



PLANNING DEPARTMENT

SITE PLAN REVIEW APPLICATION

PLEASE READ THE DEVELOPMENT REVIEW PROCESS DOCUMENTS BEFORE COMPLETING THIS APPLICATION.

PETITION/DEVELOPMENT NAME:

PETITIONER INFORMATION:		
PRIMARY CONTACT	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (E-MAIL, CELL, ETC.)
SITE INFORMATION:		
ACRES	SITE ADDRESS OR LOCATION	PROPERTY IDENTIFICATION NUMBER (PIN)
EXISTING LAND USE		CURRENT ZONING
PERCENTAGE IMPERVIOUS SURFACE COVERAGE <i>BEFORE</i> DEVELOPMENT		PERCENTAGE IMPERVIOUS SURFACE COVERAGE <i>AFTER</i> DEVELOPMENT
BRIEF DESCRIPTION OF DEVELOPMENT		

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

ADJACENT PROPERTIES:**	OWNER	ADDRESS	ZONING

*** Attach additional sheets if necessary.*

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 Plan 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 OWNER OR AUTHORIZED AGENT

DATE

CHECKLIST OF REQUIRED SITE PLAN REVIEW APPLICATION ITEMS:**

One (1) original completed site plan review application form.

30 copies of complete site plans, **in compliance with the Site Plan Review Ordinance**, including a plat of survey of the subject property prepared and signed by an Illinois licensed land surveyor with dimensions accurately portraying the proposed request. **Folded to 8½ x 11.** (Additional copies will be required at a later date to distribute to the Village Board for review)

Legal description of property.

The Village welcomes legal descriptions in electronic format. These can be on a CD or e-mailed to the Community Development Department at planning@goplainfield.com

A list and description of Best Management Practices (BMPs) implemented in the site design (per the Village's Drainage & Detention Ordinance)

One (1) set of complete site plans are to be submitted to the Village Engineer, Village Staff Engineer, and the Fire District at the following addresses:

See the checklist provided on the Village's website to ensure plans meet major engineering requirements

Baxter & Woodman
8840 West 192nd Street
Mokena, IL 60448

Plainfield Public Works Department
14400 Coil Plus Drive
Plainfield, IL 60544

Fire Inspector
Plainfield Fire Protection District
23748 W 135th Street
PO Box 911
Plainfield, IL 60544

or

Oswego Fire Protection District
2200 Wiesbrook Rd.
Oswego, IL 60543

DATE SUBMITTED: _____

* If the petitioner is uncertain which Fire Protection District serves the project, please refer to the Village's website for district maps, or contact the Planning Division at (815) 439-2824.

All submitted engineering is in compliance with the requirements the Drainage & Detention Ordinance (found in the Subdivision Ordinance) and the Site Plan Review Ordinance.

The Illinois Department of Transportation must approve sites along State route highways.

Payment of \$330.00 application fee.

Authorized Signature Acknowledgement.

If the owner of the property in question will not be the primary contact or is not the applicant, then an acknowledgement must be signed by the owner designating an authorized agent for the petition. It shall state the authorized agent has the authority to deal with the property in all aspects with regards to the petition.

**** All items must be submitted together. Failure to do so may result in a delay or disposal of items submitted.**

NOTES:

- In cases involving sensitive environmental areas, (such projects close to Lake Renwick or other heron foraging areas) an IDNR and a WILL COUNTY FOREST PRESERVE review will be required.
- As of October 1, 1992, all subdivision projects greater than five (5) acres are required to comply with the National Discharge Pollution Elimination System permit for the discharge of storm water.

SITE PLAN REVIEW CHECKLIST

NOTE: This checklist is intended to help applicants submit a complete set of plans according to the Village's Ordinances. It is not a substitute for reading all Village Ordinances. Those items in boldface are required by the Village Engineer before they can begin an engineering review. Failure to submit these minimal items will delay your petition, possibly even construction. The Village makes no guarantee this is a comprehensive checklist.

General Information on Site Plan:

Plans at *standard* engineering scales (no larger than 1"=100').

Date, scale, north point & legend.

Names & contact information of owner, licensed professional engineer, and licensed professional architect preparing site plan.

Date of all plan preparations and/or revisions.

Total acreage.

Current zoning/requested zoning (if a change is desired).

Adjacent landowners name, address and PIN.

Seal & signature of licensed engineer.

Existing Conditions:

Location, width & names of streets, bike paths, easements, utility & RR ROW, tree cover, floodplains, water courses, floodways, wetlands, historically or archaeologically sensitive areas, parks & other public open spaces, permanent buildings & structures.

1' contour lines.

Location map.

Existing uses of the property including the location of all existing structures showing those that will be removed & those that will remain, such as: old wells, if any; septic tank systems and outlets, if any; and/or farm drains, inlets and outfalls, if any.

The location, size, & elevation within the subdivision & in the adjoining streets & property of existing sewers, water mains, culverts, drain pipes, & electric & gas utility lines proposed to serve the property to be subdivided.

Tree survey consistent with section 3-12-10-C.

Easements, clearly identified, with the width, length, etc. (existing and proposed).

Proposed Conditions:

Proposed building setback lines, with dimensions.

Floor area for building foot print & gross floor area of structure, building height & number of stories.

Architectural renderings of all building elevations (submit actual material samples) complete with signage.

Typical cross-sections and locations of parking lots and driveways, location of underground utilities, sidewalk & bike path width & thicknesses. Relationship of all streets to any proposed access points.

Layout & size of sewers, water mains, culverts, underground facilities, floodplains, floodways, historically and/or archaeology sensitive areas, wetlands, storm water detention facilities, overland release routes, light poles, & other major improvements.

Landscaping plans (must meet the size requirements of the Ordinance and provide the required screening/buffering, at a minimum).

Lighting plans (including type of fixtures, height, and location).

Trash enclosure details.

Supporting data:

Traffic study, depending on site size and usage.

Preliminary Drainage Design Information:

Runoff hydrograph modeling results for 100-year event.

Rainfall depths using Bulletin 70 and isohyetal values for Plainfield.

Rainfall distribution: Huff 3rd Quartile or SCS Type II.

Soils maps.

Tributary area maps, including off-site tributary areas.

Runoff Curve Number calculations.

Analysis of existing depressional storage, if applicable.

Preliminary overland flood routing, including off-site runoff into site.

For proposed on-stream detention: enumeration of regional benefits, and stream bank preservation and stabilization measures.

In pit-run soils, examination of seasonal high groundwater *vs.* basement floors, and intended discharge of detention basins (*i.e.*, infiltration *vs.* piped discharge).

For floodplain filling, lowest floor elevations per FEMA Technical Bulletin 10-01.

Stormwater Management Information:

100- and 2-year runoff hydrograph modeling.

Detailed stage-discharge-storage calculations.

Restrictor design and details.

Overland flow calculations, including scale tributary area maps keyed to design calculations, and channel and weir calculations, including roadway typical sections.

Marked-up grading plan showing calculated water surface throughout site during the 100-year event, reflecting maximum 18-inch yard ponding, minimum five-foot setback from building lines, minimum one foot freeboard to adjacent foundation openings, and maximum 6-inch parking lot ponding.

Storm sewer calculations, including indication of hydraulic grade line *vs.* bed slope design, velocities during design event between three and ten feet per second, runoff coefficient calculations, scale tributary area map keyed to structure labels, time of concentration calculations if less than 15 minutes to upstream end.

Hydraulic grade line design needs to reflect use of tailwater at downstream end, and two feet of freeboard below structure rims during 10-year event.

Construction Plans: (*sheets can be combined depending on size and complexity of site*)

Cover sheet with location map, name, address and phone number of developer and design engineer, drainage certificate per Illinois Plat Act, and notification requirements.

Specifications, matching Village standards.

Details, using Village standards wherever applicable.

Overall utility plan.

Interior signage and striping plan, including lights.

Grading plan.

Plan and profile sheets, where applicable.

Roadway Information:

Roadway and right-of-way widths adjacent to site.

Scope of improvements at entrances.

Entrance intersection geometry, including AutoTurn plots of relevant design vehicles.

Utility Information:

Location, length and size of off-site improvements, if applicable.



**VILLAGE OF PLAINFIELD
DISCLOSURE OF BENEFICIARIES**

1. Applicant: _____
Address: _____

2. Name of Benefit Sought: _____

3. Nature of Applicant (Please check one):

- | | |
|--|------------------|
| a. Individual | d. Trust/Trustee |
| b. Corporation/
Limited Liability Co. | e. Partnership |
| c. Land Trust/Trustee | f. Joint Venture |

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:

5. If in your answer to Section 3 you checked box b, c, d, e, or f, identify by name and address each person or entity which is a 5% or more shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

- a. _____
- b. _____
- c. _____
- d. _____

6. Name, address, and capacity of person making this disclosure on behalf of the applicant:

IMPORTANT NOTE: In the event your answer to Section 5 identifies entities other than an individual, additional disclosures are required for each entity.

VERIFICATION

I, _____, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature _____

Subscribed and Sworn to before me this _____ day of _____, 20__

Notary Public

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.painfield-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 S. 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 135th 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 192nd 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.*