

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

SUBMITTAL REQUIREMENTS FOR APPEARANCE REVIEWS

REVIEW PROCESS		SUBMITTAL REQUIREMENTS	Submittal Information
1	Optional Concept Meeting(s) with staff from Planning	Conceptual Building Elevations Conceptual Site Plan Aerials or other drawings showing location and adjacent conditions	<i>Materials are for discussion only, do not need to be submitted</i>
2 & 3	Submittal of Completed Petition Form and required materials for Planning Division Review Submit to: Development Services Department, Planning Division	Completed Petition Form	<i>See reverse side</i>
		A Letter of Consent for proposed work from property owner	
		Plans or drawings for the proposed work Specifications & Cut Sheets (if applicable) Sample of Materials and/or colors (if applicable)	PDF File & 1 copy*
		Building Elevations (if applicable)	PDF File & 1 copy*
		Retail Center layout map with unit marked, (if applicable)	PDF File & 1 copy*
4	Petition Application Fee	Residential (multi-family) \$50 Non-Residential (commercial) \$150	Check/ Money Order Only

*All copies submitted to the Planning Division are to be folded.

APPEARANCE REVIEWS (excerpts from Section 5-106 – Land Development Code)

Purpose and Authority. An Appearance Review is required for minor exterior site and building changes for all existing development, and for all restaurants that are not a special use, except single family residential and multifamily of fewer than six (6) units. Appearance Review is not required for routine property maintenance, replacement of materials with like materials, and proposals that do not visibly change the appearance of the property or for restaurants occupying an existing or vacant former restaurant space and proposing no exterior changes. If the Development Services Department finds that the proposal significantly alters the design and intent of the approved plan, full site plan review is required. The purpose of appearance review is to ensure that the appearance of new development within the Village is consistent with the community character of the area within which the development is located. The Development Services Department is authorized to conduct and approve appearance reviews. The Appearance Review process in this Section 5-106 does not apply to property in the OOH Zoning District. See Section 6-209 for applicable regulations for the OOH Zoning District.

Decision by the Planning Division. The Development Services Department shall determine if the proposed development meets the Village's Design Standards and may impose conditions of approval to bring the proposal into compliance with Village Design Standards. These conditions shall pertain to the external appearance of the development, including signage, and may include additional landscaping, fencing or other exterior treatment as required to meet the Village Design Standards.

Appeal Process. The applicant may appeal the decision of the Development Services Department to the Plan Commission at one of its next two (2) regularly scheduled meetings. The Plan Commission shall review the application and the report and recommendation of the Development Services Department and shall grant or deny the application by a majority vote within thirty (30) days of receipt of the appeal.

Expiration of Appearance Approval. Appearance Review approval of a proposal shall expire one year after the date of approval by the Development Services Department or the Plan Commission unless extended specifically by application to the Plan Commission.

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PETITION FOR APPEARANCE REVIEW

All information requested on this form **MUST** be provided. A petition will be considered incomplete if any information is missing. Following planning approval, a building permit is required.

PROJECT NAME			
PETITIONER INFORMATION			
NAME		TITLE	
ADDRESS		CITY/STATE/ZIP	
PHONE	FAX	EMAIL	
RELATIONSHIP TO OWNER			
PETITIONER'S CONTACT INFORMATION			
NAME		TITLE	
ADDRESS		CITY/STATE/ZIP	
PHONE	FAX	EMAIL	
RELATIONSHIP TO PETITIONER			
PROPERTY OWNER'S INFORMATION			
NAME		PHONE	
ADDRESS		CITY/STATE/ZIP	
PROJECT INFORMATION			
PROPERTY ADDRESS			
P.I.N. NUMBER		SIZE OF PARCEL	sf acres
SIZE OF BUILDING (OVERALL) sf		SIZE OF TENANT SPACE	sf
PROPERTY TYPE (CHECK ONE) <input type="checkbox"/> RESIDENTIAL(\$50) <input type="checkbox"/> NON RESIDENTIAL(\$150)			
EXISTING ZONING/LAND USE			

SCOPE OF WORK:

PROPOSAL INCLUDES (CHECK ALL THAT APPLY):

- OUTDOOR SEATING
 CELL TOWERS
 EXTERIOR BUILDING ALTERATIONS
 LANDSCAPING
 SITE CONSTRUCTION (parking, sidewalks, fences, screening, etc)

Signature of Petitioner _____ Date _____

Notary Signature _____ Date _____

Notary Seal

Petition Must Be Notarized

For Village Use Only	PROJECT NO.	ASSIGNED TO
	DATE PETITION COMPLETED	DEVELOPMENT SERVICES DEPARTMENT APPROVAL TO PROCEED

See Reverse Side for Submittal Requirements