



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"/>	
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.

FEEES

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

Special Use Permit

Submittal Requirements

Please submit one copy of the following information:

- 1. Fees
- 2. Completed Application
- 3. 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.
- 4. Standards of Special Use Form (attached)
- 5. Brief justification of the reason/s for the special use permit and intended uses
- 6. Detailed description of the business, including hours of operation, number of employees, nature of business, etc.
- 7. Site Plan/Plat showing the building or tenant space and parking areas.
- 8. Architectural Plans (if applicable)
- 9. Landscape Plan (if applicable)
- 10. Complete Disclosure of Beneficiaries form (see attached)

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 should be correlated and folded for packets.

Public Hearing Notification Requirement.

A public hearing is required before the Plan Commission. The following notifications shall be required:

- Publish Notice. Notice of the time and place of such hearings shall be published at least once, not more than thirty (30) days and not less than fifteen (15) days before the hearing, in a newspaper of general circulation in the Village. The published notice may be supplemented by such additional form of notices as the Plan Commission may approve by rule. The Community Development Department does the publishing.
- Sign. At least fifteen (15) days prior to such public hearing, notice thereof shall be posted on the road or street frontage (or if there is no road frontage, at a location determined by the Community Development Director) of the land being the subject matter of the application. The sign shall be approximately eighteen (18) inches by twenty- four (24) inches in size. The Village Community Development Department shall provide the signs and sign support system that must be used by the petitioner. The sign shall bear the following information (a). Zoning hearing (b). The action proposed (c.) Time, date and location of meeting. The applicant shall remove all signs and return the sign support system to the Village within forty-eight (48) hours of the Plan Commission or Zoning Board of Appeals public hearing. Prior to the public hearing, the petitioner shall submit an affidavit stating that all signs were posted in accordance with this subsection. There will be a \$50 deposit required.
- Notice to Adjoining Landowners. An applicant seeking an approval requiring a public hearing under this Section shall notify persons designated on the County records to receive property tax bills for property adjacent to or within two hundred and fifty (250) feet (exclusive of public right-of-way) of the property in question of the public hearing to be conducted. Such notification shall be on a form provided by the Village, which shall include the requested action, the location of the property and the time, date, and place of the public hearing. Such notice shall be by certified mail, return receipt requested, and mailed at least fifteen (15) days, but no more than thirty (30) days prior to the hearing. The applicant shall provide an affidavit prior to the public hearing attesting that notice has been mailed, and attach a copy of the notice and the return receipts.

NOTICE OF PUBLIC HEARING

Current Date

Dear Property Owner:

A property located within 250 feet of your property is petitioning the Village of Oswego for an action that requires a public hearing. The hearing information is provided below for your convenience. Additional information regarding the requested action is available through the Village of Oswego Community Development Department located at Village Hall, 100 Parkers Mill, Oswego, IL 60543 or by calling 630-554-3622.

Petitioner

Location of Property

Requested Action

The public hearing will be held on Thursday,
at the Oswego Village Hall, 100 Parkers Mill, at 7:00 P.M.

Special Use Standards

A Special Use permit for the uses listed in each applicable zoning district may be granted and the applicable district regulations modified only if evidence is presented to establish that:

1. The proposed building or use at the particular location requested is necessary or desirable to provide a service or a facility which is in the best interest of the public convenience and will contribute to the general welfare of the neighborhood or community.

2. The proposed building or use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, utility facilities and other matter affecting the public health, safety and general welfare.

3. The proposed building or use will be designed, arranged and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations.

4. The proposed building or use has been considered in relation to the goals and objectives of the Official Plan of the Village.

5. There shall be reasonable assurance that the proposed building or use will be completed and maintained in a timely manner, if authorized.

**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)