

**VILLAGE OF BANNOCKBURN**  
**PROJECT CHECKLIST**

- **Pre-Application Review:** Schedule a meeting to review Code compliance with the Village Manager and Building Commissioner. This is also the time to review proposed water/sewer connections and whether the proposal will trigger connection to public water/sewer. Such review is preliminary and subject to final review after submission of final plans. Owner is ***required*** to be present at meeting. Please return page 9 during this time.
  
- **Zoning Code Compliance:**
  - Minimum Yard Setbacks
  - Maximum Floor Area Ratio (building F.A.R.)
  - Maximum Impervious Coverage (All Structures and Improvements)
  - Maximum Height (From Lowest Existing Grade at Foundation)
  - Building Box, Easement (Conservancy, Equestrian, Utilities, Etc...)
  - Minimum Parking Spaces (Commercial Development)
  - Accessory Building Compliance
  
- **Review(s)/Process Necessary:**
  - Plan Commission & Zoning Board of Appeals (pages 2-3).
  - Architectural Review Commission (pages 4-5).
  - Board of Trustees (page 6).
  - Building Permit May Be Filed- Proposed Construction Complies with Code and Does Not Require Commission Review (page 7).
  - Final Inspection (page 8).
  - Signature Acknowledging Receipt of Project Checklist and the Review and Understanding of contents in Project Checklist (page 9). *To be returned to the Village during Pre-Review Meeting.*
  
- **Related Technical Reviews Upon Review of Building Permit Application:**
  - Grading Permit Review and Approval
  - Tree Permit Review and Approval
  - Street Permit Approval (Curb Cuts)
  - Utility Reviews and Approvals

## PLANNING COMMISSION, ZONING BOARD OF APPEALS (PCZBA)

- **PCZBA Application Materials:** 12 Copies Folded or Reduced to 8.5ö x 11ö. Applicant ***MUST*** provide all the required information to be included on the agenda (refer to page 3 for submittal deadlines).
  - ❑ Completed PCZBA Application Form. Signatures *ARE* required.
  - ❑ \$250 Application Fee.
  - ❑ Written Summary Addressing Standards.
  - ❑ Elevation Drawings: (All Four Sides Identifying: type, color and texture of construction materials).
  - ❑ Site Plan: (Including zoning data, building box, easement (conservancy, equestrian, utilities, etc...))
  - ❑ Landscaping/ Reforestation Plan: (number and type removed and proposed).
  - ❑ Photographs: Site and Surrounding Properties.
  - ❑ Escrow Fees to Cover Consultant Fees and Costs that the Village Might Incur in Connection with any PCZBA Application. The Escrow Fees May Be More or Less Than the Amount Due For Such Consultant Fees and Costs. The Escrow Fees to be Deposited Are as Follows:

### Residential

- |            |                               |
|------------|-------------------------------|
| • \$ 500   | First Variation               |
| • \$ 750   | Each Additional Variation     |
| • \$ 1,000 | Special Use Permit, Amendment |
| • \$10,000 | Planned Development Approval  |
| • \$ 2,500 | Planned Development Amendment |

### Commercial

- |                  |  |
|------------------|--|
| • \$ 1,000       | First Variation  |
| • \$ 1,500       | Each Additional Variation                                    |
| • \$ 2,000       | Special use Permit, Amendment                                |
| • 50% Zoning Fee | Annexation Agreement Amendment<br>Relating to Zoning Request |

- ❑ Owner Acknowledgement of Reimbursement Provisions In Application.

- **Reviews:** Variation; Text Amendment; Map Amendment; Special Use; Zoning Appeal. Recommends to the Board of Trustees who Meet on 2<sup>nd</sup> and 4<sup>th</sup> Monday of the Month (page 6).
  - ❑ Completed Application ***MUST*** be Received by Submittal Deadline (again, please refer to submittal deadlines on page 5).
  - ❑ Meeting Date: Regularly Meet on the 1<sup>st</sup> Monday of the Month.
  - ❑ Owner (Designated Representative for Commercial Buildings) Must Be Present During PCZBA Review.
- **FINAL:** Recommendation By the PCZBA is required *prior* to Issuance of Building Permit or Review of Board of Trustees. Board of Trustee will review recommendation from PCZBA and either approve or reject application. Board of Trustee Meeting dates located on page 6.

**2009**  
**VILLAGE OF BANNOCKBURN**  
**PLAN COMMISSION & ZONING BOARD OF APPEALS**  
**REGULARLY SCHEDULED MEETING DATES\***

SUBMITTAL DEADLINE:  
(1st Monday of the Month)

MEETING DATES:  
(1st Monday of the Month)

December 1, 2008

January 5, 2009

January 5, 2009

February 2, 2009

February 2, 2009

March 2, 2009

March 2, 2009

March 30, 2009 \*Fifth Monday

April 6, 2009

May 4, 2009

May 4, 2009

June 1, 2009

June 1, 2009

July 6, 2009

July 6, 2009

August 3, 2009

August 3, 2009

September 8, 2009 (Tuesday)

September 8, 2009 (Tuesday)

October 5, 2009

October 5, 2009

November 2, 2009

November 2, 2009

December 7, 2009

\* The Village of Bannockburn Plan Commission & ZBA typically meets every 1st Monday of each month. Applications must be submitted by the first Monday of the Month Prior to the Meeting Date.

## ARCHITECTURAL REVIEW COMMISSION (ARC)

- **ARC Application Materials:** 12 Copies folded or reduced to 8.5" x 11". Applicant ***MUST*** provide all required information to be included on the agenda (refer to submittal deadlines on page 5).
  - ❑ Completed ARC Application Form. Signatures *Are* Required.
  - ❑ \$75 Application Fee./ \$100 per additional appearance on the same project
  - ❑ **Elevation Drawings:** <sup>1,2</sup> (All Four Sides Identifying: type, color and texture of construction materials).
    - <sup>1</sup> Scaled, color elevations of the proposed structure are **required** for any structure **greater than** 120 sq. ft.
    - <sup>2</sup> New Residential Structure Shall Also Provide Color Perspectives of the Proposed Residential Structure Depicting the Structure's Relationship to Neighboring Structures and to the Overall Site.
  - ❑ **Site Plan:** (Including Zoning Compliance Data Table and All Easements).
  - ❑ **Landscaping/Reforestation Plan:** (number and type of removed and proposed).
  - ❑ **Photographs:** Site and Surround Project
  - ❑ Owner Acknowledgement of Reimbursement Provision in Application.
  
- **Reviews:** All Exterior Improvements Require Review and Approval by the ARC.
  - ❑ **Meeting Date:** Regularly Meet on the 3<sup>rd</sup> Monday of the Month.
  - ❑ **Completed Application** ***MUST*** be Received by Submittal Deadline (again, please refer to submittal deadlines on page 6).
  - ❑ **Code Compliance.** If Plans are not in Compliance, Applicant Must either Revise Plans to Comply with the Code or Appear Before the Zoning Board of Appeals.
  - ❑ **Owner:** Owner (Designated Representative for Commercial Buildings) ***Encouraged*** to be Present During the ARC Review.
  
- **FINAL:** Final Approval by ARC is required *prior* to issuance of Building Permit. Please note that, at a minimum, there will be a two-week waiting period before any building permit could be issued.

**2009**  
**VILLAGE OF BANNOCKBURN**  
**ARCHITECTURAL REVIEW COMMISSION**  
**REGULARLY SCHEDULED MEETING DATES\***

**SUBMITTAL DEADLINE:**

January 5, 2009

February 2, 2009

March 2, 2009

April 6, 2009

May 4, 2009

June 1, 2009

July 6, 2009

August 3, 2009

September 8, 2009 (Tuesday)

October 5, 2009

November 2, 2009

December 7, 2009

**MEETING DATES:**

January 27, 2009 (Tuesday)

February 17, 2009 (Tuesday)

March 16, 2009

April 20, 2009

May 18, 2009

June 15, 2009

July 20, 2009

August 17, 2009

September 21, 2009

October 19, 2009

November 16, 2009

December 21, 2009

\* The Village of Bannockburn Architectural Review Commission typically meets every 3rd Monday of each month. Applications must be submitted by the first Monday of the Month of the Meeting.

**2009**  
**VILLAGE OF BANNOCKBURN**  
**BOARD OF TRUSTEES**  
**REGULARLY SCHEDULED MEETING DATES\***

**MEETING DATES:**

January 12, 2009	January 26, 2009
February 9, 2009	February 23, 2009
March 9, 2009	March 23, 2009
April 13, 2009	April 27, 2009
May 11, 2009	May 26, 2009 (Tuesday)
June 8, 2009	June 22, 2009
July 13, 2009	July 27, 2009
August 10, 2009	August 24, 2009
September 14, 2009	September 29, 2009 (Tuesday)
October 13, 2009 (Tuesday)	October 26, 2009
November 9, 2009	November 23, 2009
December 14, 2009	December 28, 2009 ó cancelled

- The Village of Bannockburn Board of Trustees typically meets every 2nd and 4th Monday of each month.

## **BUILDING PERMIT:**

- **Building Permit Application Materials:** (3 stamped sets for residential, 4 stamped sets for commercial property). You **MUST** provide all the following information.
  - ❑ **Completed Building Permit Application Form.** Signature of owner (or management agent for commercial buildings) is required.
  - ❑ **Site Development Plan**
    - ❑ Location of all existing and proposed buildings, structures and other improvements (sidewalks, fences, driveways, easements and right of ways)
    - ❑ Location of building box, easement(s)... i.e. conservancy, equestrian, utilities, etc... (Dunsinane and Bridle/Lakewood all include conservancy easements that prohibit any changes.)
    - ❑ Location of all utilities
    - ❑ Location and size of each tree with diameter of 2ö or greater at breast height.
    - ❑ Name, address and phone number of person preparing Site Development Plan attesting to accuracy
    - ❑ Signature of Builder acknowledging restrictions
  - ❑ **Topographical Survey and Grading Plan.**
  - ❑ **\$25.00 Application Fee:** Due upon Application submittal
  - ❑ **\$500.00 Permit Deposit:** Due upon Application submittal.
  
- **Reviews:**
  - ❑ Permit will be issued within 20-30 working days after receipt of a completed building permit application that conforms with all applicable code requirements.
  - ❑ Related technical reviews must be favorably completed **PRIOR** to issuance of building permit.
  
- **Issuance of Building Permit:**
  - ❑ Required fees and security deposits must be delivered to the Village **UPON** issuance of Building Permit.
  - ❑ **Escrow** in an amount up to \$15,000 or the building permit fee (whichever is higher) to the Village (to be returned with Certificate of Occupancy, subject to any deductions as prescribed by the Building Code).
  
- **Building Permit Regulations:**
  - ❑ Construction Hours are limited to weekdays from 7:30 a.m. until 5:30 p.m. (NO WEEKENDS OR HOLIDAYS)
  - ❑ Contractor is responsible for keeping the site free of construction debris and the roadway clean of mud and/or dirt.
  - ❑ Portable toilets are required at all sites and must be screened from the street.
  - ❑ **No changes to the plans approved by the ARC or Board of Trustees are permitted without additional reviews.**

## **FINAL INSPECTION/CERTIFICATION OF OCCUPANCY/COMPLIANCE**

- **Final Inspections** are required for Most Building Permits: Please call the Village of Bannockburn at (847) 945-6080 to see if a Final Inspection Will be Required for your Building Permit.

Final Inspections May Be Required by:

- |   |                |
|---|----------------|
| <input type="checkbox"/> City of Lake Forest.         | (847) 615-4204 |
| <input type="checkbox"/> Fire Marshall                | (847) 945-4066 |
| <input type="checkbox"/> Village Engineer             | (847) 945-6080 |
| <input type="checkbox"/> Village Forester.            | (847) 945-6080 |
| <input type="checkbox"/> Village Counsel (Commercial) | (847) 945-6080 |
| <input type="checkbox"/> Village Planner (Commercial) | (847) 945-6080 |
| <input type="checkbox"/> Zoning Enforcement Official  | (847) 945-6080 |

### **Certificate of Occupancy/Compliance:**

- Certificate of Occupancy/Compliance will be issued within 15 working days following receipt of final approvals for all necessary inspections. Please contact the Village Hall to ensure that all inspections have been completed.
- Escrow Balance will be returned.

**BANNOCKBURN CHECKLIST  
ACKNOWLEDGEMENT**

The Applicant Certifies that the checklist has been read and understands the procedures outlined herein. The Applicant further acknowledges that compliance of all applicable codes, ordinances and regulations is required as part of the building and development process.

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Project Address

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Project for ARC Consideration

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Owner Signature

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Date

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Contractor Signature

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Date

Please return this portion during your Pre-Application Review Meeting.

# NEW BUILDING FEE SCHEDULE – Effective Immediately

## Commission Reviews

Pre-Application Meeting	.05% of Construction Value of Project (to be charged at time of Building Permit Issuance)
Plan Commission/Zoning Board of Appeals Application	\$250.00
Initial Architectural Review Commission Meeting (ARC) Application	\$ 75.00
Subsequent ARC Reviews	\$100.00

## Building Permit Fees

### PLAN REVIEW and INSPECTIONAL SERVICES

	<u>Fee</u>
Remodeling (construction value of \$2,000 to \$10,000)*	\$ 25.00
Remodeling (construction value of \$10,000 To \$40,000)*	\$ 50.00
Remodeling (construction value of \$40,000 to \$100,000)*	\$100.00
Remodeling (construction value of \$100,000 and over)*	\$175.00
New Single-Family Dwelling	\$150.00
New Multi-Unit Dwelling	\$100.00 + \$50.00/unit
New Commercial Building	\$500 + \$35/1,000 sq. ft.
Plan Review per Revision	\$25.00
Special Inspection	\$25.00/hour (1/4 hr. increments)

### BUILDING PERMIT FEES

Building Permit Application Deposit	\$500 (applied to permit/escrow or refunded)
Building Permit Application Fee	\$25.00 (non-refundable)
For the first \$250,000 of construction Value	1.00% of the construction value
For the portion between \$250,000 to \$1,000,000 Construction Value	0.75% of the construction value
For the portion between \$1,000,000 to \$2,000,000 Construction Value	0.50% of the construction value
For the portion over \$2,000,000 Construction Value	0.33 % of the construction value
Stop Work Order Fee	\$1,000 per occurrence

### CERTIFICATE of ZONING COMPLIANCE or OCCUPANCY

Full Certificate of Occupancy	.1% of Construction Value (Minimum fee \$20.00)
Temporary Certificate of Occupancy	.1% of Construction Value (Minimum fee \$20.00)

## Additional Fees

Additional Consultant fees (Forester, Attorney, Engineering, etc.) relating to the cost of processing and reviewing the Plan Commission/Zoning Board of Appeals Application, the Architectural Review Commission Application, and Building Permit Application are billed separately. **An escrow is required for any addition/new construction.** Owner is responsible for all such costs plus all expenses relating to collection and possible lien proceedings, if such costs are not paid within 30 days after mailing of a demand for payment.

*\* Includes residential and non-residential remodeling as well as accessory buildings.*