



Requirements for a Final Planned Unit Development

As set forth in the City of West Chicago Zoning Ordinance Section 15:

It is strongly suggested that the petitioner schedule an appointment with the city staff at the time of submittal so that the application submittal documents can be reviewed for accuracy and completeness.

Items required with this application

Submit twelve (12) copies of each of the following for review.

- Completed application
- Plat of PUD of the property
- Final site plan
- Final landscape plan
- Proposed architectural elevations
- Environmental impact statement
- Statement of planning objectives and explanation of the character of the PUD
- Covenants, conditions, restrictions, and easements
- Project phasing schedule
- Land/cash donation calculation worksheet
- Open space documents
- List of any requested deviations
- Residential component information

Submit eight (8) copies (12 copies if located in a Special Management Area) of each of the following for review.

- Final engineering plan
- Fire truck turning movement plan

Submit three (3) copies of each of the following for review.

- DuPage County stormwater management report - *(7 copies if located in a Special Management Area)*
- Photometric plan
- Engineer's cost estimate

Submit one (1) copy of each of the following for review.

- Authorization letter from the property owner (if the applicant is not the property owner)
- Trust/owner's disclosure certificate (if property is in trust)
- Statement of current and proposed ownership
- Final PUD fee - \$700*

In addition to the application fee, a \$500.00 deposit shall be required for all final PUD applications. In the event that multiple applications requiring a deposit are being requested simultaneously, only one deposit, equal to largest deposit required, shall be paid

with the application fees. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount, and staff review shall cease until such time as the deposit is replenished. Any remaining balance on a deposit shall be refunded in a timely manner once all fees have been paid.

All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder. Staff may request other documents as deemed necessary.

Approval Procedure

1. Applicant files all of the required items.
2. Staff reviews the documents. If corrections are required, the applicant shall be asked to revise and resubmit the documents.
3. When the documents are satisfactory, staff shall schedule the case for consideration by the Plan Commission/Zoning Board of Appeals.
4. Staff shall notify the applicant of the Plan Commission/Zoning Board of Appeals meeting date and request an additional thirty (30) copies of the plat of PUD and other documents as deemed necessary. The applicant shall provide the copies to the Community Development Department ten (10) days prior to the scheduled meeting date. The copies shall be 11" x 17" in size and folded to fit in a legal size folder.
5. The Plan Commission/Zoning Board of Appeals shall review the request and provide a recommendation to the City Council.
6. The case shall then be reviewed by the Development Committee, which shall also provide a recommendation to the City Council.
7. The City Council shall review both recommendations and vote on the request.

Application for a Final Planned Unit Development

Date Rec'd ___/___/___

Fee Paid? _____

Case # _____

(For office use only)

Date of preliminary PUD approval: ___ / ___ / ___

Applicant Information

(Name)

(Address)

(Phone #)

(Fax #)

(E-mail Address)

Property Interest of the Applicant:

___ Owner ___ Lessee ___ Contract Purchaser ___ Other: _____

Property Owner Information (if different from the applicant)

(Name)

(Address)

(Phone #)

(Fax #)

(E-mail Address)

Professional Engineer Information

(Name)

(Address)

(Phone #)

(Fax #)

(E-mail Address)

Professional Surveyor Information

(Name)

(Address)

(Phone #)

(Fax #)

(E-mail Address)

Property Information

(General Location of the Development)

(Permanent Index Number [P.I.N.])

(Current Zoning)

(Current Use of the Property)

(Proposed Use of the Property)

(Type of Existing Structures on the Property)

(Type of Existing Features on the Property Relevant to the Final PUD Request)

(Proposed Development Name)

(Number of Proposed Lots)

Final PUD Being Requested

State exactly what is intended to be done with the property and why the final PUD is being requested. Identify any changes from the approved preliminary PUD. Please cite relevant paragraphs of the Zoning Ordinance by section number.

Signature

I certify that all the information provided above and the information contained in any documents submitted herewith is true and accurate. I consent to the entry in or upon the property described in this application by any authorized official of the City of West Chicago for the purposes of inspection or review of the site in order to provide information for the formal determination of the final PUD.

In addition to the application fee specified above, I agree to reimburse the city for any professional services or costs, including, but not limited to, attorneys, engineers, planners, architects, surveyors, or other consultants fees that are incurred by the city, in its sole and exclusive discretion, that would be associated with the City of West Chicago providing a formal recommendation on the final PUD request.

(Signature of Applicant)

(Date)

(Signature of Owner, if different from the applicant)

(Date)

PUD Plan

The PUD plan shall be on a plat of survey stamped by a licensed professional surveyor and drawn to scale, large enough to clearly show the following information:

- a. Locations and dimensions of the: lot(s), principal and accessory structure(s), driveway(s), and off-street parking spaces.
- b. Distance between: structure(s) and all of the lot lines; other structures on the lot(s); and structures on adjacent lots.
- c. Location of: signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- d. All required recording certificates
- e. Any additional information as may reasonably be required by the city staff.

Landscape Plan

The landscape plan shall be stamped by a licensed professional landscape architect or designer and drawn to scale, large enough to clearly show all of the applicable information required per Section 14 of the City of West Chicago Zoning Code or any additional information as may reasonably be required by the staff.

Architectural Elevations

The architectural elevations shall be stamped by a licensed professional architect and drawn to scale, large enough to clearly show all of the applicable information, such as materials, colors, height, and other appropriate detail required per Section 7.13 of the City of West Chicago Zoning Code or any additional information as may reasonably be required by the staff.

Environmental Impact Statement

The environmental impact statement shall contain the following information:

- a. A detailed description of the proposed action.
- b. A detailed description of the existing environmental setting.
- c. Any favorable and/or adverse environmental impacts of the proposed action.
- d. Any means and/or estimated costs necessary to minimize the adverse impacts.
- e. Identification of any alternatives to the proposed action including their impact on the environment.
- f. Identification of any irreversible commitment of natural resources as a result of the proposed action.
- g. Any growth-inducing aspects of the proposed action as it relates to the natural resources on the property.

Statement of Planning Objectives and Character of the PUD

The statement of planning objectives shall indicate, in detail, the different features of the development and how each feature will benefit the development, the surrounding community, and the city as a whole. The character of the PUD shall identify specific details about each feature or component of the PUD.

Covenants, Conditions, Restrictions, and Easements

The covenants shall include Homeowners' Association bylaws documents in forms acceptable to the corporation counsel, that shall provide for the perpetual use, maintenance and conformity of the development or any additional information as may reasonably be required by the staff.

Project Phasing Schedule

The project phasing schedule shall include estimated timeframes for the implementation and construction of each component of the PUD.

Land/Cash Donation Calculation Worksheet

The land/cash donation calculation worksheet shall be completed and signed by the applicant. Once city staff has verified that the calculations are correct, the developer shall submit a letter to each taxing district (school, park, library, and fire) requesting written acceptance of the donation. The applicant shall also submit a copy of the request of acceptance letter and a copy of the acceptance letter from each taxing district to the city prior to review of the final PUD by the Plan Commission.

Open Space Documents

The open space documents what land within the development shall either be conveyed to a municipal or public corporation, to a not-for-profit corporation or entity established for the purpose of benefiting the owners and residents of the PUD, or retained by the developer with legally binding guarantees, in a form approved by the corporation counsel, that the open space will be permanently preserved as open area. All land conveyed to a not-for-profit corporation or like entity shall be subject to the right of said corporation to impose a legally enforceable lien, for maintenance and improvement of the open area, against the portion or portions of the development to be benefited by the open space.

List of Requested Deviations

The list shall include all deviations needed from the City's Zoning Ordinance and/or Subdivision Code. The list shall specifically state what deviations are being requested and what sections of the City code are being deviated. There shall also be an explanation of why the deviations are being requested and what enhancements are being proposed to the development offset any negative impacts created by the deviations.

Residential Component Information

The residential component information shall be a tabulation of the total residential acreage of the development, the number of residential lots, the minimum, maximum, and average lot sizes, the total number of dwellings, and number of dwelling units per acre.

Final Engineering

The final engineering plan shall be stamped by a licensed professional engineer and drawn to scale, large enough to clearly show all of the applicable information required per the City of West Chicago Subdivision Regulations or any additional information as may reasonably be required by the staff.

Fire Truck Turning Movement Plan

A fire truck turning movement plan depicting emergency vehicle ingress onto, egress off of, and access throughout the property shall be submitted to the city. The plan shall depict a B40 bus template with tire track locations for clearance and site access verification. City staff will submit the plan to the West Chicago Fire Protection District on behalf of the applicant once staff has verified that all of the necessary information is depicted on the plan.

DuPage County Stormwater Management Report

The DuPage County stormwater management report shall be completed and submitted to the city along with the an original copy of the County stormwater management permit application and copies of the Special Management Area documents, if applicable. City staff will submit the documents to the County on behalf of the applicant once staff has verified that all of the necessary documents are complete. The applicant shall provide a copy of the County's approval letter to the city prior to review of the subdivision by the Plan Commission.

Photometric Plan

The photometric plan shall be prepared by a professional lighting firm and drawn to scale, large enough to clearly show all of the applicable information required per Section 13.1-10 of the City of West Chicago Zoning Code or any additional information as may reasonably be required by the staff.

Engineer's Cost Estimate

The engineer's cost estimate shall include a list of all improvements to be completed on the property, the type and quantity of the materials to be used, and the price per unit, total cost per item, and total project cost. The developer shall submit a letter of credit once city staff has verified that the quantities and costs are accurate.

Authorization Letter from the Property Owner

The authorization letter shall specifically state the final PUD being requested and exactly what is intended to be done with the property that does not conform to existing zoning regulations. The letter shall also specifically indicate that consent is being granted to the applicant to pursue the final PUD. The letter shall be dated, signed by the property owner and include the mailing address of the property owner. The original copy of the letter shall be submitted with the final PUD application.

Trust Disclosure Certificate

The trust disclosure certificate shall indicate the trust under which the property is held and who is legally responsible for matters pertaining to the trust. The trust holder shall sign the certificate and the trust holder's name shall also be printed on the certificate. The certificate shall be notarized by a state certified notary public and shall be dated. The original copy of the certificate shall be submitted with the final PUD application.

Statement of Current and Proposed Ownership

The statement shall include the contact information of the property owner prior to development, the owner of the property during the development process, and who will own the property after the development has been completed.

City of West Chicago

LAND/CASH DONATION CALCULATION WORKSHEET

The land/cash donation is a requirement of the City of West Chicago Code of Ordinances, Appendix B, Subdivision Regulations, Dedication of Park Lands, School Sites and Other Public Lands, or Cash Contribution in Lieu Thereof, as amended.

1. Name of the Petitioner: _____
2. Name of the Project: _____
3. Total Acres to be Developed: _____
4. Non-Residential Building Square Footage to be constructed: _____
5. Number of Residential Dwelling Units by Type: _____

Complete Table 1 below:

- Enter the number of dwelling units by type and number of bedrooms in Columns A through F;
- For each dwelling unit type, add Columns A through F and place the total in Column G;
- Repeat the above steps in each row of **Table 1**; and
- Add the total dwelling units in Column G to get the total dwelling units in the project.

Table 1

	A	B	C	D	E	F	G
Dwelling Unit Type	Number of Dwelling Units by Number of Bedrooms						Total Dwelling Units
	0	1	2	3	4	5	
Detached Single Family	—	—					
Attached Single Family	—					—	
Apartments					—	—	
Total Dwelling Units In Project	—	—	—	—	—	—	

6. Estimated Ultimate Population of Project:

Complete **Table 2** below:

- From Columns A through F in **Table 1**, insert the number of dwelling units by number of bedrooms into Column A;
- Multiply Column A by Column B. Insert the result into Column C;
- Repeat the above steps for each row in **Table 2**; and
- Total the population in Column C to get the estimated total population.

Formula: $A \times B = C$

Table 2

	A	B	C
Dwelling Unit Type	# Units	Population Factor*	Total Population
Detached Single Family			
2 Bedroom		2.017	
3 Bedroom		2.899	
4 Bedroom		3.764	
5 Bedroom		3.770	
Attached Single Family			
1 Bedroom		1.193	
2 Bedroom		1.990	
3 Bedroom		2.392	
4 Bedroom		3.145	
Apartments			
Efficiency		1.294	
1 Bedroom		1.758	
2 Bedroom		1.914	
3 Bedroom		3.053	
Estimated Total Population	—	—	

* From the column "Total Per Dwelling Unit" in the *Table of Estimated Ultimate Population Per Dwelling Unit, Children Per Unit*, in Appendix B, Subdivision Regulations.

7. Park/Recreation Land Dedication:

Complete the following formula:

Formula: (X) _____ ÷ 1,000 = _____ * 10 acres = _____ acres to be dedicated*

X = Estimated total population from the last cell in Column C, **Table 2**.

*This amount may be reduced by the City Council if private open space and recreation areas are provided.

8a. Estimated Number of School Age Children:

Complete Table 3:

From Columns A through F in **Table 1**, insert the number of dwelling units by number of bedrooms into Column A;

- Multiply Column A by Column B. Enter the result into Column C;
- Multiply Column A by Column D. Enter the result into Column E;
- Multiply Column A by Column F. Enter the result into Column G;
- Add together each of the results from the above steps found in Columns C, E and G. Enter the result into Column H; and
- Repeat the above steps for each row in **Table 3**.

$$\text{Formula: } A * (C + E + G) = H$$

8b. Estimated Number of School Age Children by Grade Classification:

Complete Table 3:

- Complete the above steps in step 9a;
- Sum the values of each row in Column C. Place the result in the last cell of Column C;
- Sum the values of each row in Column E. Place the result in the last cell of Column E;
- Sum the values of each row in Column G. Place the result in the last cell of Column G; and
- Sum the values of each row in Column H. Place the result in the last cell of Column H.

Table 3

	A	B	C	D	E	F	G	H
Dwelling Unit Type	# Units	School Age Children*						School Age Population
		K-6	Pop-ulation	7-8	Pop-ulation	9-12	Pop-ulation	
Detached Single Family								
2 Bedroom		0.143		0.041		0.020		
3 Bedroom		0.422		0.120		0.184		
4 Bedroom		0.644		0.184		0.360		
5 Bedroom		0.461		0.132		0.300		
Attached Single Family								
1 Bedroom		0.000		0.000		0.000		
2 Bedroom		0.106		0.030		0.038		
3 Bedroom		0.227		0.065		0.059		
4 Bedroom		0.370		0.106		0.173		
Apartments								
Efficiency		0.000		0.000		0.000		
1 Bedroom		0.002		0.001		0.001		
2 Bedroom		0.100		0.028		0.046		
3 Bedroom		0.278		0.079		0.118		
Estimated Number of Children to be Served	—	—		—		—		

* From the columns "Elementary Grades K-6," "Junior High Grades 7-8," and "High School Grades 9-12" in the *Table of Estimated Ultimate Population Per Dwelling Unit, Children Per Unit*, Illinois School Consulting Service/Associated Municipal Consultants, Inc., part of Ordinance No. 3060, City of West Chicago.

9. School Site Dedication:

Formula: (X ÷ Y) * Z = # acres to be dedicated

- X = Estimated number of children to be served by school classification, from the last cell in the applicable column: Column C (K-6), E (7-8) or G (9-12), from Table 3
Y = Maximum recommended number of students to be served (given)
Z = Minimum number of acres recommended for a school site (given)

Complete the following formulas based on the above information:

A. Elementary (Grades K-6)

Formula: [(X) _____ ÷ 600] * 11 = _____ acres to be dedicated

B. Junior High (Grades 7-8)

Formula: [(X) _____ ÷ 700] * 27 = _____ acres to be dedicated

C. High School (Grades 9-12)

Formula: [(X) _____ ÷ 2,300] * 53 = _____ acres to be dedicated

Add together the resulting acres to be dedicated of A, B and C to get the total acres to be dedicated.

Enter the acreage amount: _____ acres

10. Fire Protection Site Dedication:

Complete the following formulas:

A. Residential Development or Residential Portions of Developments:

Formula: (H) _____ * 0.00234 = _____ acres of required land dedication

H = Insert the total acreage to be developed (from #3 on the first page)

B. Non-residential Developments or Non-residential Portions of Developments:

Formula: (I) _____ * 0.00000048 = _____ acres of required land dedication

I = Insert the total building square footage to be constructed (from #4 on the first page)

If the development will have residential and non-residential development, add together the resulting acres of required land dedication of A and B to get the total acres to be dedicated. Enter the acreage amount in the following space = _____ acres

11. Cash Contributions in Lieu of Park, Library, School or Fire Protection Land Dedication:

Example Formula:

$(FMV) \underline{\$150,000} * (Y) \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ contribution

Y = Total Acres to be dedicated from #7 (Park), #10 (School) or #11 (Fire Protection).

FMV = Fair Market Value per acre of residential land use

Complete the Park, School and Fire Protection contribution formulas using the above information:

Park Contribution:

$\$150,000 * (Y) \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ contribution

School Contribution:

$\$150,000 * (Y) \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ contribution

Fire Protection Contribution:

$\$150,000 * (Y) \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ contribution for residential land use

$\$230,000 * (Y) \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ contribution for manufacturing land use

$\$230,000 * (Y) \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ contribution for business land use

Library Contribution:

$\$600 * (X) \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ contribution

X = Insert the total acreage to be developed (from #3 on the first page)

Total Cash Contribution:

Complete the following formula using the contributions calculated above:

Park \$ +

School \$ +

Fire Protection \$ +

Library \$ +

= \$ **Total Contribution to the Districts**

* .05 = \$ Administrative Fee Payable to City of West Chicago

Land Donation

When the population density and/or the square footage of non-residential buildings to be constructed cannot be precisely determined at the time of approval of the development, refer to Appendix B, Subdivision Regulations, *Dedication of Park Lands, School Sites and Other Public Lands, or Cash Contribution in Lieu Thereof*, and consult with the City Staff.

Timing of Dedication/Contribution:

All land dedications and fee contributions shall be made as a condition of approval of a final plat of subdivision or of a final plan and plat of a planned unit development or any other development of land.

Submitted By

Date Submitted