



DEVELOPMENT REVIEW, CODES & FEES REFERENCE GUIDE

DEVELOPMENT REVIEW PROCESS

Initial Concept Plan Review/Pre-Application Conference

Applicants must begin the process by submitting a "concept" plan to be reviewed by staff to make general comments on the development proposal. This provides an opportunity for the applicant and their development team (including consultants) to become familiar with the review process and aware of major concerns early in the process before a great deal of time and funds are expended in developing detailed drawings.

Courtesy Review (Optional)

Applicants have the option to present a concept before the Village Board at a Planning, Building and Zoning Committee meeting. This process is intended to allow an applicant to present an informal overview of a proposed development and obtain initial Board comments and feedback on a concept. No formal action is taken by the Village Board at the Courtesy Review.

Preliminary Concept Plan (Optional)

In certain instances, it may be appropriate for an applicant to seek preliminary concept plan approval from the Village prior to investing in the full site plan review process. This preliminary concept approval can be sought separately or in conjunction with other zoning approvals such as rezoning or special use approval.

Preliminary and Final Site Plan Approval (Required)

All development or redevelopment projects must obtain site plan approval prior to building permits. Preliminary and final site plan approval can be sought sequentially or at the same time. The site plan review process is outlined below:

- 1. Submission/Staff Review:** Upon submission of a full set of plans and application materials, Village Staff will review and issue review comments to the applicant. Staff review involves referral to all relevant Village departments and divisions (including Public Works, Engineering, Transportation, Legal, Fire, and Police). The full staff development review process takes approximately 21 days.
- 2. Resubmittal/Staff Review:** Once a resubmittal is made, staff will initiate a second staff review (approximately 21 days). It is suggested that a point-by-point response to the staff comments be prepared in letter form, along with revised plans, to facilitate the review process. Depending on the complexity of the plans and the comments from staff, several iterations of plan review will be required before plans are ready to be heard before the Planning & Zoning Commission.
- 3. Planning & Zoning Commission/Village Board Review:** Staff will work with the applicant to complete the required public notices and get the project scheduled before the Planning & Zoning Commission. The Planning & Zoning Commission recommendation will be forwarded to the next Village Board meeting for final consideration.



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Staff Review Submittal Requirements: The following plans and documents are required to be submitted for all site plan reviews. Additional documents and studies may be requested:

- All applicable application forms
- Engineering plan (grading, utility, erosion control, details, etc.)
- Landscape plan (including existing tree survey)
- Plat of survey (existing conditions)
- Subdivision plat (if proposed)
- Lighting plan (including photometric and fixture cut-sheets)
- Building elevations and general floor plan
- Community Impact Statement (including supplementary studies such as traffic, fiscal impact, noise, etc. as may be required upon review of the specific proposal)
- Comprehensive description of proposal - site development and operations
- Traffic or Parking Studies
- External agency reviews, as necessary

Outside Agency Review: Various other outside agencies are often involved in the review process for development projects in the Village. These may include Metropolitan Water Reclamation District, North Cook County Soil and Water Conservation Service, IDOT, IDOC, Army Corps of Engineers, and Cook County Highway, as well as other reviews depending on the nature of the project and the location.

Building Permit Submittal

Applicants may submit for building permit review upon receiving final site plan approval. In certain instances, staff will begin reviewing building permit submittals prior to final Village Board approval; however, building permits will not be issued until Village Board approval is granted and all fees and project guarantees have been submitted.



MUNICIPAL CODE REFERENCES

[Zoning Code - Chapter 9](#)

- District Land Uses: Permitted and Special Uses
- Area Regulations: lot area, lot width, setback requirements, floor area ratio, height limits
- [Signs](#): size, placement, number
- [General Provisions](#): application procedures, fences, accessory uses, temporary uses

[Subdivision Code - Chapter 10](#)

- [Plats](#): information required and lot design standards
- [Street Development](#): street width, right of way, design, block length, street offsets, cul-de-sacs, sidewalks
- [Water Systems](#): minimum diameter of mains, maximum dead end length location
- [Storm Drains](#): capacity, lot drainage, design of detention areas
- [Sanitary Sewers](#): capacity, design
- [Environmental Considerations](#): erosion control, flood areas, soil tests

[Landscaping – Subdivision Code Chapter 10, Article 4](#)

- [General](#): building foundation plantings, minimum amount of the lot to be landscaped, planting details, use of a landscape architect, plant material selection (size and species), street trees
- [Parking Lots](#): interior and perimeter landscaping, minimum island area
- [Tree Preservation](#): survey of existing trees, preservation

[Site Plan - Subdivision Code Chapter 10, Article 5](#)

- [General](#): noise, recycling plan, traffic impact fee, review procedures
- [Site Design](#): building and parking lot lighting, refusal disposal areas, fences, walls, views from and into the site
- [Building Design](#): elevation drawings, floor plans, building design
- [Parking Lots/Driveways](#): circulation design, number and size of spaces, loading areas, handicapped parking and access, fire lanes, walkways

[Site Plan/Subdivision Submittal Requirements - Subdivision Code Chapter 10, Article 6](#)

- [Community Impact Statement Requirements](#): supplements the site plan by providing detailed information about the effects which a proposed project is likely to have on the community and environment. Required as part of site plan submittal.
- [Plat of Subdivision Documents](#): plat requirements, certificates and acknowledgements, easements, etc.
- [Site Plan Documents](#): plat of survey, proposed improvements,
- [Additional Plans/Documents](#): engineering, landscape, lighting, traffic study, building elevations required.

ADDITIONAL REFERENCES

- [Planning and Development – review process, applications, and other reference documents.](#)
- [Development Standards and Reference Manual](#)



APPLICATION, ENGINEERING AND IMPACT FEES

Zoning Application Fees (Per Resolution No. 1665-2018)

Building Permit Fees – §11-7-1

Project Guarantee – §10-7-1-B-1

From the Engineer's Cost Estimate: 110 % of Public Improvements and 25 % of Private Improvements

Engineering Plan Review & Inspection Fees (Per Resolution No. 1254-2005)

Engineer's Cost Fee is % of Estimate	
Under \$50,000	7.00%
Over \$50,000 but < \$250,000	5.50%
Over \$250,000 but < \$750,000	4.50%
Over \$750,000	3.50%

Water Production Charge - §12-4-9

Monthly water use (gallons) / 7250 = "X"
 "X" x \$665.00 = Production Charge

Water Availability Charge - §12-4-9

The charge is based on the water meter size.
 Note: The Water Availability Charge is waived when the water main to which the connection is to be made is installed or paid for by the person desiring such connection.

Sewer Connection Fee – §12-4-8

P.E. / 3.5 = "Y"
 "Y" x \$625 = Connection Fee
 Note: P.E. = Population Equivalent number from Schedule C of the MWRD permit.

Road Use Fee – 10-7-1.C.

$$\left(\frac{\text{Construction time in years} \times \text{Area of pvmt in SY} \times \$20 \text{ per SY for rehab}}{\text{Life cycle of pavement of 12 years}} \right) \times 0.5$$

Road Improvement Impact Fee §10-7-7

Fees for new developments in the Central and Western impact fee areas are based upon the proposed use and the associated number of *new* trips generated on weekday during the peak hour between 4:00 p.m. to 6:00 p.m.