



Certification of Recapture Costs

The following information details the process by which a developer shall submit documentation for review of any request for cost certification that pertains to recapture. Please submit a recapture certification packet as directed.

PROJECT/PROPERTY NAME:		
DEVELOPER CONTACT INFORMATION:		
PRIMARY CONTACT	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER # (PAGER, CELL, ETC.)

CHECKLIST

A complete set of recapture certification costs shall include the following items (at a minimum):

- Itemized breakdown of all costs for which developer is requesting recapture, which may include:
 - Actual construction costs
 - *If the actual cost exceeds 5% of the original/approved design EOPC, a brief and specific written explanation must be submitted as to why the costs exceed the EOPC.*
 - *Any costs exceeding 10% of the original/approved design EOPC cannot be recaptured.*
 - Easement acquisition
 - Incidental fees (engineering, administration, and legal)
 - *Any part of these fees exceeding 10% of the actual construction cost are not recaptureable.*
- Notarized, sworn statement of itemized costs (use attached form).
- Waiver(s) of lien for all contractors involved in the project.
- Submit one (1) complete set of the recapture certification packet to the following:

Mr. Raymond Koenig
 Baxter & Woodman
 8840 W. 192nd St.
 Mokena, IL 60448

Mr. Jonathan Proulx
 Village of Plainfield,
 Planning Division
 24000 W. Lockport St.
 Plainfield, IL 60544

Mr. Allen Persons
 Plainfield Public Works
 Department
 835 W. 143rd St.
 Plainfield, IL 60544

Mr. Christopher Minick
 Village of Plainfield,
 Management
 Services Department
 24000 W. Lockport St.
 Plainfield, IL 60544

DATE SUBMITTED: _____

- Developer confirms each party has received packet.

Baxter & Woodman will provide their recommendation to the Village and the “primary contact” within 3 weeks of receiving the certification packet. The Village will then work with the developer to complete the process in order for the developer to receive any recapture monies due.

