necessary for the processing of the request.

Application Filing Fee Schedule

Application Filing Fee Schedule:

1. Conditional Use Permits:
 - a) Residential Detached Garages No Charge
 - b) Signs\$150.00
 - c) All Other Conditional Use Permits.....\$750.00
2. Variations:
 - a) Fences.....\$150.00
 - b) Signs\$150.00
 - c) All Other Variation Requests\$500.00
3. Map Amendment\$750.00
4. Text Amendment\$750.00
5. Appeals\$750.00
6. Subdivision review fees:
 - a) Inside Village’s Corporate Boundary\$50.00/lot or \$1,000.00 minimum
 - b) Outside Village’s Corporate Boundary\$50.00/lot or \$1,500.00 minimum
 - c) Application Fee for cul-de-sac within the Village.....\$6,000.00
7. Special Hearing Fee (all requests)\$500.00

Retained Personnel Fee:

The Village of Cary has adopted a retained personnel policy regarding any applications related to property that is proposed to be developed, zoned, built on, or subdivided within the corporate limits of the Village, to property proposed to be annexed into the Village, and to property proposed to be platted or subdivided within the jurisdictional limits of the Village’s comprehensive plan and map. The owner of applicable properties shall reimburse the Village per the schedule established in Section 3.08 of the Village Code. Per this section, a minimum deposit shall be submitted to the Village as follows:

1. Annexations, Subdivisions, and other Land Developments.....\$10,000.00 min to \$20,000.00 max
2. Zoning and/or Planning for Multifamily, Commercial, and/or Industrial Uses.....\$2,500.00

Any deposit will be utilized by the Village to cover any expenses/fees charged to the Village by retained personnel, costs attributable to any hearing, meeting, and conference held in connection with the project, inspection fees related to a project, and expenses incurred for bringing a property into compliance with Village ordinances. The Village may request a fee be submitted at any point following the initial submittal of an application if the Village begins to incur costs associated with the review of your application, or if initial funds are exhausted and the deposit needs to be restored to cover additional expenses. Please contact the Community Development Department prior to submitting a formal application to determine if a retained personnel fee will be required for the review of your project.

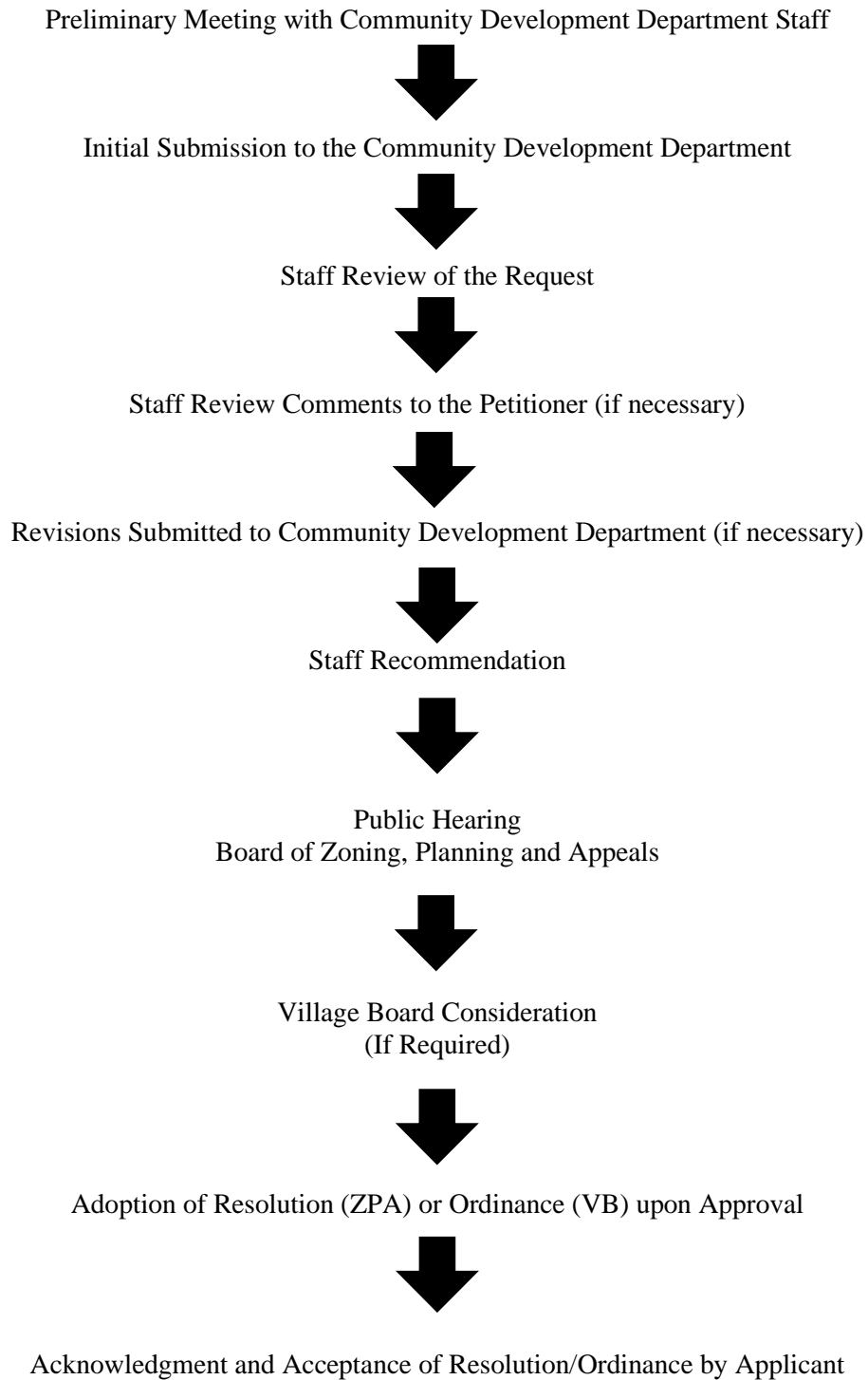
Sign Request Review Procedure

The sign application review process involves a three-phase procedure that first requires staff review of the sign request application, a public hearing before the Board of Zoning, Planning and Appeals (ZPA) for recommendation, and finally Village Board of Trustees action. The process can generally be expected to take six to eight (6 – 8) weeks from the time of initial application to Village Board of Trustees final action. Procedurally, this process involves the following steps:

- Step 1: Complete the *Sign Request Application* for your requested action. The application will need to be signed by both the applicant and existing property owner.
- Step 2: At least 30 days prior to the desired public hearing date bring the draft of your application and supporting documents to the Village Hall to be reviewed by the Community Development Department. Once this has been reviewed and approved Village staff will set a date for the public hearing and produce a *Public Hearing Notice*.
- Step 3: The approved *Public Hearing Notice* must be published in the Northwest Herald Newspaper located in Crystal Lake, IL (815.459.4040) no earlier than 30 days, but no later than 15 days prior to the day of the hearing. The Northwest Herald will provide you with a *Certificate of Publication* following the printing of the legal notice.
- Step 4: A copy of the *Public Hearing Notice* must be mailed through regular U.S. Post Office mail service to all property owners within 250 feet of the property subject to the application request. This list can be obtained from the Treasurer's Office located at the McHenry County Government Center in Woodstock, IL (815.334.4260). The notice must be sent no earlier than 30 days before, but no later than 15 days prior to the day of the meeting. You must submit a sworn statement of completion of this mailing to complete the application with the Village (see attached *Affidavit of Mailing*). This form must be signed in front of a notary public. The Village has staff members who can serve as your notary if necessary.
- Step 5: Submit the original *Sign Request Application* and supporting documents, the appropriate application fee, the *Certificate of Publication*, and the *Affidavit of Mailing* along with a list of property owner's of record who have received a copy of the *Public Hearing Notice* to the Community Development Department. These documents will be provided to the ZPA for review at the public hearing.
- Step 6: Upon receipt of the documentation as required herein, the proposal will be reviewed by the Community Development Department and other Village staff as needed. If revisions are required staff will provide comments to the petitioner seeking necessary revisions. The Community Development Department will submit a written report explaining the petitioner's final request and related staff review to the ZPA with a copy provided to the petitioner.
- Step 7: The ZPA will conduct a public hearing to review the request. All persons desiring to express an opinion regarding the petition will be given an opportunity to be heard at the meeting. Upon conclusion of its review, the ZPA may either grant, deny or modify the requested petition (for applicable variation requests) or will submit a recommendation to the Village Board of Trustees for consideration. The ZPA may require such conditions of approval as it may deem necessary to ensure conformity with the intent of all Comprehensive Plan elements, established Village policies, and applicable Village ordinances.
- Step 8: Upon receipt of the ZPA recommendation, the Village Board of Trustees, may grant, deny or modify the petition as it determined appropriate. The Board of Trustees may require special conditions, as it may deem necessary, to insure conformity with the intent of all Comprehensive Plan elements, established Village policies, and applicable Village ordinances.
- Step 9: If approved by the Village Board, a final ordinance will be drafted summarizing the zoning approvals granted and any conditions of approval. The ordinance will need to be acknowledged and accepted by a representative of the applicant prior to any approvals granted taking effect.

Please Note – *The recommendations and technical assistance provided by Village staff during the course of the review process is purely advisory in nature. The authority to approve or deny a petition lies solely with the Board of Zoning, Planning and Appeals or the Village Board of Trustees.*

Sign Request Review Process



Standards for Conditional Use

The Board of Zoning, Planning and Appeals shall hear and make a recommendation to the Village Board of Trustees to approve or deny any application for a conditional use permit. It shall recommend the permit be approved where the applicant has demonstrated by the preponderance of the evidence that the standards of the Unified Development Ordinance are met including the standards set out below for a Conditional Use:

1. The use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
2. The use will not substantially diminish or impair the value of properties within the neighborhood, or be injurious to the use and enjoyment of other properties in the immediate vicinity;
3. The use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district; and
4. That the use will not substantially contribute to an overburdening of Municipal services; that adequate utilities, access roads, drainage and other necessary facilities have been or are being provided; and that adequate measures have been or will be taken to provide ingress and egress so as to minimize traffic congestion in the public streets;
5. That the use will be consistent with the policies and future land use map(s) in the Village's comprehensive plan;
6. That the use will comply with all other requirements of the Unified Development Ordinance.

Standards for Variations

The Board of Zoning, Planning and Appeals shall hear and make a recommendation to the Village Board of Trustees to approve or deny any application for a variance. It shall recommend the variance be approved where the applicant has demonstrated by the preponderance of the evidence that this title has or will subject the petitioner to practical difficulties or a particular hardship and provided that the petitioner demonstrates that all of the standards of the Unified Development Ordinance are met including the following standards set out below for a Variance:

1. That the hardship was caused by unique circumstances relating to the individual case, and not to general conditions in the district;
2. That the property cannot yield a reasonable return if permitted to be used only under the standards set out in the Unified Development Ordinance.
3. That the applicant has not taken any action that has caused the extraordinary condition or made it worse than it otherwise might have been;
4. That the relief proposed will not alter the character of the locality; and
5. That the relief proposed is in harmony with the general purpose and intent of the Sign Ordinance.