



# Community Development Application

100 Parkers Mill | Oswego, IL 60543

Project Name	<input type="text"/>	Date	<input type="text"/>	
Applicant*	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

*\*Applicant is the person or company listed on all ordinances to be recorded with the Village of Oswego and Kendall County.*

## PROJECT INFORMATION

Requested Action	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PIN	<input type="text"/>	Acres/Lots	<input type="text"/>	<input type="text"/>
Project description, address, & location	<input type="text"/>			

**Contact**  **Please select a principal contact person.** They will work with Community Development throughout the process and receive all correspondence.

### Property Owner

Name	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

### Attorney

Name	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

### Developer

Name	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

### Engineer

Name	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

### Other

Name	<input type="text"/>	Phone Number	<input type="text"/>	
Address	<input type="text"/>		Fax Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	
	Zip Code	<input type="text"/>	Email	<input type="text"/>

**All applications are due one (1) month prior to Plan Commission meetings,** which are held on the first Thursday after the first Monday of every month. See attachments for all publishing information, packet materials, and forms to be completed. Applications are not considered complete until all required fees and plans are submitted.

# FEES

## Filing Fees and Review Fees are to be separate checks written to the Village of Oswego

**FILING FEES** - The filing fees noted are an application fee to cover the Village's administrative costs to process and review the specific requests. This fee is nonrefundable.

**REVIEW FEES** - The review fees listed are deposited in a non-interest bearing account held by the Village. The review fees account will be drawn upon as expenses are incurred by the Village and their consultants during the plan review process. In the event that the review fees account is depleted and additional expenses are incurred, the applicant will be billed accordingly for those amounts\*. If the review fees account has a balance after all reviews and billing is completed, the balance will be refunded to the applicant.

\*Engineering fees are included as a part of the review fee.

- |   |  |                             |                      |
|---|--|-----------------------------|----------------------|
| <input type="checkbox"/> <b>CONCEPT PLAN REVIEW</b>   | Filing Fee: \$100+ \$5/Acre  | Total Filing Fee to be paid | <input type="text"/> |
|   | Review Fee: \$1500+ \$100/Acre   | Total Review Fee to be paid | <input type="text"/> |
| <input type="checkbox"/> <b>SITE PLAN REVIEW FOR COMMERCIAL &amp; INDUSTRIAL</b>              | Filing Fee: \$750  | Total Filing Fee to be paid | <input type="text"/> |
|   | Review Fee: Billed according to staff review time  |                             |                      |
| <input type="checkbox"/> <b>VARIATIONS (PUBLIC HEARING)</b>                                   | Filing Fee: \$150  | Total Filing Fee to be paid | <input type="text"/> |
|   | Review Fee: Billed according to staff review time  |                             |                      |
| <input type="checkbox"/> <b>REZONING (PUBLIC HEARING)</b>                                     | Filing Fee: \$200 (up to 2 Acres)+ \$200/Acre in excess of 2 Acres<br>Maximum fee of \$1,000 | Total Filing Fee to be paid | <input type="text"/> |
|   | Review Fee: Billed according to staff review time  |                             |                      |
| <input type="checkbox"/> <b>ANNEXATION (PUBLIC HEARING)</b>                                   | Filing Fee: \$200 (up to 2 Acres)+ \$200/Acre in excess of 2 Acres<br>Maximum fee of \$1,000 | Total Filing Fee to be paid | <input type="text"/> |
|   | Review Fee: Billed according to staff review time  |                             |                      |
| <input type="checkbox"/> <b>SPECIAL USE PERMIT (PUBLIC HEARING)</b>                           | Filing Fee: \$200 (up to 2 Acres)+ \$200/Acre in excess of 2 Acres<br>Maximum fee of \$1,000 | Total Filing Fee to be paid | <input type="text"/> |
|   | Review Fee: Billed according to staff time   |                             |                      |
| <input type="checkbox"/> <b>APPEALS HEARING (PUBLIC HEARING)</b>                              | \$150 per hearing  | Total Filing Fee to be paid | <input type="text"/> |
| <input type="checkbox"/> <b>PRELIMINARY PUD AND PLAT (PUBLIC HEARING)</b>                     | Filing Fee: \$100+ \$5/Lot   | Total Filing Fee to be paid | <input type="text"/> |
|   | Review Fee: \$1500+ \$100/Acre   | Total Review Fee to be paid | <input type="text"/> |
| <input type="checkbox"/> <b>FINAL PUD AND PLAT</b>  | Filing Fee: \$100+ \$5/Lot   | Total Filing Fee to be paid | <input type="text"/> |
|   | Review Fee: \$1500+ \$100/Acre   | Total Review Fee to be paid | <input type="text"/> |
| <input type="checkbox"/> <b>MAJOR AMENDMENT TO PRELIM. OR FINAL PUD/PLAT (PUBLIC HEARING)</b> | Filing Fee: \$100+ \$5/Lot   | Total Filing Fee to be paid | <input type="text"/> |
|   | Review Fee: \$1500+ \$100/Acre   | Total Review Fee to be paid | <input type="text"/> |
| <input type="checkbox"/> <b>MINOR AMENDMENT TO PRELIM. OR FINAL PUD/PLAT</b>                  | Filing Fee: \$100+ \$5/Lot   | Total Filing Fee to be paid | <input type="text"/> |
|   | Review Fee: \$500+ \$50/Acre   | Total Review Fee to be paid | <input type="text"/> |

# Site Plan Review for Commercial and Industrial

## Submittal Requirements

**Please submit one copy of the following information:**

- 1. Fees
- 2. Completed Application
- 3. A copy of any declarations, restrictive covenants, conditions, or restrictions placed on the property
- 4. A detailed description of business operations, including proposed days and hours of operation, number of employees, etc.
- 5. Disclosure of Beneficiaries Form. (attached)

**Please submit eight (24x36) copies and one (11x17) copy of the following :**

- 6. Final Site Plan. See attached Requirements from the Subdivision Control Regulations.
- 7. Final Plat. See attached requirements from the Subdivision Control Regulations.
- 8. Final Architectural Elevations (at least one in color) including all sides of buildings and floor plan for commercial/industrial plans.
- 9. Plat of Survey. The plat must be less than one year old, include a legal description, and be certified by a surveyor. For publication purposes, a disk copy of the legal descriptions must be provided accessible with Microsoft Word.
- 10. Final landscape plan.
- 11. Final lighting plan.
- 12. Final signage and/or street and traffic identifier plan.
- 13. Tree and Natural Planting preservation plan

**Only four of the above eight (24x36) copies shall include the following :**

- 14. Final Engineering Plans
- 15. Traffic Study (if applicable)

**10 Days prior to the Plan Commission Meeting and Village Board, 25 reduced (11x17) copies are due to the Community Development Department. Plans should include everything but engineering, and must be correlated and folded for packets.**

## SUBDIVISION AND DEVELOPMENT CONTROL REGULATION

See full document for further explanation

### SECTION 6.09 - SUBMITTAL REQUIREMENTS FOR FINAL SITE PLAN OR FINAL PLAT REVIEW

Whenever a final site plan or final plat is required by this ordinance, the following data shall be included on the plan or plat submitted to the Community Development Department in a quantity as required by said Department.

**A. Final Site Plan** and all other plans submitted as part of this review process shall be a twenty-four inches by thirty- six inches (24" x 36") in size and shall contain the date of preparation, north point and scale of drawing, which shall be no less than 1 inch = 200' for areas over 100 acres, and 1 inch = 100 feet for areas under 100 acres. The final site plan shall be signed/dated by an Illinois Professional Engineer, and include the following information and shall be accompanied by the identified plans:

- Existing conditions on and adjacent to the tract.
- Boundary lines: Bearing and distances.
- Easements: Location, width and purpose.
- Streets on and adjacent to the tract: Name and right-of-way width and location; type, width and elevation of surfacing; any legally established center line elevations; walks, curbs, gutters, culverts, etc.
- Utilities on and adjacent to the tract: Location, size of sanitary, storm and combined sewers; location and size of water mains. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and the size of nearest useable facilities.
- Other conditions on the tract: Water courses, wetlands, floodplains, marshes, rock outcrop, wooded areas, isolated desirable trees one (1) foot or more in caliper at one (1) foot above ground level, house, barns, shacks and other significant features.
- Other conditions on adjacent land: Approximate direction and gradient of ground slope, including any embankments or retaining walls, character and location of buildings, railroads, power lines, towers, wetlands, floodplains, and other nearby nonresidential land uses or adverse influences; and owner of adjacent unplatted land (for adjacent platted land refer to subdivision plat by name, recording date, and number and show approximate percent built-up, typical lot size and dwelling type).
- Photographs, if required: Camera locations, directions of views and key numbers.
- Zoning classification and land use of all properties adjacent to the tract; the names of all owners of record of all properties adjacent to the tract.
- Proposed public improvements: Highway or other major improvements planned by public authorities for future construction on or near the tract.
- Location map showing the subject property in relation to the corporate limits of the Village and existing streets and adjoining subdivided areas.
- Title and certificates: Present tract designation according to official records in offices of the County Recorder; title under which proposed subdivision is to be recorded with names and addresses of owners, notation stating acreage, scale, and north arrow.

- When required, profile showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; typical cross sections of the proposed grading, roadway and sidewalks and preliminary plan of proposed sanitary and storm water sewers with grades and sizes indicated. All elevations shall be based on the U.S.G.S. Datum Plane and where possible tied into Oswego approved benchmarks/control points.
- Ground elevations on the tract, based on the U.S.G.S. Datum Plane: For land that slope less than one-half (0.5%) percent, show not less than one (1) foot contours: for land that slopes one-half (0.5%) to two (2%) percent show not less than two (2) foot contour and for land that slopes more than two (2%) percent, should not be less than two (2) foot contours.
- Plat of survey. The plat must include a legal description and be certified by a surveyor.
- Legal description/s of parcels. For publication purposes, a disk copy of the legal description must be provided, (The disk must be compatible with the Microsoft Word program).
- Final Engineering Plan, in accordance with the provisions in this Ordinance.
- Final Detention calculations, including proposed detention areas and any emergency overflow routes, in accordance with the provisions in this Ordinance.
- Final Tree Preservation Plan and Tree survey, in accordance with the provisions in this Ordinance.
- Architectural Plan, including all sides of the building and floor plan.
- Final Landscape Plan, in accordance with the applicable section of the Village's Zoning Ordinance.
- Final Lighting Plan, including photometric and details of the proposed lighting standard/s, in accordance with the provisions in this Ordinance.
- Final Sign Package, including elevations, locations, and quantities in accordance with Oswego's Zoning Ordinance.
- A copy of any Declarations, Restrictive Covenants, or Homeowners Association Documents.
- Traffic Study/Analysis, estimated daily/peak hour traffic generation from development, in accordance with the provisions in this Ordinance.
- Written approval from all outside jurisdictions having permit authority over any proposed access to the subject property (i.e. IDOT, County).
- Street and Traffic Identifiers Plan, including the location of all stop signs, speed limit signs and "no parking" areas. This plan shall be submitted as a separate document for approval and recording. The ultimate location of street and traffic identifiers shall be determined by the Police Department as part this review process.
- Soils Report with a corrosive soil analysis (where required by the Village Engineer)
- Field Tile study (where required by the Village Engineer)

**B. Final Plat** shall be drawn in ink on Mylar or vellum, and the final plat and all other plans submitted as part of this review proves shall not to exceed twenty-four inches by thirty six inches (24" x 36") and shall be at a scale of one hundred feet to the inch (1" = 100 ). Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. The final plat shall be prepared by an Illinois Professional Land Surveyor and show the following information and be accompanied by the additional plans and documentation, when applicable:

- Primary control points, approved by the Village Engineer, or descriptions and "tics" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
- Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles and radii, arcs, and central angles of all curves.
- Name and right-of-way width of each street or other right-of-way.
- Location, dimensions, and purpose of any easement.
- Number to identify each lot or site and block.
- Purpose for which sites, other than residential lots, are dedicated or reserved.
- Proposed building setback lines on all lots and other sites.
- Location and description of monuments.
- Forms and certificates as identified in Section 24.00 of this Ordinance.
- Utilities Easement.
- Statement by owner dedicating streets, right-of-way and any sites for public use.
- Name of subdivision.
- Location by section, township and range.
- Title, scale, north arrow and date.
- Cross sections and profiles of streets showing grades approved by the Village Engineer. The profiles shall be drawn to Village standards. The scales and elevations shall be based on the U.S.O.S. Datum Plane and where possible, tied into Oswego approved benchmarks/control points.
- Other data such other certificates, affidavits, endorsements, and dedications as may be required in the enforcement of these regulations. Plat of Survey. The plat must include a legal description and be certified by a surveyor. For publication purposes, a disk copy of the legal description must be provided (Village uses the Microsoft Word program)
- Final Engineering Plan, in accordance with the provisions in this Ordinance.
- Final Detention Calculations, including proposed detention areas and any emergency overflow routes, in accordance with the provisions in this Ordinance.
- Final Tree Preservation Plan and Tree Survey, in accordance with the provisions in this Ordinance.
- Architectural Plan, including all sides of the building and floor plan.

- Final Landscape Plan in accordance with the applicable section of the Village's Zoning Ordinance.
- Final Lighting Plan, including photometrics and details of the proposed lighting standards, in accordance with the provisions in this Ordinance.
- Final Sign Package, including elevations, locations, and quantities in accordance with Oswego's zoning ordinance.
- A copy of any Declarations, Restrictive Covenants, or Homeowners Association Documents.
- Traffic Study/Analysis, estimated daily/peak hour traffic generation from development, in accordance with the provisions in this Ordinance.
- Written approval from all outside jurisdictions having permit authority over any proposed access to the subject property (i.e. IDOT, County).
- Street and Traffic Identifiers Plan, including the location of all stop signs, speed limit signs, pavement markings, "no parking" areas, ADA signs, and directional signs. This plan shall be submitted as a separate document for approval and recording. The ultimate location of street and traffic identifiers shall be determined by the Police Department a part this review process .
- Soils Report with a corrosive soil analysis (where required by the Village Engineer).
- Field Tile study (where required by the Village Engineer).
- Any items as required by Illinois State statutes with regards to Plats of Subdivision.

**VILLAGE OF OSWEGO  
DISCLOSURE OF BENEFICIARIES FORM**

1. Applicant

Address

City  State  Zip Code

2. Nature of Benefit Sought:

3. Nature of Applicant: (Please check one)

- a.) Natural Person
- b.) Corporation
- c.) Land Trust/Trustee
- d.) Trust/Trustee
- e.) Partnership
- f.) Joint Venture

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

5. If in your answer to Section 3 you have checked letter b,c,d,e, or f, identify by name and address each person or entity who is a 5% shareholder in 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 proprietary interest, interest in profits and losses or right to control such entity:

	Name	Address	Interest
A.	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
B.	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
C.	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
D.	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
E.	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

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

**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 the 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.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(seal)