

Section 4. - Zoning services rates and charges.

<i>Application</i>	<i>Initial Fee</i>
<i>4.1 Zoning permit application</i>	
<i>4.1.1 Residential zoning permit (R-1, R-2, R-3)</i>	<i>\$90.00</i>
<i>4.1.2 Commercial Zoning Permit (CBD, C-2, C-3)</i>	<i>\$120.00</i>
<i>4.1.3 Industrial (M-1)</i>	<i>\$120.00</i>
<i>4.1.4 Open space conservation and planned unit developments</i>	<i>\$120.00</i>
	<i>\$120.00</i>
<i>4.2 Zoning ordinance enforcement by zoning admin.</i>	<i>\$25.00 per hour</i>
<i>4.3 Certificates of occupancy application</i>	
<i>4.3.1 Existing structures</i>	<i>\$50.00</i>
<i>4.3.2 New structures</i>	<i>\$50.00</i>
<i>4.4 Special land use permit application</i>	<i>\$500.00</i>
<i>4.5 Master plan amendment application</i>	<i>\$500.00</i>
<i>4.6 Zoning amendment application</i>	<i>\$500.00</i>
<i>4.6.1 Amendment to text</i>	<i>\$500.00</i>
<i>4.6.2 Amendment to zoning classification of prop.</i>	<i>\$100.00</i>
<i>4.7 Appeals to the zoning board of appeals</i>	<i>\$500.00</i>
<i>4.8 Variance requests application</i>	<i>\$500.00</i>
<i>4.9 Sign permit application</i>	<i>\$90.00</i>
<i>4.10 Site plan review application</i>	<i>\$100.00</i>

<i>Application</i>	<i>Initial Fee</i>
<i>4.11 Fence permits application</i>	<i>\$90.00</i>
<i>4.12 Copy of the municipal standards book</i>	<i>\$75.00</i>
<i>4.13 Site condo application</i>	<i>\$100.00</i>
<i>4.14 Planned unit development requests</i>	<i>\$100.00</i>
<i>4.14a Conditional rezoning</i>	<i>\$100.00</i>

4.15 In addition to the fees set forth in 4.1—4.14a, the applicant, in accordance with article III, section 6.47, shall be charged for the actual cost incurred by the village, the planning commission, and/or the zoning administrator for:

4.15.1 Any publication or mailing costs required by this section and/or state law.

4.15.2 Any traffic reports deemed necessary to complete the processing of the request.

4.15.3 Any legal services deemed necessary to complete the processing of the request.

4.15.4 Any planner fees deemed necessary to complete the processing of the request.

4.15.5 Any zoning administrator fees deemed necessary to complete the processing of the request.

4.15.6 Any topography studies deemed necessary to complete the processing of the request.

4.15.7 Any engineering services deemed necessary to complete the processing of the request.

4.15.8 Any other fees incurred by any other consultants deemed necessary by the above-named governmental officials and/or entities to process the request.

4.16 Escrow account establishment: When any application is received by the village along with the initial fee set forth in 4.1.1—4.1.14a, then:

4.16.1 The village clerk shall transmit the application and supporting details to the village zoning administrator who shall review it and determine, in his or her sole discretion, what additional services might be required under section 4.15 to process the application and seek an estimate of the cost of same and so advise the Village Clerk in writing within seven (7) days of receipt of the information from the village clerk.

- 4.16.2 *The village clerk shall then add up the estimated costs based on the input from the zoning administrator, plus a ten (10%) percent contingency fee. This process shall be completed within 21 days after the date the village receives the application.*
- 4.16.3 *The village clerk shall advise the applicant in writing, within 28 days after the date the village received the application, of the estimated costs for processing the application and the provide the applicant with a copy of the zoning administrators written estimate.*
- 4.16.4 *The applicant shall have 30 days from the date of the notice in 4.16.3 to post the estimated costs with the village in full. Until same is posted, no further work shall be done on the application. If the applicant posts the fee in full timely:*
- 4.16.4.1 *The village shall hold the money in a separate escrow account for the payment of fees and costs incurred in the processing of this application.*
- 4.16.4.2 *The village shall automatically pay the fees and costs it incurs under section 4.15 from the escrow fund, without input from the applicant.*
- 4.16.4.3 *If the escrow fund balance falls under the lessor of 25 percent of the original escrow balance or \$250.00, then the zoning administrator shall review same and advise the village clerk if any additional escrow deposit is required from the applicant to complete the processing of the application.*
- 4.16.4.4 *If an additional escrow deposit is required, the village clerk shall advise the applicant in writing and the applicant shall have 30 days from the date of said written notice under this section to post the amount in full with the village. Until the amount is posted, no further work shall be done on the application.*
- 4.16.4.5 *If the applicant fails to timely post the entire fee under section 4.16.4, then the village shall dismiss the application, with no refund of the initial application fee.*
- 4.16.4.6 *If the applicant fails to timely post the entire fee under section 4.16.4.4, then the village shall dismiss the application with no additional work and refund any unused portion of the escrow account.*
- 4.16.4.7 *At the end of the application process, the village clerk shall prepare an itemized statement of the deposits and costs incurred by in the escrow account and issue a final accounting.*
- 4.16.4.7.1 *The village shall issue a refund of any unused portion of the escrow fund;*

4.16.4.7.2 *The village shall bill the applicant for any fees or costs incurred under paragraph 4.14 that were not covered by the escrow fund;*

4.16.4.7.3 *Regardless of the balance in the escrow fund, no final permit approval shall be granted until the entire amount of the fees and costs incurred by the village, the planning commission, and/or the zoning administrator under 4.17 and accounted to the applicant under 4.16.7.2 are paid in full by the applicant.*

4.16.4.8 *The village clerk shall require the applicant to review and sign a detailed statement of how the escrow account works, when the applicant first deposits the escrow funds under paragraph 4.16.4. A copy of the statement shall be sent to the applicant along with the demand for escrow funds under paragraph 4.16.3.*