



ATTACHMENT "A"
DESCRIPTION OF REQUIRED APPLICATION DOCUMENTS

CHARACTER OF DEVELOPMENT

Provide an explanation character of the planned unit development and the manner in which it has been planned to take advantage of the flexibility of the PUD regulations.

CONSTRUCTION SCHEDULE

A final construction schedule shall be submitted for that portion of the planned unit development or regional planned unit development for which approval is being requested.

DECLARATION OF COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS

The proposed covenants, conditions restrictions and easements will provide for the perpetual use, maintenance and conformity of the planned unit development in accordance with the approved documents and the Zoning Ordinance of the Village. If none are planned, a statement to this effect should be included.

DENSITY

In a residential project, provide a description of the density of residential uses to be provided, the type and number of dwelling units, the number and height of buildings by type and the number of bedrooms in each dwelling unit and building.

DESCRIPTION OF DEVELOPMENT

In a residential project, provide a narrative description of the development and the manner in which it would take advantage of the flexibility of the PUD regulations.

ENGINEER'S ESTIMATE OF IMPROVEMENT COSTS

The applicant shall submit an estimate of the total cost of the required improvements, pursuant to the Improvement Agreement described above. The estimate shall be prepared by a registered professional engineer.

IMPROVEMENT AGREEMENT

The form provided by the Village shall be completed prior to Village Board consideration in order to set forth the terms in which the required improvements will be installed.

LEGAL DESCRIPTION

A legal description of the Subject Realty, i.e. the exact parcel of land for which the zoning relief is sought, must be submitted in both print and digital formats. The print version must be typed on 8½" by 11" paper (if necessary, more than one sheet may be used). The digital version must be submitted as a Word document on a floppy or compact disk. All legal descriptions must include the permanent index number(s) assigned to the Subject Realty and the common address(es) of the Subject Realty.

LETTER FROM SURVEYOR AUTHORIZING CLERK TO RECORD

All plats shall be submitted to the Community Development Department with the original signed Mylar and a letter from the surveyor authorizing the Village Clerk to record

LETTER OF CREDIT

A letter of credit, in a form acceptable to the Village Attorney, or other form of security acceptable to the Village, shall be provided by the applicant to cover the estimated costs of all required improvements made necessary as a result of the final plan and plat for the PUD. Said letter of credit shall be in an amount equal to 120% of the cost, determined by Village engineering staff, to be sufficient to complete the improvements and installation in compliance with the Improvement Plans. The letter of credit may be submitted after the Facilities Plans, Engineer's Estimate and Improvement Agreement have been reviewed and recommended for approval by the appropriate Village staff.

LIST OF PROPERTY OWNERS WITHIN 250 FEET

State Statute and Village ordinance requires that all owners of property located with 250 feet (exclusive of public rights-of-way) must be notified in writing of zoning public hearings. The applicant must supply the list of adjoining property owners by researching said information, for the most recent tax year available, from the Township Assessor or the County Treasurer or Supervisor of Assessments. This list can also be obtained, for a fee, from a title insurance company. By either method, the applicant must complete the attached affidavit, certifying that the information is complete and accurate.

The applicant will be required to notify the adjoining property owners of the public hearing date and time at least 15 days before the Plan Commission hearing date is to take place. Once the date for the Public Hearing has been set, staff will notify the applicant of the date as well as provide the applicant with a copy of the notice, cover letter, and mailing instructions. Green Return Receipt cards and white Certified Mail slips must be returned to staff no later than the Planning Commission Hearing.

MARKET STUDY

This is an economic feasibility study of the proposed development, including information on land utilization, and marketing potential. Evidence should be presented showing the need and feasibility of the proposed development.

NON-RESIDENTIAL USES

Provide information on the type and amount of ancillary and nonresidential uses, including the amount of open space.

OBJECTIVES OF DEVELOPMENT

Provide a statement of planning objectives to be achieved by the planned unit development. This statement should include a description of the character of the proposed development and the rationale behind the assumptions and choices of the developer.

ORIGINAL SIGNED MYLAR

Prior to Village Board consideration, the final Mylar of all recordable plans shall be submitted to the Planning and Development Department. All signatures shall have already been obtained at this time except for the following: Village signatures, County Clerk signatures and County Recorder signatures.

 OWNERSHIP

Submit a statement of present and proposed ownership of all land within the project, including present tract designation according to official records in the office of the County Recorder of Deeds (Sec. 9-14-5B4).

 PHASING SCHEDULE

Submit a schedule consisting of the following elements:

- a. Configuration of each phase with emphasis on the area, density, uses and public facilities or required improvements to be developed within each phase. Design of each phase shall be shown on the plan, plat and through supporting graphic material.
- b. The sequence in which phases will be developed.
- c. The time within which any such phase will be submitted for final plan and plat approval.
- d. The time within which building permit applications will be submitted and construction will be commenced with respect to each phase.
- e. The time within which each phase will be completed.
- f. The sequence and timing of construction of all public or other required on-site and/or off-site improvements.
- g. Provisions for the maintenance and landscaping of any phases prior to the submission of final plans and plats with respect thereto.

 PROOF OF OWNERSHIP

In order to prove that the owner consents to the application for zoning relief, one of the following must be submitted:

- a) a current title policy report; or
- b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required.

If the owner or applicant is a Trust, a disclosure of all beneficiaries must be submitted.

If the owner or applicant is a Partnership, a disclosure of all partners must be submitted.

If the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%) must be submitted.

 PROPOSED TEXT AMENDMENT LANGUAGE

Provide the current Village Code language and the newly proposed language for the text amendment. A explanation as to why the text amendment is being sought should also be provided.

 REIMBURSEMENT OF FEES AGREEMENT

The applicant will also be responsible for paying any and all costs associated with public hearings, including, but not limited to, public notice publication costs, court reporter fees, and public notice certified mailing expenses.

In order to ensure payment, the applicant must file a Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Village Ordinance No. 94-11. The agreement must be submitted with an original signature.

SCHOOL IMPACT STUDY

This study should include information on the student load and financial impact on the local school districts, including expected scheduling of potential students (See Section 9-14-S B 14 of the Zoning Ordinance).

SERVICE FACILITIES

Submit a description of all service facilities (including loading docks and trash collection facilities) and off-street parking facilities to be provided.

TAX IMPACT STUDY

This study should include information on the taxes to be generated by the proposed project and the cost to the various taxing bodies to provide the necessary services to the project (See Section 9-14-S B 15 of the Zoning Ordinance).

TRAFFIC ANALYSIS

A traffic study) shall be prepared and provided by the applicant indicating expected traffic to be generated by the development and describing the improvements suggested to assure adequate ingress and egress and internal vehicular circulation (Sec. 9-14-5B16 of the Zoning Ordinance).

TRAFFIC REGULATION AGREEMENT

A Traffic Regulation Agreement is required by the Village in order to permit Village of Woodridge Police Department enforcement of traffic regulations and other matters on the Subject Realty. The Traffic Regulation Agreement has two exhibits which must be included, a copy of the legal description of the Subject Realty and the Traffic Regulation Site Plan (see checklists for content details).

REVIEW BY OTHER AGENCIES

ENDANGERED SPECIES CONSULTATION (Separate Application)

Rezoning requests for lands currently zoned as agricultural or other "open space" designation to one that would allow development shall be submitted for review. Approval of planned unit developments, special use permits, and preliminary and final subdivision plats are subject to this review process. The applicant shall file an application for an ***Endangered Species Consultation Agency Action Report with the Illinois Department of Conservation***. The applicant should list the *Village of Woodridge* as agency name, and *Five Plaza Drive, Woodridge, IL 60517* as the address. Also list the Village planner working on the case as the contact person on the application form so a copy of the response is returned to the Village. When such an application to the ***Illinois Department of Conservation*** is required, proof of a submitted application must be provided to the Village.

HIGHWAY DEPARTMENT

If the project involves a new access or a change to an existing access on a State highway (such as Route 53, Joliet Road) or a County highway (such as 75th Street, Hobson Road, Lemont Road, Boughton Road, Woodward Avenue (between 83rd Street and Boughton Road)), a highway permit is required from the appropriate agency. When such an application to the ***DuPage County Highway Department or the Illinois Department of Transportation*** is required, proof of a submitted application must be provided to the Village.

KANE-DUPAGE SOIL AND WATER CONSERVATION DISTRICT (Separate Application)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a ***Land Use Opinion with the Kane-DuPage Soil and Water Conservation District***. In these instances, proof of such an application filed with the ***Kane-DuPage Soil and Water Conservation District*** must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

WILL/SOUTH COOK COUNTY SOIL AND WATER CONSERVATION DISTRICT (Separate Application)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a ***Land Use Opinion with the County Soil and Water Conservation District***. In these instances, proof of such an application filed with the ***Will/South Cook County Soil and Water Conservation District*** must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

WETLANDS PERMIT

If the proposed development involves construction, dredging or regulatory wetland area, the applicant must file an application for a ***Joint Regulatory Review Wetlands Permit with the U.S. Army Corps of Engineers***. The applicant may be required to submit additional studies and proposed mitigation efforts in order to receive a permit. When such an application to the ***U.S. Army Corps of Engineers*** is required, proof of a submitted application must be provided to the Village.



ATTACHMENT "B" PLAN CHECKLISTS

The following is a list of all plans related to each application. Please reference the applications to determine the specific plans required for each application. All required plans should be submitted along with your submittal package in the following manner:

INFORMATION:	Include <u>all</u> information as listed in each checklist
SCALE:	Plans should be prepared at a scale of not less than one inch equals one hundred feet (1"=100')
NUMBER:	7 copies (24" x 36") <u>folded</u> to 8 ½" x 11" 1 copy (11" x 17") <u>folded</u> to 8 ½" x 11" Electronically on CD

ANNEXATION

ANNEXATION PLAT CHECKLIST

- Accurate boundary lines
- Location and description of streets
- Legal and common description
- Date, north point, and scale
- Plan identification number
- Area of property in square feet and acres
- Appropriate Signature Blocks (See signature block handout)

ARCHITECTURAL PLANS

ARCHITECTURAL PLAN CHECKLIST

- Architectural building elevation of each building face
- Building material and color
- Signage details, if applicable

ENGINEERING PLANS

PRELIMINARY ENGINEERING PLANS CHECKLIST

- Roads, including classification, right-of-way width, pavement width, and typical construction details
- Show geometric data required for accurate layout of the site
- Grading plans showing paving design, all storm sewers, and detention/retention facilities (including detention/retention calculations)
- Utility plans showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures
- Exterior lighting plans showing location of proposed lighting fixtures

FINAL ENGINEERING PLANS CHECKLIST

- Geometric plan showing all necessary geometric data required for accurate layout of the site
- Grading plan showing paving design, all storm sewers, detention/retention facilities (including detention/retention calculations) and erosion control measures
- Street improvements plan showing locations and details of all streets, curbs, sidewalks and crosswalks
- Utility plan showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures
- Exterior lighting plans
 - A. Location, height, intensity and fixture type of all proposed exterior lighting, including a photometric plan
 - B. Layout of proposed underground cable locations
- Detailed material and construction specifications concerning the work to be performed including general conditions of the contract acceptable by the Village
- Certification of site engineering plans by a registered professional engineer
- Application for Stormwater Management Permit (available from Village)
 - A. Stormwater Submittal to Village, with review fee
 - B. Floodplain Submittal to DuPage County, if applicable
 - C. Wetland Submittal to DuPage County, if applicable
 - D. Engineer's estimate of probable construction cost of stormwater facilities

LANDSCAPE AND TREE PRESERVATION SURVEY (See Sec. 9-13 of the Zoning Regulations for more information)

TREE PRESERVATION SURVEY CHECKLIST

- Delineation of the buildings, structures, or paved surfaces situated on the site and/or contemplated to be built thereon
- Delineation of all areas to be graded and limits of land disturbance
- A list noting the size, species, and condition of all existing protected trees within the area to be platted or on the parcel proposed to be developed
- A map showing the locations of all existing protected trees, each of which shall be keyed to the tree list
- Size, species, condition and location of all existing protected trees located on adjacent properties whose trunks are located within twenty feet (20') of the subject property line
- Identification, in both graphic and tabular form, of all protected trees to be removed
- Measures proposed to protect existing trees to be retained, both on the subject property and on neighboring properties within twenty feet (20') of the subject property line
- Size, species, and location of all replacement trees proposed to be planted on the property in accordance with the "Tree Replacement Schedule" in Section 9-13 of the Zoning Regulations
- Signature of the person preparing the plan
- A current certificate issued by an International Society of Arboriculture certified arborist, a Society of American Foresters certified forester, or Illinois registered landscape architect stating that the tree preservation plan complies with the provisions of tree preservation regulations
- Calculations showing how many replacement trees are required based on the "Tree Replacement Schedule" and how many are proposed

LANDSCAPE PLAN CHECKLIST

- Accurate property boundary lines
- Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping
- Date, north point, and scale, both graphic and written
- Plan identification number

- Site area proposed to be landscaped in square feet and as a percentage of the total site area
- Dimensions of landscape islands
- Setbacks of proposed impervious surfaces from property lines
- Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species
- Location of all plant materials noted on plan
- Provision for required size, type, and quantity of plant material
- Percent of landscaped area provided as per requirement
- Landscaped yard point totals provided as per requirement
- Location of proposed landscaping irrigation systems
- Size, species, and location of all replacement trees proposed to be planted on the property in accordance with the "Tree Replacement Schedule" in Section 9-13 of the Zoning Regulations

PHOTOMETRIC PLAN

PHOTOMETRIC PLAN CHECKLIST

- Accurate boundary lines
- Location, height, intensity and fixture type of all proposed exterior lighting,
- Point by point lighting level covering entire property
- Location, size, shape, height, and use of existing and proposed structures
- Location and description of streets, sidewalks, and parking lots
- Date, north point, and scale
- Plan identification number

PLANNED UNIT DEVELOPMENTS (See Sec. 9-14 of the Zoning Regulations for more information)

PRELIMINARY PLAN AND PLAT CHECKLIST

- Accurate boundary lines
- Existing and proposed easements: location, width, purpose
- Streets on and adjacent to the tract: Name and right-of-way width, existing or proposed center line elevations, gradients, pavement type, walks, curbs, gutters, culverts, etc.
- Location, size and invert elevations of utilities on and adjacent to site
- Ground elevation contour lines (minimum one foot contours for slopes less than ½% or minimum 2 foot contours for slopes greater than ½%) and spot elevations
- Location of any significant natural features and subsurface conditions
- Existing zoning classification of site and adjacent property
- Proposed public improvements and lands: highways or other major improvements planned by public authorities for future construction on or near the proposed development
- Open Space: All parcels of land intended to be dedicated for public use or common use, with purpose indicated
- Map data: name of development, name of site planner, north point, scale, date of preparation and revision, plan identification number, and acreage of site
- Location, size, shape, height, and use of existing and proposed structures
- Location and description of existing and proposed streets, sidewalks, and fences
- Building/use setback lines, including distance between buildings
- Location of any 100 Year recurrence internal floodplain and floodway boundaries (DuPage County Countywide Stormwater and Flood Plain Ordinance)
- Location and classification of any wetland areas as delineated in the National Wetlands Inventory (DuPage County Countywide Stormwater and Flood Plain Ordinance)

- Provision for required screening, if applicable
- Location, height and sign surface area of proposed ground signs

FINAL PLAN AND PLAT CHECKLIST

- An accurate legal description of the entire area under development
- Subdivision Plat, if applicable
- An accurate legal description of each separate unsubdivided use area, including common open space
- Designation of the exact location of all buildings to be constructed
- Tabulation of separate unsubdivided use area, including land area, number of buildings, number of dwelling units and dwelling units per acre
- Location of all structures, easements, street rights-of-way and setback lines
- Location of all walks, driveways and curblines
- Layout and location of all parking areas, including location and dimensions of all spaces, circulation aisles, islands and curbs
- Layout and location of all off-street loading areas
- Layout and location of all outside storage areas (including identification and size of the interior to be stored) and location and dimensions of all fencing and/or screening
- All landscaping, including locations, heights, type, and number of trees and shrubs and location and type of all ground cover or lawn material (see Landscape Plan Checklist for additional requirements)
- Location, height, intensity, and fixture type of all exterior lighting
- Architectural building elevation drawings of each building face shall be submitted in sufficient detail to permit an understanding of, without limitation, the style of the development, the design of the building, building material and color. Also, provide floor area of building types and total ground coverage of buildings.
- Location, size, and description of all signage
- Site coverage data and calculations, including area of property in square feet and acres
- Parking data and calculations
- Descriptions of proposed use
- Topographical map of the site (and, to the extent possible, the land within 250 feet of the site) at one foot (1') contour levels
- Site drainage plans, data and calculations (confirming the adequacy of site drainage on the site, as approved by the Village)
- Location of any 100-year recurrence internal floodplain and floodway boundaries
- Location and classification of any wetland areas as delineated in the National Wetlands Inventory

REGIONAL PLANNED UNIT DEVELOPMENTS (See Sec. 9-14A of the Zoning Regulations for more information)

PRELIMINARY PLAN AND PLAT CHECKLIST – See Preliminary Plan and Plat for PUD

FINAL PLAN AND PLAT CHECKLIST – See Final Plan and Plat for PUD

CONCEPTUAL PLAN

- Boundary Lines: Approximate distances.
- Easements: General location and purpose, if known.
- Existing Public Rights of Way: Adjacent to the property, if any.
- Proposed Land Uses: A general description of land uses proposed for development on the property.
- Map Data: Name of development, name of site planner, north point, scale, date of preparation and acreage of site.

RPUD ZONING LOT PLAN

- The boundary lines of the RPUD zoning lot.
- The general anticipated location of buildings and structures.
- The general anticipated layout of public and private roads, streets, access drives and parking facilities.
- The location of minimum building and landscape setback lines with respect to the boundaries of the RPUD zoning lot.
- An identifying name for the RPUD zoning lot, the name of the site planner, north point, scale and date of plan preparation.

SKETCH PLAN

- The boundary lines of the property and 500 feet beyond.
- Location of existing and proposed rights-of-way for arterial and collector roads
- Location of open space
- Location of future land uses, if known
- Adjacent land uses
- May be at a scale of not less than (1"=200')

SITE PLAN (See Sec. 9-15 of the Zoning Regulations for more information)

SITE PLAN CHECKLIST

- Accurate boundary lines
- Existing and proposed easements: location, width, purpose
- Streets on and adjacent to the tract: Name and right-of-way width, center line elevation, and culverts
- Location, size, shape, height, and use of existing and proposed structures
- Location and description of streets, sidewalks, and fences
- Surrounding land uses
- Legal and common description
- Date, north point, and scale
- Plan identification number
- Ground elevation contour lines
- All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the proposal indicated
- Location of utilities
- Building/use setback lines
- Location of any significant natural features
- Location of any 100-year recurrence interval floodplain and floodway boundaries
- Location and classification of wetland areas as delineated in the National Wetlands Inventory
- Existing zoning classification of property
- Existing and proposed land use
- Area of property in square feet and acres
- Proposed off-street parking and loading areas
- Number of parking spaces:
 - A. Required by Village Ordinance
 - B. Provided on site plan
- Angle of parking spaces
- Parking space dimensions
- Aisle widths
- Driveway radii at the street curb line

- Width of driveways at sidewalk and street curb line
- Provision of handicapped parking spaces
- Dimensions of handicapped parking spaces
- Depressed ramps available to handicapped parking spaces
- Location, dimensions and elevations of ground signs
- Location and elevations of trash enclosures
- Provision for required screening, if applicable
- Provision for required public sidewalks
- Certification of site plan by a registered land surveyor or professional engineer

SUBDIVISIONS (See Sec. 10-3 of the Subdivision Regulations for more information)

PRELIMINARY PLAT OF SUBDIVISION CHECKLIST

- Accurate boundary lines, bearings and distances
- Existing and proposed easements: location, width, purpose
- Streets on and adjacent to the tract: Name and right-of-way width, existing or proposed center line elevations, gradients, pavement type, walks, curbs, gutters, culverts, etc.
- Location, size and elevations of utilities on and adjacent to tract
- Ground elevation contour lines (minimum one foot contours for slopes less than .5% or minimum 2 foot contours for slopes greater than .5%)
- Locations and test results for subsurface soil, rock and ground water conditions, if required by Village
- Location of any other significant conditions on the tract, including watercourses, wetlands, rock outcrops, wooded areas, isolated preservable trees six or more inches in diameter, and structures
- Location of any significant conditions on adjoining land, including slope, buildings, nonresidential uses, ownership of unplatted land, or subdivision name, recording date and number, development status, lot size and dwelling type
- Existing zoning classification of site and adjacent property
- Proposed highways or other major public improvements planned on or adjacent to the tract
- Map data: name of development, name of site planner, north point, scales (both graphic and written), date of preparation and revision, plan identification number, and acreage of site
- Descriptive information or vicinity map to locate the plat
- Description and location of all survey monuments in the subdivision
- Sites for non-single family residential uses, including churches, parks, open space and public lands intended within the subdivision
- Location and size of utilities
- Numbers, dimensions and area of lots and blocks
- Building setback lines showing dimensions
- Location of any 100 Year recurrence internal floodplain and floodway boundaries (DuPage County Countywide Stormwater and Flood Plain Ordinance)
- Location and classification of any wetland areas as delineated in the National Wetlands Inventory (DuPage County Countywide Stormwater and Flood Plain Ordinance)
- Provision for required screening, if applicable (See pertinent zoning district for requirements)

FINAL PLAT OF SUBDIVISION CHECKLIST

- An accurate legal description of the entire area under development
- Scale (1"=100') shown graphically and in written form, date and north point
- Boundary of plat, based on an accurate traverse, with angles and lineal dimensions
- Exact locations, widths and names of all streets within and adjoining the plat and exact locations and widths of all crosswalks. Names of streets in same alignment to bear same name.
- True angles and distances to nearest established street lines or official monuments (minimum of three), accurately described in the plat
- Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles
- Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs
- Locations, dimensions and purposes for all easements
- All block and lot numbers and lines, with accurate dimensions in feet and hundredths
- Location and description of permanent monuments and bench marks
- Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use or common use, with the purposes indicated thereon
- Building setback lines accurately shown by dimension
- Notation of any protective covenants or restrictions as to building or use of said subdivision
- Blank certificates of approval
- Certification by a registered surveyor
- Notarized certifications by owner or owners, and by mortgagor or lienholder of record, acknowledging the plat and the dedication of streets and other public areas

TRAFFIC REGULATION SITE PLAN

TRAFFIC REGULATION SITE PLAN CHECKLIST

- Accurate boundary lines
- Proposed and existing traffic regulation signage and markings
- Parking stall striping,
- Handicap and parking restrictions
- Fire lanes
- Traffic control signage
- Location, size, shape, height, and use of existing and proposed structures
- Location and description of streets, sidewalks, and fences
- Date, north point, and scale
- Plan identification number

REIMBURSEMENT OF FEES AGREEMENT

Village of Woodridge Acct. # _____

I. OWNER:

- A. Owner of Property: _____ Date: _____
- B. Owner's Address: _____
- C. Owner's Phone Number: _____ Fax _____
- D. If Owner is a Land Trust, the names and addresses of the beneficiaries of the Trust:

II. PERSON MAKING REQUEST (Petitioner/Applicant):

- A. Name of Petitioner/Applicant: _____
- B. Petitioner's/Applicant's Address: _____
- C. Petitioner's/Applicant's Phone Number: _____ Fax _____

III. LOCATION OF PROPERTY:

- A. General Location of Property: _____
- B. Acreage of Parcel: _____
- C. Permanent Index Number(s): _____
- D. Legal Description (attach as Exhibit A)

IV. REIMBURSEMENT OF FEES:

Should the Village, in its sole and exclusive discretion, determine that it is necessary or desirable for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, court reporters, traffic, drainage or other consultants, including full and/or part time site inspection services during the actual construction of any required improvements, and/or to incur costs related to any required notices or recordations, in connection with any Petition or Application filed by the Petitioner/Applicant, a copy of which is attached hereto and incorporated herein as Exhibit B, then the Petitioner/Applicant and Owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the Village, plus an additional ten percent (10%) to cover the Village's administrative expenses.

The Mayor and Board of Trustees and/or Village Administrator are hereby authorized to assign the above described services to the Village staff or to consultants, as they deem appropriate. When any services contemplated by this Agreement are rendered by the Village staff, then in such case the Village shall be reimbursed for its cost incurred in providing said services. Said reimbursement shall be at the rate of fifty dollars (\$50.00) per hour, plus an additional ten percent (10%) to cover the Village's administrative expenses.

At the time the Petitioner/Applicant requests action from the Village, he shall deposit the following amounts with the Village as an initial deposit to collateralize the obligation for payment of such fees and expenses:

Number of Review Items	under 5 acres	5-15 acres	16-75 acres	over 75 acres
One	\$1,000	\$2,000	\$3,000	\$4,000
2 - 3	\$2,000	\$4,000	\$5,000	\$7,000
≥4	\$3,000	\$5,000	\$7,000	\$10,000

The Village shall deduct the incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$500.00, the Petitioner/Applicant, upon notice by the Village, shall be required to replenish the deposit to its original amount. The Village shall send the Petitioner/ Applicant regular invoices for the fees and costs incurred. The Petitioner/Applicant shall replenish the deposit amount within fifteen (15) days of receipt of each such invoice directing replenishment of the deposit. Failure to remit payment within fifteen (15) days will cause all reviews to cease.

A Petitioner/Applicant who withdraws his Petition or Application may apply in writing to the Village Clerk for a refund of his initial deposit. The Village Administrator may, in his discretion, approve such refund less any actual fees and costs, which the Village has already paid or incurred relative to the Petition or Application.

Upon the failure of the Petitioner/Applicant or Owner to reimburse the Village in accordance with this Agreement, no further action shall be undertaken on any Petition or Application by the Mayor and Board of Trustees, or by any other official or quasi-official individual or body thereunder, including the conduct of any hearings or deliberations, the granting of any relief or approvals, and the execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Further, the Village may deny any application for a grading, building or other permit if such amounts have not been paid in full. Upon any failure to reimburse the Village in accordance with this Section, the Village may in its discretion, apply any or all of the initial deposit to the outstanding balance due and/or elect to place a lien against any real property associated with the Petitioner/Applicant's Petition or Application. In the event such amounts are not paid in full within sixty (60) days after the date when the statement of such amounts due is delivered or deposited in the U.S. mail by the Village, such amounts due shall be deemed delinquent and thereafter a delinquency charge of one percent (1%) per month, or portion thereof, with a minimum delinquency charge of \$5.00 per month, shall be added to the amount due until such amount due, including all delinquency charges, is received by the Village. Said lien shall be in an amount equal to the outstanding amount owed to the Village.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the Village's right to seek relief of such fees against any or all responsible parties in a court of competent jurisdiction.

Any remaining balance of any funds deposited pursuant to this Agreement shall be refunded at such time as the Village accepts all required improvements within the development, pursuant to any improvement agreement executed in connection with the development of the real property associated with Petitioner's/Applicant's Petition or Application. In the event that no improvements are required, any such balance shall be refunded upon the later occurring of the following events: completion of Village

deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, or issuance of a building permit upon the real property in question.

BY SIGNING BELOW, THE PETITIONER/APPLICANT AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER/APPLICANT AND OWNER AGREE THAT PETITIONER/ APPLICANT AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE VILLAGE OF WOODRIDGE, AND AS SET FORTH HEREIN.

Village of Woodridge

Petitioner/Applicant

By: _____
Village Administrator

Owner

Attest

Date: _____

Date: _____



ATTACHMENT "D"
APPROVED TREE SPECIES PERMITTED IN PUBLIC WAYS PER VILLAGE CODE

Trees to be planted in any public way shall be selected from the following lists of authorized tree species, and/or other species as approved by the director of public works.

A. LARGE TREES

Only the following trees shall be planted in village public ways where the clear space between the back of curb and sidewalk is ten feet (10') or greater:

SCIENTIFIC NAME	COMMON NAME
ACER PLATANOIDES	NORWAY MAPLE
CERCIDIPHYLLUM JAPONICUM	KATSURA TREE
CLADRASTIS KENTUKEA	YELLOWWOOD
TAXODIUM DISTICHUM	BALD CYPRESS
CELTIS OCCIDENTALIS	COMMON HACKBERRY
AESCULUS GLABRA	OHIO BUCKEYE
GINGKO BILOBA	GINGKO (MALE ONLY)
GYMNOCLADUS DIOICA	KENTUCKY COFFEE TREE
SOPHORA JAPONICA	REGENT PAGODA TREE
ULMUS HYBRIDS	HYBRID ELM
ULMUS PARVIFOLIA	LACEBARK ELM
TILIA CORDATA	LITTLE LEAF LINDEN
TILIA AMERICANA	AMERICAN LINDEN
LIRIODENDRON TULIPIFERA	TULIP TREE
QUERCUS RUBRA	NORTHERN RED OAK
QUERCUS BICOLOR	SWAMP WHITE OAK
QUERCUS MACROCARPA	BUR OAK
QUERCUS PALUSTRIS	PIN OAK

B. MEDIUM TREES

Only the following trees shall be planted in village public ways where the clear space between the back of curb and sidewalk is six feet (6') or greater:

SCIENTIFIC NAME	COMMON NAME
ACER X FREEMANII	FREEMAN MAPLES, HYBRID
ACER PLATANOIDES	CRIMSON KING NORWAY MAPLE
ACER NIGRUM	BLACK MAPLE
CORYLUS COLURNA	TURKISH FILBERT
KOELREUTERIA PANICULATA	GOLDEN RAIN TREE
LIQUIDAMBAR STYRACIFLUA	SWEETGUM
OSTRYA VIRGINIANA	AMERICAN HOPHORNBEAM
QUERCUS MUEHLENBERGII	CHINKAPIN OAK
PYRUS CALLERYANA	CALLERY PEAR
GLEDITSIA TRIACANTHOS	SHADEMASTER LOCUST
GLEDITSIA TRIACANTHOS	SKYLINE LOCUST

C. SMALL TREES

Only the following trees shall be planted in village public ways where the clear space between the back of curb and sidewalk is four (4) to six feet (6') or with overhead utility lines:

SCIENTIFIC NAME	COMMON NAME
ACER TATARICUM	TATARIAN MAPLE
ACER GINNALA	AMUR MAPLE
ACER CAMPESTRE	HEDGE MAPLE
CORNUS KOUSA	KOUSA DOGWOOD (TREE FORM)
CRATAEGUS CRUSGALLI	THORNLESS COCKSPUR HAWTHORN
CRATAEGUS VIRIDIS	WINTER KING HAWTHORN
AMELANCHIER	SERVICEBERRY (TREE FORM)
SYRINGA RETICULATA	JAPANESE TREE LILAC (TREE FORM)



ATTACHMENT "E"
GUIDE TO CALCULATING & DOCUMENTING TREE REPLACEMENTS

For additional details on Tree Preservation and Replacement Regulations, please review Chapter 13 of the Woodridge Zoning Ordinance.

1. **Tree Survey:** Conduct a tree survey for the site to determine the location, size, species and condition of all existing "**Qualifying Trees.**"

A "**Qualifying Tree**" is an existing live tree growing in the earth that falls into any of the categories listed below:

- A. Deciduous trees with a minimum size of six inches (6") diameter-at-breast-height.
- B. Evergreen trees with a minimum size of twelve feet (12') in height.
- C. Any other tree designated to be preserved on an approved tree preservation plan.

2. **Map:** Accurately plot each tree's location on a tree survey map.
3. **List:** Compile a list of all "Qualifying Trees," specifying the size, species, class and condition of each tree. Provide the list to the Village in electronic format as an Excel spreadsheet.
4. **Cross Reference:** Key each tree on the list to its location on the tree survey map.
5. **Tree Removals:** Indicate on the list and on the map which trees are proposed to be removed.
6. **Tree Replacements:** Up to 25% of the Qualifying Trees to be removed do not have to be replaced ("removal allowance"). Since the ultimate number of replacement trees can vary depending on which Qualifying Trees are counted toward this 25%, the following calculation method has been developed to provide an equitable and consistent result.
 - A. Calculate the number of replacement trees that are required for every tree to be removed. The number of replacement trees is based on the condition, the size and the species of the tree being replaced.
 - 1) **Size:** See the attached Table 1 for the "Tree Replacement Schedule."
 - 2) **Condition:** If a tree is in "poor" condition or "dead," as defined on the attached Table 2 "Tree Condition Rating Scale," it does not have to be replaced.
 - 3) **Species:** Based on the species, a tree is considered either a **Class One** or a **Class Two** tree. Class One trees shall be replaced according to Table 1 "Tree Replacement Schedule." Class Two trees shall be replaced at half the rate indicated on Table 1.

A **Class One Tree** is any tree that is not a Class Two Tree or that is otherwise deemed desirable by the Director of Planning and Development due to local or historical significance, significant environmental value or other similar attribute.

A **Class Two Tree** is any tree that is weak-wooded, prone to rot, prone to disease or insect problems, invasive, or that is otherwise deemed undesirable by the Director of Planning and Development, including but not limited to: non-hybrid American elm, Siberian elm, European birch, black locust, Russian olive, box elder, buckthorn, cottonwood, Lombardy poplar, white poplar, mulberry, willow, Osage orange, tree of heaven and silver maple.

- B. Add up the total number of replacement trees obtained in Step 6A.
- C. Calculate the total point value of the replacement trees. Since replacement trees are worth 100 points each, the "total point value" may be obtained as follows:

$$\text{Total \# of replacement trees} \times 100 \text{ points per tree} = \text{total point value}$$

- D. To incorporate the 25% removal allowance, multiply the total point value obtained in Step 6C by .75 to obtain the adjusted point value.

$$\text{Total point value} \times .75 = \text{adjusted point value}$$

- E. To obtain the **final number of replacement trees required**, divide the adjusted point value obtained in Step 6D by 100 (point value per tree).

$$\text{Adjusted point value} / 100 = \text{final \# of replacement trees}$$

A **Replacement Tree** is a nursery-grown deciduous tree in excellent condition with a minimum caliper of three inches, properly balled and burlapped. It shall be of a species normally grown in northeastern Illinois and capable of withstanding site microclimates, and shall meet the definition of a Class One tree. A Replacement Tree is worth 100 points.

7. Alternate Landscaping: At the discretion of the developer, up to half of the required replacement trees may be provided through an equivalent number of points worth of evergreen trees, ornamental trees and shrubs. The point value of alternate landscaping is listed below. See Zoning Ordinance Section 9-2-2 and 9-13-4 for definitions and minimum installed sizes of these types of landscaping.

1 evergreen tree = 60 points
1 ornamental tree = 50 points
1 large shrub = 15 points
1 small shrub = 10 points

8. Document Calculations: Include a chart on the proposed landscape plan that shows how the replacement requirement was calculated and how it will be met, including the total number of trees to be removed, number of required replacement trees with corresponding points, and the number of trees and shrubs proposed to satisfy this requirement with corresponding points.
9. Cumulative Provisions: Landscaping that is provided to compensate for the removal of existing trees shall be in addition to landscaping otherwise required by the Zoning Ordinance.
10. Credit for Preserved Vegetation: Existing vegetation that is preserved may be credited towards other landscaping required by the Zoning Ordinance. Such vegetation must meet the specifications for new plant material and be located in the area for which credit is to be given. See Zoning Ordinance Section 9-13-2B for details.

The following pages provide examples of calculating replacement requirements and substituting alternate landscaping.

EXAMPLE 1:

Calculating Replacement Requirement

A construction project will require the removal of the following trees:

<u>Species</u>	<u>Size</u>	<u>Condition</u>	<u>Qty.</u>	<u>Class</u>
White oak (<u>Quercus alba</u>)	15" dbh	Good	8	1
Silver maple (<u>Acer saccharinum</u>)	32" dbh	Fair	6	2
Silver maple (<u>Acer saccharinum</u>)	8" dbh	Poor	1	2
White pine (<u>Pinus strobus</u>)	30' ht.	Excellent	3	1

A. Calculate the number of replacement trees that are required for every tree to be removed.

1. The white oaks are in good condition and thus must be replaced. White oak is a Class One species, so based on their size (see Table 1), 2 replacement trees are required for each white oak.

$$8 \text{ white oaks} \times 2 \text{ replacement trees per oak} = 16 \text{ replacement trees}$$

2. The 32" silver maples are in fair condition and thus must be replaced. Based on their size, the 32" silver maples would require 3 replacement trees each. However, silver maple is a Class Two species, so they may be replaced at half the normal rate.

$$6 \text{ silver maples} \times \frac{1}{2}(3 \text{ replacement tree per maple}) = 9 \text{ replacement trees}$$

3. The 8" silver maple is in poor condition (see Table 2) and thus does not have to be replaced.

4. The white pines are in excellent condition and thus must be replaced. White pine is a Class One species, so based on their size (see Table 1), 4 replacement trees are required for each white pine.

$$3 \text{ white pine} \times 4 \text{ replacement trees per pine} = 12 \text{ replacement trees}$$

B. Add up the initial number of replacement trees obtained in Step A.

The results are as follows:

<u>Species</u>	<u>Size</u>	<u>Condition</u>	<u>Qty.</u>		<u>Replace- ments/tree</u>	<u>Total Trees</u>
White oak	15" dbh	Good	8	x	2	= 16
Silver maple	32" dbh	Fair	6	x	½(3)	= 9
Silver maple	8" dbh	Poor	1	x	0	= 0
White pine	30' ht.	Excellent	3	x	4	= <u>12</u>
						37

C. Calculate the total point value of the replacement trees.

$$37 \text{ replacement trees} \times 100 \text{ points per tree} = 3,700 \text{ total point value}$$

D. To incorporate the 25% removal allowance, multiply the total point value obtained in Step C by .75 to obtain the adjusted point value.

$$3,700 \text{ total point value} \times .75 = 2,775 \text{ adjusted point value}$$

E. To obtain the final number of replacement trees required, divide the adjusted point value obtained in Step D by 100 (point value per tree).

$$2,775 \text{ adjusted point value} / 100 = 27.75 = \mathbf{28 \text{ Replacement Trees (Final)}}$$

EXAMPLE 2:

Substituting Alternate Landscaping for Replacement Trees

From Example 1 (see above), 28 replacement trees (2,775 points) are required for a construction project. Up to half of the required replacement trees may be provided by substituting an equivalent point value of evergreen trees, ornamental trees, shrubs or any combination thereof. The developer decides to plant 17 replacement trees, and a combination of 12 evergreen trees, 2 ornamental trees and the remaining points in large shrubs.

A. First, calculate the point value of the proposed 17 replacement trees.

$$17 \text{ replacement trees} \times 100 \text{ points per tree} = 1,700 \text{ points}$$

B. Calculate the number of points to be provided through alternate landscaping.

$$2,775 \text{ points} - 1,700 \text{ points} = 1,075 \text{ points to be provided through alternate landscaping}$$

C. Given the point values of each type of plant (shown below), calculate the number of points that the proposed evergreen trees and ornamental trees will provide.

- | | |
|----------------------|-------------|
| a) 1 evergreen tree | = 60 points |
| b) 1 ornamental tree | = 50 points |
| c) 1 large shrub | = 15 points |
| d) 1 small shrub | = 10 points |

$$12 \text{ evergreen trees} \times 60 \text{ points/tree} = 720 \text{ points}$$

$$2 \text{ ornamental trees} \times 50 \text{ points/tree} = \underline{100 \text{ points}}$$

$$820 \text{ points}$$

D. Determine the number of points left to be provided by shrubs.

$$1,075 \text{ points} - 820 \text{ points} = 255 \text{ points}$$

E. Determine how many large shrubs are needed to provide 255 points.

255 points divided by 15 points per large shrub = 17 large shrubs

So, the landscaping needed to satisfy the 28 tree replacement requirement is:

17 replacement trees =	1,700 points
12 evergreen trees =	720 points
2 ornamental trees =	100 points
17 large shrubs =	<u>255 points</u>
	2,775 points

TABLE 1
Tree Replacement Schedule

TYPE OF TREE REMOVED	SIZE (DBH)	NUMBER OF REPLACEMENT TREES REQUIRED
Deciduous	6-inch up to but not including 12-inch	1
	12-inch up to but not including 24-inch	2
	24-inch up to but not including 36-inch	3
	36-inch up to but not including 48-inch	4
	48-inch up to but not including 60-inch	5
	60-inch and larger	5 plus 1 additional tree for each 12 inches of diameter
Evergreen	12-foot up to but not including 24-foot	2
	24-foot and larger	4

1. Class One trees shall be replaced as indicated in Table 1.
2. Class Two trees may be replaced at half the rate indicated in Table 1.
3. No replacement trees shall be required for trees that are in poor condition or dead, as defined in Table 2 "Tree Condition Rating Scale."
4. In calculating the total number of replacement trees, sums including a fraction of a replacement tree shall be rounded up to the nearest whole number.
5. Up to fifty percent of the required replacement trees may be provided by substituting an equivalent number of points worth of evergreen trees, ornamental trees, shrubs, or some combination thereof, as follows:
 - a. One replacement tree equals 100 points.
 - b. One evergreen tree equals 60 points.
 - c. One ornamental tree equals 50 points.
 - d. One large shrub equals 15 points.
 - e. One small shrub equals 10 points.

TABLE 2
TREE CONDITION RATING SCALE

RATING	DESCRIPTION	GENERAL CRITERIA
1	Excellent	The tree is typical of the species, has less than 10% deadwood in the crown that is attributable to normal causes, has no other observed problems and requires no remedial action.
2	Good	The tree is typical of the species and/or has less than 30% deadwood in the crown, one or two minor problems that are not eminently lethal to the tree, and no significant decay or structural problems, but the tree may need remedial care above normal care in order to minimize the impact of future stress and to insure continued health.
3	Fair	The tree is not typical of the species and/or has significant problems such as 30-50% deadwood in the crown, serious decay or structural defect, insects, disease or other problems that can be eminently lethal to the tree or create a hazardous tree if not corrected in a short period of time or if the tree is subjected to additional stress.
4	Poor	The tree is not typical of the species and/or has over 50% deadwood in the crown, major decay or structural problems, is hazardous or is severely involved with insects, disease, or other problems that even if aggressively corrected would not result in the long term survival of the tree.
5	Dead	Less than 10% of the tree shows signs of life.