



VILLAGE OF MORTON GROVE

Vacation Application Packet

Village of Morton Grove
Department of Community and Economic Development
6101 Capulina Avenue
Morton Grove, Illinois 60053
commdev@mortongroveil.org
(phone) 847.663.3063
(fax) 847.965.4162

PROCESS OVERVIEW

A Vacation request typically takes two to three months for review. The process usually includes submittal of the application and associated documents, public meetings with the Traffic Safety Commission, a complete review of plans by all Village Departments, a Staff-Applicant conference, legal notice, public notice sign posting, notification period, and applicant submittal of revised plans and documents. The Plan Commission will then conduct a public hearing for all Vacation requests, including determining whether to recommend for or against the application, or to continue the request for further review.

The Village Board then considers the Plan Commission recommendation over a two-meeting period. At the first meeting, the application is presented with a summary report. At the second meeting, the Board votes on an ordinance to grant the request.

This overview is provided only as a summary of the Vacation request process. This full packet contains specific information about requirements and expectations for each step in the process.

APPLICANT / PETITIONER RESPONSIBILITIES FOR A VACATION

- The applicant is required to attend the public hearing of the Plan Commission and the Village Board meetings where the application is reviewed. The owner should also attend these meetings. If the owner cannot be present, then written authorization allowing the applicant to act on the owner's behalf must be provided. The applicant's attendance is needed to respond to any questions or issues regarding the application.
- The applicant is required to attend the Traffic Safety Commission, if they are required for the application. The applicant must present their request to the respective commission.
- The applicant must submit a completed application with appropriate exhibits for processing.
- The applicant must respond to requests for additional information, revised information or clarifications from Village Staff.
- The applicant and property owner must allow the Village to place a public hearing sign on the subject property. The applicant and property owner must also allow Village Staff, Plan Commissioners, and Village Board members to visit the property in preparation for their review of the case.
- At the public hearing of the Plan Commission, the applicant must present their case to the Commission.
- The applicant/petitioner shall be responsible for the required all requirements as noted in Chapter 12-9-5 of the Unified Development Code, as applicable.

PRE-APPLICATION MEETING

Applicants are encouraged to contact and meet with the Village's Director of Community Development (the "Director") on proposed Vacation requests before submitting an application. Staff is available by appointment at the Village Hall typically Monday through Friday from 8:30 a.m. to 5:00 p.m.

This initial meeting will provide the applicant with an opportunity to present a general concept to the Village on the Vacation to be requested. This will also allow the Director to determine what items will be required for submitting the application, and to suggest any necessary adjustments to the request. This step is important in order to save time, effort, and expense throughout the rest of the process!

COMPLETE APPLICATION SUBMITTAL

The applicant must submit a complete application to the Director to start the Vacation process, including **30 copies** of each document for processing. **Additional and/or revised copies may be required at any time during the review process.** Once the application is determined to be complete, it will follow the Village's Procedural Control Schedule, which is provided in this application package.

The items and information identified in the Checklist section below are a part of the Vacation application, unless otherwise specified by the Director, along with the following:

- 1) Completed Vacation Application with authorized signatures.
- 2) Evidence of ownership of the property abutting the parcel such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust (1 copy may be submitted)
- 3) Written authorization from the property owner to file application and accept conditions of approval regarding the project and the property.
- 4) If existing, written consent of all property owners who abut the parcel.
- 5) Legal description, if available, of street, alley or portion thereof to be vacated.
- 6) An appraisal of the parcel.
- 7) Photographs or other materials requested by City Staff.
- 8) Checks made payable to the Village of Morton Grove for **\$330 application fee and \$1000 escrow.**

VILLAGE STAFF REVIEW AND STAFF/APPLICANT CONFERENCE

Each Vacation application is distributed to various Village Departments: Building, Public Works/Engineering, Fire, and Police, along with Community Development, for comment.

The Director or Village Staff will forward comments to the applicant generated from this review prior to the Staff/Applicant meeting, and further discuss them with the applicant at the Staff/Applicant Conference. The Director will contact the applicant to schedule a Staff/Applicant Conference using the schedule in the Procedural Control Schedule (attached to this document).

The applicant is responsible for responding to any and all issues noted during the Village review, subject to the deadline for "Revised Materials Due" as noted in the Procedural Control Schedule.

This review process is intended to allow Village Staff the ability to review, discuss and resolve site problems and more directly communicate Morton Grove requirements to applicants. By identifying the applicable codes and ordinances through this process, costly delays from oversights or incomplete applications may be avoided. After the Staff/Applicant Conference and all Village issues have been addressed, the case will be placed on the next available Plan Commission agenda.

PUBLIC NOTIFICATIONS AND SIGNS

Village carries out the public notice and legal notice requirements, including the following:

- **Placing a Public Notice sign on the property.** *The applicant must allow this sign to remain where the Village places it on the property for the duration of the planning and zoning review.* The Village places these

signs at least 10 days before a public hearing, and removes them sign once all Village planning and zoning review is completed.

- **Publishing a legal notice in a local newspaper.** The applicant should understand that the property in question will be identified publicly for their request.
- **Sending notification letters to surrounding property owners.** The applicant should be aware that such letters are sent identifying the property, nature of request, and public hearing where anyone can speak about a request.

The Applicant should also expect Village Staff and Plan Commission members to visit the property to gather more information about the request. (Applicants may discuss the case with Village Staff, but should **NOT** speak about the case with Commissioners; any violation of this can result in the case being **withdrawn** due to “ex parte” communications as specified by Illinois State Law.)

TRAFFIC SAFETY COMMISSION

The Traffic Safety Commission meeting is an opportunity to provide a more detailed review of proposed projects, and provide recommendations for the applicant, Staff and the Plan Commission. Staff will determine whether the meeting is required for each project. At these meetings, the applicant must present their request for review, and be prepared to answer questions. The Traffic Safety Commission focuses on traffic, parking, and related topics.

PLAN COMMISSION

The public hearing is an opportunity for the Plan Commission to hear testimony from the applicant and other concerned parties regarding the Vacation request.

At the public hearing of the Plan Commission:

- The applicant must be present. The owner should also be present, or have previously provided written authorization for the applicant to represent the property. The applicant’s presence is required at the public hearing to respond to questions from the Commission and/or interested parties, or to respond to requests for further information. All communications and responses to questions or issues should be addressed to the Plan Commission.
- A recording secretary will be present to summarize verbal testimony provided at the public hearing.
- The applicant will speak at the Commission meeting, for the record, to present the request.

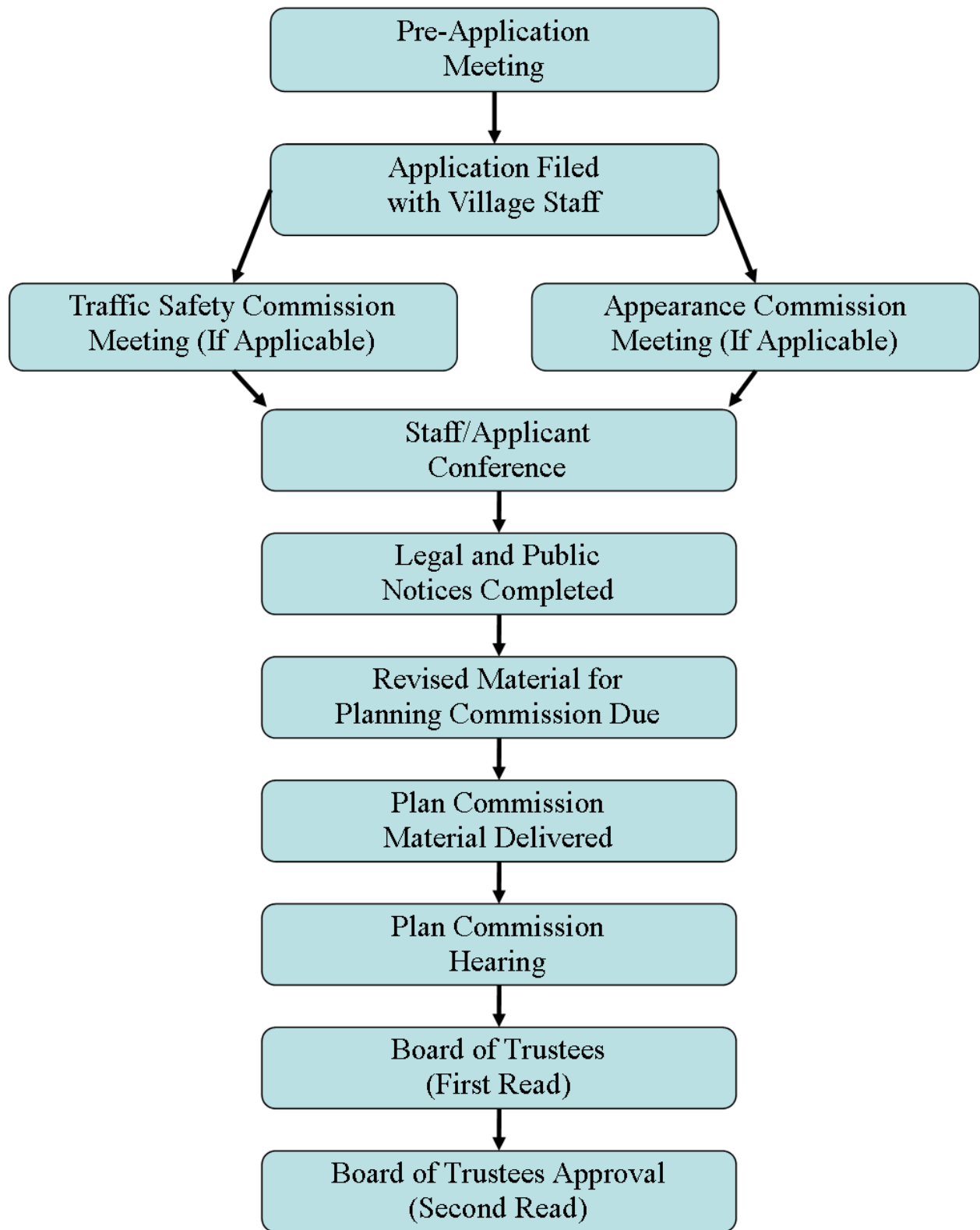
At the end of the public hearing, the Plan Commission will discuss the case and vote to recommend either approval or disapproval of the request to the Village Board. In order for the Plan Commission to recommend approval, the Commission must find that the proposed Vacation meets Village goals and requirements as identified in the Unified Development Code.

VILLAGE BOARD

In this final step, the Village Board will consider the information presented in the written Commission report and as presented by the Plan Commission Chair at the first of two Village Board meetings in the process. At this first meeting, the reports are presented along with the ordinance for the Vacation. At the next regular meeting, the Board will vote on the ordinance for the Vacation.

The applicant should attend these meetings, which are typically held the second and fourth Mondays of each month. If the ordinance is approved, it is signed by Village officials and a copy provided to the applicant.

VACATION PROCESS



VACATION APPLICATION



Village of Morton Grove
Department of Community & Economic Development

6101 Capulina Avenue Morton Grove, Illinois 60053
847-663-3063 commdev@mortongroveil.org

CASE NUMBER: _____ DATE APPLICATION FILED: _____

APPLICANT INFORMATION

Applicant Name: _____

Applicant Organization: _____

Applicant Address: _____

Applicant City / State / Zip Code: _____

Applicant Phone: Work: _____ Cell: _____

Applicant Email: _____

Applicant Relationship to Property: _____

Applicant Signature: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Owner Name: _____

Owner Address: _____

Owner City / State / Zip Code: _____

Owner Phone: Work: _____ Cell: _____

Owner Email: _____

Owner Signature: _____

PROPERTY INFORMATION

Common Address of Property: _____

Property Identification Number (PIN): _____

Legal Description (Attach additional sheets as necessary): _____

Provide responses to the Subdivision standards as listed in Section 12-16-4.D.3 of the Unified Development Code. The Subdivision standards are as follows:

a. Orderly Development: The proposed subdivision will encourage orderly and harmonious development within the Village.

b. Coordination of Streets: The streets within the proposed subdivision will coordinate with other existing and planned streets.

c. Coordination of Utilities: The utilities within the proposed subdivision will coordinate with other existing and planned utilities, and create a uniform system of utilities within the Village.

d. Consistency with Comprehensive Plan: The proposed subdivision will be evaluated based on its consistency with the overall land use policies of the Village as may be expressed in the Village's comprehensive plan.

CHECKLIST (for Vacation Submittal)

NOTE: All submittal items and the information contained therein must be legible. Each sheet larger than 11" x 17" must have one 11" x 17" copy accompanying it.

Vacation Application Materials

_____ Name and address of applicant and proof the applicant is the owner or contract purchaser of the property abutting the parcel.

_____ Location and legal description, if available, of street, alley or portion thereof to be vacated.

_____ Copies of available surveys depicting the parcel or showing any improvements

_____ If there are any public service facilities over, under, or upon the parcel that are known to the applicant, a statement as to the type of such facility and the public utility owning same.

_____ If existing, written consent of all property owners who abut the parcel.

_____ Letter of authorization to proceed from the titleholder of property abutting the parcel if someone other than the owner or beneficiary of said property, or their attorney, presents the case at the public hearing.

_____ An appraisal of the parcel.

_____ Payment of those applicable fees and escrows indicated in chapter 16, "Project Approval Process," of this title, as well as any additional cost including, but not limited to, publication fees, recording and/or transcription costs for the public hearing, if required, plat preparation and recordation costs, appraisal fees and reasonable compensation for the parcel.