



VILLAGE OF GLEN ELLYN

---

## **Application for Commission Pre-Application Meeting**

*Planning & Development Department  
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

## Application for Commission Pre-Application Meeting

The purpose of a pre-application meeting is to receive preliminary comments for a proposal before detailed plans are developed and a formal application is submitted.

### I. APPLICATION INFORMATION:

- A. Date Filed: \_\_\_\_\_
- B. Project Name:** \_\_\_\_\_
- C. Project Description: \_\_\_\_\_
- D. Address of Property: \_\_\_\_\_
- E. Permanent Index No: \_\_\_\_\_ Zoning: \_\_\_\_\_
- F. Name of Applicant:** \_\_\_\_\_
- G. Address of Applicant: \_\_\_\_\_
- H. Phone No. (Business): \_\_\_\_\_ (Home) \_\_\_\_\_
- I. Fax No. (Business): \_\_\_\_\_ (Mobile) \_\_\_\_\_
- J. E-mail Address of Applicant: \_\_\_\_\_
- K. Name of Property Owner:** \_\_\_\_\_
- L. Address of Property Owner: \_\_\_\_\_
- M. Phone No. (Business): \_\_\_\_\_ (Home) \_\_\_\_\_
- N. Fax No. (Business): \_\_\_\_\_ (Mobile) \_\_\_\_\_
- O. E-Mail Address of Property Owner: \_\_\_\_\_

### II. SUBMISSION REQUIRMENTS

1. Application Fee - \$250.00
2. Application Form
3. Cover Letter describing the project.
4. Plats of Survey or Existing Conditions Plan showing any existing buildings and associated setbacks.
5. Concept Plan showing any proposed buildings and associated setbacks, parking lot dimensions and all landscape/impervious surface setbacks.
6. Preliminary Building Elevations
7. Preliminary Sign Plan and Elevations
8. Any other plans or information for which preliminary feedback is requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_