

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 8 during this time.

- Typical Zoning Code Compliance Discussion/Issues:
 - 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 (page 2).
 - Architectural Review Commission (page 3).
 - Commission and Board of Trustees Meeting Schedule (pages 4-5).
 - Building Permit Filing Information - Proposed Construction Complies with Code and Does Not Require Commission Review (page 6).
 - Final Inspection Notice & Contact Information (page 7).
 - Signature Acknowledging Receipt of Project Checklist and the Review and Understanding of contents in Project Checklist (page 8). *To be returned to the Village during Pre-Review Meeting.*
 - Building Fee Schedule (page 9)

- Related Technical Reviews Upon Review of Building Permit Application (see Building Permit Application for required submittals):
 - 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 Collated Copies (Folded and Reduced to 8.5" x 11") & Emailed copy of PDF's (or memory stick) of same digital submittal information to Staff. Applicant **MUST** provide all the required information to be included on the agenda (refer to page 4 for submittal deadlines).
- ❑ Completed [PCZBA Application Form](#). Signatures *ARE* required.
 - ❑ \$250 Application Fee.
 - ❑ Written Summary Addressing Standards. (Project Description)
 - ❑ 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
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 2nd and 4th Monday of the Month (page 5).
- ❑ Completed Application **MUST** be Received by Submittal Deadline (again, please refer to submittal deadlines on page 4).
 - ❑ Meeting Date: Regularly Meet on the 1st Monday of the Month unless otherwise noted.
 - ❑ Owner (Designated Representative for Commercial Buildings) Must Be Present During PCZBA Review.
- **FINAL:** Recommendation by the PCZBA to the Board of Trustees. Board of Trustee will review recommendation from PCZBA and either approve or reject application. Approval from Board of Trustees is required *prior* to Issuance of Building Permit of Trustee Meeting dates located on page 5.

ARCHITECTURAL REVIEW COMMISSION (ARC)

- **ARC Application Materials:** 12 Collated Copies (Folded and Reduced to 8.5" x 11") & Emailed copy of PDF's (or memory stick) of same digital submittal information to Staff. Applicant ***MUST*** provide all required information to be included on the agenda (refer to submittal deadlines on page 4).
 - ❑ Completed [ARC Application Form](#). Signatures *Are* Required.
 - ❑ \$75 Application Fee./ \$100 per additional appearance on the same project [Please note you may also be responsible for Engineering and/or Legal Fees that cannot be foreseen.]
 - ❑ **Elevation Drawings:** ^{1, 2} (All Four Sides Identifying: type, color and texture of construction materials).
 - ¹ Scaled, color elevations of the proposed structure are **required** for any structure **greater than** 120 sq. ft.
 - ² 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 3rd Monday of the Month.
 - ❑ **Completed Application** ***MUST*** be Received by Submittal Deadline (again, please refer to submittal deadlines on page 4).
 - ❑ **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 the submittal of Building Permit. Please note that, at a minimum, there will be a two-week waiting period before any building permit could be issued.

2017 Commissions and Board Meeting Schedules

Architectural Review Commission (ARC)

Submittal Deadline 1st Monday of Month	Meeting Date Tuesday after the 3rd Monday of the Month, Unless otherwise noted
January 3, 2017	January 17, 2017
February 6, 2017	February 21, 2017
February 27, 2017	March 14, 2017 (2 nd Tuesday)
April 3, 2017	April 18, 2017
May 1, 2017	May 16, 2017
June 5, 2017	June 20, 2017
July 3, 2017	July 18, 2017
July 31, 2017	August 14, 2017 (Monday @ 6:00 p.m.)
September 5, 2017	September 19, 2017
October 2, 2017	October 17, 2017
November 6, 2017	November 21, 2017
November 27, 2017	December 11, 2017 (Monday @ 6:00 p.m.)
January 2, 2018	January 16, 2018

Plan Commission/ Zoning Board of Appeals (PCZBA)

Submittal Deadline 1st Monday of Month	Meeting Date 1st Monday of the Month, Unless otherwise noted
December 5, 2016	January 9, 2017 (6:00 p.m.)
January 3, 2017	February 7, 2017 (Tuesday)
February 6, 2017	March 13, 2017 (6:00 p.m.)
March 6, 2017	April 4, 2017 (Tuesday)
April 3, 2017	May 1, 2017
May 1, 2017	June 5, 2017
N/A	July 3, 2017 - canceled
N/A	August 7, 2017 - canceled
August 7, 2017	September 11, 2017 (6:00 p.m.)
September 5, 2017	October 2, 2017
October 2, 2017	November 6, 2017
November 6, 2017	December 4, 2017
December 4, 2017	January 8, 2018 (6:00 p.m.)

BOARD OF TRUSTEES (VB)

Meeting Date 2nd Monday of the Month	Meeting Date 4th Monday of the Month
January 9, 2017	January 23, 2017
February 15, 2017 (Wednesday)	February 27, 2017
March 13, 2017	March 27, 2017 – <i>canceled</i>
April 12, 2017 (Wednesday)	April 24, 2017
May 8, 2017	May 22, 2017
June 12, 2017	June 26, 2017
July 10, 2017	July 24, 2017 - <i>canceled</i>
August 14, 2017	August 28, 2017 – <i>canceled</i>
September 11, 2017	September 25, 2017
October 10, 2017 (<i>Tuesday</i>)	October 23, 2017
November 13, 2017	November 27, 2017
December 11, 2017	December 26, 2017 - <i>canceled</i>

BUILDING PERMIT:

- **Building Permit Application Materials:** (4 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 (4 sets of these plans)**
 - ❑ 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 2" 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. (4 sets of these plans)**
 - ❑ **\$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.
 - ❑ No Work on the project may commence until a building permit has been issued and is on display at the subject property.

- **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 the 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. (However, note that an inspection sheet will be provided to you following the review and approval of the building permit by all Village representatives.)

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 following the approval by the Village Board of Trustees.

**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.

Project Address

Project Under Consideration (general description)

Owner Name

Owner Signature

Date

Contractor/Applicant Name

Date

Contractor/Application Signature

Date

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

BUILDING FEE SCHEDULE (Updated 2013)

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.

Failure to Properly Display Building Permit will result in a \$25/day fine. Work progressing without a valid permit is subject to a Stop Work in the amount of \$1,000 plus additional fines up to \$750/day. Additional information on fees can be found on website at http://www.bannockburn.org/assets/1/7/2008-46_with_amendment_re_fees.pdf

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