

PLANNED DEVELOPMENT APPLICATION

<small>For Office Use Only</small>		
Project Name: _____	Project Number: _____	Date Received: _____

This application is for:
[] Concept Plan [] Preliminary Development Plan [] Final Development Plan

PART I. REQUIRED DOCUMENTATION

- Completed and signed PLANNED DEVELOPMENT APPLICATION
- Completed and signed SPECIAL USE PERMIT APPLICATION with applicable fees
- Signed STAFF/CONSULTANT REIMBURSEMENT ACKNOWLEDGEMENT Form
- Signed CONSENT TO ON-SITE INSPECTION Form
- All required documentation for CLASS I SITE PLAN REVIEW
- APPLICATION FEES **\$100** (Single lot under 10,000 sq. ft.)
\$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
- MAJOR SITE PLAN REVIEW FEE **\$150**
- DEVELOPER REIMBURSABLE FEE **TBD during pre-application meeting**
- Proof of Ownership or Option (1 copy)
- Legal Description of Property and the Property's Plat of Survey (2 copies)
- Site Plan showing existing and proposed structures, drawn to scale (2 copies folded)

PART II. APPLICANT INFORMATION

NAME OF PROPOSED DEVELOPMENT: _____

Applicant Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Owner: (if different from Applicant)

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Is the Applicant the owner of the subject property?

YES [] NO []

(If not, a letter from the Owner authorizing the Applicant to file the Application must be attached.)

Is the Applicant and/or Owner a Trustee or a Beneficiary of a land trust?

YES [] NO []

(If yes, a disclosure statement identifying each Beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the Trustee and shall be attached hereto.)

PART III. PROPERTY INFORMATION

ADDRESS OF PROPERTY: _____

PARCEL INDEX NUMBER (PIN): _____

AREA OF PARCEL (ACRES): _____

LEGAL DESCRIPTION: A legal description must be attached to this application.

PART IV. PROJECT INFORMATION

THE APPLICANT PETITIONS THE VILLAGE FOR THE PROPOSED TYPE OF PLANNED DEVELOPMENT:

PLANNED RESIDENTIAL DEVELOPMENT

PLANNED COMMERCIAL DEVELOPMENT

PLANNED INDUSTRIAL DEVELOPMENT

PLANNED MIXED-USE DEVELOPMENT

PART V. DESCRIPTION OF PROJECT

I, _____, hereby apply for review and approval of this application and represent that the application, requirements thereof, and supporting information have been completed in accordance with the Village of South Elgin Ordinances.

Signature of Applicant

Date

If you have any questions or comments, please call Community Development at **(847) 741-3894**.

STAFF/CONSULTANT REVIEW REIMBURSEMENT ACKNOWLEDGEMENT

The undersigned hereby acknowledges their obligation to reimburse the Village of South Elgin for the costs incurred by the Village staff and consultants to review the application attached to this Acknowledgement, including all of the supporting documentation and data, plans, specifications, drawings and other information as required by the applicable sections of the South Elgin Unified Development Ordinance. The applicant shall deposit into a specified account with the Village at the time of each application. The amount is determined by the Zoning Administrator.

Further, the undersigned represents themselves as having the authority to incur such obligations on behalf of the owner and/or property.

The undersigned further acknowledges that the Village will deduct from this deposit the costs for reviewing the application by the Village's consultants and Village staff at the rate established for each individual by the Village Board and reimbursable expenses incurred for publication, postage and other actual costs associated with this application.

It is further acknowledged that the Village may demand additional payment(s) if the costs incurred during the review of this application exceed the amount of the deposit accompanying this application and may stay all proceedings thereto until such additional sums are deposited with the Village in accordance with the South Elgin Unified Development Ordinance.

Signature of Applicant or Authorized Agent

Date

Name (Please Print or Type)

Company Name

Address

City

State

Zip Code

Name of Development

Parcel Index Number(s)

This form must be executed and accompany all Unified Development Ordinance changes.

No Application will be accepted or processed without this completed form

CONSENT TO ON-SITE INSPECTION

The undersigned are the owners of record of the real estate which is the subject of this petition and do hereby freely and voluntarily consent to inspection of the site by the Zoning Administrator and/or designated representative, the Village of South Elgin Planning and Zoning Commission members and/or the Village of South Elgin Board for purposes of determining the appropriateness of the pending proposed zoning petition, and hereby release such persons from any liability based in whole or in part on the inspection of the parcel in question.

Signature of Owner of Record

Date

Name (Please Print or Type)

Company Name

Address

City

State

Zip Code

Site Address

Parcel Index Number(s)

No Application will be accepted or processed without this completed form.

Per Section 156.03.D – Planned Developments

1. Purpose. Planned developments are a distinct category of special use permits intended to allow flexibility in the application of the standards of this Ordinance for significant development proposals that provide amenities to the community beyond those required of conventional development applications. The planned development process seeks to achieve the following specific purposes:
 - a. Encourage creativity, flexibility, sustainability, and environmental sensitivity in the development of land and the design of structures.
 - b. Provide for the efficient use of land to facilitate a more effective arrangement of land uses, structures, utilities, circulation systems, parking, and other facilities.
 - c. Facilitate development that is consistent with Village land use policies, particularly in areas designated for potential redevelopment.
 - d. Encourage development that preserves and enhances the natural features, environmental resources, watercourses, and topography of the site.
 - e. Facilitate the provision of public and private open space, recreational facilities, and other amenities that will enhance the character of the site.

2. Applicability.
 - a. Special Use Permit Standards. A planned development shall be granted in accordance with the procedures, standards, and requirements of this Section, [§ 156.07 \(Uses\)](#) and [§ 156.03.C.3 \(Special Use Permit\)](#). The Ordinance granting or amending the planned development as a special use may depart or deviate from the standards, and requirements of this Ordinance.
 - b. Zoning District Exceptions. Planned developments are subject to the regulations of the zoning district in which they are located, unless exceptions from these regulations are approved by the Village Board and found to be in accordance with [§ 156.03.D.6 \(Standards for Planned Developments\)](#).
 - c. Subdivision Plats and Building Permits. When applied for separately, approval of a planned development is required prior to approval of a subdivision plat in accordance with [§ 156.03.B \(Subdivision Applications\)](#) or a building permit in accordance with [Chapter 150 \(Building Regulations\)](#). However, a planned development and a subdivision plat may be applied for and approved concurrently.

3. Procedure. An application for a planned development shall follow a four-step procedure, which includes a pre-application consultation, an optional concept plan consultation, a preliminary plan, and a final plan. The applicant may submit concurrent applications for the preliminary plan and final plan, in which case the preliminary plan and the final plan shall be comprised of the same document in accordance with [§ 156.03.C.3.d \(Final Plan\)](#).

