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**VILLAGE OF ITASCA  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

550 W Irving Park Rd, Itasca, IL 60143



**PETITION FOR  
DEVELOPMENT REVIEW  
APPLICATION PACKET**

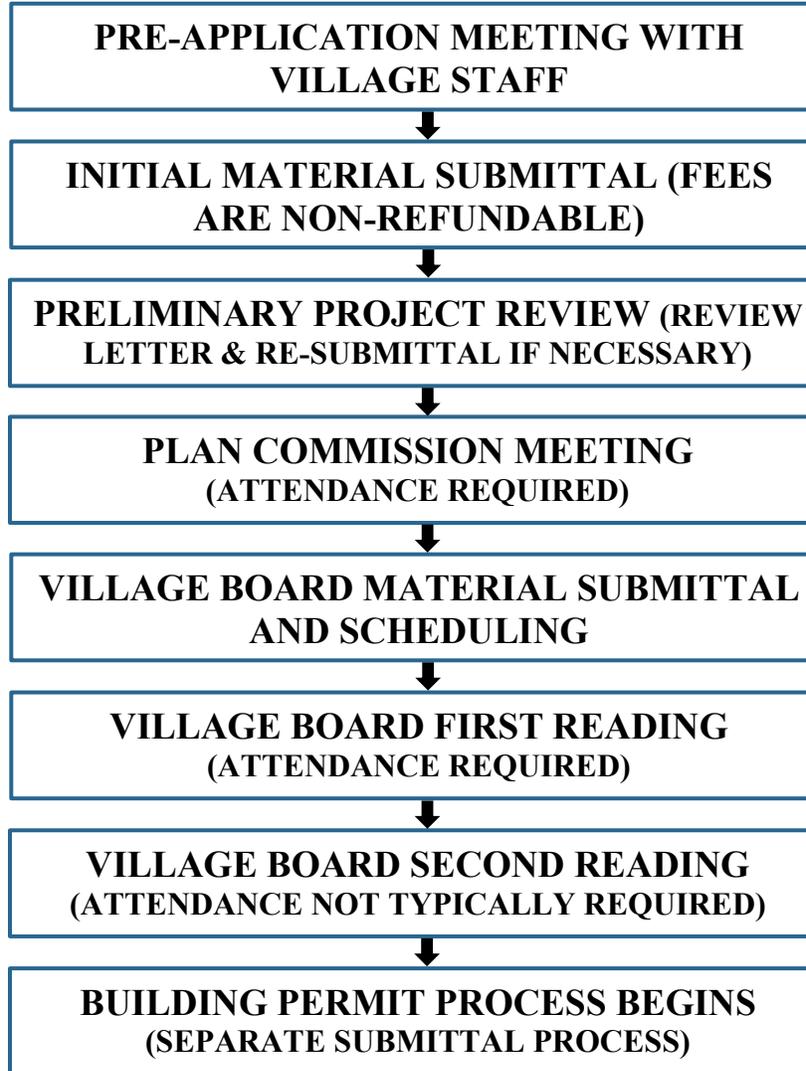
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## **DEVELOPMENT REVIEW PROCESS STEPS**

Depending on the complexity of the request, approximately 60-90 days may pass between the time of application and the time that the Village Board renders a decision.

1. **Pre-Application Meeting with Village Staff:** Community Development staff will meet with the petitioner to discuss the proposed project, application procedure and deadlines, and go over the required public meetings.
2. **Initial Material Submittal:** Once the petitioner has compiled all the required documents from the checklist, they submit them to staff for preliminary project review.
3. **Preliminary Project Review/Revised Material Submittal:** It is the responsibility of the petitioner to correct any irregularities and respond to any inquiries as indicated by staff in the preliminary review and return the required materials in a timely manner. Staff reserves the right to remove the request from the Plan Commission agenda if a revised material submittal is not received in time to allow for an additional review cycle.
4. **Public Notice Requirement:** Per Illinois State Law and Village Ordinance certain requests must publish Legal Notices in a local newspaper and mail Legal Notices to adjacent property owners prior to the Public Hearing being held by the Plan Commission:
  - A. Publication of the Legal Notice in a local newspaper at least 15-days prior to the Public Hearing but not more than 30 days prior to.
  - B. Mailing of the Legal Notice to all property owners within a 250-foot radius of the subject property by Certified Mail at least 15-days prior to the Public Hearing but not more than 30 days prior to.
  - C. Posting of a Public Hearing Sign that is easily legible from the public roadway and sidewalk.
5. **Plan Commission Regular Meeting (Public Hearing):** The Commission will hear testimony from the applicant related, give the public an opportunity to speak, and make a recommendation which is forwarded to the Village Board for consideration. The Commission reserves the right to table or continue a discussion to a future meeting date. The Plan Commission convenes on the third Wednesday of every month at 7:00pm at Village Hall. Applicant attendance required.
6. **Village Board First Reading:** Once the Plan Commission has given their recommendation on a project, the petitioner is scheduled to present their request to the Village Board. The Village Board is the final decision making authority charged with voting on all development review petitions. The Village Board meets on the first and third Tuesday of each month at 7:00pm at Village Hall. Applicant attendance required.
7. **Village Board Second Reading:** Ordinarily, once the Village Board has discussed the request, the item is scheduled for the next available meeting of the Village Board for final action. Attendance is not typically required.
8. **Building Permit & Engineering Review:** Following Village Board approval, the petitioner may apply for building and engineering permits through the Community Development Department. Please contact (630)773-5568 with questions about permitting.

DEVELOPMENT REVIEW REQUIREMENTS



**ACTION REQUESTED**

- Re-Zoning/ Map Amendment
- Site Plan Review\*
- Plat of Subdivision
- Variation
- Zoning Text or Map Amendment
- Zoning Appeal
- Plat of Subdivision
- Annexation
- Planned Unit Development
- Annexation

**SUBMITTAL REQUIREMENTS**

- Affidavit of Ownership
- Petitioner Certification
- Completed Petition Form
- Response to Approval Standards
- Plat of Survey & Legal Description
- Site Plan
- Plat of Subdivision
- Plat of Annexation
- Building Plans & Elevations
- Engineering Plans
- Landscape Plans
- Application Fees
- Public Notice Affidavit

\*Class I Site Plan Review is required prior to rezoning to R-3, ROC, business, office-research or manufacturing district, a Special Use Permit, a planned development, or approval of a zoning certificate for new construction in any regional office, business, office-research, or industrial district, or approval of a zoning certificate for any new construction or expansion greater than 25% in any downtown zoning district.



## Village of Itasca Community Development Department

550 W. Irving Park Road, Itasca, IL 60143  
PHONE: 630-773-5568 | FAX: 630-773-0852  
[www.itasca.com](http://www.itasca.com)

### 2026 Planning Commission Regular Meeting Schedule and Application Deadlines

The Plan Commission meets on the Third Wednesday of each month at 7:00 PM. Meetings take place in the Board room located on the second floor of Village Hall, 550 W. Irving Park Road, Itasca, IL 60143. The 2026 Meeting Schedule is noted below along with the deadlines for submittal, *7 weeks* prior to the meeting.

Meeting Date	Submittal Date*
January 21, 2026	December 1, 2026
February 18, 2026	January 1, 2026
March 18, 2026	February 1, 2026
April 15, 2026	March 1, 2026
May 20, 2026	April 1, 2026
June 12, 2026	May 1, 2026
July 15, 2026	June 1, 2026
August 19, 2026	July 1, 2026
September 16, 2026	August 1, 2026
October 21, 2026	September 1, 2026
November 18, 2026	October 1, 2026
December 16, 2026	November 1, 2026
January 20, 2027	December 1, 2026

*\*Complete applications for residential variances may be accepted 30 days before a scheduled Plan Commission meeting subject to staff capacity and project complexity.*

Requests that require review and/or a public hearing include but are not limited to: rezoning, variances, special use permits, planned developments, plat of subdivision, annexation when accompanied by a request to rezone, and site plan approval in most zoning districts.

Recommendations of the Plan Commission are forwarded to the Village Board for final consideration and attendance at additional meetings may be required. Please contact the Community Development Department at 630-773-5568 for other requirements or to schedule a pre-application meeting.

**DEVELOPMENT REVIEW FILING FEE SCHEDULE**

(ALL FEES ARE NON-REFUNDABLE)

**ANNEXATION\***

Residential (Single Lot)	\$150
Residential (Multiple Lots)	\$500 + \$25/acre
Non-Residential	\$500 + \$25/acre

*\*When an annexation is approved, the following additional fees shall apply:*

Residential (Single Lot)	\$100 per acre/part
Residential (Multiple Lots)	\$1,000 per acre/part
Non-Residential	\$1,000 per acre/part

**APPEALS**

Residential (Single Lot)	\$150
Residential (Multiple Lots)	\$500
Non-Residential	\$500

**CLASS I SITE PLAN REVIEW**

As required per Sec. 14.13-2-a	\$500
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**PLANNED DEVELOPMENT**

25 acres or less	\$250
Between 26 and 50 acres	\$400
Over 51 acres	\$600

**PLATS – SUBDIVISION, CONSOLIDATION, DEDICATION, ETC.**

5 Acres or less	\$500
Over 5 Acres	\$100 per acre

**RE-ZONING / MAP AMENDMENT**

Residential (Single Lot)	\$150
Residential (Multiple Lots)	\$500
Non-Residential	\$500

**SPECIAL USE**

Residential	\$250
Nonresidential	\$500

**VARIATION**

Residential (Single Lot)	\$150
Residential (Multiple Lots)	\$300 + \$25 each additional variance
Non-Residential	\$500 + \$25 each additional variance

The above fees are also cumulative in cases of multiple requests (e.g., the request for subdivision and special use).

Petitioners are responsible for third party consultant fees incurred by the Village.

## STANDARDS OF APPROVAL AND FINDINGS OF FACT

Applications should include written responses to the corresponding Standards of Approval and Findings of Fact found below.

### **Variation**

#### ***Standards of Approval (Sec. 14.09-3)***

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located;
2. That the plight of the owner is due to unique circumstances, and
3. That the variation, if granted, will not alter the essential character of the locality.

#### ***Findings of Fact:***

1. That the particular physical surroundings, shape or topographical conditions of the specific property involved would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out;
2. That the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning classification;
3. That the purpose of the variation is not based exclusively upon a desire to make more money from the property, or merely for the convenience of the owner;
4. That the alleged difficulty or hardship has not been created by any person presently having an interest in the property;
5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or
6. That the proposed variation will not impair an adequate supply of light on adjacent property or substantially increase the danger of fire or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

### **Re-Zoning/Map Amendment**

#### ***Findings of Fact (Sec. 14.10-6)***

1. Compatibility with surrounding land uses and the general area;
2. The zoning classification of property within the general area of the property in question;
3. The suitability of the subject property to the uses permitted under the existing zoning classification;
4. The trend of development, if any, in the general area of the subject property including recent changes, if any, which have taken place in its zoning classification; and
5. The relationship of the existing zoning classification to the official comprehensive plan of Itasca, adopted October 18, 1977 and as amended. The plan commission shall not recommend the adoption of a proposed amendment unless it finds that the adoption of such amendment is in the public interest and is not solely for the interest of the applicant; and that either the proposed amendment will correct an existing error or that changing conditions make the proposed amendment necessary.

## **Special Use**

### ***Standards of Approval (Sec. 14.11-4)***

1. Is deemed necessary for the public convenience at the location;
2. Is so designated, located and proposed to be operated such that the public health, safety and welfare will be protected;
3. Will not cause substantial injury to the value of other property in the neighborhood in which it is located; and has been recommended by the plan commission and approved by the president and the board of trustees, and conforms, except in the case of a planned development, to the applicable regulations of the district in which it is located.

### ***Findings of Fact (Sec. 14.11-7)***

1. The approval of such Special Use is in the public interest and is not solely for the interest of the applicant; and
2. That the proposed use at that particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community; and
3. That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of person residing or working in the vicinity or injurious to property values or improvements in the vicinity; and
4. That the proposed use will comply with the regulations and conditions specified in this Ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

## **Planned Developments**

### ***Standards of Approval (Sec. 14.12-7)***

1. The uses permitted by such exceptions as may be requested or recommended are necessary or desirable and appropriate to the purpose of the development.
2. The uses permitted in such development are not of such nature or so located as to exercise an undue detrimental influence or effect upon the surrounding neighborhood.
3. That any industrial park areas established in the planned development conform to all requirements therefore, as set forth elsewhere in this Ordinance.
4. That all minimum requirements pertaining to commercial, residential, institutional, or other uses established in the planned development shall be subject to the requirements for each individual classification as established elsewhere in this Ordinance, except as may be specifically varied in the Ordinance granting and establishing a planned development use.
5. When private streets and common driveways are made a part of the planned development or private common open space recreational facilities are provided, the applicant shall submit, as part of the application, the method and arrangement whereby these private facilities shall be operated and maintained. Such arrangements for operating and maintaining private facilities shall be subject to the approval of the Village Board.
6. That any bulk exceptions shall be solely for the purpose of promoting an integrated site plan more beneficial to the residents or occupants of such development as well as neighboring property, that would be obtained under the bulk regulations of this Ordinance for building developed on separate zoning lots.
7. Architectural Consistency. The architectural style and features established for an approved planned development shall be maintained throughout the entire project unless otherwise recommended by the Plan Commission and approved by the Village Board.



# Petition for Development Review

Village of Itasca  
 Community Development Department  
 550 W. Irving Park Rd., Itasca, IL 60143

<i>For Office Use Only</i>		
Case # PC	Project Title:	
Fee Amount:	Date Paid:	Check #:
Plan Commission Hearing Date:		

### Request (Check/Highlight All Applicable)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Re-Zoning/ Map Amendment     | <input type="checkbox"/> Text Amendment    | <input type="checkbox"/> Pre-/Annexation |
| <input type="checkbox"/> Planned Development          | <input type="checkbox"/> Class I Site Plan | <input type="checkbox"/> Special Use     |
| <input type="checkbox"/> Plat of Subdivision          | <input type="checkbox"/> Variation         | <input type="checkbox"/> Appeal          |
| <input type="checkbox"/> Easement Dedication/Vacation |  |  |

<b>Property Information</b>	
Property Address(es):	
P.I.N. Numbers:	
Existing Use:	
Zoning:	Lot Size (in Sq. Ft.):
Project Description:	
<b>Property Owner Information</b>	
Owner's Name(s) <sup>1</sup> :	
Address:	
Phone:	E-Mail:
<b>Petitioner Information (if different from Owner)</b>	
Petitioner's Name(s):	
Address:	
Phone:	E-Mail:

<sup>1</sup>If the property is held in a trust, a letter naming all beneficiaries of the trust must be submitted as part of the application. Letter must be signed by authorized agent and notarized.

## Petition for Development Review – Village of Itasca

With the submittal of this application, I hereby request that the Village of Itasca grant the approvals as noted for the subject property as described in the attached documents and specifications. In addition, by signing below, I certify the following:

1. All information contained in this application and accompanying documents is true and correct to the best of my knowledge.
2. I am solely responsible for compliance with the provisions of the Village of Itasca Municipal Code, Zoning Ordinance, Development Standards and Specifications, Subdivision Regulations, and any other ordinances, as well as the provisions, laws, and regulations of any other entity having jurisdiction over any facet of the matters coming before the Plan Commission and Village Board.
3. I permit entrance to the subject property by Village officials and their consulting staff as necessary for the purpose of inspections related to this request.
4. I acknowledge that as the Applicant, I am solely responsible for compliance with the provisions of the Village of Itasca Municipal Code, Zoning Ordinance, Development Standards and Specifications, Subdivision Regulations, and other ordinances, as well as the provisions, laws, and regulations of any other entity having jurisdiction over any facet of the matters coming before the Plan Commission and Village Board.
5. I acknowledge that all application fees are non-refundable and that I will be billed for all third-party fees incurred by the Village as part of the review of this application and accompanying documents.

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Owner's/ Owner's Agent Printed Name: \_\_\_\_\_

Owner's/ Owner's Agent Signature: \_\_\_\_\_

Subscribed and Sworn to Before Me

This \_\_\_\_\_ Day Of \_\_\_\_\_, 20 \_\_\_\_\_

Seal Here

\_\_\_\_\_  
Notary Public

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

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

Subscribed and Sworn to Before Me

This \_\_\_\_\_ Day Of \_\_\_\_\_, 20 \_\_\_\_\_

Seal Here

\_\_\_\_\_  
Notary Public



STATE OF ILLINOIS        )  
  ) SS:  
COUNTY OF DUPAGE        )

**PUBLIC HEARING LEGAL NOTICE AFFIDAVIT**

\_\_\_\_\_ being first duly sworn on oath, depose and state as follows:

1. Affiant is the person responsible for making and completing the Petition for the Village of Itasca Plan Commission relative to a public hearing on PC Case # \_\_\_\_\_.
2. That in said capacity, Affiant states that on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, certified letters, return receipt requested were mailed by Affiant, to all property owners within 250 feet of the property lines in questions, exclusive of street right of way, a copy of which list is hereto attached.
3. That on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the return receipt cards and this accompanying Affidavit were delivered to the Village of Clerk of the Village of Itasca.
4. That on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, a sign or sign(s) of a minimum of eight square feet was/were posted prominently situated on the property so as to be visible from the nearest street or public way, or as otherwise prescribed by the Zoning Administrator, indicating the present zoning classification, the proposed zoning classification (if being amended), the time and place of the public hearing, and any other information prescribed by the Zoning Administrator, a picture of which sign(s) is hereto attached.

\_\_\_\_\_  
Petitioner's Printed Name

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

Subscribed and sworn to before me:  
this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

[AFFIX SEAL HERE]

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE



**VILLAGE OF ITASCA**  
COMMUNITY DEVELOPMENT DEPARTMENT  
550 W. IRVING PARK ROAD, ITASCA IL 60143  
P: 630-773-5568 | E: COMMDEV@ITASCA.COM

## Petitioner Certification

Development Application Case Number. \_\_\_\_\_

**By Signing, the applicant does hereby certify, acknowledge, agree, and affirm to the Village that:**

1. The applicant either (a) is the Owner of Record of the real estate, (b) has a binding contractual or beneficial interest in the real estate, or (c) is a duly authorized agent of the Owner of Record of the real estate and executes this application with lawful authority.
2. The applicant acknowledges that in accordance with the Itasca Municipal Code, the Village of Itasca may use the services of professional consultants for research, investigation, and professional opinion in the processing of any building application and may bill the applicant separately from, and in addition to, permit fees. Such consultants may include but are not limited to those who provide advice in the fields of civil engineering, planning, traffic, elevators, cellular technology, building codes, and structural and architectural design. The applicant whose building permit application requires the use of such professional services shall reimburse the Village the reasonable cost it incurred for the services rendered by its consultants within ten (10) days after the submission of the bill by the Village.
3. Any permit issued pursuant to approvals of this petition may be revoked by the Village in the event that the Village determines in its sole and absolute discretion that (a) such permit was wrongfully or erroneously issued by the Village, (b) the applicant misrepresented, whether intentionally or innocently, any fact on the application upon which the Village relied on issuing such permit.
4. The applicant acknowledges that in accordance with the Itasca Municipal Code, all building permits and final inspections will be applied for and conducted, and no final certificate of occupancy shall be issued by the Village until all outstanding fees are paid.

**Applicant's Name** (*PLEASE PRINT*) \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

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

*Revision Date: 1/30/25*