



Village of Woodridge

Development Application

Community Development Department
Five Plaza Drive
Woodridge, IL 60517
Phone (630) 719-4750 • Fax (630) 719-2900

Process Overview

Use this packet to request development approval when consideration by Woodridge Plan Commission and/or approval from the Village Board is required. Questions may be directed to the Community Development Department at (630) 719-4750.

- 1. Prior to submittal of a Development Application, please contact the Community Development Department to confirm which approvals are needed for your project and/or to schedule a meeting to discuss your project.**
2. Submit a completed application including all materials noted in the required plan and fee submittal requirements section of this application. Submittals will not be accepted and/or processed until all of the submittal requirements are met. Once the completed application is accepted, a case number will be assigned.
3. Your completed application packet will be forwarded to Village staff/agencies (e.g. Public Works, Fire District, Police and Building) for review and comment. There is a 21 day review cycle for first submittals and 21 day review cycle for any subsequent submittals. For Site Plan review in Internationale Centre the review cycles are 14 days. The specified review cycles are contingent on a complete submittal being made with all required documents. Copies of any comments will be provided to you by the planner assigned to your case. Comments may necessitate revisions to plans prior to the scheduling of a Plan Commission Meeting and/or Village Board meeting.
4. The Planner will work with you to schedule a public hearing/meeting before the Plan Commission (if required). You will be notified of the hearing/meeting date and be provided with sample public hearing/meeting notices approximately three weeks in advance. Village staff will complete newspaper notification requirements and posting a sign on the property; you are required to complete mailed notice a minimum of 15 days prior to the scheduled hearing or meeting (unless otherwise directed by staff).
5. Following a public hearing and/or recommendation by the Plan Commission (if applicable), your case will be scheduled for Village Board consideration. Cases will not be scheduled for Village Board until staff has determined that all plans are in full compliance. You will be notified of the Village Board meeting date approximately four weeks in advance of the meeting.



DEVELOPMENT APPLICATION
PROJECT NO. _____

NAME OF PROJECT: _____

NAME OF APPLICANT(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

NAME OF PROPERTY OWNERS(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

NAME OF PROPERTY ATTORNEY OR AGENT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

COMMON ADDRESS (DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION
IF ADDRESS IS NOT ASSIGNED): _____

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: _____

AREA OF SUBJECT PROPERTY IN ACRES: _____

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

CURRENT USE OF SUBJECT PROPERTY: _____

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: _____

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant **the approvals as noted** for the subject property as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request. I also acknowledge that each staff review beyond four (4) will require additional fees and is subject to expiration as provided for in section E of this application and any additional out of pocket expenses incurred by the Village that exceed the amount collected for the reimbursement of fees will be billed to me.

Signature of Property Owner(s): _____ **Date:** _____
(Or Authorized Agent for the Property Owner)

The following is a summary of the fees and requirements pertaining to the approvals that may be needed for your project. Additional details on the required items and checklists for all plans are included in a **supplementary packet**.

A. FEES AND REQUIRED APPROVALS

Fees are subject to change and some represent estimates. Fees assessed by the Village are in accordance with Section 31A-3 of the Village Code, which may be found on the Village’s website at www.vil.woodridge.il.us.

ENGINEERING AND SITE RELATED FEES	FEE/ESTIMATE	DUE
<input type="checkbox"/> Engineering Review Fee	3.0% of portion of costs under \$500,000.00 + 2.75% of portion of costs between \$500,000.00 to \$1,000,000.00 + 2.5% of portion of costs above \$1,000,000.00	Prior to Village Board Consideration
<input type="checkbox"/> School Donation (residential only)	Depends on project	Depends on project
<input type="checkbox"/> Park Donation (residential only)	Depends on project	Depends on project
<input type="checkbox"/> Recapture Fee	Depends on project	Depends on project
<input type="checkbox"/> DuPage County Road Impact Fee	Provide receipt to Village	Prior to Building Permit Issuance
<input type="checkbox"/> Stormwater and Special Management Fee	Depends on project	Depends on project
<input type="checkbox"/> Financial Surety (Letter of Credit or Cash Deposit)	110% of Approved Engineer’s Cost Estimate	Prior to Building Permit Issuance
PLANNING AND ZONING RELATED FEES	FEE/ESTIMATE	DUE
Site Plan Review Fee (Initial and Major Amendment)		
<input type="checkbox"/> Less than 2 acres	\$250.00	Application Submittal
<input type="checkbox"/> 2-10 acres	\$500.00	
<input type="checkbox"/> More than 10 to 25 acres	\$750.00	
<input type="checkbox"/> More than 25 acres	\$1,000.00	
<input type="checkbox"/> Site Plan Review Fee (Minor Amendment)	\$250.00	Application Submittal
Site Plan Review Fee (Internationale Centre)		
<input type="checkbox"/> Less than 2 acres	\$250.00	Application Submittal
<input type="checkbox"/> 2-10 acres	\$500.00	
<input type="checkbox"/> More than 10 to 25 acres	\$750.00	
<input type="checkbox"/> More than 25 acres	\$1,000.00	

PLANNING AND ZONING RELATED FEES	FEE/ESTIMATE	DUE
Preliminary Plat of Subdivision		
<input type="checkbox"/> Less than 2 acres	\$500.00	Application Submittal
<input type="checkbox"/> 2-10 acres	\$750.00	
<input type="checkbox"/> More than 10 to 25 acres	\$1,000.00	
<input type="checkbox"/> More than 25 acres	\$1,500.00	
Final Plat of Subdivision		
<input type="checkbox"/> Less than 2 acres	\$750.00	Application Submittal
<input type="checkbox"/> 2-10 acres	\$1,000.00	
<input type="checkbox"/> More than 10 to 25 acres	\$1,250.00	
<input type="checkbox"/> More than 25 acres	\$1,500.00	
Building/Zoning Variation		
<input type="checkbox"/> Residential	\$100.00	Application Submittal
<input type="checkbox"/> Commercial	\$300.00	
<input type="checkbox"/> Building/Zoning Appeal	No Fee	Application Submittal
<input type="checkbox"/> Special Use Permit (or Amendment)	\$500.00	Application Submittal
<input type="checkbox"/> Text Amendment	\$500.00	Application Submittal
<input type="checkbox"/> Zoning Map Amendment	\$500.00	Application Submittal
<input type="checkbox"/> Comprehensive Plan Amendment	\$500.00	Application Submittal
Annexation		
<input type="checkbox"/> Less than 2 acres	\$250.00	Application Submittal
<input type="checkbox"/> 2-10 acres	\$1,000.00	
<input type="checkbox"/> More than 10 to 25 acres	\$1,500.00	
<input type="checkbox"/> More than 25 acres	\$2,000.00	
Preliminary PUD or RPUD		
<input type="checkbox"/> Less than 2 acres	\$750.00	Application Submittal
<input type="checkbox"/> 2-10 acres	\$1,000.00	
<input type="checkbox"/> More than 10 to 25 acres	\$1,250.00	
<input type="checkbox"/> More than 25 acres	\$1,500.00	
<input type="checkbox"/> PUD or RPUD Minor Amendment	\$250.00	Application Submittal

PLANNING AND ZONING RELATED FEES	FEE/ESTIMATE	DUE
Final PUD or RPUD (or Major Amendment)		
<input type="checkbox"/> Less than 2 acres	\$750.00	Application Submittal
<input type="checkbox"/> 2-10 acres	\$1,000.00	
<input type="checkbox"/> More than 10 to 25 acres	\$1,500.00	
<input type="checkbox"/> More than 25 acres	\$2,000.00	
<input type="checkbox"/> RPUD Conceptual Plan (Initial)	\$2,000.00	Application Submittal
<input type="checkbox"/> RPUD Conceptual Plan (Amendment)	\$1,000.00	Application Submittal
RPUD Zoning Lot Plan (or Amendment)		
<input type="checkbox"/> Less than 2 acres	\$250.00	Application Submittal
<input type="checkbox"/> 2-10 acres	\$500.00	
<input type="checkbox"/> More than 10 to 25 acres	\$750.00	
<input type="checkbox"/> More than 25 acres	\$1,000.00	
REIMBURSEMENT OF FEES	FEE/ESTIMATE	DUE
Reimbursement of Fees Agreement (1 Item)		
<input type="checkbox"/> Under 5 Acres	\$1,000.00	Application Submittal
<input type="checkbox"/> 5 – 15 Acres	\$2,000.00	
<input type="checkbox"/> 16 – 75 Acres	\$3,000.00	
<input type="checkbox"/> Over 75 Acres	\$4,000.00	
Reimbursement of Fees Agreement (2 - 3 Items)		
<input type="checkbox"/> Under 5 Acres	\$2,000.00	Application Submittal
<input type="checkbox"/> 5 – 15 Acres	\$4,000.00	
<input type="checkbox"/> 16 – 75 Acres	\$5,000.00	
<input type="checkbox"/> Over 75 Acres	\$7,000.00	
Reimbursement of Fees Agreement (4 items or more)		
<input type="checkbox"/> Under 5 Acres	\$3,000.00	Application Submittal
<input type="checkbox"/> 5 – 15 Acres	\$5,000.00	
<input type="checkbox"/> 16 – 75 Acres	\$7,000.00	
<input type="checkbox"/> Over 75 Acres	\$10,000.00	

B. REQUIRED DOCUMENTS/PLAN SUBMITTAL

(review supplementary packet for descriptions/checklists for each item)

- ANNEXATION AGREEMENT (to be provided by staff)
- ARCHITECTURAL PLANS (including elevations)
- CHARACTER OF DEVELOPMENT
- CONCEPTUAL PLAN UPDATE
- COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS
- DESCRIPTION OF DEVELOPMENT
- DETAIL OF REQUEST (for building and/or zoning variation and/or appeal)
- ENGINEER'S ESTIMATE OF IMPROVEMENT COSTS
- FINAL ENGINEERING PLANS
- FINAL LANDSCAPE PLAN (incorporating Tree Preservation requirements)
- FINAL PLAN AND PLAT OF PUD (RPUD)
- FINAL PLAT OF SUBDIVISION
- FISCAL IMPACT
- HOMEOWNERS ASSOCIATION
- IMPROVEMENT AGREEMENT (to be provided by staff) & Letter of Credit
- LEGAL DESCRIPTION
- LETTER FROM SURVEYOR AUTHORIZING CLERK TO RECORD (not with initial submittal)
- LIST OF PROPERTY OWNERS WITHIN 500 FEET (not with initial submittal)
- MARKET STUDY
- NON-RESIDENTIAL USES
- OBJECTIVES OF DEVELOPMENT
- ORIGINAL SIGNED MYLAR (not with initial submittal)
- OWNERSHIP
- PETITION FOR ANNEXATION (separate document)
- PHASING SCHEDULE (if applicable)
- PHOTOMETRIC PLAN
- PLAT OF SURVEY
- PRELIMINARY ENGINEERING PLANS
- PRELIMINARY PLAN AND PLAT OF PUD (RPUD)
- PRELIMINARY PLAT OF SUBDIVISION
- PROOF OF OWNERSHIP (current title policy report or a deed and current title search)
- PROPOSED TEXT AMENDMENT
- REIMBURSEMENT OF FEES AGREEMENT (separate document)
- RESIDENTIAL DENSITY
- RPUD ZONING LOT PLAN
- SCHOOL IMPACT STUDY
- SITE DATA

- SITE PLAN
- SKETCH PLAN
- STORMWATER AND SPECIAL MANAGEMENT AREA PERMIT AND RELATED DOCUMENTS
- TAX IMPACT STUDY
- TRAFFIC IMPACT STUDY
- TRAFFIC REGULATION AGREEMENT w/legal description (separate document)
- TRAFFIC REGULATION SITE PLAN
- TREE PRESERVATION SURVEY
- WATER AND SEWER CAPACITY AGREEMENT (project south of I-55 only - to be provided by staff)
- WATER AND SEWER DEMAND (project south of I-55 only)

C. OTHER AGENCY APPROVALS REQUIRED (if applicable)

- DUPAGE COUNTY
- ENDANGERED SPECIES CONSULTATION (separate document)
- ILLINOIS DEPARTMENT OF TRANSPORTATION
- ILLINOIS AMERICAN
- KANE-DUPAGE SOIL AND WATER CONSERVATION DISTRICT (separate document)
- PROLOGIS DEVELOPMENT
- WETLANDS PERMIT – ARMY CORP JURISDICTION
- WILL COUNTY
- WILL/SOUTH COOK COUNTY SOIL AND WATER CONSERVATION DISTRICT (separate document)

D. SUBMITTAL INSTRUCTIONS

All required application materials should be submitted to the Community Development Department in the following manner:

PLANS

- 7 COPIES (24" x 36") folded to 8 ½" x 11"
- 1 COPY (11" x 17") folded to 8 ½" x 11"
- ELECTRONICALLY ON CD

DOCUMENTS

- 7 COPIES (8 ½" x 11")
- ELECTRONICALLY ON CD

E. REVIEW LIMITATION AND DEVELOPMENT APPLICATION EXPIRATION

Note that four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant's request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application obtaining Village approval, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5th) and subsequent plan submittals will not commence until the \$500 fee has been paid.

All applications shall be valid for a period of one (1) year from the date on which the application is filed with the department of community development. Any applications which are not processed completely in accordance with Village ordinances and regulations, including the preparation and approval of required ordinances, within said one-year period, shall automatically lapse and become null and void without further action by the Village. The Village shall send written notice to the last known property owner of record at least thirty (30) days before any application shall lapse.

Upon the applicant's written request, which must be received by the Village prior to the expiration of the application in question, the director of community development may grant a one-year extension to the application period.