



Planning & Development Department
 Five Plaza Drive, Woodridge, IL
 Phone (630) 719-4711
 Fax (630) 719-4906

Village of Woodridge

APPLICATION FOR SITE PLAN REVIEW

NAME OF PROJECT: _____

NAME OF APPLICANT(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

NAME OF PROPERTY OWNER(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

NAME OF ATTORNEY OR AGENT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

NAME OF ENGINEER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

COMMON ADDRESS OR DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION: _____

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

LEGAL DESCRIPTION: Attach legal description typed on separate 8.5 x 11" page(s).

AREA OF SUBJECT PROPERTY IN ACRES: _____

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

CURRENT USE OF SUBJECT PROPERTY: _____

PROPOSED 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 site plan approval for the site development 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.

Signature of Property Owner(s): _____ Date: _____



**REQUIREMENTS FOR APPLYING FOR
SITE PLAN REVIEW**

APPLICATION

This application packet must be completed accurately and truthfully, in its entirety. It must contain an original signature of the property owner or owner’s authorized agent. The application consists of the form on the first page of this packet and a series of checklists detailing the required submittal items pertaining to **site plan approval**. The original application and checklists, along with **nine (9) copies**, shall be submitted with the necessary plans. **All plan sets must be folded and grouped** prior to submittal. For more details on any of the requirements summarized here, please refer to the applicable sections of the Village Codes, especially Chapter 14 of the Zoning Ordinance.

CHECKLISTS

The following checklists have two sets of boxes to certify submittal of the required items. The applicant must certify his/her compliance by checking the first column of boxes or writing “NA” if the requirement is not applicable. The Village staff will, upon review of the items presented, certify that the application meets the Village's submittal requirements. Please be advised that plan review will not commence until the Planning and Development Department receives a **complete** application containing all required items.

Appl Staff

APPLICATION FEE

The applicant must submit an application fee in the form of a check, cashier’s check, or money order made payable to the **Village of Woodridge**, for **site plan approval** in the following amount, based upon the acreage of the Subject Realty:

<i>Acreage of Subject Realty</i>	<i>Application Fee</i>
Less than 2 acres	\$250.00
2-10 acres	\$500.00
More than 10 to 25 acres	\$750.00
More than 25 acres	\$1,000.00

APPLICATION

The applicant must submit an original complete application and checklist, along with nine (9) copies, for a total of **ten (10) application** sets.

FOUR REVIEW LIMITATION

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 being reviewed by the Plan Commission, 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.



Appl Staff

REIMBURSEMENT OF FEES AGREEMENT

The applicant will also be responsible for paying any and all costs associated with the review of the proposal by legal, engineering, planning or other consultants retained by the Village, together with any costs related to 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 an original, executed Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Section 3-1A-3A of the Village Code. The agreement must be submitted with an original signature.

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.

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.

PLAT OF SURVEY

The applicant shall submit **ten (10) copies** of a current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor. **Plats shall be folded** so as not to exceed 9" by 12" in folded size.

SITE PLAN

Ten (10) copies of a final site plan shall be submitted. The purpose of the site plan is to designate the location of all buildings, structures and land improvements proposed for the site. The site plans shall be prepared by a registered land surveyor or professional engineer, drawn on sheets of paper not to exceed 24" by 36", with information as required by Section 9-15-2B3 of the Zoning Ordinance. Industrial uses shall also provide details to demonstrate compliance with the Village's performance standards, as outlined in Section 9-15-2B3 and 9-8. The required elements of the site plan are summarized in the checklist below. **Plan(s) shall be folded** so as not to exceed 9" by 12" in folded size.



ARCHITECTURAL PLANS

Architectural plans (**ten (10) copies**) for all primary buildings shall be submitted in sufficient detail to permit an understanding of the architectural style of the development, the exterior appearance of the proposed buildings, and the number, size and type of dwelling units. Also, provide total floor area of each building type and the total ground coverage of each building (Sec. 9-14-5B11 of the Zoning Ordinance). **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

TREE PRESERVATION PLAN

All development and landscape plans must address and comply with the Tree Preservation Ordinance adopted by the Village Board. (See Sec. 9-13-14 of the Zoning Regulations for more information.) **Ten (10) sets of tree preservation plans** shall be submitted with the initial application to show that the development plans adequately comply with the Tree Preservation Ordinance. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

LANDSCAPE PLAN

All development and landscape plans must comply with the landscape and screening requirements as set forth in the Zoning Regulations, including the Tree Preservation Ordinance as noted above. (See Sec. 9-13, 9-11-8, and 9-15-2C of the Zoning Ordinance for more information.) A final landscape plan is required as a part of a site plan review application. **Ten (10) sets** of landscape plans shall be submitted. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

ENGINEERING PLANS

Ten (10) sets of detailed plans shall be submitted for the design, construction or installation of site improvements, including paved areas, utilities, lakes and other site improvements, and shall also include a soil erosion and sedimentation control plan. The standards for design and construction of public facilities are generally found in the Subdivision Ordinance. The Village Engineer can provide further details on these requirements. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

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. **One signed original and nine (9) copies** shall be submitted at the time of application.

TRAFFIC REGULATION SITE PLAN

A Traffic Regulation Site Plan is required as an exhibit to the Traffic Regulation Agreement. This plan should identify all existing and proposed traffic regulation signage and markings on the Subject Realty. This plan should include parking stall striping, handicap and parking restrictions, fire lanes and traffic control signage. **Ten (10) folded copies**, not exceeding 9” x 12” (folded size), shall be submitted at time of application.



REVIEW BY OTHER AGENCIES

Appl Staff

Kane-DuPage Soil and Water Conservation District - (Application attached)

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 - (Application attached)

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.)

Endangered Species Consultation - (Application attached)

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.

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.



SITE PLAN CHECKLIST

An application for site plan review with required attachments must be submitted to the Planning and Development Department. Applications will not be reviewed until all of the required information set forth herein is submitted.

Ten (10) folded copies of the site plan must be initially submitted with the application. See Section 9-15-2B3 of the Village Zoning Ordinance for detailed requirements.

1. Name of proposed project _____

2. Developer or owner of site

Name _____

Address _____

Phone _____ Fax _____

3. Person or firm preparing the plan

Name _____

Address _____

Phone _____ Fax _____

(All Section references are to the Subdivision Ordinance)

4. ^{Appl} ^{Staff} Accurate boundary lines

5. Existing and proposed easements: location, width, purpose

6. Streets on and adjacent to the tract: Name and right-of-way width, center line elevation, and culverts

7. Location, size, shape, height, and use of existing and proposed structures

8. Location and description of streets, sidewalks, and fences

9. Surrounding land uses

10. Legal and common description

11. Date, north point, and scale



12. ^{Appl} ^{Staff} Plan identification number
13. Ground elevation contour lines
14. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the proposal indicated
15. Location of utilities
16. Building/use setback lines
17. Location of any significant natural features
18. Location of any 100-year recurrence interval floodplain and floodway boundaries
19. Location and classification of wetland areas as delineated in the National Wetlands Inventory
20. Existing zoning classification of property
21. Existing and proposed land use
22. Area of property in square feet and acres
23. Proposed off-street parking and loading areas
24. Number of parking spaces:
A. Required by Village Ordinance (per Section 9-10-2-1)
B. Provided on site plan
25. Angle of parking spaces
26. Parking space dimensions
27. Aisle widths



- | | Appl | Staff | |
|-----|--------------------------|--------------------------|---|
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | Driveway radii at the street curb line |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | Width of driveways at sidewalk and street curb line |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | Provision of handicapped parking spaces |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of handicapped parking spaces |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Depressed ramps available to handicapped parking spaces |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | Location, dimensions and elevations of ground signs |
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | Location and elevations of trash enclosures |
| 35. | <input type="checkbox"/> | <input type="checkbox"/> | Provision for required screening, if applicable |
| 36. | <input type="checkbox"/> | <input type="checkbox"/> | Provision for required public sidewalks |
| 37. | <input type="checkbox"/> | <input type="checkbox"/> | Certification of site plan by a registered land surveyor or professional engineer |



ENGINEERING PLANS CHECKLIST

Ten (10) sets of plans or information shall be submitted with the initial application to show that the development can be serviced. (See the Subdivision Code or the Village Engineer for more information.)

1. Name of proposed project _____

2. Person or firm preparing the plan

Name _____

Address _____

Phone _____ Fax _____

- 3.

Appl	Staff
<input type="checkbox"/>	<input type="checkbox"/>

 Geometric plan showing all necessary geometric data required for accurate layout of the site
- 4.

<input type="checkbox"/>	<input type="checkbox"/>
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 Grading plans showing paving design, all storm sewers, and detention/retention facilities (including detention/retention calculations) and erosion control measures
- 5.

<input type="checkbox"/>	<input type="checkbox"/>
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 Utility plans showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures
- 6.

<input type="checkbox"/>	<input type="checkbox"/>
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 Exterior lighting plans showing:
 - a. Location, height, intensity and fixture type of all proposed exterior lighting
 - b. Photometric information pertaining to locations of proposed lighting fixtures
 - c. Layout of proposed underground cable location
- 7.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

 Typical construction details and specifications
- 8.

<input type="checkbox"/>	<input type="checkbox"/>
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 Certification of site engineering plans by a registered professional engineer
- 9.

<input type="checkbox"/>	<input type="checkbox"/>
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 Proof of application for Stormwater Management Permit (see Village Engineer for details)



TREE PRESERVATION PLAN CHECKLIST

Ten (10) sets of a tree preservation plan shall be submitted with the initial application adequate to show that the plans comply with the Tree Preservation Ordinance. (See Sec. 9-13-14 of the Zoning Regulations for more information.)

1. Name of proposed project _____

2. Person or firm preparing the plan

Name _____

Address _____

Phone _____ Fax _____

- | | | | | | | |
|--------------------------|---|---|-------|--------------------------|--------------------------|--|
| 3. | <table border="0" style="display: inline-table;"> <tr> <td style="text-align: center; font-size: small;">Appl</td> <td style="text-align: center; font-size: small;">Staff</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Appl | Staff | <input type="checkbox"/> | <input type="checkbox"/> | Name, telephone number and address of applicant, property owner, developer and builder |
| Appl | Staff | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| 4. | <input type="checkbox"/> <input type="checkbox"/> | Current plat of survey | | | | |
| 5. | <input type="checkbox"/> <input type="checkbox"/> | Delineation of the buildings, structures, or paved surfaces situated on the site and/or contemplated to be built thereon | | | | |
| 6. | <input type="checkbox"/> <input type="checkbox"/> | Delineation of all areas to be graded and limits of land disturbance | | | | |
| 7. | <input type="checkbox"/> <input type="checkbox"/> | A list noting the size, species, and condition of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, that lie within the area to be platted or on the parcel proposed to be developed | | | | |
| 8. | <input type="checkbox"/> <input type="checkbox"/> | A map showing the locations of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, each of which shall be keyed to the tree list | | | | |
| 9. | <input type="checkbox"/> <input type="checkbox"/> | Size, species, condition and location of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, located on adjacent properties whose trunks are located within twenty feet (20') of the subject property line | | | | |
| 10. | <input type="checkbox"/> <input type="checkbox"/> | Identification, in both graphic and tabular form, of all protected trees to be removed | | | | |
| 11. | <input type="checkbox"/> <input type="checkbox"/> | 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 | | | | |



12. ^{Appl} ^{Staff} Calculations showing how many replacement trees are required based on the “Tree Replacement Schedule” in Section 9-13-14-I of the Zoning Regulations and how many are being proposed
13. Size, species, quantity, and location of all replacement trees proposed to be planted on the property in accordance with the “Tree Replacement Schedule”
14. 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 Ordinance (See Sec. 9-13-14 of the Zoning Regulations.)
15. Signature, company, address, and phone number of the person preparing the plan



LANDSCAPE PLAN CHECKLIST

Ten (10) folded copies must be submitted with the initial application. (See Sec. 9-13-14 of the Zoning Regulations for more information on landscape plan requirements.)

1. Name of proposed project _____

2. Person or firm preparing the plan

Name _____

Address _____

Phone _____ Fax _____

- | | Appl | Staff | |
|-----|--------------------------|--------------------------|---|
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Accurate property boundary lines |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Date, north point, and scale, both written and graphic |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Plan identification number |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Site area proposed to be landscaped in square feet and as a percentage of the total site area |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Percent of landscaped area provided as per code requirement |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Summary of total points of landscape materials required and total points provided on plan, by yard |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Provision for required size, type, and quantity of plant material |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of landscape islands |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Setbacks of proposed impervious surfaces from property lines, street rights-of-way, and private drives |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Location of all plant materials, fences, berms, required dumpster/recycling screening and irrigation facilities noted on plan |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed landscaping irrigation systems |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Landscaping of ground signs |