

CDRC Meeting Request Information

Background:

The Community Design Review Committee (CDRC) was established pursuant to the Chapter 235 of the Zoning Code of the Village of South Blooming Grove.

The purpose of the CDRC meeting is to provide prospective applicants with an opportunity to discuss a land development proposal on an informal basis with Planning and Village Board members as well as technical and/or legal advisors when necessary.

Requirements Prior to Meetings:

1. Completed Application Form (Appendix A of this document) must be submitted 21 calendar days prior to meeting.
2. Seven (7) copies of the proposed plan attached to application.
3. Signed Property Inspection Authorization form (Appendix B) attached to application.
4. Signed Taxpayer Protection form (Appendix C) attached to application.
5. Payment in full of all applicable fees and escrow amounts.

The prospective applicant should also provide significant background information so that it may be reviewed by Village representatives prior to the meeting. That will facilitate a meaningful dialogue about the proposal. The following checklist is intended to serve as a guide for the type of information needed for relevant discussion.

CDRC Meeting Checklist:

1. Name and street location of proposed development.
2. Tax Section, Block and Lot number (SBL#) for all parcels involved in proposal.
3. Total area of the parcel to be subdivided and/or developed.
4. Total number of proposed lots and/or total square feet of floor area proposed for development.
5. Zoning District
6. Name, address and telephone number of property owner of record.
7. Name, address and telephone number of applicant of record.
8. Original preparation date of drawing and dates of all subsequent revisions.
9. Survey reference map must note boundaries of all contiguous holdings of the owner, indicating the portion of land to be developed.

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10. Existing Tax Map SBL numbers for all adjacent lot owners based on the most recent tax records.
11. North arrow and graphic scale.
12. Existing restrictions on the use of the land including easements covenants.
13. General location of water courses, water bodies, floodplains.
14. Existing buildings and other improvements on the property and on adjoining properties.
15. Proposed use of the property.
16. Is the property in a water or sewer district?
17. Name of school district related to property.
18. Any other information the Planning Board may deem appropriate and necessary.
19. Will the applicant be represented by an attorney at the CDRC meeting? If yes, Village Clerk must notify the Village Attorney to ensure attendance.

CDRC Meeting Schedule:

CDRC meetings are scheduled in advance for the year for the second (2nd) Friday of each month. Meeting dates are published and included in the Village website at www.villageofsouthbloominggrove.com.

CDRC Fee Schedule:

The following are the applicable fees for each meeting requested by prospective applicants. Fees and escrow, if applicable, must be paid in full via cash or Cashier's Check *prior to each meeting*.

First Meeting	\$75.00
Second Meeting	\$150.00
Third Meeting	\$250.00
Each Meeting Thereafter	\$350.00

If a prospective applicant wants to be represented by an attorney or other technical advisors including but not limited to an engineer or architect, the applicant must provide this request at the time of application submission. That will allow the Village CDRC to arrange for its own professional staff to attend the meeting.

Pursuant to the Village Tax Payers Protection Act (Code 240.03), any expenses or costs related to the applicant's CDRC meeting(s) will be billed to the applicant. Applicable rates will be provided at time(s) of application submission.

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Appendix A

CDRC Meeting Application Form

Date: _____

Fee: _____

(For Office Use Only. Indicate amount paid and if this meeting is 1st, 2nd, 3rd, 4th or more)

Name of Applicant: _____

(If an individual, enter last name first.)

Address: _____

Telephone #: _____

(XXX - XXX - XXXX)

Name & Telephone # of Contact Person if Different from Above:

Property Location:

Tax Map #: _____

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Appendix A (continued)

CDRC Meeting Application Form

Plans attached (7 copies)?	Yes _____	No _____
Signed, notarized Authorization For Village to Inspect Property Form attached?	Yes _____	No _____
Signed, Notarized Taxpayer Protection Form attached?	Yes _____	No _____
Will your attorney attend?	Yes _____	No _____
Will your technical advisor attend?	Yes _____	No _____
Escrow payments up to date?	Yes _____	No _____
Signed Owner's Affidavit attached?	Yes _____	No _____
Signed Owner's Endorsement attached?	Yes _____	No _____

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Appendix B

Owner's Consent to Visit/Inspect Property Form

The applicant (or agent of the applicant), by submitting an application to the Planning Board of the Village of South Blooming Grove and by signing this authorization, consents to inspection by Village personnel, representatives, staff or consultants, of the project site or facility for which an approval is sought and, to the extent necessary, the property owned by the applicant adjacent to the project site or facility. This authorization allows Village representatives to enter upon and pass through such property in order to inspect the project site and/or facility without prior notice between the hours of 8:00 am and 8:00 pm, Monday through Friday.

Inspections may take place as part of the application process prior to any decision to grant or deny approvals sought. By signing this authorization, the applicant agrees that this authorization shall remain in effect as long as the application is pending and is effective regardless of whether or not the landowner or agent are physically present at the time of the inspection. In the event that the project site or facility is posted with any form of "Posted" or "Keep Out" notice, or fenced in with an unlocked gate, this permission authorizes Village representatives to disregard such notices or unlocked gates at the time of inspection.

The applicant further agrees that during an inspection in connection with this application, among other things, Village representatives may take measurements, may take soil samples and photographs and may analyze physical characteristics of the site including, but not limited to, soils and vegetation and may make drawings and photographs of such.

Date: _____

Signature of Owner(s)

Signature of Owner(s)

Sworn before me this _____ day of _____, 20_____

Notary Public

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Appendix C

Property Owner's Guarantee of Fees

I, the undersigned Owner of the premises described in the foregoing application in providing consent to the application submitted by: _____

(name of applicant)

to the Village of South Blooming Grove Planning Board, do hereby guarantee the payment of any and all Planning Board fees incurred by the Applicant.

§ 240-1. Title and Authority

This chapter shall be cited and may be referred to hereinafter as the "Taxpayers Protection & Allocation of Costs and Expenses Act" of the Village of South Blooming Grove.

§ 240-2. Legislative Intent

It is the intention of the Village Board of the Village of South Blooming Grove by the adoption of this chapter to establish a system to defray the costs and expenses incurred by the Village to have its engineers, planners, attorneys, accountants and other professional advisors review submitted applications such that these costs are not passed along to Village residents in the form of increased taxes, charges and other fees. The purpose of this local law is to minimize the burden of government to the Village taxpayers from costs, expenses or other charges that the Village incurs in reviewing any applications, petitions or otherwise enforcing the rights of the Village, and to require that those costs and expenses be paid by the applicant and/or other person or entity seeking to gain a benefit from the approval of such application, except applications and/or petitions for matters only involving one or two family residences.

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Appendix C (continued)

Property Owner's Guarantee of Fees

§ 240-3. Application of Law

Any and all costs or expenses incurred by the Village in reviewing any applications and/or petitions for zone changes, special permits, licenses, site plan, subdivisions, variances, petitions for annexation, petitions for the extension of or connection to the Village's sewer and/or water districts, amendments to the official maps of the Village and its districts and/or tax map, and/or text of the Village Code, and any other submissions and/or petition to the Village Board, Village Planning Board or Village Zoning Board of Appeals or otherwise enforcing the rights of the Village which require the use or employment of Village Counsel, Special Legal Counsel, Bond Counsel, Transactional Counsel, or other legal advice or representation, planning consultants, zoning consultants, engineers, accountants, experts, appraisers or other professional or persons who may be deemed reasonably necessary to review, act or otherwise provide advice and/or guidance on any such manner shall be charged to and paid solely by the Applicant, Petitioner or other person(s) seeking relief or otherwise responsible to the Village that makes such action by the Village necessary.

Date: _____

Signature of Owner(s)

Signature of Owner(s)

Sworn before me this _____ day of _____, 20_____

Notary Public