

2026

Zoning Application Guide

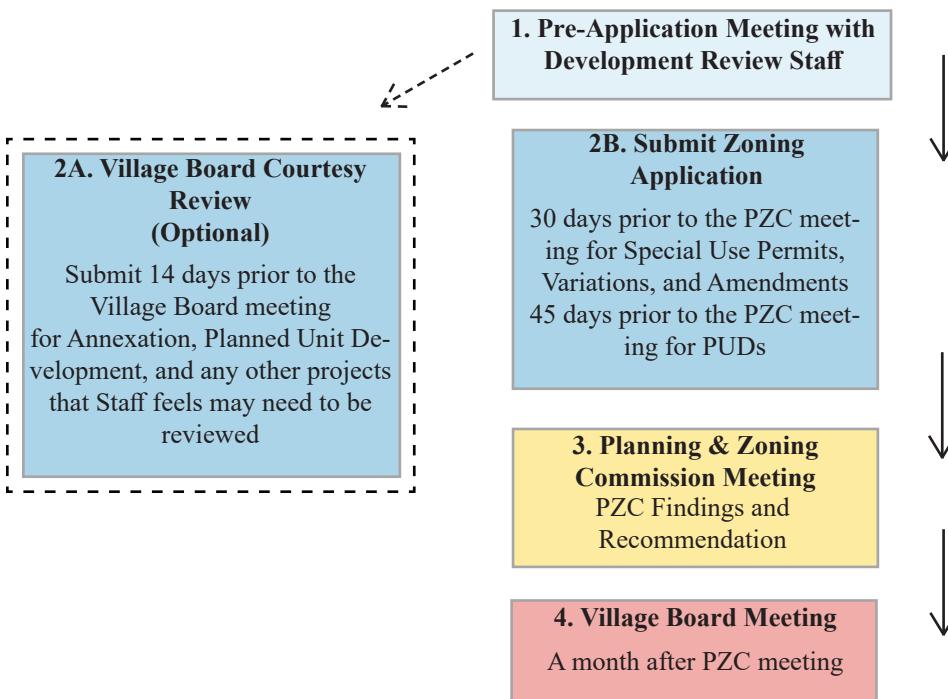
**Review Process, Instructions,
and Application Form**



Community Development Department
505 Telser Road
Lake Zurich IL 60047
LakeZurich.org
847-540-1696



Development Review Process & Timeline:



Step 1: Pre-Application Meeting (Early Assistance)

Potential Applicants should first make contact with planning and zoning staff for an informal discussion regarding the scope of the project, concept plans, and application requirements. If the project requires approval of annexation, Zoning Code text and map amendments, and/or planned unit development, proceed to Step 2. For all other projects including those requiring only a public meeting for plat approvals, special uses, variations, proceed to Step 3.

Step 2A: Village Board Courtesy Review

The Board of Trustees meet the first and third Mondays of each month for a Courtesy Review of Applications. To request an appearance before the Village Board, submit all required materials (see Page 2) at least 2 weeks prior to the anticipated Village Board meeting. Courtesy Review is only necessary for Annexations, Planned Unit Developments, and controversial Special Use Permits.

Step 3: Planning & Zoning Commission Meeting

Members of the Planning & Zoning Commission meet monthly (scheduled on the third Wednesday of each month) to review applications submitted directly or referred to by the Village Board. To request an appearance before the Planning & Zoning Commission, submit the appropriate applications and plans (Page 4), and application, consultant, planning and engineering fees (see Pages 6-7), at least 30-45 days prior to the meeting.

Step 4: Village Board Meeting

All recommendations from the Planning & Zoning Commission are forwarded to the Village Board of Trustees, which makes the final determination. Typically the recommendation is sent to the Village Board within a month of the Planning & Zoning Commission Meeting.

CONCLUSION

This document is merely a guide and not a substitute for other Village codes and ordinances. For a complete and accurate account of required procedures, consult the specific Village code or ordinance, or contact the Community Development Department staff at 847-540-1696. We are here to assist you.

HOW LONG DOES IT TAKE FOR THE VILLAGE TO REVIEW A DEVELOPMENT PROPOSAL?

The amount of time required for the Village to review a development proposal depends on the proposal. If all that is needed is a building permit, the review of plans and issuance of the permit may only take a couple of weeks. Actions which require Village Board review and approval, such as an annexation, zoning code amendment, special use permit, or variation, typically take 60-90 days.



Courtesy Review Process (Optional)

The Village Board of Trustees meets the first and third Monday of each month to review development proposals that would request approval of annexation, Zoning Code and Map amendments, and Planned Unit Developments (PUD). Although not a requirement, courtesy review may be requested by an applicant/property owner, Village Board member or the Village Manager or his designee. The purpose of this meeting is to obtain feedback from the Village Board regarding the proposed development prior to filing formal applications with the Planning & Zoning Commission.

Please submit the following items **at least 14 days prior to the anticipated Board meeting.**

A cover letter addressed to Sarosh Saher, Community Development Director, Village of Lake Zurich, 505 Telser Road, Lake Zurich, IL 60047, identifying the property, the developer(s), the owner, the current and intended use of the property, and approvals sought.

A typical cover letter explains:

- Background information on the proposed development. For example, businesses may list their hours of operation, number of staff, and existing locations. Residential developments may describe number of lots or units, height of building, estimated value and bedroom count, etc.
- Describe why you need the Planning Unit Development/Annexation, etc. What will be the benefit to the Village and the impact on the local residents.
- If you are seeking a Zoning Code amendment and a special use permit, describe why you believe the proposed zoning district and your property location is appropriate for the use for which you are seeking approval.
- Describe whether the proposed development needs any zoning variations.
- Describe the extent of buildable area on the property and whether wetlands and/or conservancy soils exist on the property.
- Describe whether the available public or private streets and utilities on and around the property are adequate to serve the proposed development, and, if not, describe how you plan to improve them.

A concept plan and other documents (including photographs) depicting the intended use of the property.

(Staff will review the items submitted for general completeness and notify the applicant as to when they are scheduled to appear before the Village Board.)

Instructions for appearing before the Planning & Zoning Commission
Planning & Zoning Commission



The following items and the fees must be submitted to the Building and Zoning Division no later than 12:00 p.m. on the date the applications are due. Applications are due at least 30 days prior to the Planning and Zoning Commission Meeting. Staff will review the items submitted for general completeness within ten working days after submission. Please refer to Page 9 for the application. The consultant, and planning and engineering fees are on Pages 6-7. **Incomplete applications cannot be accepted.**

- Plat of survey (hard copy),
- Legal description of the Subject Property in Microsoft Word format
- Proof of ownership of the Subject Property (deed, title commitment, or other legal document).
- Estimated costs of site development.
- A cover letter, addressed to Orlando Stratman, Chairperson of the Planning & Zoning Commission, identifying the property, the developer(s), the current and intended use of the property, approvals sought, and an explanation of the various zoning code standards as they relate to the specific applications.
- The developer(s), Property Owners, Lessee
- The current and intended use of the property
- Approvals sought
- Explanation of the various zoning code standards as they relate to the specific application
- Completed, signed, and notarized Application with application and consultant fees. All property owner(s) must sign the Applications.

WHEN RELEVANT:

- Preliminary and final plat of subdivision
- Concept and final PUD
- Overall site/geometric plan, fully dimensioned, including building location(s) and setbacks, parking layout, easements, driveways, loading docks, location of trash enclosures, etc.
- Exterior lighting/photometric plan depicting the foot-candle readings and light-fixture details (location, pole height, etc.).
- Preliminary engineering plans including site grading, utilities, stormwater management report, wetland mitigation plan, conservancy soil-mitigation plan.
- Traffic Study
- Landscape Plans
- Tree Survey & Tree Preservation Plan
- Existing and Proposed Elevations

PACKETS SHOULD BE ASSEMBLED WITH APPLICATIONS ON THE TOP FOLLOWED BY PLATS, SITE PLANS, AND ELEVATIONS. THE HARD COPIES SHOULD HAVE FULL-SIZE DRAWINGS AND ELECTRONIC COPIES OF ANY PROPOSED SUBDIVISIONS OR UTILITIES.

It should be noted that submission of an application by the prescribed deadline does not guarantee that the project will be scheduled for the next available meeting of the Planning and Zoning Commission. Only applications that are complete and have been reviewed by staff and comments addressed are typically scheduled for a hearing.

Meeting Schedule & Submittal Dates for 2026
Planning & Zoning Commission



The Planning & Zoning Commission meets once a month (scheduled on the third Wednesday), at 7:00 p.m. in the Board Room of Village Hall, 70 E Main Street, Lake Zurich, IL 60047.

Submittal Date	Planning & Zoning Commission Hearing	Village Board Meeting
December 19, 2025	January 21, 2026	February 16, 2026
January 16, 2026	February 18, 2026	March 16, 2026
February 13, 2026	March 18, 2026	April 20, 2026
March 13, 2026	April 15, 2026	May 18, 2026
April 17, 2026	May 20, 2026	June 15, 2026
May 15, 2026	June 17, 2026	July 20, 2026
June 12, 2026	July 15, 2026	August 17, 2026
July 17, 2026	August 19, 2026	September 21, 2026
August 14, 2026	September 16, 2026	October 19, 2026
September 18, 2026	October 21, 2026	November 16, 2026
October 16, 2026	November 18, 2026	December 21, 2026
November 13, 2026	December 16, 2026	January 18, 2027

**Village of Lake Zurich
 Development Review Team**

Community Development Director: Sarosh Saher	Utilities Superintendent: Steve Schmitt	Village Engineer: Jodi McCarthy, Manhard Consulting
Public Works Director: Mike Brown	Village Arborist: Shawn Walkington	Village Attorney: Scott Uhler, Klein, Thorpe, Jenkins, Ltd.
Building Services Supervisor: David Modrzejewski	Police Department: Sargent Eric Bereza	Landscape Consultant: Brad Dethloff, Mandhard Consulting
Village Planner: Colleen McCauley	Fire Department: John Wiecek, Deputy Fire Marshal	



Consultant, Planning, & Engineering Fees

Lake Zurich Ordinance No. 2024-12-598 titled "An Ordinance Amending Ordinance No. 2024-12-598 to Re-Establish Review Fees for Various Applications" shall be, and it is hereby amended in its entirety so that fees and costs for the applications and reviews stated as follows:

All application fees are non-refundable.

A. PLANNING & ZONING COMMISSION APPLICATION FEE:

ZONING CODE APPLICATIONS

1. Text Amendment	\$540, plus consultants' fees.
2. Map Amendment	\$660, plus consultants' fees.
3. Special Use Permits	
a. Residential	\$550
b. Non-Residential	\$1,050, plus consultants' fees.
4. Special Use Permit Amendments	
a. Residential	\$370
b. Non-Residential	\$660, plus consultants' fees.
5. Site Plan Reviews	
a. Residential (existing)	\$160
b. Residential (new development)	\$210
c. Non-Residential	\$550, plus \$170 per acre, plus consultants' fees.
6. Exterior Appearance Reviews	
a. 0 to 50 feet of structure frontage	\$370
b. 50 to 200 feet of structure frontage	\$550
c. More than 100 feet of structure frontage	\$735
7. Planned Unit Developments	
a. Residential	\$370 per lot or dwelling, whichever greater, plus consultants' fees.
b. Non-Residential	\$2,380, plus \$335 per lot, plus consultants' fees.

SUBDIVISION APPLICATIONS

1. Preliminary Plan Approvals	
a. Residential:	\$360 per lot or dwelling, whichever greater, plus consultants' fees.
b. Non-Residential:	\$550 per lot or dwelling, whichever greater, plus consultants' fees.
2. Final Plat Approvals	\$330
3. Plat Amendments	
a. Residential:	\$550 per lot or dwelling, whichever greater, plus consultants' fees.
b. Non-Residential:	\$880 per lot or dwelling, whichever greater, plus consultants' fees.



B. VARIANCE APPLICATION FEE:

ZONING CODE APPLICATIONS

1. Variations

a. Residential (existing)	\$150, plus \$150 if any work commenced prior to issuance of permit.
b. Residential (new development)	\$220, plus \$270 if any work commenced prior to issuance of permit.
c. Non-Residential	\$610, plus consultants' fees and \$840 if any work commenced prior to issuance of permit.

C. VILLAGE STAFF APPLICATION FEE:

1. Annexation

a. Pre-Annexation	\$300
b. Annexation	\$1,260, per acre or fraction thereof prior to issuance of permit.

2. Certificates of Zoning Compliance

a. Residential	\$110
b. Non-Residential	\$120

3. Preliminary Zoning Reviews

a. Residential	\$110
b. Non-Residential	\$120

D. CONSULTANTS' FEES (ESCROW AMOUNT):

When payment of consultants' fees is required, the applicant shall pay all outside consultants' fees including Village Attorney fees incurred by the Village during review of the application. Each applicant for multi-family or non-residential development shall pay to the Village an amount determined by the Community Development Director to be set-up as an escrow account to pay for review fees other than engineering fees. The deposit typically ranges from \$1,000 to \$5,000 depending on the scope of the project.

If amounts for reviews exceed the balance in the escrow account, then the developer will be required to reimburse the account upon notice from the Village.

Should there be a balance remaining in the escrow account upon final completion of the development, the applicant will be refunded the remaining balance, without interest.

E. ENGINEERING, PLANNING, AND PUBLIC WORKS REVIEW FEES:

The applicant shall pay the following Engineering, Planning, and Public Works review and inspection fees. For purposes of this Subsection, the phrase "estimated costs of site development" shall mean the sum of all costs estimated to be incurred to complete development of the project as proposed, including without limitation the costs of all required public improvements, site development, parking facilities, utilities, landscaping, and the like, but not including costs of construction of buildings, all as determined by the Village Engineer:

1. Subdivision Plans, Subdivision Plats, And Planned Unit Developments: 1.5 percent of estimated costs of site development for plan review and 2 percent of estimated costs of site development for inspection services.



E. ENGINEERING, PLANNING, AND PUBLIC WORKS REVIEW FEES CONT.:

2. Multiple Family and Non-Residential Projects:

a. Under \$50,000:	6.5 percent of estimated costs of site development.
b. \$50,001 to \$250,000:	5.0 percent of estimated costs of site development.
c. \$250,001 To \$750,000:	4.0 percent of estimated costs of site development.
d. more than \$750,000:	3.0 percent of estimated costs of site development.

3. Single Family Residential Projects (subdivided prior to May 1, 1997): \$1,000 per site

4. Extraordinary Costs for all Projects:

(i) not listed in Paragraphs 1,2, and 3; and
(ii) that the Village Engineer determines, in the exercise of his or her discretion based on such factors as the size of the project, cause the Village to incur extraordinary cost because of the complexity of the project, the number of different elements of the project, or other relevant factors.

Extraordinary Fee Calculation:

For which the fee schedules stated in this Subsection do not apply or are not adequate or appropriate, and when the fees

and costs actually incurred by the Village in reviewing and inspecting a project exceed the amount of fees paid pursuant to this Subsection by more than 2 percent, then the Village Engineer may assess the Engineering, Planning, and Public Works review and inspection fees based on the following fee schedule for Village Staff:

- Director of Community Dev: \$95 per hour
- Village Planner: \$75 per hour
- Village Engineer: \$120 - \$200 per hour
- Engineering Assistant: \$65 per hour
- Director of Public Works: \$95 per hour
- Inspector: \$70 per hour
- Secretary/Clerical: \$55 per hour
- Village Attorney \$225 per hour

F. FEES FOR ADDITIONAL NOTICES AND HEARINGS: If any application requires one or more public hearings, with public notice, in addition to the first public hearing, the applicant shall pay all costs incurred by the Village for court reporting services and other such administrative costs.

G. RECORDING AND FILING FEES: The applicant shall pay all recording and filing fees applicable to the application.

H. MULTIPLE FORMS OF RELIEF: Whenever an application seeks more than one form of relief, then the applicant shall pay all fees associated with each form of relief, as provided herein.

I. FEES CUMULATIVE: All fees provided herein are cumulative.

J. PAYMENT REQUIRED BEFORE APPLICATION PROCESSED OR APPROVED: No application shall be processed, and no approval shall be made, until all applicable fees provided in this Ordinance have been paid in full.



(Please Type or Print)

ZONING APPLICATION

Community Development Department

505 Telser Rd.

Lake Zurich, IL 60047

Phone: (847) 540-1696

Fax: (847) 540-1769

1. Address of Subject Property: _____

2. Please attach complete legal description

3. Property Identification number(s): _____

4. Owner of record is: _____ Phone: _____

E-Mail _____ Address: _____

5. Applicant is (if different from owner): _____ Phone: _____

E-Mail _____ Address: _____

6. Applicant's interest in the property (owner, agent, realtor, etc.): _____

7. All existing uses and improvements on the property are: _____

8. The proposed uses on the property are: _____

9. List any covenants, conditions, or restrictions concerning the use, type of improvements, setbacks, area, or height requirements placed on the Subject Property and now of record and the date of expiration of said restrictions:

10. Describe any contract or agreement of any nature relevant to the sale or disposal of the Subject Property:

11. For applications requiring a public hearing, please attach a list which contains the PIN, owner, and owner's mailing address of all properties located within 250 feet (excluding all Public Right-of-Ways) of the Subject Property.

THE APPLICANT'S SIGNATURE BELOW INDICATES THE INFORMATION CONTAINED IN THIS APPLICATION AND ON ANY ACCOMPANYING DOCUMENTS IS TRUE AND CORRECT.

THE APPLICANT ALSO ACKNOWLEDGES IF THE CONSULTANT EXPENSES EXCEED THE INITIAL ESCROW DEPOSIT, THE APPLICANT WILL REIMBURSE THE ACCOUNT IMMEDIATELY.

Subscribed and sworn to before me this _____ day of _____, 2026.

My Commission Expires _____

(Notary Public)

Subscribed and sworn to before me this _____ day of _____, 2026.

My Commission Expires _____

(Notary Public)

Please indicate what zoning relief your application requires. For assistance, please contact Staff.

Zoning Code Map Amendment to change zoning of Subject Property from _____ to _____

Zoning Code Text Amendment to amend the following section(s) of the Zoning Code _____

(See Section 9-18-3 of the Lake Zurich Zoning Code for specific standards. If a specific parcel is the subject of this amendment, then provide the additional information listed in Section 9-18-3C.)

Special Use Permit/Amendment for _____

(See Section 9-19-3 of the Lake Zurich Zoning Code for specific standards.)

Planned Unit Development/Major Adjustment/Amendment

(Planned Unit Developments are a distinct category of special use and are intended to create a more desirable environment than through strict application of the zoning and subdivision regulations. See Section 9-22-5 of the Lake Zurich Zoning Code for specific standards. Please list all the 'modifications' requested in the cover letter.)

Variation for _____

(See Section 9-17-4 of the Lake Zurich Zoning Code for specific standards. Please indicate what your specific hardships are in the cover letter.)

Modification to the Land Development Code (includes retaining walls more than 2 feet in height)

(See Section 10-6-18 of the Land Development Code for specific standards.)

Preliminary Plat of Subdivision

Final Plat of Subdivision or Amendment to Plat of Subdivision

(See Sections 10-5-2 and 10-5-9 of the Land Development Code for specific standards.)

Site Plan Approval/Major Adjustment/Amendment

(See Section 9-20-3 of the Lake Zurich Zoning Code for specific standards.)

Exterior Appearance Approval or Amendment

(See Section 9-21-3 of the Lake Zurich Zoning Code for specific standards.)

APPLICATION TO ANNEX CERTAIN TERRITORY

All land annexed to the Village is classified automatically after such annexation in the R-1\2 Single Family Residential District. The owner must file an application for a Zoning Map amendment if he or she desires a different zoning classification for the Subject Property.

Petition to Annex Certain Territory (Please complete attached petition)

Application to Annex Certain Territory

COMPREHENSIVE PLAN APPLICATION

Comprehensive Plan **Map** Amendment for _____

Comprehensive Plan **Text** Amendment for _____

**PETITION FOR ANNEXATION
TO THE VILLAGE OF LAKE ZURICH
Pursuant to Illinois Municipal Code, 65 ILCS 5/7-1-8**

TO: The Mayor and Board of Trustees of the Village of Lake Zurich Lake County, Illinois

THIS PETITION is made pursuant to Section 7-1-8 of the Illinois Municipal Code, 65 ILCS 5/7-1-8. The Petitioners, under oath, state the following:

- a. The Owners of record of all of the territory requested to be annexed declare that such territory is legally described on Exhibit A attached hereto and, by this reference, incorporated herein (the "Territory").
- b. The Territory is not located within the corporate limits of any municipality, is unincorporated, and is contiguous to the Village of Lake Zurich ("Lake Zurich").
- c. The Owners of record signing this petition constitute at least 51 percent of the electors residing within the Territory.

The Petitioners hereby request that the Territory be annexed to Lake Zurich by an ordinance passed and approved by the President and the Board of Trustee of Lake Zurich, pursuant to Section 7-1-8 of the Illinois Municipal Code, subject only to payment of the Annexation Fee of \$1,200/acre.

The Petitioners hereby further request that Lake Zurich give any and all notices required by statute and ordinance, and take all such further action as may be necessary or appropriate to effectuate such annexation of the Territory to Lake Zurich.

DATED this _____ day of _____, 2026.

Attested by:

(Name of Petitioner
if different than owner)

(Signature of Petitioner)

(Address of Petitioner)

(Name of Owner)

(Signature of Owner)

(Address of Owner)

IF APPLICABLE

VILLAGE OF LAKE ZURICH

NOTIFICATION AFFIDAVIT

I, _____ hereby certify as follows:

- I. That on the _____ day of, _____ 2026, affiant caused to be mailed in the Post Office of _____, Illinois, copies of the attached Notice of Public Hearing to all listed taxpayers of real estate within 250 feet, excluding all Public Right of Way, of the subject property and to the owners or representatives of property listed as exempt.
2. That the parties to whom said notice was mailed are set forth on Page 15, Item #13 of this application.

Signature

Subscribed and sworn to before me this _____ day of _____, 2026.

(Notary Public) My Commission Expires _____

***Note: This is to be notarized and returned to Staff after notifications are mailed out.**