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**PLANNING DEPARTMENT**

**DEMOLITION APPLICATION**

(Landmarks and Contributing Properties in a Historic District  
Require a Certificate of Appropriateness)

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**PLEASE CONTACT THE PLANNING DEPARTMENT AT (815) 439-2824 TO SCHEDULE A PRE-APPLICATION MEETING PRIOR TO COMPLETING THIS APPLICATION.**

<b>APPLICANT:</b>
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<b>SITE INFORMATION:</b>		
SUBDIVISION	LOT #	PROPERTY IDENTIFICATION NUMBER (PIN)
ADDRESS	CURRENT ZONING	
EXISTING LAND USE	PROPOSED LAND USE	PROPOSED ZONING
LOCATED IN FLOOD PLAIN	ESTIMATED VALUE	\$
<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>APPLICANT INFORMATION:</b>		
PRIMARY CONTACT	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER # (PAGER, CELL, ETC.)

<b>OTHER INTERESTED PARTIES:</b>		
<b>LAND OWNER</b>		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
<b>ATTORNEY</b>		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
<b>DEVELOPER</b>		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
<b>ENGINEER</b>		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
<b>OTHER</b>		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)

ADJACENT PROPERTIES:*		
OWNER	ADDRESS	ZONING

\* List all property owners within two hundred fifty (250) feet of subject property. Attach additional sheets if necessary.

In Illinois it is the Law to call:

**JULIE, INC. @ 1 (800) 892-0123** – Two (2) working days **prior** to digging to locate utilities.

***I hereby affirm that I have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites Village representatives to make all reasonable inspections, investigations and pictures of the subject property during the processing period of this Petition. I agree to pay all fees consistent with the Village payment policies and comply with the Village Codes. I understand these fees will include publication expenses and may include engineering expenses and attorney fees.***

***I further understand that it is the applicant's responsibility to notify adjacent landowners via certified mail with return receipt of the time, place, and date of any Historic Preservation Commission public hearings regarding this petition. I realize that the date of the meeting will be established & the primary contact will be notified after a complete application is accepted by the Community Development Director.***

***I understand that all correspondence from the Village staff, including Village consultants, will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the petition.***

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER, **REQUIRED** IF NOT APPLICANT

\_\_\_\_\_  
DATE

OFFICE USE ONLY	
A review has been conducted to identify architectural significance, architectural integrity and/or historical significance.	
DETERMINATION AND FINDINGS	
PLANNING STAFF CONTACT	DATE
I hereby declare that the above and attached information is correct and agree, in consideration of and upon issuance of a Building & Use Permit, to do or allow to be done only such work herewith applied for, and that such premises and its existing and proposed buildings or structures shall be used or allowed to be used for only such purposes as are set forth above or other uses permitted in the zoning district.	
PERMIT #	
PERMIT ISSUED BY	DATE

**DEMOLITION APPLICATION REQUIREMENTS:**

*Applicants may file a Fast Track Demolition Application when there is no documented architectural and/or historical significance. A Full Demolition Application is required for all properties with documented architectural and/or historical significance. Contact Planning staff at 815-439-2824 to determine if a property has architectural and/or historical significance.*

**PRE-APPLICATION MEETING REQUIREMENTS:**

- Site context plan clearly identifying property to be demolished
- Photographs of all elevations of the building(s)/structure(s) to be demolished
- Concept plan for redevelopment

**FAST TRACK DEMOLITION APPLICATION REQUIREMENTS (No Public Hearing Required):**

*(Submit to the Community Development Department. Copies will be forwarded to the Village President and Board of Trustees, Village Administrator and Community Development Director. No permit shall be issued within seven (7) days of receipt of fast track demolition application.)*

- One (1) original completed demolition application form
- Development concept plan for the property indicating either its compliance with the Village Zoning Ordinance or a description of the zoning variances necessary for said redevelopment
- Proposed demolition and construction schedule
- Notification of Demolition and Renovation form mailed to the Illinois Environmental Protection Agency. The form must be postmarked at least ten (10) working days prior to the start of demolition. *(Only required for public and commercial buildings)*
- Payment of appropriate fees:
  - Residential building(s)/structure(s) = \$250.00
  - Commercial and industrial building(s)/structure(s) = \$300.00

**FULL DEMOLITION APPLICATION REQUIREMENTS (Public Hearing Required):**

*(Submit completed demolition permit application to the Community Development Department. Copies will be forwarded to the Village President and Board of Trustees, Village Administrator, Community Development Director, Village Planner, Building Official, Historic Preservation Commission and Plainfield Historical Society.)*

- One (1) original completed demolition application form
- 37 copies of the property survey prepared and sealed by a surveyor licensed by the State of Illinois **folded or reduced to a legible 8<sup>1/2</sup> x 11**. The survey shall include the legal description of the property and shall accurately depict lot boundaries, lot area and current improvements
- Affidavit by the applicant stating the date of construction of the building(s) or structure(s), name of property, architect, owner, chronological list of work on the property for which the Village issued a permit and the historical or architectural significance, as available. *(Check with the Community Development Department for previous permits issued and documented historical or architectural significance for the building(s)/structure(s) to be demolished. The applicant is ultimately responsible to investigate and document potential significance.)*
- Photographs of all elevations of the building(s)/structure(s) to be demolished
- Tree survey and a tree protection and/or replacement plan pursuant to Section 7-255 of the Subdivision Code
- Development concept plan for the property indicating either its compliance with the Village Zoning Ordinance or a description of the zoning variances necessary for said redevelopment
- Proposed demolition and construction schedule
- Notification of Demolition and Renovation form mailed to the Illinois Environmental Protection Agency. The form must be postmarked at least ten (10) working days prior to the start of demolition. *(Only required for public and commercial buildings)*
- Payment of appropriate fees:
  - Residential building(s)/structure(s) = \$250.00
  - Commercial and industrial building(s)/structure(s) = \$300.00

**POST-APPLICATION REQUIREMENTS:\*\***

Service of written notice by certified letter with certified receipts of notification to each adjacent property owner within two hundred fifty feet (250') of the property for which a demolition permit is being sought indicating that a demolition permit has been submitted. Letters to be postmarked or hand delivered within five (5) days after the filing of the application. **(Fast Track Demolition Applications Only)**

Adjacent property owners can be found at the

Will County Recorder's Office (58 Clinton St., Joliet, IL 60432) OR

Kendall County Recorder's Office (111 W. Fox St., Yorkville, IL 60560)

Service of written notice by certified letter with certified receipts of notification to each adjacent property owner within two hundred fifty feet (250') of the property for which a demolition permit is being sought AND the Plainfield Historical Society. The notice shall indicate that the address of the property, preliminary property history study shall be available for review (identify location, dates and times available), proposed demolition schedule and date and time of the public hearing. Letters shall be postmarked or hand delivered not less than seven (7) days nor more than thirty (30) days before the public hearing. **(Full Demolition Applications Only)**

Adjacent property owners can be found at the

Will County Recorder's Office (58 Clinton St., Joliet, IL 60432) OR

Kendall County Recorder's Office (111 W. Fox St., Yorkville, IL 60560)

Affidavit by the applicant (submitted within seven (7) days of filing the application for **Fast Track Demolition Applications** OR within seven (7) days of the public hearing for **Full Demolition Applications**) listing the appropriate persons to be notified AND certifying these persons have been properly notified

Upon submission of application, post an 18"x24" orange sign with black letters announcing the filing of the application for demolition and displaying the Community Development Department's telephone number where more information can be obtained. Upon issuance of demolition permit, the sign shall be updated to indicate the date of commencement of the approved demolition

Affidavit by the applicant stating the respective service connections and appurtenant equipment, such as meters and regulators, for **ALL** utilities have been removed or sealed and plugged in a safe manner

**\*\* All items must be received and/or completed prior to scheduling a pre-demolition site visit with the building official.**

**NOTES:**

- A permit is required prior to the commencement of demolition activity, including removal of any item attached to the building or structure, whether on the interior or exterior. Demolition activity shall not occur prior to the issuance of a permit.
- Prior to the issuance of a demolition permit, the applicant shall furnish a list of any other users of the streets or other public property for access to private property or otherwise shall file with the village a certificate of liability insurance in the amount of five hundred thousand dollars (\$500,000.00) for each person in aforementioned list.
- Prior to the issuance of a demolition permit, the applicant shall furnish a surety bond in the amount of twenty thousand dollars (\$20,000.00).
- All general contractors and subcontractors shall be registered annually with the building division.
- The director of public works, village administrator or village planner may order that the issuance of a demolition permit be delayed if the proposed schedule for the demolition will interfere with the village's response to an emergency, previously scheduled works in the public rights-of-way in the immediate vicinity of the subject property, or if it is determined that delay is necessary to prevent undue congestion and noise impacts in the neighborhood.
- In no instance shall a delay authorized by the village exceed sixty (60) days.
- Should a contractor, individual, or other business or corporation seeking a demolition permit fail to provide complete and accurate information as is required by the village, sufficient and reasonable grounds exist for immediate denial of a demolition permit, or revocation of any demolition permit previously issued.
- Prior to the commencement of any demolition activity, the building official shall be notified not less than five (5) business days nor more than seven (7) business days in advance of such work to schedule a pre-demolition site visit.
- Fencing to be installed along the perimeter of the site prior to commencement of demolition activities. Fencing height and type determined by the building official.

# STATE OF ILLINOIS DEMOLITION/RENOVATION/ASBESTOS PROJECT NOTIFICATION FORM

Projects greater than 3 sq./ft and/or 3 linear ft. and all school projects shall be submitted to Illinois Department Public Health.

Projects greater than 160 sq./ft or 260 linear ft., or 1 cubic meter and demolition projects shall be submitted to Illinois Environmental Protection Agency.

All projects in Cook County must notify Cook County Environmental Control.

This form and appropriate fee shall be submitted for all original notifications to IDPH (no fee), IEPA (\$150), and Cook County (\$200).  
This form shall also be used for revisions to the IEPA and IDPH. A Cook County Revision Form must be used to cancel an asbestos permit.

**Copies of this form may be found at: [www.ienconnect.com/enviro](http://www.ienconnect.com/enviro)**

<b>TYPE OF NOTIFICATION:</b> <input type="checkbox"/> original <input type="checkbox"/> demolition <input type="checkbox"/> renovation <input type="checkbox"/> cancellation <input type="checkbox"/> revision <input type="checkbox"/> courtesy <input type="checkbox"/> annual						
Check Type of Project Below: <i>(Check all that apply.)</i>						
<input type="checkbox"/> Friable School Project <input type="checkbox"/> Non-Friable School Floor Tile Project <input type="checkbox"/> Commercial Public Building (Friable & Non-Friable)						
<b>Revised by:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Project Designer    #of times revised: _____    List Section #'s being revised: _____						
<b>1. FACILITY INFORMATION:</b>						
Facility name:			School Bldg ID:			
Location of Asbestos Containing Material (ACM) in Structure:						
Bldg Size:	Sq.Ft.:	#Flrs:	Age:	Present Use:		
Prior Use:			Future Use (demo)			
Address:						
City:		County:		Zip:		
Contact:			Phone:			
<b>2. FACILITY OWNER OR SCHOOL DISTRICT:</b> <i>(Tip: Complete for all projects Commercial/Public or Schools)</i>						
Facility Owner Name:			Address:			
City:		State:		Zip:		
Contact:			Phone:			
Copies of abatement permission and written verification certification to all building occupants and users from the building owner or school board shall be submitted for IDPH public and private school facilities as required by Section 855.350 of the IDPH Asbestos Code.						
<b>3. ASBESTOS CONTRACTOR NAME:</b>					<b>ID#:</b>	
Address:						
City:		State:		Zip:		
Contact:			Phone:			
<b>4. DEMOLITION CONTRACTOR NAME:</b>						
Address:						
City:		State:		Zip:		
Contact:			Phone:			
<b>5. ABATEMENT INFORMATION:</b>			Is Asbestos Present? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Description of Planned Demolition or Renovation Work and Methods to be Employed Including Demolition or Renovation Techniques:						
Description of Work Practice(s) and Engineering Controls used to Prevent Emissions at the Demolition or Renovation Site:						
<b>6. Quantities:</b>						
	Regulated Asbestos Containing Material to be removed (RACM)	Non-friable asbestos not to be removed (demolition) CAT I                      CAT II		Non-friable asbestos to be removed CAT I                      CAT II		TOTAL ASBESTOS TO BE REMOVED
Pipes (Ln. Ft.):						
Surface Area (Sq. Ft.):						
Volume (Cu. Ft.):						
<i>Tip: CAT I non-friable ACM are asbestos-containing resilient floor coverings (vinyl asbestos tile (VAT), asphalt roofing products, packing and gaskets. All other non-friable ACM are considered CAT II non-friable ACM. (RACM) is (a) friable asbestos material, (b) Category I non-friable ACM that has become friable, (c) Category I non-friable ACM that will be or has been subjected to sanding, grinding, cutting or abrading, or (d) Category II non-friable ACM that has a high probability of becoming or has become crumbled, pulverized or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.</i>						
<b>7. ABATEMENT START DATE:</b>			Finish Date:	Work hours:	AM/PM	AM/PM
Scheduled Demolition Start Date:			Finish Date:	Work hours:	AM/PM	AM/PM
Working Weekends?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Working Evenings?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Tip: Ten day notification requires at minimum, ten (10) business days (Monday-Friday including holidays) prior to the commencement date. Ten days begin with the US postmark date or date received in office by commercial services or hand delivery. IEPA and Cook County cannot accept faxed copies, however, IDPH will accept faxed submissions. Phased projects will not be accepted.</i>						

<b>8. PROJECT DESIGNER ID#: 100-</b>		Name:	
Complete Project Designer Name and License ID# if this project was designed by a Designer.			
<b>9. INSPECTOR ID#: 100-</b>		Name:	
<i>Tip: If procedure utilized is visual inspection, the inspector ID# must be provided.</i>			
<b>10. PROCEDURE, INCLUDING ANALYTICAL METHOD, USED TO DETECT THE PRESENCE OF ASBESTOS</b>			
Name of Analytical Testing Laboratory:			
<b>11. ASBESTOS PROJECT MANAGER ID#: 100-</b>		Name:	
<b>12. AIR SAMPLING PROFESSIONAL ID#: 100-</b>		Name:	
<b>13. DISPOSAL SITE/LANDFILL NAME:</b>			
Address:		Contact:	
City:	State:	Zip:	Phone:
<b>14. WASTE TRANSPORTER/NAME:</b>			
Address:		Contact:	
City:	State:	Zip:	Phone:
<b>15. IS DEMOLITION ORDERED BY A GOVERNMENT AGENCY?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>(If yes, a signed copy of Order must be attached.)</i>			
Government representative ordering the activity:			
Title:	Date of Order:	Order Demolition Date:	
<b>16. FOR EMERGENCY RENOVATION:</b>			
Date and hour of emergency (mm/dd/yy):		AM/PM	
Describe sudden unplanned event. ( example: boiler explosion) Explain how the event caused unsafe conditions or would cause equipment failure or an unreasonable financial burden.			
<b>17. Description of procedures to be followed in the event that unexpected asbestos is found or previously non-friable asbestos material becomes crumbled, pulverized or reduced to powder.</b>			
I certify that at least one representative trained in the provisions of 40 CFR Part 61, Subpart M, shall be on site during demolition or renovation, having in his or her possession for inspection, evidence that the requisite training has been accomplished.			
<b>CERTIFICATE #</b> _____		<b>NAME OF TRAINING COURSE</b> _____	
<b>I certify the above information is correct.</b>			
_____ <b>Signature of Demolition/Abatement Contractor or the Owner</b>			_____ <b>Date</b>
<i>Tip: All notification forms must be hand signed and dated. Hand stamps are not acceptable. IEPA and Cook County require original signatures on their notification forms. IDPH will accept photocopies. All notifications submitted to IEPA &amp; Cook County must be accompanied by the appropriate fee. There is no fee for notification to IDPH.</i>			
<b>ILLINOIS EPA AGENCY USE ONLY</b>			
Date Received:	Input to ACTS:	Post Mark Date:	To Cook/City:
Champaign	LaSalle	Springfield	Rockford      Moline      Marion
<b>For Cook County Departmental Use Only.</b>			
Date Received CCDEC:	Post Mark Date:	Input Into Computer:	
Inspection Fee Received:	Inspection Priority:    Top <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/>	Must be Inspected:	
Date(s) of Inspections:			
Inspection Report Attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Violation Copies Attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>



**Submit this form to the appropriate agencies:**

IL Environmental Protection Agency, P.O. Box 19276 Mail Code #41, Springfield, IL 62794-9276 \$150 fee  
 IL Department of Public Health, 525 W. Jefferson St., Springfield, IL 62761 (FAX: 217-785-5897)  
 Cook Co. Dept. of Env. Control, 69 W. Washington, Suite 1900, Chicago, IL 60602-3004 \$200 fee



# Development Review Process

The Village has created this step-by-step process to help ensure that all development reviews are being performed fairly and consistently. While there are many variations on each of the following steps, all applications/petitions shall be submitted to the Village, on forms provided by the Planning Department.

## 1. Pre-Application Meeting

A pre-application meeting, while not required, is strongly suggested. It should be scheduled with the Village's planning staff as soon as possible in order to explain and answer any questions the applicant may have on the Village's review process.

During the meeting, staff will outline the application process and steps. Reviewing the Subdivision Regulations, Zoning Ordinance, Comprehensive Plan and Official Map, and other applicable documents will assist with the process. All of these documents are available on the Village's website: [www.plainfield-il.org](http://www.plainfield-il.org) or for review or purchase from the Village.

## 2. Applicant Submittal

Applicant submits all required forms, plats, plans, and letters to the Planning Department per applicable application and attached checklist. Submittals must comply with Village Ordinances as well. The Planning Department assigns a case number and opens a case file which will include copies of all submittals, copies of all reports and/or letters, planner and engineer comments and recommendations. *All required items must be submitted together. Failure to do so will constitute an incomplete submittal and may result in a delay or disposal of items submitted.*

## 3. Public Hearings

Annexation, rezoning, special use, and variance cases require notification of the public through a public notification process.

The public notification process includes three (3) forms of public notification, as follows:

- Notice is published in a newspaper of general circulation a minimum of fifteen (15) days prior to the scheduled public hearing meeting, with certificate of publication. *(Completed by the Village.)*
- **Service of written notice to adjacent property owners (excluding public right-of-ways) as found in the Will or Kendall County Recorder's Office by certified letter with certified return receipts of notification. *(Completed by applicant. A sample letter is attached.)***

The applicant shall submit certified letter return receipts to staff no later than the Wednesday before the scheduled public hearing. These will be filed in the appropriate case file as kept by the Planning Department and will be presented at the public hearing before the Plan Commission or Zoning Board of Appeals and if necessary, the Village President and Board of Trustees.
- Posting of "Public Hearing" sign on the property. *(Completed by the Village.)*

## 4. Preliminary Staff Review

The planning staff determines whether the application is in proper form and shall not receive or consider the application as filed until all documents are submitted in accordance

with the requirements as listed on the application form checklist as well as any other applicable ordinances such as the Subdivision Ordinance, Zoning Ordinance, etc. Staff will notify the primary contact, as indicated on the application, of the petition status.

Once a complete application has been received by all appropriate staff members and applicable outside review agencies (i.e. Village Engineer, Fire Department, Police Department, etc.), the designated planner schedules an appearance before the Plan Commission, typically within 30 days of a complete submittal. The Plan Commission meets the first and third Tuesdays of each month. The primary contact will receive a copy of the staff report, as prepared for the Plan Commission, several days prior to the scheduled meeting.

**5. Plan Commission and/or Zoning Board of Appeals**

The Plan Commission meets the first and third Tuesdays of each month. The Plan Commission will review the application, all submittals, and the staff report and recommend one of the following: approval; denial; approval with stipulations; or continuance. Staff will submit a written report and recommendation of the Plan Commission to the Board of Trustees. All recommendations of the Commission on any application shall be advisory in nature and shall be subject to final consideration, evaluation, and determination by the Village Board. The Village Board of Trustees meets the first and third Monday of each month. The primary contact will receive a copy of the staff report, as prepared for the Village Board, several days prior to the scheduled meeting.

**6. Village Board**

The Village Board of Trustees meets the first and third Monday of each month. The Village Board of Trustees will review the application, all submittals, staff report and Plan Commission report with recommendation and will approve, deny, approve with stipulations, table, or continue a petition. All decisions and findings of the Village Board shall be the final administrative decision and shall be subject to judicial review as may be provided by law.

**7. Additional Comments**

Written comments from the following roadway agencies may be necessary if the traffic to be generated will be accessing roadways under their jurisdictions. One or both of these agencies may require access permits. Check to see if your site is located in Will or Kendall Counties.

Illinois Department of  
Transportation  
210 W. Center Ct.  
Schaumburg, IL 60196  
P: (847) 705-4131  
F: (847) 705-4489

Will County Highway  
Department  
16841 W. Laraway Rd.  
Joliet, IL 60433  
P: (815) 727-8476  
F: (815) 727-9806

Kendall County Highway  
Department  
6780 Route 47  
Yorkville, IL 60560  
P: (630) 553-7616  
F: (630) 553-9583

**8. Miscellaneous**

Additional steps will depend on what type of application is being filed. Staff will enumerate additional steps during pre-application meeting. The checklists also provide references to other applicable regulations as they pertain to the particular application being filed.

# Development Review Outline

This form is to be filled out by staff and the applicant during the pre-application meeting. The tasks and dates may vary from case to case.

Task	Responsibility	Date
Pre-application Meeting	Applicant schedules with Village Staff	
Application Submittal – Application and fee submitted to Planning. One set of plans each to Baxter & Woodman, Public Works, and the Fire Protection District.	Applicant	
Public Hearing notice published in Enterprise or HeraldNews (Annexation, Special Use, Rezoning, and Variance only).	Village Staff	
Notice of Public Hearing delivered or mailed via certified mail to adjacent property owners not more than 30 and no less than 15 days prior to the public hearing (Annexation, Special Use, Rezoning, and Variance only).	Applicant	
Technical Review Letter	Village Staff	
Affidavit Submitted	Applicant	
Plan Commission/Zoning Board of Appeals Report	Drafted by Village Staff, sent to Applicant prior to meeting.	
Plan Commission/Zoning Board of Appeals (Public Hearing – Annexation, Special Use, Rezoning or Variance)	Recommendation made by Plan Commission, Staff and Applicant typically present.	
Village Board (Public Hearing – Annexation only)	Decision made by Village Board, Staff and Applicant typically present.	
Village Ordinance Approval	If applicable (annexation, special use, rezoning, or variance) the Village Board will approve an ordinance for the case. Staff and applicant typically present.	
Final Submittals	Digital Submittals are required for Site Plan Review, Preliminary Plats, and Final Plats. Ten (10) copies of the recorded Final Plat must be submitted to the Village. See the Subdivision Code in the Municipal Code for additional information.	

# Contact Information

If you have any questions on the procedures or requirements of the Village or other agencies, the following may be contacted to provide further assistance:

**PLANNING** (815) 439-2824  
24401 W. Lockport Street  
Plainfield, IL 60544

**BUILDING** (815) 439-2937  
**PUBLIC WORKS** (815) 436-3577  
14400 Coil Plus Drive  
Plainfield, IL 60544

**POLICE**  
Code Enforcement (815) 267-7210  
Business Licenses (815) 439-4805  
14300 S. Coil Plus Drive  
Plainfield, IL 60544

**FIRE DEPARTMENT/FIRE PREVENTION**  
Plainfield Fire Protection District (815) 436-5335  
23748 W 135<sup>th</sup> Street  
PO Box 911  
Plainfield, IL 60544-0911

Oswego Fire Protection District (630) 554-2110  
(630) 906-OFPD

Plans sent via USPS:  
59 Main Street  
P.O. Box 631  
Oswego, IL 60543

Plans sent via hand delivery, UPS, FedEx:  
2200 Weisbrook Drive  
Oswego, IL 60543

**VILLAGE ENGINEER\*\***  
Baxter and Woodman (708) 478-2090  
8840 W 192<sup>nd</sup> Street  
Mokena, IL 60448

*\*\*Please note the Village Engineer is an outside consulting firm. The Village Engineer will not start any work until they have received authorization from the Village. Any consulting fees will be billed to the applicant.*

## DIRECTIONS

This letter serves a written notice to the adjacent property owner(s). These letters are required to be sent by the applicant. It is necessary to send them via certified mail in order to obtain the return receipts of notification as proof of notification. This is only an example. Please send your own, typewritten, copy with all italicized areas substituted with the indicated information.

**DO NOT SEND LETTER UNTIL  
HEARING DATE HAS BEEN  
CONFIRMED WITH VILLAGE STAFF.**

Dear Adjacent Landowner:

\_\_\_(*Applicant Name*)\_\_\_ has submitted an application to the Village of Plainfield requesting \_\_\_(*Brief Description of Request*)\_\_\_ regarding land adjoining your property. A location map is attached for your reference.

A public hearing will be held on \_\_\_(*Day*)\_\_\_, \_\_\_(*Month, Date*)\_\_\_, 20\_\_\_, at 7:00 p.m. in the Plainfield Village Hall Board Room, 24401 W. Lockport St., Plainfield, IL 60544 to consider this matter.

Should you have any questions regarding this matter, feel free to contact the Village Planning Department office at (815) 439-2824 or the undersigned attorney for the Petitioner.

Sincerely,

\_\_\_(*Attorney/Petitioner*)\_\_\_

Attachments: Location Map

**DIRECTIONS**

A minimum of five (5) days prior to the public hearing, the applicant shall file a sworn affidavit (sample provided below) with a copy of the notice (letter) to surrounding property owners showing the names and address of the persons to whom the notices were sent. If after a bona fide effort to provide written notice, the owner of a property on which the notice is served cannot be found at the owner's last known address, or mailed notice is returned because the owner cannot be found at the owner's last known address, then the requirement for written notice of that owner will be deemed satisfied.

**SAMPLE AFFIDAVIT**

**AFFIDAVIT**

Re: **(NAME OF CASE)**

Case No.: \_\_\_\_\_

The undersigned, being first duly sworn on oath, deposes and says that the attached notice, marked Exhibit A and made a part hereof, has been, in accordance with the procedures of the Village of Plainfield, served by certified mail, return receipt requested, or hand-delivered to all persons listed in Exhibit B attached hereto and made a part hereof. Said mailings being post marked **[enter date of posting]**, which is between fifteen (15) and thirty (30) days prior to the meeting date of **[enter meeting date]**, are to the best of the Affiant's knowledge, a true and complete list containing the names of all the persons to whom the current real estate tax bills are sent of those premises lying adjacent to or across public right-of-way from the property lines of the premises for which the application has been made.

Further, Affiant says that a sign setting forth notice of the application and the meeting date was posted on said premises by **[enter date of posting]**, which is between fifteen (15) and thirty (30) days prior to the meeting date of **[enter meeting date]**, all in accordance with the procedures of the Village of Plainfield. **(If no sign is required, delete this paragraph.)**

Further, this Affiant sayeth not.

***[Type Name of Applicant or Attorney Filing the Affidavit]***

By: \_\_\_\_\_

SUBSCRIBED and SWORN to before me  
This **[enter date]** day of **[enter month]**, **[enter year]**

\_\_\_\_\_

Notary Public

[Affix Seal]