



Planning & Development Department  
 Five Plaza Drive, Woodridge, IL  
 Phone (630) 719-4711  
 Fax (630) 719-4906

# Village of Woodridge

## APPLICATION FOR CONCEPTUAL PLAN AND SPECIAL USE PERMIT (OR AMENDMENT) FOR A REGIONAL PLANNED UNIT DEVELOPMENT

NAME OF PROJECT: \_\_\_\_\_

NAME OF APPLICANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PROPERTY OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ATTORNEY OR AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

COMMON ADDRESS OR DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION: \_\_\_\_\_

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION: Attach legal description typed on separate 8.5 x 11" page(s).

AREA OF SUBJECT PROPERTY IN ACRES: \_\_\_\_\_

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: \_\_\_\_\_

CURRENT USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: \_\_\_\_\_

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant conceptual plan and/or amendment approval for the site development as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

Signature of Property Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_



REQUIREMENTS FOR APPLYING FOR  
CONCEPTUAL PLAN AND SPECIAL USE PERMIT (OR AMENDMENT)  
FOR A REGIONAL PLANNED UNIT DEVELOPMENT

APPLICATION

This application packet must be completed accurately and truthfully, in its entirety. It must contain an original signature of the property owner or owner’s authorized agent. The application consists of the form on the first page of this packet and a series of checklists detailing the required submittal items pertaining to **RPUD conceptual plans, and amendments thereto**. The original application and checklists, along with **nine (9) copies**, shall be submitted with the necessary plans. **All plan sets must be folded and grouped** prior to submittal. For more details on any of the requirements summarized here, please refer to the applicable sections of the Village Codes, especially Chapter 14 of the Zoning Ordinance, and provisions of the applicable Annexation Agreement, as amended.

CHECKLISTS

The following checklists have two sets of boxes to certify submittal of the required items. The applicant must certify his/her compliance by checking the first column of boxes or writing “NA” if the requirement is not applicable. The Village staff will, upon review of the items presented, certify that the application meets the Village's submittal requirements. Please be advised that plan review will not commence until the Planning and Development Department receives a **complete** application containing all required items.

Appl Staff

APPLICATION FEE

The applicant must submit an application fee in the form of a check, cashier's check, or money order made payable to the Village of Woodridge, in the total amount of **\$2,000.00**. If proposing an amendment to an existing Conceptual Plan or Special Use Permit for a **Regional Planned Unit Development**, the application fee is **\$1,000.00**.

APPLICATION

The applicant must submit an original complete application and checklist, along with nine (9) copies, for a total of **ten (10) application** sets.

FOUR REVIEW LIMITATION

Four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant’s request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application being reviewed by the Plan Commission, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5th) and subsequent plan submittals will not commence until the \$500 fee has been paid.

REIMBURSEMENT OF FEES AGREEMENT

The applicant will also be responsible for paying any and all costs associated with the review of the proposal by legal, engineering, planning or other consultants retained by the Village, together with any costs related to public hearings, including, but not limited to, public notice publication costs, court reporter fees, and public notice certified mailing expenses. In order to ensure payment, the applicant must file an original, executed Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Section 3-1A-3A of the Village Code. The agreement must be submitted with an original signature.



Appl Staff

**PROOF OF OWNERSHIP**

In order to prove that the owner consents to the application for zoning relief, one of the following must be submitted:

- a) a current title policy report; or
- b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required.

If the owner or applicant is a Trust, a disclosure of all beneficiaries must be submitted.

If the owner or applicant is a Partnership, a disclosure of all partners must be submitted.

If the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%) must be submitted.

**LEGAL DESCRIPTION**

A legal description of the Subject Realty, i.e. the exact parcel of land for which the zoning relief is sought, must be submitted in both print and digital formats. The print version must be typed on 8½" by 11" paper (if necessary, more than one sheet may be used). The digital version must be submitted as a Word document on a floppy or compact disk. All legal descriptions must include the permanent index number(s) assigned to the Subject Realty and the common address(es) of the Subject Realty.

**LIST OF PROPERTY OWNERS WITHIN 250 FEET**

State Statute and Village ordinance requires that all owners of property located with 250 feet (exclusive of public rights-of-way) must be notified in writing of zoning public hearings. The applicant must supply the list of adjoining property owners by researching said information, for the most recent tax year available, from the Township Assessor or the County Treasurer or Supervisor of Assessments. This list can also be obtained, for a fee, from a title insurance company. By either method, the applicant must complete the attached affidavit, certifying that the information is complete and accurate.

The applicant will be required to notify the adjoining property owners of the public hearing date and time at least 15 days before the Plan Commission hearing date is to take place. Once the date for the Public Hearing has been set, staff will notify the applicant of the date as well as provide the applicant with a copy of the notice, cover letter, and mailing instructions. Green Return Receipt cards and white Certified Mail slips must be returned to staff no later than the Planning Commission Hearing.



Appl  Staff

**PLAT OF SURVEY**

The applicant shall submit **ten (10) copies** of a current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor. **Plats shall be folded** so as not to exceed 9” by 12” in folded size.

**CONCEPTUAL PLAN**

A conceptual plan shall be prepared and shall provide a diagrammatic representation depicting the following:

- a. Boundary Lines: Approximate distances.
- b. Easements: General location and purpose, if known.
- c. Existing Public Rights of Way: Adjacent to the property, if any.
- d. Proposed Land Uses: A general description of land uses proposed for development on the property.
- e. Map Data: Name of development, name of site planner, north point, scale, date of preparation and acreage of site.

Other information which may be presented on the conceptual plan includes: proposed major streets and roads, significant natural and built features, and design concepts unique to the proposal. The submission may be composed of one or more sheets and drawings.

**Ten (10) copies** of the conceptual plan must be initially submitted with the application. See Section 9-14A-4B1 of the Village Zoning Ordinance and the Annexation Agreement, as amended, for detailed requirements. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

**SITE DATA**

Provide **ten (10) copies** of a written explanation of the elements of the conceptual plan, which may include a description of the permissible land uses within the RPUD and the bulk regulations that are to control the development of said uses (including, without limitation, building setbacks, building coverage, building height and floor area ratios), and the total number of dwelling units, by type, which may be constructed, if any are proposed. (Sec. 9-14A-4B2)

**FISCAL IMPACT**

Provide **ten (10) copies** of an estimate of the revenues projected to accrue to the Village and the various other major governmental bodies serving the development. (Sec. 9-14A-4B3)

**ENVIRONMENT**

Provide **ten (10) copies** of a statement describing the existing topography, flood plains and vegetation on the property. (Sec. 9-14A-4B5)