



Village of Lily Lake

43W870 Empire Road, Lily Lake Illinois

Phone 630-365-9677 - Fax 630-365-9827

clerk@villageoflilylake.org

www.villageoflilylake.org

Mailing address:

43W955 Twilight Lane, Suite A, St. Charles, IL 60175

Planning Pre-Application Conference Request (please print)

Applicant / Purchaser

Name _____
 Company _____
 Address _____

 Phone _____
 Fax _____
 Email _____

Applicants Representative (primary Contact)

Name _____
 Company _____
 Address _____

 Phone _____
 Fax _____
 Email _____

Developer

Name _____
 Company _____
 Address _____

 Phone _____
 Fax _____
 Email _____

Current Owner or Beneficiary

Name _____
 Company _____
 Address _____

 Phone _____
 Fax _____
 Email _____

PROPERTY INFORMATION

Site Address(es) _____

Property Description _____

Parcel ID Number(s) _____

Property Status (LOI or Contract) _____ Size of Property _____

Current Comp. Plan Designation _____ Current Zoning _____

Proposed Development Plan _____

Consistent with Comp. Plan? _____ No. of units _____ Current Zoning _____

Please submit one or more of the following exhibits: (size 8 ½ " x 11 " or 11" by 17") Preliminary site plan drawing, elevations, vicinity map, proposed property division, assessors tax lot maps, and/or any other drawings or maps, drawn to scale, which demonstrate the nature of the proposed development in enough detail to allow the Village to review and comment.

Please sign and date below: Payment of Pre-Application Conference fee is due at the time of submission of this form and all development exhibits.

Signature: _____

Date: _____

VILLAGE USE ONLY – Do not Write below				
Date Received	Receipt No.	Conf. Date/Time		
Copies to: Plan Comm. <input type="checkbox"/> Public Works <input type="checkbox"/> President <input type="checkbox"/>				

What is a Pre-Application Conference?

Pre Application Conferences are designed to provide development applicants the opportunity to present land use development proposals to the Village prior to the actual land use application process. This advance discussion allows applicants an opportunity to ask questions about the applicable Village codes, required permits, hearings and noticing, and estimated processing timelines. The Pre-Application Conference also allows the Village an opportunity to review preliminary development plans, and to provide comments to development applicants regarding the project and design. This feedback early in the development planning process can help applicants avoid major plan revisions that are more cumbersome to change after an actual application submittal.

Applicants should keep in mind that, due to the preliminary nature of information discussed during Pre-Application Conferences, the Village reserves the right to determine permitting requirements upon receipt of an official development application. Information obtained during a Pre-Application Conference is subject to subsequent changes in the Lily Lake Comprehensive Plan, Village Zoning Ordinance, and/or any other applicable regulations. A Pre-Application Conference does not 'vest' (lock in fees or development requirements) a project in any way.

Pre-Application Conferences are held prior to land use application submittal for all land use permits that are required to have a mandatory pre-application conference. This includes zoning changes, subdivisions, and annexations or pre-annexations. This pre-application requirement is designed to resolve issues that might keep an application from being deemed complete.

Voluntary Pre-Application Conferences are held at the request of the development applicants for the purpose of gaining a better understanding of requirements that may influence the design of a proposed project. A Pre-Application Conference can help to resolve issues that might keep an application from being deemed complete or meeting permit processing timelines, and may help applicants to avoid significant delays and/or expense involved in major plan revisions after submittal.

Pre-Application Conference Fee

Payment of a Pre-Application Conference fee is due at the time of submission of the Pre-Application Conference Request form. The current fee for a Pre-Application Conference is \$150.

To Schedule a Pre-Application Conference

In Person: A completed Pre-Application Conference Request form may be submitted in person, along with preliminary development exhibits and Conference fee, by visiting the Village of Lily Lake Community Center at 43W870 Empire Road, Lily Lake, IL.

By Mail: Conferences may also be requested by mail, provided that the Pre-Application Conference Request form is completed in full, a check for the Conference fee is enclosed, and preliminary development exhibits are included. Mail to: Village of Lily Lake, 43W955 Twilight Lane Ste. A, St. Charles, IL 60175. Please keep in mind that the Village is not responsible for the loss of any materials sent by mail.

Required Materials

- Completed Pre-Application Conference Request form
- Pre-Application Conference fee (do not send cash by mail)
- Preliminary development exhibits (size 8 ½ " x 11 " or 11" by 17"): Preliminary site plan drawing, elevations, vicinity map, proposed property division, assessors tax lot maps, and/or any other drawings or maps, drawn to scale, which demonstrate the nature of the proposed development in enough detail to allow the Village to review and comment.

A Village representative will contact you by telephone to schedule a date and time for your conference. Conferences will be scheduled as soon as possible following receipt of your Request form and materials. Incomplete information or vague development exhibits may result in a delay in scheduling your meeting.