

# **APPLICATION REVIEW CHECKLISTS**



*The following must be submitted with and are part of each application. No application is complete until all required documentation has been submitted to the Community Development Department. The number in parentheses is the number of copies, which must be submitted (full-size + 11x17). Unless otherwise specified, the scale must be 1 inch equals 100 feet. If multiple pages are needed, an index page and a sheet showing the total site must be submitted.*

## **GENERAL**

All applications must include the following:

- Application, completed & signed (1)
- Application fee
  - Receipt number \_\_\_\_\_
- Legal description, paper & digital (1)
- Location map (16+1)
- Plat of Survey (16+1)
- Ownership disclosure statement (1)
- Authorization by Owner (1)
- Plans showing the proposed development, folded (16+1)

## **PUBLIC HEARING REQUIREMENTS**

- Acknowledgement of the notification requirements: Whenever notification of the public is required by Village Code or State statute, the applicant shall submit proof of compliance with the requirement to provide three forms of public notification:
  - Notice published in a newspaper of general circulation not less than fifteen (15) nor more than thirty (30) days prior to the scheduled public hearing meeting, with certificate of publication and a paid receipt; and
  - Service of written notice to adjacent property owners within 250 feet (excluding public rights-of-way) with certified return receipts of notification; and
  - Posting of a 30" by 42" "Public Hearing" placard on the property as outlined by the attached example, with a paid receipt.

## **ANNEXATION & ZONING**

### **Annexation & Zoning**

- Petition for annexation, signed & notarized (1)
- Plat of annexation, with legal descriptions in written & digital format (16+1)
- Plat of requested zonings, with legal descriptions in written & digital format (16+1)
- Proof of application to the Will-South Cook Soil & Water Conservation District for a Natural Resources Inventory report (1)
- Proof of application to the Illinois Department of Natural Resources for an Endangered Species report (1)
- Impact Statement regarding taxes & revenues, expenditures, schools, parks, traffic & transportation systems, emergency services & environment (1)

### **Annexation Agreement**

- Annexation Agreement (15)

## **APPEAL OF ADMINISTRATIVE DECISION**

- A written statement explaining why the decision of the Village official is erroneous (1)

### **BUILDING PERMIT**

- Permit application (3)
- Plat of Survey showing existing & proposed structures, topography, natural features, streets, easements, infrastructure & other pertinent data (3)
- Construction drawings (3)
- List of contractors (3)

### **ZONING ACTIONS**

#### **Rezoning**

- Plat of proposed zoning (16+1)

#### **Special Use Permit**

- Site Plan Plat of Survey showing existing & proposed structures, topography, natural features, streets, easements, infrastructure & other pertinent data (16+1)
- Written explanation of & justification for the request (15)
  - 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
- Site plan showing existing & proposed structures, topography, natural features, streets, easements, infrastructure & other pertinent data (16+1)

#### **Zoning Variance**

- Site plan showing existing & proposed structures, topography, natural features, streets, easements, infrastructure & other pertinent data (16+1)
- Written explanation of & justification for the request (15)
  - 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?

**Planned Unit Development**

- General Development Plan** – for the site & its vicinity (16+1)
  - Pattern of existing & proposed land uses
  - Boundary survey of site
  - Locations of easements
  - Locations of public & private streets
  - Locations of utilities
  - Elevations & contours
  - Subsurface conditions
  - Other site conditions, whether natural or man-made
  - Existing & proposed zoning
  - Existing & proposed public improvements
  - Open space amenities
  - General locations of buildings
  - Map data
  - Explanation of & justification for the PUD
  - Statement of ownership
  - Schedule of development
  - Covenants & restrictions
  - Densities & intensities
  - Non-residential uses
  - Service facilities
  - 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
  - Objectives
  - Other information as is needed to review & evaluate the proposal

- ❑ **Final Development Plan (16+1)**
  - ❑ Legal descriptions & map
  - ❑ Subdivision plat
  - ❑ Legal descriptions of unsubdivided area & open space
  - ❑ Identification of exact locations of all buildings
  - ❑ Certificates, seals & signatures required for dedication & recording
  - ❑ Explanation of short- & long-term maintenance of common elements
  - ❑ Cost estimate for public improvements & common-element improvements
  - ❑ Letter of credit to secure the improvements
  - ❑ Circulation system, including design & construction standards
  - ❑ Detailed lot lay-out – Final Subdivision Plat
  - ❑ Arrangement of building groups
  - ❑ Minimum front, side & rear yard dimensions for all lots & parcels
  - ❑ Floor plans & elevations or perspectives
  - ❑ Statistical tabulations of land use information
  - ❑ Statistical tabulations of building data
  - ❑ Schedule of parking requirements
  - ❑ Master grading & watershed plan
  - ❑ Engineering plans for water, sanitary sewer & storm sewer systems
  - ❑ Parking facility plans
  - ❑ Exterior lighting plans, with supporting technical data
  - ❑ Boundaries of public parks, common open spaces, school sites, church sites, etc.
  - ❑ Locations & descriptions of recreational facilities
  - ❑ Landscaping plans
  - ❑ 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
  - ❑ Information regarding completion upon sale by the developer
  - ❑ Updated school, tax, traffic, economic feasibility & environmental impact studies
  - ❑ Agreements, bylaws & covenants
  - ❑ Financial guarantee for completion public & common improvements
  - ❑ Certificate of no delinquent taxes
  - ❑ Other information as is needed to review & evaluate the proposal

## **PLANS & PLATS**

### **Concept Plan**

- Site plan showing existing & proposed structures, topography, natural features, streets, easements, infrastructure & other pertinent data (16+1)

### **Site Plan**

- Site Plan showing existing & proposed structures, topography, natural features, streets, easements, infrastructure & other pertinent data. (16+1)

### **Landscaping Plan**

- Landscaping Plan showing existing & proposed landscaping, including species names & locations (16+1)

### **Subdivision Plat - Lot Splits / Lot Consolidations**

- Final plat (16+1)

### **Plat of Dedication or Vacation**

- Final Plat (16+1)

### **Development Code Variance**

- Engineering Plan showing streets & infrastructure, site engineering, & other pertinent data (16+1)
- Written explanation of & justification for the request (15)
  - 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?

**Preliminary Subdivision Plat** (16+1)

- Signature blocks
- Subdivision name
- Location identification
- Boundary line survey map
- Scale not to exceed 100 feet to 1 inch
- North arrow
- Date of preparation & revision
- Existing conditions & conditions within 100 feet
  - Boundary lines
  - Acreage
  - Zoning
  - Public streets & rights-of-way, railroad rights-of-way, utility rights-of-way, etc.
  - Locations & sizes of utilities
  - Location map
  - Topographic data
  - Monument data
  - Wooded areas & trees with 3-inch calipers
- Subdivision design & features
  - Minimum setback lines
  - Reservations for non-residential uses
  - Street lighting plan
- Drainage
  - Sanitary sewer system plan
  - Storm water management plan
  - Potable water plan
  - Watershed & tributary data
  - Identification of & plans for flood plains, streams & flood water run-off channels
  - Detention ponds
  - Wetlands data

**Final Plat** (16+1)

- Signature blocks
- Subdivision name
- Location
- Boundary line survey map
- Scale not to exceed 100 feet to 1 inch
- North arrow
- Date of preparation & revision
- Existing conditions & conditions within 100 feet
  - Boundary lines
  - Acreage
  - Zoning
  - Public streets & rights-of-way, railroad rights-of-way, utility rights-of-way, etc.
  - Locations & sizes of utilities
  - Location map
  - Topographic data
  - Monument data
  - Wooded areas & trees with 3-inch calipers
- Subdivision design & features
  - Compliance with Comprehensive Plan
  - Street lay-outs & names
  - Locations & widths of pedestrian ways, utility easements & drainage easements
  - Lot data & lay-out
  - Minimum setback lines
  - Reservations for non-residential uses
  - Street lighting plan
- Drainage
  - Sanitary sewer system plan
  - Storm water management plan
  - Potable water plan
  - Watershed & tributary data
  - Identification of & plans for flood plains, streams & flood water run-off channels
  - Detention ponds
  - Wetlands data
- Additional delineation
  - Angular & lineal dimensions of all lines, angles & curvatures
  - Lot identification system
  - Monument references
  - Monuments within the subdivision
  - Dedications
- Statement of Agreement
- Cost estimate for public improvements
- Letter of Credit

**Development Plan** (See Site, Landscaping & Engineering Plan.)

**Engineering Plan**

- Engineering Plan showing streets & infrastructure, site engineering, & other pertinent data (16+1)
- Signature blocks
- General information
  - North arrow
  - Date of preparation & revision
  - Scale not to exceed 100 feet to 1 inch
  - Vicinity map
- Existing conditions including nearby areas
  - Public streets & rights-of-way, railroad rights-of-way, utility rights-of-way, etc.
  - Topographic data
  - Watercourses
  - Natural features
  - Uses
  - Sanitary sewer, storm sewer & potable water systems
  - Zoning
  - Trees greater than 6 inches in diameter
  - Tree preservation & tree removal plan
- Improvements
  - Relationship of improvements to surrounding areas
  - Streets & rights-of-way
  - Street names
  - Easements
  - Sites to be dedicated
  - Outdoor lighting plan
  - Parking & loading
- Supporting data
  - Map showing the above information not than 100 feet off-site
  - Annexation Agreements affecting development
  - Improvement costs
  - Evidence of financial ability to complete the development
  - Proposed building types
  - Methods of solid waste disposal
  - Soil conditions
  - Landscaping plan
  - Architectural elevations
  - Development data
  - Drainage plan
  - Soil erosion control plan
  - Plans & specifications for improvements
  - Restrictions & covenants
- Financial guarantee

**LETTER OF CREDIT / MAINTENANCE BOND & ACCEPTANCE OF IMPROVEMENT**

- Request for Letter of Credit reduction (1)
- Replacement Letter of Credit or Maintenance Bond, as appropriate, on the Village format (1)
- Cost estimate of completed improvements (1)
- Evidence that the improvements have been paid for or are secured (1)
- "As-built" drawings (6)