

Introduction

The purpose of this overview is to outline procedures for the preparation, submission, and approval of: concept plans, annexations and zonings, development reviews, planned unit developments, rezonings, site and landscape plans, plats of subdivisions, and zoning variances for people involved in construction and real estate development within the Village of Plainfield. This does not pertain to building permits.

This informational material provides a basic outline of the Village's requirements. Interested parties should purchase a copy of the Zoning Ordinance, Subdivision Regulations (which also includes ordinances regulating development in special flood hazard areas and stormwater drainage and detention), Site Plan Review Ordinance. The Ordinances contain the detailed information needed to prepare submissions for review by the Village. This handbook is not to be considered as a substitute for any Federal, State, County or Village law or ordinance. It is merely a guiding tool for the review process.

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

COMMUNITY DEVELOPMENT

Planning and Zoning	439-2824
Building Inspections	439-2948
Code Enforcement	439-4259

FIRE DEPARTMENT/FIRE PREVENTION

Chief	436-5442
Fire Prevention	436-5442

PUBLIC WORKS

Director	436-3577
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VILLAGE ENGINEER**

Steve Amann	(815) 609-7425
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Baxter and Woodman
24402 W. Lockport St., Ste 2W
Plainfield, IL 60544

***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.*

Unless indicated above, the mailing address is the following:

**Village of Plainfield
24401 West Lockport Street
Plainfield, IL 60544**

**Phone: (815) 439-2824
Fax: (815) 436-9785**

Overview of Application 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 Community Development 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 that meeting the applicant may obtain a copy of the application and to obtain or examine copies of the Subdivision Regulations, Zoning Ordinance, Comprehensive Plan and Official Map, and Annexation procedures that are necessary.

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

Certain applications require notification of the public through a public notification process. These are annexations, special uses, re-zonings, and variances.

The public notification process includes three (3) forms of public notification, done 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 available.)*
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 Department of Community Development and will be presented at the public hearing before the Planning and Zoning Board 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

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.

Illinois Department of Transportation
210 W. Center Ct.
Schaumburg, IL 60196

Phone: (847) 705-4131
Fax: (847) 705-4489

Will County Highway
Department
16841 W. Laraway Rd.
Joliet, IL 60433

Phone: (815) 727-8476
Fax: (815) 727-9806

Kendall County Highway
Department
6780 Route 47
Yorkville, IL 60560

Phone: (630) 553-7616
Fax: (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.