Village of Oswego

DEVELOPMENT SERVICES DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-3622
http://www.oswegoil.org • planning@oswegoil.org

Development Services Application

Project Name		Date	
Applicant			
Applicant is the person or company listed on all ordinances to be recorded with Kendall or Will County			
Address			
Email		Phone Number	

Project Location

Address	
PIN(s)	

Contact Information

Principal Contact *This person will receive all correspondence.*			
Name			
Address			
Email		Phone Number	
Property Owner			
Name			
Address			
Email		Phone Number	
Attorney (if applicable)			
Name			
Address			
Email		Phone Number	
Developer (if applicable)			
Name			
Address			
Email		Phone Number	
Engineer (if applicable)			
Name			
Address			
Email		Phone Number	
Other (if applicable)			
Name			
Address			
Email		Phone Number	

Variation

Requested Action	

Application Submission

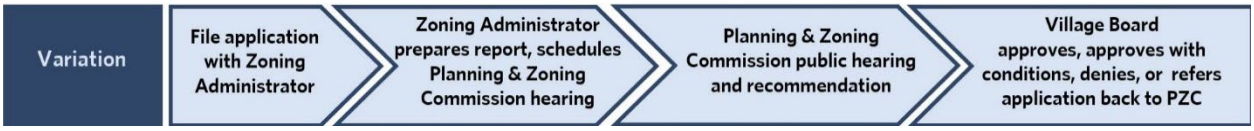
Application deadlines and meeting dates can be found here: oswegoil.org/calendar. Submissions are not considered complete until all required materials, fees, and completed and signed application(s) are submitted. Incomplete or late submissions could delay the scheduling of the project.

Required Materials

The following materials must be submitted, in addition to the required fees, as part of a complete submission. Digital submissions should be submitted to planning@oswegoil.org; paper submissions should be mailed to or dropped off at Village Hall (100 Parkers Mill, Oswego, IL 60543).

Required Material		Digital Format	Paper Format
☐	Completed & Signed Application	PDF	8.5 x 11
☐	Standards of Variation Form (page 5)	PDF	N/A
☐	Complete and notarized Disclosure of Beneficiaries Form (page 4)	PDF	8.5 x 11
☐	Plat of Survey. The plat must be less than one year old, include a legal description, and be certified by a surveyor (if applicable)	PDF	11 x 17
☐	Legal description(s). It is the petitioner's sole responsibility to verify that the correct legal description(s) including address and PIN(s) is being submitted.	Microsoft Word	N/A
☐	Brief justification of the reason(s) for the requested variation.	PDF or Microsoft Word	N/A
☐	Other applicable documentation of variation request, such as sign renderings, landscape plan, architectural elevations, etc. (as applicable)	PDF	11 x 17

Overview of Process



Public Notice Requirements

This request requires a public hearing. Following receipt of a completed submission and scheduling for a Planning and Zoning Commission meeting, staff will provide detailed information on public notice requirements. At least 15 days before the hearing, applicants are responsible for:

- Posting a sign. The applicant shall post notice of the public hearing on the road or street frontage of the land being the subject matter of the application. The Development Services Department shall provide the sign and sign support system that must be used by the petitioner.
- Notice to Adjoining Landowners. The applicant shall notify surrounding properties using a public notice letter provided by the Village. The applicant shall send letters to properties 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.

Fees

Checks to be made payable to the Village of Oswego.

☐ **Annexation**	Filing fee	$200.00 up to 2 acres plus $200.00 per acre in excess of 2 acres (Maximum $1,000.00)
	Review fee	Bill according to review time
☐ **Subdivision**	Filing fee	$100.00 plus $5.00 per acre
	Review fee	Standard Review Fee (see below)
☐ **Site Plan (Commercial/Industrial)**	Filing fee	$750.00
	Review fee	Standard Review Fee (see below)
☐ **Special Use Permit**	Filing fee	$600.00
☐ **Variation**	Filing fee	$600.00
☐ **Rezoning**	Filing fee	$600.00
☐ **Appeals**	Filing fee	$600.00
☐ **Concept Plan**	Filing fee	$100.00 plus $5.00 per acre
	Review fee	$3,000.00
☐ **Preliminary PUD and Plat**	Filing fee	$100.00 plus $5.00 per lot
	Review fee	Standard Review Fee (see below)
☐ **Final PUD and Plat**	Filing fee	$100.00 plus $5.00 per lot
	Review fee	Standard Review Fee (see below)
☐ **Major Amendment to PUD**	Filing fee	$100.00 plus $5.00 per lot
	Review fee	Standard Review Fee (see below)
☐ **Minor Amendment to PUD**	Filing fee	$600.00

Standard Review Fee:

- Less than 2 acres with engineering plans: $5,000.00
- Less than 2 acres with no engineering plans: $2,500.00
- Over 2 acres, less than 10 acres: $10,000.00
- Over 10 acres, less than 40 acres: $15,000.00
- Over 40 acres, less than 75 acres: $20,000.00
- Over 75 acres, less 150 acres: $25,000.00
- Over 150 acres: $30,000.00

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 expenses are not paid in a timely manner, review of the project will cease until expenses are paid. If the review fees account has a balance after all reviews and billing is completed, the balance will be refunded to the applicant upon request.

Applicant Agreement

I verify that all information in this application is true to the best of my knowledge. I understand and accept all requirements and fees as outlined as well as any incurred review fees. I understand that by submitting this application, it and all accompanying documents are public records in accordance with the Illinois Freedom of Information Act (FOIA). If you submit any documents which you believe may not be subject to release under FOIA because they contain trade secrets and commercial or financial information the release of which would cause competitive harm, then the documents should be clearly marked as propriety, privileged or confidential.

Applicant Signature		Date	

Owner/Contract Purchaser Agreement

I hereby certify that I am the owner(s) of the above-described Subject Property, or that I will be the owner of this property subject to the requested zoning approvals. I am respectfully requesting processing and approval of the request(s) referenced in this application. I hereby authorize the applicant and/or principal contact listed on this application to act on my behalf during the processing and presentation of this request(s).

Owner Signature		Date	

Disclosure of Beneficiaries

1.	Applicant Name					
	Applicant Company					
	Address					
	City		State		Zip Code	
2.	Nature of Benefit Sought					
3.	Nature of Applicant (please check one of the following):					
	☐ a. Natural Person		☐ d. Partnership			
	☐ e. Corporation		☐ e. Joint Venture			
	☐ f. Land Trust/Trustee		☐ f. Limited Liability Company			
4.	If the applicant is an entity other than described in Section 3, state the nature and characteristics of the applicant:					
5.	If your answer to Section 3 is anything other than (a) please identify every owner and beneficiary having any interest, real or personal, in such property, and every member, shareholder, limited partner, or general partner entitled to receive more than 7½% of the total distributable income of any limited liability company, corporation, or limited partnership having interest in the property. However, if the interest, stock, or shares in a limited liability company, corporation, or general partnership is publicly traded and there is no readily known individual having greater than 7½% interest, then a statement to such effect should be attached hereto.					
	Name		Address		Interest	
	NOTE: If your answer to Section 5 identifies an entity other than a natural person, then the same disclosure must be made for each entity.					
6.	Person making disclosure on behalf of the applicant					
	Name					
	Address					
	Capacity					

VERIFICATION

I, _____, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the petitioner, 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 herein are true in both substance and fact.

By: _____

Signed and sworn to before me this ____ day of _____, 20____.

_____

NOTARY PUBLIC

(Seal)

Standards for Variation

a. The proposed variation will not endanger the health, safety, comfort, convenience, and general welfare of the public.
b. The proposed variation is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed variation.
c. The proposed variation alleviates an undue hardship created by the literal enforcement of this Ordinance.
d. The proposed variation is necessary due to the unique physical attributes of the subject property, which were not created by the applicant.
e. The proposed variation represents the minimum deviation from the regulations of this Ordinance necessary to accomplish the desired improvement of the subject property.
f. The proposed variation is consistent with the intent of the Comprehensive Plan, this Ordinance, and the other land use policies of the Village.