



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

Deborah A. Hahn

Village Trustees

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Paul Oggerino

Gregory Ruffolo

Village Administrator

Brian Pabst

Chief of Police

Robert R. Schaller

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

Annexation

Preliminary Plat of Subdivision

Annexation Agreement

Final Plat Subdivision

Special Use Permit

Preliminary PUD

Map Amendment (Rezoning)

Final PUD

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.

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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):



Proud Member of the
Illinois Route 66 Scenic Byway