

## PROPOSED BHV ZONING AND ESCROW FEE STRUCTURE

At its September 8, 2025 meeting, the Trustees reviewed a proposed refresh of the Village’s Zoning and Escrow Fee Structure. At the same meeting, the Trustees passed a motion directing the Deputy Clerk to publish it in the next edition of the Barton Bulletin, so that all residents could have an opportunity to be informed of Trustee deliberations on zoning fees, and share their input. At the October 13, 2025 meeting, the Zoning Task Force\* will seek Trustee approval, subject to resident feedback. If you have questions or input, please contact Deputy Clerk Theresa McDevitt no later than Wednesday, October 8.

### *Barton Hills Village Proposed Zoning and Escrow Fee Schedule*

Type of Zoning Project	BHV Administration Fee	Planner Fee	Engineering Fee	Attorney Fee	Escrow Amount
Zoning Compliance Permit	\$125	\$120-\$155/hr	\$150-\$200/hr	\$275/hr	\$500
Pre- Application Meeting	\$125				\$500
New Build or Renovation up to 5,000 sq ft	\$500				\$1,500
New Build or Renovation >5,000 sq ft	\$750				\$3,000
Land Division or Combination	\$250				\$1,000
Variance: Residential	\$500				\$1,000
Variance: Non Residential	\$750				\$2,000
Special ZBA or Trustee Meeting	\$950				N/A
Public Hearing Publication	\$50				
Mailbox Replacement	\$60				

### *Proposed BHV Zoning Fee Invoicing Policies*

- At no charge to the property owner, the Village’s Deputy Clerk will respond to basic questions, and provide BHV’s Zoning Ordinance, Fee Structure, and zoning-related forms. She will also provide basic administrative support for zoning activities such as scheduling meetings and documentation retention.
- The Administration Fee must be paid, and Escrow Account funded, prior to any Zoning-related meeting and/or the acceptance of any type of zoning project application.
- Property owners (including the BHMC and BHCC) will be invoiced for use of the Village’s outsourced Zoning Administration whenever a discussion is initiated with the Village’s Planner, Engineer, or Attorney and/or the attendance of one or more of these professionals is/are requested for a meeting.
- Upon use of Zoning Administration professionals and receipt of an invoice from the professional identifying a particular zoning application, the Village will debit the applicant’s escrow account to pay for said services. At this time, documentation will be provided to the property owner, as well as an invoice generated so the property owner can replenish the escrow account to the level documented in the Zoning and Escrow Fee Schedule.
- Any failure to pay an invoice, or replenish an escrow account, by the due date will result in a stop work order, and no further meetings will occur with BHV Zoning Administration professionals. Such restrictions will be lifted upon receipt of payment/replenishment.

\* BHV Zoning Task Force Members: Trustees & Former Zoning Administrators Dennis Capozza and Randy Perry; Zoning Administrator Lauren Reeves; and, Treasurer Carla Smith.