



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert J. Pavelchik, Jr.

Director of Finance

Carrie Dittman

INSTRUCTIONS FOR PLANNING REVIEW APPLICATIONS

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 two pages of this packet, a matrix indicating what items are required for each application, the attached checklist describing the required submittal items, supplemental information required for special use permits and/or variations, and a list of application and plan review fees. One (1) original application form and checklist must be submitted with the required documents, plans, any necessary supplemental information and the required fees. An additional **three (3) full-sized copies, one (1) reduced sized copy, and one (1) disk** of each and every submitted document or plan shall also be provided with the initial application submittal. Each copy must be collated, folded and bound together with a rubber band prior to submittal.

PROJECT REVIEWS

Please be advised that *no plan or submittal will be reviewed* by Village staff or any Village consultant until a **complete application** containing all required items has been received by the Village.

Once a complete application is received, staff will commence its review. A standard review takes two to three weeks to complete depending on caseload at the time of submittal. Therefore, in most cases, you can expect review comments three weeks after your submittal is complete. All submittals shall be forwarded directly to the attention of the Village's Planning Consultant at the Village of Willowbrook Village Hall. In no case shall the applicant forward plans directly to other Village consultants unless specifically directed by the Planning Consultant. All questions pertaining to the timing of reviews or the scheduling of Plan Commission/Village Board appearances shall also be directed to the Planning Consultant. This policy is necessary so that each reviewer has the most complete picture of the project/request and can conduct an efficient, informed, complete review and provide you with clear direction in a timely manner.

If you should have any questions pertaining to any of the requirements, submittals or direction contained herein, please contact the Planning Consultant at 630-323-8215.





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APPLICATION FOR PLANNING 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:** _____

APPLICATION SUBMITTED FOR: (check all that apply)

- Site Plan Review
- Preliminary Plat of Subdivision
- Final Plat Subdivision
- Preliminary PUD
- Final PUD

- Annexation
- Annexation Agreement
- Special Use Permit
- Map Amendment (Rezoning)
- Text Amendment
- Variation

SITE INFORMATION:

COMMON ADDRESS OR DISTANCE IN FEET & 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) AND SUBMIT A DIGITAL COPY.

AREA OF SUBJECT PROPERTY IN ACRES: _____

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

CURRENT USE OF SUBJECT PROPERTY: _____

PROPOSED ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

PROPOSED USE OF SUBJECT PROPERTY: _____

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: _____

ADJACENT PROPERTIES

CURRENT ZONING

LAND USE

NORTH OF SITE _____
SOUTH OF SITE _____
EAST OF SITE _____
WEST OF SITE _____

UTILITIES - PROVIDE INFORMATION ON LOCATION, SIZE AND OWNERSHIP OF UTILITIES

WATER
LOCATION: _____ SIZE: _____
OWNERSHIP: _____

SANITARY SEWER
LOCATION: _____ SIZE: _____
OWNERSHIP: _____

STORM SEWER
LOCATION: _____ SIZE: _____

SCHOOL DISTRICT - INDICATE WHICH SCHOOL DISTRICT SERVES THE SUBJECT REALTY

ELEMENTARY SCHOOL DISTRICT: _____
JUNIOR HIGH SCHOOL DISTRICT: _____
HIGH SCHOOL DISTRICT: _____

FIRE DISTRICT - INDICATE WHICH FIRE DISTRICT SERVES THE SUBJECT REALTY

FIRE DISTRICT: _____
DISTANCE TO FIRE STATION: _____

CONSULTANTS

NAME OF ATTORNEY OR AGENT: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
E-mail: _____ Office Phone: _____ Cell: _____

NAME OF ENGINEER: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
E-mail: _____ Office Phone: _____ Cell: _____

NAME OF ARCHITECT: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
E-mail: _____ Office Phone: _____ Cell: _____

NAME OF LANDSCAPE ARCHITECT: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
E-mail: _____ Office Phone: _____ Cell: _____

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Willowbrook grant approval of this application and/or 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: _____
Printed Name: _____

REQUIRED APPLICATION SUBMITTALS

DOCUMENT REQUIRED		APPLICATION SUBMITTED FOR:										
		Text Amendment	Annexation	Annex. Agreement	Rezoning	Special Use Permit	Variation(s)	Site Plan Review	Subdivision		PUD	
									Pre	Final	Pre	Final
1	Application	X	X	X	X	X	X	X	X	X	X	X
2	Application and Plan Review Fees	X	X	X	X	X	X	X	X	X	X	X
3	Proof of Ownership		X	X	X	X	X	X	X	X	X	X
4	Legal Description		X	X	X	X	X	X	X	X	X	X
5	Plat of Survey		X	X	X	X	X	X	X	X	X	X
6	Site Plan					X	X	X	X	X	X	X
7	Architectural Plans						X					
8	Engineering Plans						X	X	X	X	X	X
9	Engineer's Estimate of Improvement Costs						X	X	X	X	X	X
10	Traffic Regulation Agreement and Traffic Control Plan					X	X					X
11	Landscape Plan					X	X	X	X	X	X	X
12	Photometric Plan					X	X					X
13	Tree Preservation Plan (to be submitted when directed)						X	X	X	X	X	X
14	Plat of Annexation		X									
15	Petition for Annexation		X									
16	Preliminary Plat of Subdivision							X				
17	Final Plat of Subdivision								X			
18	Preliminary Plat & Plan of PUD									X		
19	Final Plat & Plan of PUD											X
20	Letter of Credit (to be submitted when directed)									X		X
21	Construction Schedule					X	X	X	X	X	X	X
22	Improvement Agreement (to be submitted when directed)						X		X			X
20	Mylar (to be submitted when directed)		X						X			X
24	Covenants, Conditions, Restrictions, Easements									X		X
25	Property Owner List				X	X	X			X		
26	Standards for Special Use Permits					X				X		
27	Standards for Variations						X					

Application submittals are individual in nature and, therefore, the documents required may vary from the above.

APPLICATION SUBMITTALS AND SUPPORTING DOCUMENTS

This checklist has two sets of boxes to certify submittal of the items. The applicant must certify his/her compliance and submittal of an item by checking the first column of boxes or writing "NA" if the requirement is not applicable (see the matrix of "Required Application Submittals" for additional information). The Village staff will verify the items submitted and certify that the application meets the Village's submittal requirements. The items and their descriptions are listed in alphabetical order.

Applicant Staff

APPLICATION

The applicant must submit an original completed application.

APPLICATION AND PLAN REVIEW FEES

SEE ATTACHED FEE SCHEDULES FOR THE APPROPRIATE FEES.

ARCHITECTURAL PLANS & ELEVATIONS

Architectural Plans and elevations for all primary buildings shall be submitted in detail to permit an understanding of the architectural style of the development, the exterior 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.

CONSTRUCTION SCHEDULE

A final construction schedule shall be submitted.

COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS

Final agreements, provisions or covenants which will govern the use, maintenance and continued protection of that portion of the site then being developed shall be recorded prior to issuance of any building permits. Such provisions may govern the ownership, use, maintenance and liability of any common areas of facilities within the development. Village staff shall review and approve the covenants, conditions, restrictions and easements prior to recording.

ENGINEERING PLANS

Detailed plans shall be submitted for the design, construction or installation of improvements, including paved areas, utilities, lakes and other on-site and off-site improvements, and shall also include a soil erosion and sedimentation control plan.

ENGINEER'S ESTIMATE OF IMPROVEMENT COSTS

The applicant shall submit an estimate of the total cost of the required improvements, including site engineering, landscaping and lighting. This estimate is used to determine the amount of the required Letter of Credit.

EXTERIOR LIGHTING AND PHOTOMETRIC PLANS

Detailed plans shall be submitted for the site lighting, showing location, height, intensity and fixture type of all proposed exterior lighting, as well as photometric information pertaining to locations of proposed lighting fixtures and the layout of proposed underground cable locations.

FINAL PLAT AND PLAN OF PLANNED UNIT DEVELOPMENT (PUD)

A final planned unit development (PUD) plan and plat, suitable for recording, shall be prepared according to Section 9-13-5(C) of the Village Zoning Ordinance. The purpose of the final plan and plat is to designate with particularity the land subdivided into conventional lots as well as the division of other land, not so treated, into open areas and building areas. The final plan and plat shall include, but not be limited to:

PUD Legal Description: Legal description of the entire area of the final plan and plat.

Other Legal Descriptions: For each separate, unsubdivided use area, including open space, an accurate legal description must accompany the application.

Building Locations: Designation of the exact location of all buildings to be constructed.

Signatures/Seals: Certificates, seals and signatures required for the dedication of lands and recording the document.

Required Information: Tabulation of separate unsubdivided use areas, including land area, number of buildings, and number of dwelling units per acre.

All open space shall either be conveyed to a municipal or public corporation, conveyed to a not-for-profit corporation or entity established for the purpose of benefiting the owners and residents of the planned unit development or retained by the developer with legally binding guarantees.

FINAL PLAT OF SUBDIVISION

A final plat of subdivision shall be prepared at a scale of one inch equals one hundred feet (1" = 100') and shall be suitable for recording. The plat may be on several sheets accompanied by an index sheet showing the entire subdivision. The final plat shall include information as detailed in the Subdivision Regulations Ordinance. The Village may waive preliminary plat approval and an applicant may proceed directly to final plat approval for minor subdivisions. See Section 10-3-4(G) of the Subdivision Regulations for additional information on waiving preliminary plat approval.

IMPROVEMENT AGREEMENT

The Village's standard Improvement Agreement form shall be completed prior to Village Board consideration in order to set forth the terms in which the required subdivision improvements will be installed.

 LANDSCAPE PLAN

All development and landscape plans must comply with the landscape and screening requirements as set forth in the Zoning Regulations.

 LEGAL DESCRIPTION

A legal description of the Subject Realty, i.e. the exact parcel of land for which the application is submitted, must be provided in both print and digital formats. The print version must be typed on 8 ½ by 11 paper. The legal descriptions must include the permanent index number assigned to the Subject Realty and the common address of the Subject Realty.

 LETTER OF CREDIT (TO BE SUBMITTED WHEN DIRECTED)

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 and necessary improvements. Said letter of credit shall be in an amount equal to 125% of the improvement costs, determined by the Village Engineer, to be sufficient to complete the improvements and installation in compliance with the Improvement Plans. Letters of Credit are required for any public improvements, including stormwater improvements, and with subdivision approvals.

 MYLAR (TO BE SUBMITTED WHEN DIRECTED)

Prior to Village Board consideration, the final mylar of all recordable plans shall be submitted to the Village Planner. All signatures shall have already been obtained at the time the mylar is submitted except for the Village signatures, County Clerk signatures and County Recorder signatures. Recordable plans include Plats of Annexation, Final Subdivision, and Final PUD.

 PETITION FOR ANNEXATION

The applicant shall submit a Petition for Annexation to be reviewed by the Village Attorney and other Village staff or the applicant may submit the Village's standard Petition for Annexation, which is available from Village staff. Petitions must be signed by property owners and electors who reside on the Subject Realty.

PLAT OF ANNEXATION

The applicant shall submit a plat of annexation for the Subject Realty as prepared by a registered Illinois Professional Land Surveyor.

 PLAT OF SURVEY

The applicant shall submit a copy of a current plat of survey (prepared within the last six months) for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

 PRELIMINARY PLAN AND PLAT OF PLANNED UNIT DEVELOPMENT (PUD)

A preliminary plan and plat of PUD shall be prepared at a scale of one inch equals one hundred feet (1" = 100') and show such designations as proposed streets and utilities, all proposed building locations and the proposed use of said buildings, common open space, recreation facilities, parking areas, service areas, and other facilities to indicate the character of the proposed development. The subdivision may be composed of one or more sheets and drawings. See Section 9-13-5(B) of the Village Zoning Ordinance for detailed requirements.

 PRELIMINARY PLAT OF SUBDIVISION

A preliminary plat of subdivision shall be prepared at a scale of one inch equals one hundred feet (1" = 100') and shall show such designations as existing conditions, proposed streets and utilities, common open space, and other facilities to indicate the character of the proposed development. The submission may be composed of one or more sheets and drawings. See the Subdivision Regulations Ordinance for detailed requirements. The Village may waive preliminary plat approval allowing an applicant to proceed directly to final plat approval for minor subdivisions. See Section 10-3-4(G) of the Subdivision Regulations for additional information on waiving preliminary plat approval.

 PROOF OF OWNERSHIP

In order to prove that the owner consents to the application, 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.

PROPERTY OWNER LIST

For rezoning, special use permits, variations and PUDs, the applicant must submit a list of names and addresses of property owners for properties located within 250', in all directions, of the Subject Realty, excluding rights-of-way. Three copies of this list must be submitted on pre-pasted mailing labels.

 SITE PLAN

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 and drawn on sheets of paper not to exceed 24" by 36".

 TREE PRESERVATION PLAN (TO BE SUBMITTED WHEN DIRECTED)

All development and landscape plans must indicate what trees are to be preserved and/or removed during site construction and what preservation methods will be used. This plan may be included within the Engineering Plan or Landscape Plan submittal.

 TRAFFIC REGULATION AGREEMENT AND TRAFFIC CONTROL PLAN

A Traffic Regulation Agreement is required for approval of all non-residential and multi-family residential projects. The agreement regulates traffic, the parking of automobiles and activities such as roller skating, bicycle riding and/or skateboarding within a particular complex or site. The Village has a standard Traffic Regulation Agreement that is available from staff. A Traffic Control 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, including parking stall striping, handicap and parking restrictions, and fire lanes.

REVIEW BY OTHER AGENCIES

Certain applications must be reviewed by agencies outside of the Village of Willowbrook. These may include, but are not limited to, the following:

Applicant Staff

FIRE PROTECTION DISTRICT

Any application for site plan review, preliminary/final subdivision or PUD must be reviewed by the appropriate Fire Protection District – either Tri-State or Pleasantview.

SEWER – DUPAGE COUNTY DIVISION OF PUBLIC WORKS

If you are dealing with new development and the subject realty receives DuPage County sewer service, you must contact the DuPage County Division of Public Works via USPS Certified Mail (including delivery confirmation) and provide them with information about your proposal. Include a copy of the Certified Mail Electronic Delivery Confirmation form with your application to the Village. Letters shall be directed to Mr. Nicholas Kottmeyer, DuPage County Public Works, 421 N. County Farm Road, Wheaton, Illinois 60187.

SEWER – FLAG CREEK WATER RECLAMATION DISTRICT

If you are dealing with new development and the subject realty is within the jurisdiction of the Flag Creek Water Reclamation District, you must contact them via USPS Certified Mail (including delivery confirmation) and provide them with information about your proposal. Include a copy of the Certified Mail Electronic Delivery Confirmation form with your application to the Village. Letters shall be directed to Pat Giacobbe, Flag Creek Water Reclamation District, 7001 N. Frontage Road, Burr Ridge, IL 60527.

HIGHWAY DEPARTMENT APPLICATIONS

If the project involves a new access or a change to an existing access on a state highway (such as Route 83) or a county highway (such as 75th Street or Plainfield 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.

DUPAGE COUNTY TRAFFIC IMPACT FEES

All development in excess of 1,000 square feet in DuPage County is required to complete an impact fee application and pay fees prior to construction. While not required as part of this zoning entitlement process, it may be helpful to know what will be required prior to construction if your project is approved. For more information, go to:

http://www.dupageco.org/EDP/Regulatory_Services/1665/

KANE-DuPAGE SOIL AND WATER CONSERVATION DISTRICT (SWCD) LAND USE OPINION

Any person who petitions the Village for a zoning change, special use permit, variation or a subdivision of 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.) Interactive Form:

<http://www.kanedupageswcd.org/pdfs/LUO/LandUseOpinionApp13.pdf>

ILLINOIS DEPARTMENT OF CONSERVATION, ENDANGERED SPECIES CONSULTATION

The applicant shall file an application for an Endangered Species Consultation Agency Action Report with the Illinois Department of Natural Resources when there is a request to rezone land, approve a planned unit development, special use permit, and/or preliminary and final subdivision plats. The applicant should list the Village of Willowbrook as the agency name and 835 Midway Drive, Willowbrook, IL 60527 as the address. Also list Tim Halik, Village Administrator 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. For more information, please use the following link to the IDNR website:

<http://dnr.illinois.gov/EcoPublic/>

U.S. ARMY CORPS OF ENGINEERS WETLANDS PERMIT

If the proposed development involves construction, dredging or modification of a 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.



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If your application includes a request for a Special Use Permit pursuant to Section 9-14-5 of the Zoning Regulations of the Village of Willowbrook, you must be prepared to respond affirmatively to the Standards for Special Use Permits as outlined in Section 9-14-5.2 of the Zoning Regulations. The Standards for Special Use Permits are as follows:

9-14-5.2: Standards:

- A. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- B. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
- C. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- D. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.
- E. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- F. That the special use shall in all other respects conform to the applicable regulations of the district in which it is located except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission.
- G. Conditions in the area have substantially changed, and at least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same use of all or part of the site.

Submit your typewritten responses to these standards with your application.



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If your application includes a request for a variation(s) to the Zoning Ordinance of the Village of Willowbrook, you must be prepared to respond affirmatively to the Standards for Variations as outlined in Section 9-14-4.5 of the Village Code. The Standards for Variations are as follows:

9-14-4.5: Standards for Variations: The Plan Commission shall not recommend and the Board of Trustees shall not grant variations from the regulations of Title 9 of this Code unless affirmative findings of fact shall be made as to all the standards hereinafter set forth, which findings shall be based upon evidence adduced upon the hearing held thereon, that:

- A. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations of the district in which it is located.
- B. The proposed variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship which will result if the strict letter of the regulations were carried out and which is not generally applicable to property within the same district.
- C. The alleged hardship has not been created by any person presently having a proprietary interest in the premises.
- D. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood.
- E. The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, substantially increase the danger of fire, or endanger the public safety.
- F. The proposed variation will not alter the essential character of the locality.
- G. The proposed variation is in harmony with the spirit and intent of Title 9 of this Code.

Submit your typewritten responses to these standards with your application.

Stipulate sections of Village Code you are seeking relief from, including the requirement of the Village Code and the extent of your request (attach additional sheets if necessary):



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