



**Community Development Department  
Plan Commission  
Procedures for Requesting a Special Use  
(847) 506-6030**

**The party interested in a Special Use is encouraged to discuss the matter with the Community Development Director.**

The following is a summary of the process for the Plan Commission of the City of Rolling Meadows. The procedures hereby established are to assist all parties involved and do not modify, amend, repeal or otherwise affect the applicability of the ordinances of the City.

**Requesting a Plan Commission hearing involves these steps:**

1. Application Process
2. Notification Process
3. Public Hearing by Plan Commission
4. Decision by City Council

***Please note, due to notification timeframes, it will be necessary to submit your applications and supporting documents one month in advance of the hearing date.***

**Application Process**

After you complete the application, return the application, with the fee and attachments to the Community Development Department. A letter will be sent to you advising that we have accepted your application and this letter will give you the date of your public hearing. **Note: Do not start the notification process before you receive this letter.**

- ◆ The application must be complete in order for the request to be processed.
- ◆ The application form is to be completed by printing or typing.
- ◆ Please note that if the request is being made by an agent, the property owner's written authorization must be included.
- ◆ Review applicable Code sections for specific requirements.

**Notification Process**

➤ **Applicant's Responsibility**

- ◆ Notification must be accomplished 15-30 days prior to the hearing date.
- ◆ Your township office will assist you in researching the names and addresses of the property owners within 250 ft. from all edges of your property. The easiest method of notification is to photocopy the public notice.
- ◆ Written notification to **all property owners or tax bill recipients within 250 feet** (including right-of-ways) is to be accomplished by mailing a copy of the public notice by certified mail, return receipt to the owner or tax bill recipient.
- ◆ **Notification to condominiums need not be made to each condominium unit provided the notification is sent to the Board of Directors of the condominium association and the management company.**
- ◆ **15 days before the meeting**, the **notarized** township listing with names and addresses of the notified properties including the real estate numbers, a map depicting the notified surrounding properties and the white certified mailing receipts must be submitted to the Community Development Department for their review and verification.
- ◆ **48 hours before the meeting** the certified mail receipts (green cards) must be submitted to the Community Development Department.

***\* Failure to comply with the above items may result in removal from the agenda.***

➤ **City's Responsibility**

- ◆ The **City** will publish a public notice in the newspaper. A copy of the notice will be forwarded to you for your use in notifying surrounding property owners.

**Public Hearing**

Be prepared to present your case on the night of the hearing. You should give a brief oral overview of your proposal to the Plan Commission. Be prepared to answer questions, especially regarding any neighbor or City staff concerns.

**Decision**

At the meeting the Plan Commission will vote on your request. The Plan Commission's decision will be forwarded to the City Council for their review and final decision.

**City Council Meetings**

After the Plan Commission holds their public hearing on the request, and after receipt of the hearing minutes from the recording secretary, the Community Development Director will place the item on the City Council agenda. The ordinance will normally appear for a first reading (Consent Agenda) and then return for a second reading and vote. However, occasionally, the Council may remove a proposal from the Consent Agenda and act on it at the first meeting.

Normally, the first reading will be on the fourth Tuesday of the month of the hearing. The second reading is then on the second Tuesday of the following month. Meetings are at 7:30 p.m. in the City Council chambers located on the second floor of the Municipal Building.

Please remember, should you receive approval for a special use, it applies to the zoning issue only. The construction of the project is still governed by the building code and applicable permits and inspections should be obtained.

**APPLICATION TO APPEAR BEFORE THE  
CITY OF ROLLING MEADOWS PLAN COMMISSION  
FOR SPECIAL USE**

Property's Commonly Known Address: \_\_\_\_\_

Real Estate Tax Number: \_\_\_\_\_

Owner/Developer's Name: \_\_\_\_\_

*(please print)*

Petitioner's Name: \_\_\_\_\_

*(please print)*

Petitioner's Signature: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Interest of Petitioner: (check one)

Owner                       Lessee(s)                       Contract Purchaser                       Agent

**Note: If you are not the owner, you must supply the owner's written authorization.**

Description of Special Use Request:

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

*(please print)*

Contact Person's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## CHECKLIST FOR ATTACHMENTS TO APPLICATION

### At the time of application submittal the following items are also required:

- Plans/Drawings. (20 copies)**  
Plans/drawings larger than 8 ½" by 11" must be folded. Failure to do so may result in rejection of the application. If plans can be reduced to 11" x 17", without loss of clarity and detail, this size would be preferred by the City Council.
- Site plans, landscape plans, building appearance, other exhibits and studies as may be appropriate or required. (20 sets)**
- Description of surrounding uses. (20 sets)**
- Description of proposed use(s). (20 sets)**
- Proof of Ownership, (1 copy)**  
Legal document such as a deed, title policy, contract to purchase, etc. to show ownership.  
**Note:** If you are not the owner of the property you must submit owner's written authorization.
- Legal Description of property, including real estate tax number. (1 copy)**
- Plat of Survey for Parcel. (1 copy)**
- Filing Fee – please call our office for the current fee.**
- Reimbursement of Fees Agreement**

- ◆ **Review applicable code sections for specific requirements of information required.**

### The following must be supplied at the public hearing:

- ◆ **Visual Aids**

The Plan Commission & City Council meetings are televised over the community's local access channel, and to assure that exhibits and visual aids are able to be clearly viewed by the audience, we ask that such exhibits and aids be of adequate size. We recommend that the exhibits be mounted on boards 2 ft. x 3 ft. in size and the drawing or depiction be large enough so various details can be seen by the camera. If you have questions or need additional information please contact the Community Development Department.

- ◆ **Traffic study (if applicable)**

**PETITIONER CERTIFICATION  
INFORMATION SOURCE**

**Please return this form with your green certified mail receipt cards.**

I, \_\_\_\_\_, hereby certify that the information source  
*(petitioner's name)*

for the owners and/or tax recipients of records notified as required for my zoning variance request was obtained from the **appropriate township tax records.**

\_\_\_\_\_  
*(Petitioner's Signature)*

\_\_\_\_\_  
*Date*

**TOWNSHIP OFFICES**

<b>Elk Grove Township</b>	<b>Palatine Township</b>	<b>Schaumburg Township</b>	<b>Wheeling Township</b>
Tax Assessor's Office	Tax Assessor's Office	Tax Assessor's Office	Tax Assessor's Office
2400 S. Arlington Hts. Rd.	721 S. Quentin Rd.	25 Illinois Blvd.	1616 N. Arlington Hts. Rd.
Arlington Hts., IL 60005	Palatine, IL 60067	Hoffman Estates, IL 60194	Arlington Hts., IL 60004
(847) 437-0300	(847) 358-6700	(847) 884-0030	(847) 259-1515



## Highlights of the Plan Commission Application Process

Applications for the Plan Commission are available on our website at [www.cityrm.org](http://www.cityrm.org). Click on Community Development. Scroll down to the Plan Commission applications and click on that particular application you require (i.e. rezoning, subdivision, etc.).

You will need to complete the application and return it to us, along with the required attachments and the fee.

The Plan Commission meets once a month. We must have the application, required attachments and the fee in our office at least one month in advance of the meeting date. After the application, attachments and fee are received, we will send you a letter indicating that we have everything we need and notifying you that you are scheduled on the agenda of (*applicable date*). We will also include a copy of the public notice that the City is required to publish in the local newspaper. This public notice is what you will photocopy and send via certified mail/return receipt to the surrounding property owners within 250 ft. of all edges of your property. **You will need to go to the appropriate township office to obtain all property owners of record for these properties.** If you don't know which township your property is located, please call our office and we will look it up for you. See the attached information for further details on the notification process.

At the Plan Commission Public Hearing you will present your case and the Plan Commission members will vote on your request. Their recommendation will move the City Council for 1 to 2 more hearings.

The City Council will make the final decision on your request. You should be present at both City Council meetings, in case there are any questions on your proposal. You will be notified of the dates of these meetings.

If you have any questions about the application or the public hearing process, please call our office at 847-506-6030.



**City of Rolling Meadows  
Memorandum**

To: Applicants to Appear Before the Plan Commission

From: Valerie J. Dehner, Community Development Director

Subject: Quality of Information to be Submitted

A concern of the Plan Commission is the quality of information presented to them for review. You, as an applicant to appear before the Plan Commission, can greatly reduce the possibility of your matter being "tabled" to the next meeting by making sure your information is complete, accurate and professionally done.

Plans, drawings, plats and sketches should have sufficient detail and dimensions. The size of the property will generally dictate the size and scale used, but generally a 24" x 36" plan is ideal. However, if plans can be reduced to 11" x 17", without loss of clarity and detail, this size would be preferred by the City Council.

Narratives and correspondence should be typed, well organized with subject matter highlighted before each paragraph.

Each of the required twenty (20) sets should be neatly assembled. Refer to the guidelines or applicable ordinance to determine what must be included in your presentation.

Although the Plan Commission will have your information, you should have the same information available at the meeting for your reference. The plans and sketches should be mounted on some type of film board for display on an easel.

When your matter comes up on the Agenda, the Chairman will ask you to make a presentation regarding your request. Be prepared to present your request in a thorough but concise manner. The scope of the request will dictate the volume of testimony needed and the number of experts and/or individuals that need to address the matter. The Plan Commission will give you ample time to present your proposal, but redundant and unrelated information may serve to "irritate" the members.

Remember, you are trying to sell your proposal. The quality of presentation, both written and oral may directly affect the outcome of your request.

**CITY OF ROLLING MEADOWS  
REIMBURSEMENT OF FEES AGREEMENT**

By signing below, the petitioner and owner acknowledge that they have read and that they fully understand the provisions contained within Section 78-67 of the City Code and that they hereby agree to comply with the provisions of said Section 78-67 concerning "reimbursement of fees" and each agrees to comply with the terms set forth therein. Further, by signing below, each warrants that he/she/it possesses full authority to so sign. The owner and petitioner agree that owner and petitioner shall be jointly and severally liable for payment of fees referred to in Section 78-67 of the City of Rolling Meadows Municipal Code.

Please print the following information:

Location of Property: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name of Petitioner: \_\_\_\_\_ Phone: \_\_\_\_\_

Person to be billed: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Date