

# Village of Round Lake Community Development

## Development Packet



---

442 N. Cedar Lake Rd.  
Round Lake, IL 60073  
[www.eroundlake.com](http://www.eroundlake.com)  
(847) 546- 0963 Phone  
(847) 546-1872 Fax

---

### INDEX

Process Overview	p. 2	Application	p. 9
Submittal Checklist	p. 3	Response to Standards	p. 11
Fee Schedule	p. 4	Verification of Application	p. 13
Meeting Deadlines	p. 5	Reimbursement of Fees Agreement	p. 14
Notification Requirements	p. 6	W-9	p. 16
Sample Legal Notice	p. 7	Procedure for Public Hearing	p. 17
Affidavit of Notice of Public Hearing	p. 8		

---

## Process Overview

---

Petitions are to be filed with the Community Development Department.

**STEP 1: PRE- APPLICATION MEETING:**

Although this step is optional, we highly recommend the Petitioner schedule a meeting with staff to discuss the feasibility of the proposed petition.

**STEP 2: PETITION PACKET SUBMITTAL:**

Completed Application Packet and supporting documentation returned to the Community Development Department.

**STEP 3: STAFF REVIEW:**

Upon receipt of a completed petition packet, staff will conduct a review and contact Petitioner with any questions. Petitioner will address any concerns and resubmit, if required. Once approved by staff, a Plan Commission/ Zoning Board of Appeals (PCZBA) meeting date will be set and the petitioner will be notified of meeting date.

**STEP 4: LEGAL NOTICE:**

The Village's Zoning Ordinance requires notification for public hearings before the PCZBA. This includes mailing all property owners within 250 feet of the subject property written notice of the public hearing, posting a public hearing sign on the property, and publication of the public hearing notice in one of the local newspapers no sooner than 30 days and no less than 15 days prior to the hearing date.

**STEP 5: ACTION BY THE PLAN COMMISSION/ ZONING BOARD OF APPEALS:**

The PCZBA will review Petition and make a recommendation to the Village Board.

**STEP 6: ACTION BY THE COMMITTEE OF THE WHOLE:**

The Committee of the Whole will review the Petition and PCZBA findings. If approved, the ordinance will be drafted for Village Board review.

**STEP 7: ADOPTION OF ORDINANCE:**

The Village Board will review and vote on the Petition. If approved, a copy of the adopted Ordinance will be sent to the Petitioner.

**STEP 8: REVISE PLANS AND SUBMIT FOR PERMITS**

# Submittal Checklist

All documents must be submitted as both a hard copy and PDF version. Hard copies of plans must be provided in 24"x36" in the amount of copies as determined by staff.

The following documentation is required at time of submittal:

- Application**
- Response to Standards:** A written response to the applicable Standards must be provided that specifies in detail why each of the standards is true or being met.
- Plat of Survey:** The plat must show all improvements to the property as they currently exist.
- Legal Description:** Please provide in an electronic media that may be copied and pasted.
- Proof of Ownership:** Must provide a copy of a recent tax bill, warranty deed, trust, fully executed lease or fully executed contract to purchase.
- List of Property Owners within 250' Radius of Site**
- Verification:** Signatures of the petitioner must be notarized.
- Reimbursement of Fees Agreement**
- W-9**
- Affidavit of Notice of Public Hearing**
- Draft Legal Notice**

## ADDITIONAL PLANS WHICH MAY BE REQUIRED

The following may be required if relevant to scope of project:

R	S	PLAN
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Plans
<input type="checkbox"/>	<input type="checkbox"/>	Photometric Plans
<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations
<input type="checkbox"/>	<input type="checkbox"/>	Signage Plan
<input type="checkbox"/>	<input type="checkbox"/>	Plat of Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans
<input type="checkbox"/>	<input type="checkbox"/>	Tree Preservation Plan

R	S	PLAN
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	Fiscal Impact and School Demographic
<input type="checkbox"/>	<input type="checkbox"/>	Soils Report
<input type="checkbox"/>	<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	<input type="checkbox"/>	Ecological Compliance (EcoCat)
<input type="checkbox"/>	<input type="checkbox"/>	Erosion Control Plans
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Protective Covenants
<input type="checkbox"/>	<input type="checkbox"/>	Watershed Development Application

*\*Required \*Submitted*

## FEES REQUIRED AT TIME OF SUBMITTAL (See Fee Schedule for Amounts)

- Application Fee**
- Escrow Fee**
- Signage Deposit**

When preparing your plans and application, please refer to the following development related ordinances, adopted codes and manuals, available on the Village website, [www.eroundlake.com](http://www.eroundlake.com).

- Zoning Ordinance
- Appearance Code
- Lake County Watershed Development
- Subdivision Ordinance
- Building Codes

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

## Fee Schedule

All Petitioners will pay an application fee and escrow fee at time of submittal. Fees as follows:

Annexations	\$500
Appeals	\$350
Map Amendment/ Rezoning	One acre or less \$500, plus \$200 for each additional acre
Planned Unit Development	\$1,000, plus \$100 per acre
Plat of Subdivision	Five acres or less \$1,000
	Over five acres, but not exceeding 25 acres, \$1,000, plus \$100 per acre
	Over 25 acres \$3,500 plus \$20 per acre
Sign Deposit	\$50.00, in form of a check made payable to the Village. Check will be held until Public Notice Sign is returned.
Special Use	One acre or less \$500, plus \$200 for each additional acre
Text Amendment	\$350
Variance	In a residential zone \$350, each additional variation on same petition \$50
	In all other zones \$500, each additional variation on same petition \$50

In addition to the above fees, the applicant shall establish an escrow with the Village in order to cover any related cost associated with such application incurred by the village including but not limited to engineering, legal and consulting fees.

Escrow and Recovery of Professional Fees	<b>\$2,000+/-</b> , a completed W-9 form and Reimbursement of Fees Agreement must accompany all Escrow Fee checks.
--	--

---

## Meeting Date and Deadlines

---

### 2020 PLAN COMMISSION AND ZONING BOARD OF APPEALS

PCZBA MEETING DATE	APPLICATION DEADLINE	LEGAL NOTICE DEADLINE
January 28	December 31	January 13
February 25	January 28	February 10
March 31	March 3	March 16
April 28	March 31	April 13
May 26	April 28	May 11
June 30	June 2	June 15
July 28	June 30	July 15
August 25	July 28	August 10
September 29	September 1	September 14
October 27	September 29	October 12
November 24	October 27	November 9
December 29	December 1	December 14

A **Committee of the Whole** meeting may take place on the first Monday following the PCZBA meeting. Staff will inform Petitioner of meeting date when set.

A **Village Board** meeting will take place on the third Monday following the PCZBA meeting. Staff will inform Petitioner of meeting date when set.

Meetings are held at 7:00 p.m. at the Round Lake Village Hall, Council Chambers, 2<sup>nd</sup> floor, located at 442 North Cedar Lake Road, Round Lake, IL 60073.

---

## Notification Requirements

---

A public hearing is not required for Final Planned Unit Developments or Preliminary/Final Plats of Subdivision. Therefore, the following notification requirements do not apply to these requests. All other requests require a public hearing, and the following notification requirements must be followed, in accordance with Village Ordinance and State law.

### Legal Notice:

The Petitioner will prepare a Legal Notice and provide the Village with an electronic copy for review. (See *Sample Legal Notice*.)

1. Notices must include:
  - a. Description of subject site (address and/or PIN)
  - b. Type and description of request(s)
  - c. Present zoning classification
  - d. Proposed zoning classification (where applicable)
  - e. Date, time and place of public hearing
2. Public Notice shall be made in the following forms:

A. **Notice by Mail to Parties of Interest.** (15-30 days prior to public hearing)

The Petitioner is responsible for mailing the Legal Notice to all property owners via first class mail, within a 250' radius of the boundaries of the property. Names and addresses of surrounding property owners can be obtained from the Township Assessor's Office.

B. **Newspaper Notice.** (15-30 days prior to public hearing)

The Petitioner is responsible publishing the approved Legal Notice in a newspaper of general circulation within the Village for a one-day publication. Legal notice must be submitted at least two business days prior to publication date.

Lake County News Sun

Phone: (312) 222- 2222

Email: [suburban.legal@tribpub.com](mailto:suburban.legal@tribpub.com)

Website: <http://www.chicagotribune.com/suburbs/lake-county-news-sun/>

The publisher will send an Affidavit of Publication after the legal notice is published and must be submitted to Staff, no later than day of public hearing.

C. **Posted on the Premises.** (15-30 days prior to public hearing)

The Petitioner is responsible for posting a notice of hearing on the property. Notice shall be posted on the property so that it is clearly visible from a public street. The signage required for this notification will be provided by the village upon receipt of the required fee. Large properties with more than one frontage may require more than one sign.

D. **Signed and Notarized Affidavit.** (no later than day of public hearing)

The signed and notarized Affidavit of Notice of Public Hearing verifying that the Legal Notice has been published, mailed to property owners, and the sign has been posted, must be submitted to the Community Development Department prior to the hearing.

THE VILLAGE OF ROUND LAKE IS NOT RESPONSIBLE FOR AN INCOMPLETE OR INCORRECT NOTICE.

NOTICE OF A PUBLIC HEARING  
PLAN COMMISSION – ZONING BOARD OF APPEALS  
VILLAGE OF ROUND LAKE, ILLINOIS

NOTICE IS HEREBY GIVEN, THAT A PUBLIC HEARING WILL BE HELD BY THE PLAN COMMISSION - ZONING BOARD OF APPEALS OF THE VILLAGE OF ROUND LAKE, LAKE COUNTY, ILLINOIS, ON **(DATE OF HEARING, AS DETERMINED BY VILLAGE STAFF)**, AT 7:00PM, IN THE VILLAGE COUNCIL CHAMBERS, 442 NORTH CEDAR LAKE ROAD, ROUND LAKE, ILLINOIS, 60073 TO CONSIDER THE PETITION OF **(APPLICANT NAME)** FOR THE PROPERTY COMMONLY KNOWN AS **(ADDRESS OR DESCRIPTION OF PROPERTY LOCATION)**, AND PRESENTLY ZONED AS **(ZONING CLASSIFICATION)**. PIN(S): **(ASSOCIATED PIN(S))**

THIS APPLICATION IS FILED FOR THE PURPOSE OF **(ACTION REQUESTED)**, PURSUANT TO THE REQUIREMENTS OF THE VILLAGE OF ROUND LAKE ZONING ORDINANCE.

NOTICE IS FURTHER GIVEN, THAT ALL PERSONS PRESENT AT SAID HEARING AND DESIRING TO BE HEARD FOR OR AGAINST THE ACTION REQUESTED OR TO ASK QUESTIONS OF THE WITNESSES SHALL BE GIVEN SUCH OPPORTUNITY. IF YOU HAVE QUESTIONS PLEASE CONTACT VILLAGE OF ROUND LAKE COMMUNITY DEVELOPMENT AT (847)546-0963.

KATE KRISTAN, CHAIRMAN  
PLAN COMMISSION – ZONING BOARD OF APPEALS

TO BE PUBLISHED ON **(DATE OF PUBLICATION)**



# Village of Round Lake Community Development

442 N. Cedar Lake Road Round Lake, IL 60073  
Ph. 847-546-0963 Fax 847-546-1872  
www.eroundlake.com

(STATE OF ILLINOIS)

SS.

(COUNTY OF LAKE)

## AFFIDAVIT OF NOTICE OF PUBLIC HEARING

- I (we) \_\_\_\_\_ do hereby certify that notice of public hearing to consider, case no. \_\_\_\_\_, was sent by first class mail to all parties within a 250' radius of the boundaries of the subject property, as provided on the list by the Assessor's Office. Notice was mailed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ being at least 15 days prior to and not more than 30 days prior the scheduled public hearing.
- I (we) \_\_\_\_\_ do hereby certify that notice of public hearing to consider case no. \_\_\_\_\_, was posted on the subject property on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, being at least 15 days prior to and not more than 30 days prior the scheduled public hearing.
- I (we) \_\_\_\_\_ do hereby certify that notice of public hearing to consider, case no. \_\_\_\_\_, was posted in the newspaper on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, being at least 15 days prior to and not more than 30 days prior the scheduled public hearing.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

*Sworn to before me*

*this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.*

SEAL

\_\_\_\_\_  
*Notary Signature*





# Village of Round Lake Community Development

442 N. Cedar Lake Road Round Lake, IL 60073  
 Ph. 847-546-0963 Fax 847-546-1872  
 www.eroundlake.com

## DEVELOPMENT APPLICATION

ACTION REQUESTED		
<input type="checkbox"/> ANNEXATION	<input type="checkbox"/> PLAT OF SUBDIVISION	
<input type="checkbox"/> APPEAL	<input type="checkbox"/> SPECIAL USE	
<input type="checkbox"/> MAP AMENDMENT (REZONING)	<input type="checkbox"/> TEXT AMENDMENT	
<input type="checkbox"/> PLANNED UNIT DEVELOPMENT	<input type="checkbox"/> VARIANCE	
PETITIONER INFORMATION		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
PROPERTY INFORMATION (IF NOT PETITIONER)		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
DESCRIPTION OF PROPERTY		
ADDRESS:		
CITY:	STATE:	ZIP:
PIN(S):		
LOT SIZE (SQ FT):	LOT SIZE (ACRE):	
EXISTING ZONING:	PROPOSED ZONING:	

*The undersigned states under oath that they are the **Legal Owner / Contract Purchaser / Lessee** of record as described in this application. The statements made in foregoing application are true in substance and fact.*

\_\_\_\_\_  
*Petitioner Signature: Print Name: Date:*

\_\_\_\_\_  
*Property Owner Signature: Print Name: Date:*

# DEVELOPMENT APPLICATION

## Development Team

<b>DEVELOPER</b>		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
<b>ARCHITECT</b>		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
<b>ATTORNEY</b>		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
<b>ENGINEER</b>		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
<b>LANDSCAPE ARCHITECT</b>		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
<b>PLANNER</b>		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
<b>SURVEYOR</b>		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
<b>OTHER</b>		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		

---

## Response to Standards

---

When considering the requested action, the PCZBA and Board must determine whether the following Findings of Fact exist and have been met. Please provide a written response to each of the standards listed below. The response to each should thoroughly explain how the requested will meet the established criteria.

1. Statement of the circumstances, factors and arguments that the petitioner offers in support of the proposed action. Please be specific, state the reasons why it should be granted, and if granted, state the changes that will be made in the property.
  
2. Explain the reasons why the granting of this action will not be contrary to the public interest; character of the existing zoning of the area; and the proposed use will not detract from the desirability of using adjoining properties for their present uses due to the following conditions Please be specific by explaining how the action will affect the existing structure and will conform to the adjoining properties.
  
3. Will additional utilities or roadway improvements need to be provided to service the proposed action? Please explain why or why not. Please submit any detailed information regarding ingress/egress from the property.
  
4. What type of goods and services, manufacturing, or processing will the proposed action entail? If any, please explain.

5. Explain the reasons why the granting of the proposed action will not be contrary to the public interest; character of the existing zoning of the area; and the proposed use will not detract from the desirability of using adjoining properties for their present uses. Please be specific by explaining how the proposed action will affect the existing structure(s) and will conform to the adjoining properties.
  
6. Can you state that the characteristics impeding the property are not the result of actions by anyone with a property interest in land after the Zoning Ordinance or applicable section thereof were adopted. If you cannot state this, please indicate why you feel those characteristics should not be regarded as self-imposed?
  
7. Will special design features be included in the plans to prevent any detrimental effect on abutting properties or the general vicinity of the site in question, including but not limited to increased density? If so, please explain.
  
8. Will the proposed action generate any odor, noise, vibration, light or particulate that will negatively impact surrounding land-uses or individuals? Please explain why or why not.
  
9. How will the proposed action benefit the Village of Round Lake?



# Village of Round Lake Community Development

442 N. Cedar Lake Road Round Lake, IL 60073  
Ph. 847-546-0963 Fax 847-546-1872  
www.eroundlake.com

(STATE OF ILLINOIS)

SS.

(COUNTY OF LAKE)

## VERIFICATION OF APPLICATION

I (We), \_\_\_\_\_, being duly sworn, depose and say that I am the  
PRINT NAME  
\_\_\_\_\_ and hereby affirm that all of the above statements and the  
PROPERTY OWNER, CONTRACT PURCHASER, LESSEE  
statements contained in any papers or plans submitted herewith are true to the best of my knowledge and  
belief.

I (We) hereby acknowledge my (our) obligation to reimburse the Village of Round Lake for all  
necessary and reasonable expenses incurred by the Village in the review and certification of any  
documents submitted in conjunction with this application.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

*Sworn to before me*

*this* \_\_\_\_ *day of* \_\_\_\_\_, 20\_\_.

SEAL

\_\_\_\_\_  
*Notary Signature*



# Village of Round Lake Community Development

442 N. Cedar Lake Road Round Lake, IL 60073  
Ph. 847-546-0963 Fax 847-546-1872  
[www.eroundlake.com](http://www.eroundlake.com)

## REIMBURSEMENT OF FEES AGREEMENT

### I. PROPERTY OWNER:

NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		

### II. PETITIONER, IF NOT PROPERTY OWNER:

NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		

### III. LOCATION OF PROPERTY:

ADDRESS:		
CITY:	STATE:	ZIP:
PIN(S):		

### IV. SECTION REIMBURSEMENT OF FEES:

*In the event that it is necessary for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, traffic or drainage experts, or other consultants, in connection with any Petitioner's request for the Village to consider or otherwise take action upon any zoning change, special use, easement, occupancy permit, building permit, planned unit development, variation from Village Code, subdivision, public improvement or other improvement of development upon real property, then the Petitioner and owner of the property shall be jointly and severally liable for the payment of such professional fees and reimbursement shall be made to the Village within thirty (30) days of receipt of an invoice from the Village for same. Further, any professional fees incurred as a direct or indirect result of any party requesting a professional opinion or otherwise requesting relief or assistance from the Village, whether or not related to real property, shall be reimbursed in accordance with this section if, in the discretion of the Village, a professional opinion is desired.*

Upon the failure of the Owner or Petitioner to reimburse the Village in accordance with this Section no action on a request made by the Petitioner will be undertaken by the Village Board of Trustees, or by any other official, quasi-official, or deliberative individual or body thereunder and such request shall remain in

abeyance until all outstanding fees are paid in full. Further, the Village may deny any application for a grading, building or other permit if such amounts have not been paid in full. Upon any failure to reimburse the Village in accordance with this Section, the Village may, in its discretion, elect to place a lien against any real property associated with the Petitioner's request. Interest in the amount of one and one-half percent [1.5%] per month shall accrue on all sums outstanding for thirty (30) days or more. Said lien shall be in an amount equal to the outstanding amount owed to the Village.

When any professional or extraordinary clerical services contemplated by this Section are rendered by salaried Village staff, including, but not limited to any staff engineers, staff planners, or services performed by the Village Administrator or designee or other clerical staff assigned, then, the party making the request shall reimburse the Village for its costs incurred in providing the professional services and extraordinary clerical services of the Village staff, at the rate reasonably and customarily charged for similar services by non-staff professionals or clerical, provided that such staff services shall be billed at an hourly rate of not less than twenty dollars (\$20.00) nor more than forty five dollars (\$45.00) and as otherwise further itemized as follows: [List or state any special agreements or arrangements here.]

---

The Village Administrator, or his designee, is hereby authorized to assign requests for professional services to the Village staff or to consultants as the Village Administrator or his designee deems appropriate.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be construed to limit or waive the Village's right to proceed against any or all parties in a court of law of competent jurisdiction.

**V. PARTY TO BE BILLED:**

PETITIONER                                       PROPERTY OWNER

**VI. SIGNATURES:**

BY SIGNING BELOW, THE PETITIONER AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS THE PROVISIONS CONTAINED WITHIN SECTION OF THE VILLAGE CODE, AND EACH OF THEM AGREES TO COMPLY WITH THE PROVISIONS OF SAID SECTION CONCERNING "REIMBURSEMENT OF FEES" AND EACH AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE OWNER AND PETITIONER AGREE THAT OWNER AND PETITIONER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN SECTION 3 OF THE VILLAGE CODE OF THE VILLAGE OF ROUND LAKE, AND AS REFERRED TO HEREINABOVE.

---

OWNER NAME (PRINT):

---

PETITIONER NAME (PRINT):

---

OWNER SIGNATURE:

---

PETITIONER SIGNATURE:

---

DATE:

---

DATE:

**OFFICE USE**

VRL ACCOUNT: \_\_\_\_\_ ESCROW AMOUNT: \$ \_\_\_\_\_ DATE ESTABLISHED: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



---

## General Procedure for Public Hearing

---

Anyone wishing to speak must be sworn in. Being sworn in does not obligate you to speak, but you must be sworn in should you decide to speak.

The following process will be followed for each petition on the agenda:

1. The public hearing will be called to order.
2. Anyone wishing to speak will be sworn in.
3. The Petitioner will present testimony regarding their petition, after which the PCZBA may question the Petitioner and any of the Petitioner's witnesses.
4. Village Staff will present their report regarding the petition, after which the PCZBA may ask questions of the Staff.
5. Members of the public may ask questions and offer any sworn testimony.
6. The Petitioner may respond to comments and questions.
7. Chair will call for motion.
8. Roll Call Vote.

These general guidelines are provided as an aid to those in attendance at PCZBA meetings, to help them to follow and participate in the public hearing process. These guidelines are not binding and may be amended or deviated from as the Commission determines to be necessary.