



MEMORANDUM

DATE: June 1, 2024
TO: All Applicants
FROM: Robert McGinnis, Community Development Director/Building Commissioner
RE: Administrative Order-Revised Zoning Code Fees

Per Section 11-301-D of the Village of Hinsdale Zoning Code, fees and escrow deposits are required for all Zoning Code applications. The effective date for all applications filed on or after June 1, 2024.

Please note that in all cases, the application fee and processing fee are non-refundable once the application has been filed. The Document Preparation and Review Fee is the minimum fee per application and additional fees may be incurred should the application require additional staff time.

Should any review, as determined by the Village, be required to be performed by a third party, all fees and charges related to the performance of such plan review shall be paid by the applicant at one hundred twenty percent (120%) of the charges incurred by the Village.

Filing & Processing of Applications

All applications that may require an appearance before the Plan Commission, an appearance before the Zoning Board of Appeals, and Zoning Code Interpretation applications should be filed with, and processed by, the Community Development Director in the Community Development Department. All other applications should be filed with, and processed by, the appropriate official in the Community Development Department.

Processing of Fees

No application should be processed unless accompanied by the total due with application (see attached).

Escrow Deposits

The Finance Department will be responsible for administering all escrow deposits. The Finance Department will maintain an accurate record of all costs associated with an application. The person responsible for handling the application should promptly notify the Finance Department when the application has been acted upon and the escrow account should be finalized. Upon payment of all direct costs for the application, the Finance Department will either bill the applicant for any fees due or issue a reimbursement for unused escrow fees. A copy of all invoices for additional fees will be sent to the applicable official so that no permits or authorization will be granted until all fees have been paid in full.

Fee and Escrow Schedule

Attached is the fee and escrow schedule for applications required under Section 11 of the Hinsdale Zoning Code that may require an appearance before the Hinsdale Plan Commission or the Hinsdale Zoning Board of Appeals. This schedule is effective June 1, 2024. The \$50 application fee and the \$50 processing fee are nonrefundable and do not include the applicable building permit, occupancy or business license fees. No application filed pursuant to the Village of Hinsdale Zoning Code shall be considered complete unless and until all fees due pursuant to this Subsection have been paid. Every approval granted and every permit issued pursuant to the Code, whether or not expressly so conditioned, shall be deemed to be conditioned upon payment of fees as required.

Village of Hinsdale - Fee & Escrow Schedule

Application	Nonrefundable		Document Prep & Review	Total Fee	Initial Escrow Required	Total Due With Application
	Application Fee	Processing Fee				
Plan Commission						
Exterior Appearance / Site Plan Review and Major Adjustment	\$25	\$25	\$250	\$300	\$500	\$800
Exterior Appearance / Site Plan Review and Major Adjustment (within 250 feet of SFR)	\$25	\$25	\$350	\$400	\$500	\$900
Design Review Overlay Permit	\$25	\$25	\$350	\$400	\$1,750	\$2,150
Map Amendment – Rezoning	\$25	\$25	\$350	\$400	\$1,750	\$2,150
Text Amendment to the Zoning Ordinance	\$25	\$25	\$350	\$400	\$1,750	\$2,150
Special Use Permit	\$25	\$25	\$350	\$400	\$1,500	\$1,900
Planned Development	\$25	\$25	\$1,150	\$1,200	\$5,000	\$6,100
Major Adjustment to Planned Developments	\$25	\$25	\$450	\$500	\$1,500	\$1,950
Sign Permit Review and Amendments (+ Permit Costs)	\$25	\$25	\$100	\$150	\$0	\$150
Subdivision Review	\$25	\$25	\$450	\$500	\$500	\$1,000
Zoning Board of Appeals						
Appeal	\$25	\$25	\$550	\$600	\$750	\$1,350
Variations Requests	\$25	\$25	\$300	\$350	\$750	\$1,100
Historic Preservation Commission						
Certificate of Appropriateness - Demolition and New Construction	\$25	\$25	\$350	\$400	\$500	\$900
Administrative						
Certificate of Zoning Compliance – Commercial	\$25	\$25	\$50	\$100	\$0	\$100
Certificate of Zoning Compliance – Residential	\$25	\$25	\$0	\$50	\$0	\$50
Certificate of Zoning Compliance	\$25	\$25	\$50	\$100	\$0	\$100
Extension of Time Requests	\$25	\$25	\$50	\$100	\$0	\$100
Temporary Use Permit	\$25	\$25	\$150	\$200	\$0	\$200
Administrative Subdivision Review	\$25	\$25	\$250	\$300	\$250	\$550
Zoning Code Interpretation	\$25	\$25	\$250	\$300	\$250	\$550
Minor Adjustment	\$25	\$25	\$300	\$400	\$0	\$600

¹ Fees. In the case of multiple applications, the applicable fee for each individual request must be paid. No application filed pursuant to the Village of Hinsdale Zoning Code shall be considered complete unless and until all fees due pursuant to this Subsection have been paid. Every approval granted and every permit issued pursuant to the Code, whether or not expressly so conditioned, shall be deemed to be conditioned upon payment of fees as required.

Escrow. The Village Manager or his/her designee may require an initial escrow amount greater than stated above, depending on the scope and complexity of the particular application. All money collected pursuant to this Section shall be deposited in an application fee escrow. No interest shall be payable on any such escrow. Should the Village Manager or his/her designee at any time determine that the escrow account established in connection with the application is, or likely to become, insufficient to pay the actual costs of processing such application, the Village Manager or his/her designee shall inform the application of that fact and demand an additional deposit in any amount deemed by him to be sufficient to cover foreseeable additional costs. Unless and until such additional amount is deposited by the applicant, the Village Manager or his/her designee may direct that processing of the application shall be suspended or terminated. Costs incurred by the Village in processing an application shall be deemed to consist at least of the following items of direct and indirect expense: (a) Legal publication (direct cost); (b) Recording Secretarial Services (direct cost); (c) Court Reporter (direct cost); (d) Document Preparation and Review (hourly salary times a multiplier to be established from time to time by administrative order of the Village Manager at a level sufficient to recover 100 percent of the direct and indirect costs of such service); (e) Copy Reproduction (direct cost); (f) Documentation Recordation (direct cost); and (g) Inspection Fees (direct cost); (h) Professional and technical consultant services (direct cost); and (i) Legal review, consultation, and advice (direct cost).

When the Code provides that the passage of time without decision or action shall be deemed an approval or recommendation for approval, all time periods shall be tolled during any period of nonpayment, but shall otherwise continue to run. The failure to fully pay any such fee when due shall be grounds for refusing to process an application and for denying or revoking any permit or approval sought or issued with respect to the land or development to which the unpaid fee relates.