



Village of Wonder Lake
President Anthony F. Topf
4444 Thompson Road
Wonder Lake, Illinois 60097

**PLANNING DIVISION
VACATION RENTAL
SPECIAL/CONDITIONAL USE PERMIT
APPLICATION**

PROPERTY OWNER INFORMATION

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Email: _____

PROPERTY INFORMATION

Address: _____
Property Index Number (PIN): _____
Current Property Zoning: _____

REQUIRED DOCUMENTS

- Special/Conditional Use Permit Application
- \$100.00 filing fee
- Retained Service Agreement along with a check made payable to Village of Wonder Lake in the amount of \$1,000.00 (any remaining funds will be returned to applicant)
- Legal description of property or plat of survey

Once the above items are received the Planning and Zoning Commission will set a date for the Public Hearing, which shall be not more than sixty (60) days after the filing of the petition.

After the date has been set the Village of Wonder Lake will publish the notice of hearing and the petitioner is responsible for the following items.

- Furnish the Village Clerk with the full names and addresses of the persons who have last paid taxes on all property contiguous to or abutting the parcels concerned in the petition, including such taxpayers of record as may own property across the road, street, ally or waterway which may abut the premises concerned on one or more side.
- Send such persons as listed above a copy of the publication notice concerning the hearing, by certified mail, mailed no more than thirty (30) days nor less than fifteen (15) days prior to said hearing.
- At the beginning of the hearing, the petitioner shall furnish the Commission with an affidavit showing compliance with the mailing of public notices to the appropriate persons per the above requirements along with a publisher's certificate of publication.

Additional information about this procedure is located on our website www.villageofwonderlake.org click on Village Government, Zoning Ordinance, Chapter 18 Administration.