

HOW TO SUBMIT AN APPLICATION

- **Electronic submittal:** Each application and associated plans/documents must be submitted electronically by using the Village’s File Upload Page, available at: <http://vow.wheelingil.gov/uploads/upload.asp>.

APPLICATION FEES FOR 2025

The following requests require payment of an application fee with the submittal of this application. Concept reviews, site plan reviews, and appearance reviews do not have an application fee.

Public Hearing fee for the following petitions.....	\$484.00 (PHF)
• Special use	
• Text amendment	
• Rezoning	
• Zoning variation (non-single-family remodeling)	
• Subdivision variation	
Single-family residential remodeling zoning variation fee.....	\$223.25 (PHF)
Planned Unit Development (PUD) fee:	
• 3 acres or less.....	\$846.75 (PHF)
• Each additional acre or fraction of.....	\$121.00
Subdivision fee:	
• 10 acres or less.....	\$792 (SFF)
• Each additional 10 acres or fraction of.....	\$158.50
Sign variation fee.....	\$413.75 (PHF)
Sign permit fee (sign permit review fee is paid at permit issuance)	
• Base Application fee.....	\$237.75
• Sign area fee.....	\$0.75 per sq. ft.
• Temporary sign fee.....	\$39.75 (M01)

ADDITIONAL CHARGES

Public hearing sign damage: The Village of Wheeling will install a temporary public hearing sign on the subject property for a public hearing request. If a public hearing sign is lost or damaged while it is posted at the subject property, the petitioner will be fined \$150/sign to cover the cost of replacement.

For Internal Use

Project Name: _____

Basic description of project: _____
(i.e., Addition to existing building, Special Use for...)

Address (1): _____ PIN (1): _____

Address (2): _____ PIN (2): _____

APPLICATION (select all that apply, then complete additional forms as noted):

- | | |
|--|--|
| <input type="checkbox"/> Special Use [Forms: A2, A3] | <input type="checkbox"/> Site Plan Review [Form: A2] |
| <input type="checkbox"/> Variation (Title 19, Zoning) [Forms: A2, A4] | <input type="checkbox"/> Building Appearance [Form: A2] |
| <input type="checkbox"/> Rezoning / Zoning Code Text Amendment [Form: A5] | <input type="checkbox"/> Sign Appearance [Form: A7] |
| <input type="checkbox"/> Variation (Title 21, Signs) [Forms: A7, A8] | <input type="checkbox"/> Subdivision [Forms: A2, A9] |
| <input type="checkbox"/> Planned Unit Development [Forms: A2, A6] | |

Other REQUIRED Documents for All Applications:

- Legal Description (must be in Microsoft Word format)
- Plat of Survey (current)
- Cover Letter/Project Narrative – Describe project in detail. Include overview of proposal, background of business, and operational details such as hours of operation, number of employees, number of seats, number of on-site vehicles, and relevant information about the nature of the proposed land use. Letters lacking sufficient detail may result in postponement of the public review.

CONTACT INFORMATION

Petitioner Name: _____ **Phone:** _____
(required)

Business Name: _____

Business Address: _____

Email: _____

I, as the Petitioner, hereby acknowledge that I have completely read and understand the requirements of this application and confirm that this application has been completed truthfully to the best of my ability.

Signature of Petitioner



Attorney Name: _____ **Phone:** _____

Address: _____

Email: _____

Architect Name: _____ **Phone:** _____

Address: _____

Email: _____

Engineer Name: _____ **Phone:** _____

Address: _____

Email: _____

PROPERTY OWNER INFORMATION & CONSENT (Required)

Property Owner Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone #: _____ Email: _____

The undersigned, being duly sworn on oath, does state that he/she is the owner of the property/properties as set forth herein and that the Petitioner, identified as _____, has been authorized to submit this application for the following action(s): _____

_____ for the property/properties located at: _____ and that the proposed action(s) and all related improvement(s) to the subject property/properties requested by this application are hereby authorized.

SUBSCRIBED and SWORN
to before me this _____ day

of _____, _____

Property Owner Signature

Date

Notary Public

Note: For properties held in a trust, a letter of authorization is required from the trust officer.