

# Land Development Application Submittal Documents

## Annexation & Zoning

- Application form, signed and notarized
- Application fee of \$200 per acre, minimum \$2,000
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey
- Ownership disclosure statement
- Letter from owner authorizing application, if owner is not applicant
- Plans showing the proposed development (6 full-sized, 11 ledger-sized, 1 PDF)
- Petition for annexation, signed & notarized
- Plat of annexation (6 full-sized, 11 ledger-sized, 1 PDF)
- Plat of requested zonings (6 full-sized, 11 ledger-sized, 1 PDF)
- Proof of application to the Will-South Cook Soil & Water Conservation District for a Natural Resources Inventory report
- Proof of application to the Illinois Department of Natural Resources for an Endangered Species report
- Impact Statement regarding taxes & revenues, expenditures, schools, parks, traffic & transportation systems, emergency services & environment

## Annexation Agreement

- Application form, signed and notarized
- Professional Fee Agreement, signed and notarized
- Legal description, paper & digital (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey
- Ownership disclosure statement
- Letter from owner authorizing application, if owner is not applicant
- Plans showing the proposed development, folded (6 full-sized, 11 ledger-sized, 1 PDF)
- Annexation Agreement (16 paper copies, 1 copy in Word Format)

## Concept Plan

- Application form, signed and notarized
- Application fee
  - For properties less than 10 acres in area, a \$500 fee will be charged upon application. This will cover the initial DRC review. If additional DRC reviews are required, a \$250 fee will be charged for each subsequent review.
  - For properties 10 acres in area and above, a \$750 fee will be charged upon application. This will cover the initial DRC review. If additional DRC reviews are required, a \$250 fee will be charged for each subsequent review.
- Professional fee agreement, signed and notarized
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map

- ALTA Survey
- Existing Topography
- Aerial Photo
- Copy of NWI Maps and any other wetland information
- Copy of FEMA Maps
- Ownership disclosure statement
- Letter from owner authorizing application, if owner is not applicant
- Conceptual Site Plan and Landscape Plan (17 ledger-sized, 1 PDF)
- Architectural Building Elevations (17 ledger-sized, 1 PDF)

#### Rezoning

- Application form, signed and notarized
- Application fee of \$1,000
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey
- Ownership disclosure statement
- Letter from owner authorizing application, if owner is not applicant
- Plat of proposed zoning (6 full-sized, 11 ledger-sized, 1 PDF)

#### Special Use Permit

- Application form, signed and notarized
- Application fee of \$1,000
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey
- Ownership disclosure statement
- Letter from owner authorizing application, if owner is not applicant
- Plans showing the proposed development, folded (6 full-sized, 11 ledger-sized, 1 PDF)
- Written explanation of & justification for the request (16 paper copies, 1 copy in Word format) that addresses the following:
  - The impact on the public health, safety, morals or welfare
  - The impact on other properties
  - The impact upon normal & orderly development
  - The adequacy of the circulation & infrastructure systems
  - The impact on traffic congestion
  - Conformity with other applicable regulations
  - Why the property cannot be used without the special use

#### Zoning Variance

- Application form, signed and notarized
- Application fee of \$150 per request, if the subject property is a single family residence
- Application fee of \$1,000 per request, if the subject property is a single family residence

- Legal description (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey
- Ownership disclosure statement
- Letter from owned authorizing application, if owner is not applicant
- Plans showing the proposed development/improvement, folded (6 full-sized, 11 ledger-sized, 1 PDF)
- Written explanation of & justification for the request (16 paper copies, 1 copy in Word format) that addresses the following:
  - Why can the property not be used unless the variance is granted?
  - Why the situation is unique to the property? How does the situation differ from other properties?
  - How would the variance affect the surrounding area & why?
  - Does the variance provide a special benefit to the property not available to other properties?
  - Is the variance needed to allow the property to be used as other properties in the area are used?

#### Site Plan

- Application form, signed and notarized
- Application fee
  - The site plan fee does not apply to projects developed under Planned Unit Development.
  - For properties less than 10 acres in area, a \$1,500 fee will be charged upon application. This will cover 3 DRC reviews. If additional DRC reviews are needed, a \$700 fee will be charged for each subsequent review.
  - For properties between 10 acres and 70 acres in area, a \$2,500 fee will be charged upon application. This will cover 3 DRC reviews. . If additional DRC reviews are needed, a \$1,000 fee will be charged for each subsequent review.
  - For properties greater than 70 acres in area, a \$3,500 fee will be charged upon application. This will cover 3 DRC reviews. . If additional DRC reviews are needed, a \$1,500 fee will be charged for each subsequent review.
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map (1 ledger-sized, 1 PDF)
- ALTA Survey (6 full-sized, 1 ledger-sized, 1 PDF)
- Ownership disclosure statement
- Letter from owned authorizing application, if owner is not applicant
- Site Plan (6 full-sized, 11 ledger-sized, 1 PDF) showing
  - existing & proposed structures
  - topography
  - natural features streets
  - easements
  - infrastructure
  - suspect wetlands
  - FIRM lines
  - & other pertinent data.

- Engineering Information (6 full-sized, 1 ledger-sized, 1 PDF)
  - Preliminary Grading Plan
  - Preliminary Utility Layout
  - Preliminary Cost Estimate
  - Turning Templates (B-40 and largest expected delivery vehicle)
  - Existing topography with overland flow routes (including a minimum of 100' in all directions)
  - IEPA Water and Sewer Permits (unsigned) *recommended but not required*
  - Notice of Intent (NOI) *recommended but not required*
  - Preliminary Stormwater Management Report – use Will County Stormwater Management Committee Technical Guidance Manual
    - Preliminary Detention Calculations
    - Pod Volume Provided Calculations
    - Preliminary Analysis of Depressional Storage
    - Preliminary Compensatory Storage Calculations
    - Floodplain Submittal – if unstudied Zone A is within 100' of site
  - Additional Preliminary Engineering Calculations
    - Preliminary PE Calculations

#### Landscaping Plan

- Application form, signed and notarized
- Application fee
  - The Landscape Plan fee does not apply to projects developed under Planned Unit Development.
  - For properties less than 10 acres in area, a \$750 fee will be charged upon application. This will cover 3 DRC reviews. If additional reviews are needed, a \$325 fee will be charged for each subsequent review.
  - For properties 10 acres in area or larger, a \$1,000 fee will be charged upon application. This will cover 3 DRC reviews. If additional reviews are needed, a \$500 fee will be charged for each subsequent review.
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey
- Ownership disclosure statement
- Letter from owner authorizing application, if owner is not applicant
- Plans showing the proposed development, folded (6 full-sized, 11 ledger-sized, 1 PDF)
- Landscaping Plan showing existing & proposed landscaping, including species names & locations (6 full-sized, 11 ledger-sized, 1 PDF)
- Tree Removal and Replacement Plan (6 full-sized, 11 ledger-sized, 1 PDF)

#### Planned Unit Development – General Development Plan

- Application form, signed and notarized
- Application fee

- For non-residential property less than 10 acres in area, a \$2,500 fee is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$1,000 will be charged per additional review.
- For non-residential property between 10 acres and 70 acres in area, a \$4,000 fee is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$1,500 will be charged per additional review.
- For non-residential property greater than 70 acres in area, a \$6,000 fee is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$2,500 will be charged per additional review.
- For residential property less than 10 acres in area, a \$2,500 base fee plus \$50 per dwelling unit is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$1,000 will be charged per additional review.
- For residential property between 10 acres and 70 acres in area, a \$4,000 base fee plus \$50 per dwelling unit is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$1,500 will be charged per additional review.
- For residential property greater than 70 acres in area, a \$6,000 base fee plus \$50 per dwelling unit is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$2,500 will be charged per additional review.
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey
- Ownership disclosure statement
- Letter from owner authorizing application, if owner is not applicant
- General Development Plan (6 full-sized, 11 ledger-sized, 1 PDF)
- Supporting documents (16 paper copies, 1 digital copy)
  - Explanation of & justification for the PUD
  - Statement of ultimate ownership
  - Schedule of development
  - Covenants & restrictions
  - Chart of densities & intensities
  - Architectural plans / renderings
  - Landscaping plan
  - Infrastructure plan – circulation, utilities, street lighting
  - School impact study
  - Tax impact study
  - Economic impact & feasibility study
  - Traffic impact study
  - Environmental impact study
  - Statement of Objectives
  - Other information as is needed to review & evaluate the proposal

Final Development Plan (6 full-sized, 11 ledger-sized, 1 PDF)

- Application form, signed and notarized
- Application Fee

- For non-residential property less than 10 acres in area, a \$2,500 fee is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$1,000 will be charged per additional review.
- For non-residential property between 10 acres and 70 acres in area, a \$4,000 fee is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$1,500 will be charged per additional review.
- For non-residential property greater than 70 acres in area, a \$6,000 fee is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$2,500 will be charged per additional review.
- For residential property less than 10 acres in area, a \$2,500 base fee plus \$50 per dwelling unit is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$1,000 will be charged per additional review.
- For residential property between 10 acres and 70 acres in area, a \$4,000 base fee plus \$50 per dwelling unit is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$1,500 will be charged per additional review.
- For residential property greater than 70 acres in area, a \$6,000 base fee plus \$50 per dwelling unit is charged at the time of application. This fee will cover 3 DRC reviews. If more than 3 DRC reviews are required, \$2,500 will be charged per additional review.
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey (6 full-sized, 1 ledger-sized, 1 PDF)
- Ownership disclosure statement
- Letter from owner authorizing application, if owner is not applicant
- Final Development Plan (6 full-sized, 11 ledger-sized, 1 PDF)
- Supporting plans (6 full-sized, 1 ledger-sized, 1 PDF)
  - Engineering plans for water, sanitary sewer & storm sewer systems
  - Master grading & watershed plan
  - Parking facility plans
  - Exterior lighting & photometric plans
  - Landscaping plans
- Supporting documents (16 paper copies, 1 digital copy)
  - Floor plans & elevations or perspectives
  - Statistical tabulations of land use information
  - Statistical tabulations of building data
  - Schedule of parking requirements
  - Statement regarding financing & ultimate ownership of common areas, facilities & infrastructure
  - Information regarding sales or rental prices & use restrictions for certain users
  - Development schedule with phasing
  - Updated school, tax, traffic, economic feasibility & environmental impact studies
  - Agreements, bylaws & covenants
  - Certificate of no delinquent taxes
  - Other information as is needed to review & evaluate the proposal

### Plat of Subdivision (Preliminary or Final)

- Application form, signed and notarized
- Application fee
  - For non-residential projects, \$100 per acre, minimum \$1,000
  - For residential projects, \$100 per acre, minimum \$1000 + \$30 per dwelling unit
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey
- Ownership disclosure statement
- Letter from owner authorizing application, if owner is not applicant
- Plat of Subdivision (6 full-sized, 11 ledger-sized, 1 PDF)

### Engineering Plan

- Application form, signed and notarized
- Application fee
  - For projects being developed within the corporate limits of the Village of Romeoville, the fee is 4.5% of the engineering improvement cost estimate. Upon application, 3% of the proposed cost estimate is due. Upon approval of the engineering plans, the balance (based on the approved cost estimate) shall be paid.
  - For projects being developed outside the corporate limits of the Village of Romeoville, the fee is 6% of the engineering improvement cost estimate. Upon application, 3% of the proposed cost estimate is due. Upon approval of the engineering plans, the balance (based on the approved cost estimate) shall be paid.
- Final Cost estimate for public improvements
- Final Cost estimate for all civil engineering improvements
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey
- Ownership disclosure statement
- Letter from owner authorizing application, if owner is not applicant
- Plans showing the proposed development, folded (6 full-sized, 1 ledger-sized, 1 PDF)
  - Existing conditions
  - Geometrics and paving
  - Grading
  - Site plan
  - Utilities
  - Erosion control
  - Construction specifications and details
  - Storm water management plan
  - Soil erosion control plan
  - Site lighting & photometric plan
  - Plat of Easement
  - Stormwater Pollution Prevention Plan

- Field Tile Survey
  - Turning Templates (B-40 and largest expected delivery vehicle) if changes
  - Identification of on-site wetlands and floodplain/floodway
- Non-Residential Sanitary Sewer Discharged Questionnaire
- IEPA Water and Sewer Permits (signed by Engineer and Developer)
- Copies of Reports and Permits (4 paper copies, 1 PDF)
  - NOI
  - Final Stormwater Management Report
    - Off-site tributary areas
    - Floodplain and floodway analysis
    - Detention calculations
    - Pond drawdown time calculation
    - Release rate calculations
    - Tc calculations
    - Orifice calculations
    - Overflow Weir calculations
    - Depressional Storage Analysis
    - Runoff calculations
    - Compensatory storage calculations
    - Storm sewer calculations (10-year HGL and EGL)
    - Overland drainage calculations
  - Additional Final Engineering Calculations
    - Final PE Calculations
    - Manhole Sizing
  - Traffic Study
  - Archaeological Survey
  - Endangered Species Consultation Action Report (IDNR)
  - Copies of Additional Permits
    - IDNR
    - US Army Corps on Engineer
    - Will, South Cook Soil Conservation District (if applicable)

#### Development Code Variance

- Application form, signed and notarized
- Application fee of \$500 per request
- Legal description (1 paper copy, 1 copy in Word Format)
- Location map
- ALTA Survey
- Ownership disclosure statement
- Letter from owned authorizing application, if owner is not applicant
- Plans illustrating the application of the proposed variance, folded (6 full-sized, 11 ledger-sized, 1 PDF)
- Written explanation & justification (16 paper copies, 1 copy in Word format)
  - Why can the property not be used unless the variance is granted?

- Why is the situation unique to the property? How does the situation differ from other properties?
- How the variance would affect the surrounding area, & why?
- Would the variance provide a special benefit to the property not available to other properties?
- Is the variance needed to allow the property to be used as other properties in the area are used?