A. The following steps are required for all Rezoning and/or Special Use Permit applications:

1. The applicant meets with the Assistant City Manager, Director of Engineering, and Director of Planning & Economic Development to discuss the proposal.

2. The applicant is advised to obtain copies and closely review the following items:
   
   (a) City of Wheaton Stormwater Management Ordinance. ($10.00 from the Engineering Department);
   
   (b) Subdivision Control Regulations (Chapter 62). ($10.00 from the Engineering Department);
   
   (c) A Zoning Ordinance ($15.00) and map ($5.00) from City Hall;
   
   (d) The DuPage County Countywide Stormwater Management and Floodplain Ordinance (from DuPage County);
   
   (e) Wheaton Comprehensive Plan ($30 from City Hall).

   Above documentation can be reviewed on the City’s web page at [www.wheaton.il.us].

3. The applicant files a complete application packet with the Director of Planning & Economic Development, pursuant to requirements in Section B.

4. After City Staff verifies all information is submitted according to City Codes and Policies, a Public Hearing is scheduled before the Planning and Zoning Board (PZB) for review and a recommendation.

5. The Director of Planning & Economic Development and Director of Engineering prepare a report regarding the application to the PZB offering background information and a recommendation. The applicant will receive copies of the Staff Report. If during preparation of the report City Staff determines the proposal does not comply with the City's Stormwater Management Ordinance and pertinent regulations of the Zoning Ordinance, Staff reserves the right to remove the application from any scheduled agenda.

6. The PZB holds Public Hearings on the second and fourth Tuesday of each month at 7:00 p.m. in the City Council Chambers. The applicant's attendance is mandatory. The applicant must present testimony regarding the proposal and the public is allowed to comment. The applicant is responsible to present sufficient evidence to support the application. Please see attached Standards Applicable to Special Use Permits.

7. The City Council receives the PZB Report and Recommendation at a regular Council meeting. The Council regularly meets on the first and third Monday of every month at 7:00 p.m. Depending upon the number of other pending applications, your Application will not necessarily be forwarded to the first City Council meeting after the PZB recommendation.
8. The applicant must attend the City Council meeting to respond to Council questions. The City Council will then usually direct the City Attorney to prepare an appropriate Draft Ordinance. If you submit information to the Council substantially different than reviewed by the PZB, the Council reserves the right to send the application back to the PZB for further review. At this point, the Council may deny any Application via a motion and vote.

9. At its next meeting, the City Council takes action on the Draft Ordinance. If the Ordinance is approved, the City has the Ordinance recorded at the County Recorder of Deeds Office.

10. After the Ordinance is effective and all fees are paid, the applicant may apply for the necessary Site Development and Building Permits.

The outlined procedures are for Rezoning and Special Use Permit Applications only. If the application is filed with another request, such as a Subdivision or Annexation, the process is slightly altered. However, this and other applications proceed concurrently.

B. APPLICATION REQUIREMENTS

A complete application must be filed at least 30 days prior to review by the PZB. Submittal of a complete application does not necessarily mean the item will appear on the next agenda, depending upon availability of agenda time.

Do not submit any portion of an application until you have a complete application, which consists of the following:
GENERAL APPLICATION REQUIREMENTS CHECKLIST

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<tr>
<td>1.</td>
<td>The application form, filled out in its entirety by the applicant. (Attached)</td>
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<td>2.</td>
<td>Proof of ownership (title insurance or policy) of the property and signature of the property owner if different from the applicant.</td>
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<td>3.</td>
<td>Five Hundred dollars $500.00 - (Ord F-1395 12/1/08) application fee. (Prior to final Council action, <strong>applicant is billed for placement of notification sign(s) on the property, ($40), legal notice publication, and the Court Reporter fee.</strong> After Council action, <strong>applicant is billed for recording the Ordinance with the County.</strong>)</td>
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<td>4.</td>
<td>A list of neighboring property owners within a 250 foot radius of property, excluding public right-of-ways and alleys. Information can be obtained from the County Assessor's Office, 421 N. County Farm Road, Wheaton, Illinois. <strong>List must be typed or written legibly onto stick-on mailing labels.</strong></td>
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<td>5.</td>
<td>A sworn affidavit, signifying accuracy of list of adjacent property owners (attached).</td>
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<td>6.</td>
<td>If you have not previously built in Wheaton, provide a list of projects built in other communities.</td>
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<td>7.</td>
<td>Narrative statement describing the proposal and addressing the Special Use standards as contained in Article 5.10.D of the Zoning Ordinance.</td>
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DOCUMENT SUBMISSIONS CHECKLIST

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<tr>
<td>1.</td>
<td>Three (3) copies of a current Plat of Survey made by a registered Illinois Professional Land Surveyor, including all existing structures located on the property.</td>
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<td>2.</td>
<td>Fifteen (15) copies of the Site Plan, <strong>folded</strong> to a size no larger than 11 x 17 inches. (With title, date prepared, and by whom).</td>
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<td>3.</td>
<td>Fifteen (15) copies of a Landscape Plan, <strong>folded</strong> to a size no larger than 11 x 17 inches. (With title, date prepared, and by whom).</td>
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<td>4.</td>
<td>Fifteen (15) sets of the Preliminary Engineering Plan conforming to the City's Stormwater Management Ordinance and Subdivision Control Regulations <strong>folded</strong> to a size no larger than 11 x 17 inches.</td>
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<tr>
<td>5.</td>
<td>Fifteen (15) copies of the Plat of Annexation, (if applicable).</td>
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6. One (1) copy each of the Site Plan, Preliminary Engineering, and Plat of Annexation reduced to 8½ x 11 inches.

7. Five (5) sets of Preliminary Floor Plans, folded to a size no larger than 11 x 17 inches.

8. Fifteen (15) sets of Exterior Elevations, folded to a size no larger than 11x 17 inches.

9. A Signage Plan for the proposal, including all on-site directional signage.

10. For residential projects of 10 units or more, or for any non-residential project of over 10,000 square feet, applicant must coordinate the proposal with PACE, the Suburban Bus Service. Has written confirmation of this coordination been received? Please contact PACE, 505 West Algonquin Road, Arlington Heights, Illinois, 60005, (847)364-PACE.

11. If the proposal demolishes any building(s), have you submitted a Building Demolition Permit Application? (Available from Building Dept.)

12. State Law requires submittal of a "Natural Resource and Inventory Application" to the Kane/DuPage Soil and Water Conservation District (see attached). Does not take the place of the required engineering soils report.

13. If the proposal includes multiple lots or parcels of land, has a Plat of Consolidation conforming to the City's Subdivision Control Regulations been filed?

14. State Law requires submittal of an "Illinois Department of Natural Resources Application" to the Illinois Department of Natural Resources (see attached).

15. Three (3) copies of a Stormwater Management Report meeting the requirements of the City's Stormwater Management Ordinance and the Countywide Stormwater Management Ordinance.

16. Three (3) copies of stormwater detention and storm sewer calculations.

17. Five (5) copies of a soil report for the subject property.

18. Six (6) copies of a Traffic Report as required by the Director of Engineering and Director of Planning & Economic Development during pre-development review.

19. If the project has access to or is adjacent to a State or County highway, has written approval been obtained from the appropriate authority?
An application will not be accepted and processed until all the applicable items required above have been submitted with the application.

Staff reserves the right to withdraw a petition from an agenda if the engineering plans do not conform to the City's Stormwater Management Ordinance and Subdivision Control Regulations. In addition, all plans submitted for the Application must have a title, a preparer's name, preparation date, revision date, and be fully dimensioned. All submitted revised plans must be folded.

Depending upon the various meeting schedules and staff workloads, this process generally will be completed within 90 days to 120 days of the date the applicant submits the completed application.

Any questions pertaining to the City's Rezoning and Special Use Permit application procedures should be directed to the Director of Planning & Economic Development at (630) 260-2080.

The applicant must complete, sign, and submit this checklist with the full submittal.

Applicant's Signature  Date  Name of Development
Standards Applicable to Special Use Permits

The various permitted uses listed in the zoning district requirements are compatible with other permitted uses within the district. The various uses for which a special use permit is required, however, may or may not be compatible with adjacent uses, depending upon their location relative to other uses, the capacity of adjacent streets, the characteristics of the proposed use, and other factors. The purpose of the special use permit procedure is to ensure that all granted special uses comply with the purposes and intent of this Zoning Ordinance.

A special use permit shall not be granted unless the proposed use complies with the following standards:

1. The establishment, maintenance, or operation of the special use shall not be detrimental to the public health, safety, morals, comfort, convenience, and general welfare;

2. The special use shall not be injurious to the uses and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish property values within the neighborhood;

3. The establishment of a special use shall not impede the normal and orderly development and improvement of the surrounding property for uses already permitted;

4. Adequate utilities, access ways, drainage, and other necessary facilities shall be provided;

5. Adequate measures shall be taken to provide ingress and egress designed to minimize traffic congestion in the public streets;

6. The special use shall comply with the objectives of the Wheaton Comprehensive Plan; and

7. The special use shall conform to the applicable requirements of the district in which it is located, as well as any other applicable requirements of this ordinance, except as may be varied by the Board or City Council.
CITY OF WHEATON

REZONING/SPECIAL USE APPLICATION

The undersigned petitions the City Council of the City of Wheaton, Illinois to consider a zoning amendment and/or special use permit, as stated herein, for the following parcel(s) of land:

A. Legal Description:

________________________________________________________________________

________________________________________________________________________

Address:

________________________________________________________________________

Present Zoning ___________________ Requested Zoning ___________________

Is a Special Use Permit Being Requested? ______________ Yes ______________ No

Present Use ______________________

Intended Use _____________________

Date to Begin Construction or New Use ______________________

B. Name of Applicant _____________________________

Address _______________________________________

Telephone No. __________________ Fax No. ______________

Nature of Petitioner's Interest in Parcel and Relationship to Owner __________________________

Name of Owner(s)* _____________________________

Address _______________________________________

C. Experts (Architects, Planner, Attorney, etc.) _______________________________________

Name ________________________________

Title ________________________________

Address ______________________________

*Please note that the applicant is required to disclose the identity of every owner and beneficiary of any land trust.
The applicant hereby agrees and consents to pay the City of Wheaton all costs incurred from the court reporter, who will make a transcript of the public hearing, placement of zoning notification sign(s), and legal notice publication(s). The applicant further certifies that:

1. All of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge;

2. Affirms that no City of Wheaton elected official, appointed official, or employee has a proprietary interest in the above-reference property for which this application is being filed (except as stated below);

3. None of the above-referenced individuals has been promised or given any contract for any consultation, planning, or construction in relation to this project (except as stated below); and 4) Applicant has read and understands all information in this packet.

_____________________________  ________________________________
Signature of Applicant          Signature of Owner of Property, if different

______________________________
Exceptions:

______________________________

______________________________

DateReceived__________________ FeePaid________________     Application#________________
AFFIDAVIT

STATE OF ILLINOIS   
                   
COUNTY OF DUPAGE   

I, ________________________________, being first duly sworn, do hereby state under oath that to the best of my knowledge the attached list is a true, correct, and complete list of all permanent parcel numbers, and names and addresses of owners, of all lots and parts of lots located within 250 feet (exclusively of any public streets and alleys) of the property legally described on the attached application for rezoning, special use permit, planned unit development, variation, or other zoning amendment. I further state that said list was obtained from the current tax rolls of the DuPage County Treasurer's Office, on ____________________, 20__. 

X ________________________________________________

Subscribed and sworn to before me

this _______ day of _______________________,

20__.

__________________________________________

Notary Public
LAND USE OPINION APPLICATION
Kane-DuPage Soil and Water Conservation District
2315 Dean Street, Suite 100, St. Charles, IL 60175-4823
(630) 584-7960 Ext. 3

Send report to:
PETITIONER: ________________________________
ADDRESS: ______________________________________

EMAIL: ______________________________________
CONTACT PERSON: ____________________________
TELEPHONE: ____________________________

Please allow 30 days for inspection and processing.

TYPE OF PROPOSAL: [ ] Change in Zoning from _______ to _______ Project or Subdivision Name ________________
[ ] Subdivision or Planned Unit Development (PUD)
[ ] Variance-Please describe fully on separate sheet
[ ] Special Use Permit-Please describe fully on separate sheet

Unit of Government Responsible for Permits ____________________________ Date of Public Hearing ____________________________
Current Use of Site ____________________________ Proposed Use ____________________________
Surrounding Land Use (or nearest intersection) ____________________________ Number of Acres ____________________________

PROPOSED IMPROVEMENTS: (check all applicable items)
Planned Structures: Open Space: Water Supply:
[ ] Dwellings w/o Basements [ ] Park/Playground Areas [ ] Individual Wells
[ ] Dwellings with Basements [ ] Common Open Space Areas [ ] Community Water
[ ] Commercial Buildings [ ] Other ____________________________
Other ____________________________

Wastewater Treatment:
[ ] Septic System [ ] Drainage Ditches or Swales [ ] Wet Retention Basin
[ ] Sanitary Sewers [ ] Storm Sewers [ ] No Detention Facilities Proposed
[ ] Other ____________________________ [ ] Dry Detention Basin [ ] Other ____________________________

EXISTING SITE CHARACTERISTICS: (check all applicable items)
[ ] Ponds or Lakes [ ] Floodplain [ ] Woodland [ ] Drainage Tiles [ ] Stream(s)
[ ] Wetland(s) [ ] Floodway [ ] Cropland [ ] Disturbed Land [ ] Other ____________________________

REQUIRED: INCLUDE ONE COPY EACH OF THE FOLLOWING--Processing will not begin without the following:
[ ] APPLICATION completed and signed
[ ] FEE according to schedule below
[ ] PLAT OF SURVEY/SITE PLAN showing legal description, legal measurements
[ ] SITE/CONCEPT PLAN showing lots, streets, storm water detention areas, open areas, etc.
[ ] LOCATION MAP (if not on maps above)--include distances from major roadways or tax parcel number

IF AVAILABLE – NOT REQUIRED:
[ ] ZONING or LAND USE PETITION filed with unit of government (if relevant)
[ ] TOPOGRAPHY MAP OR WETLANDS DELINEATIONS

FEE AMOUNTS: last updated November 1, 2013
$423.00 for 1 - 3 acres or fraction thereof
$459.00 for 4 - 5 acres or fraction thereof
For 5 - 200 acres see chart
> 200 acres: ADD $14.00 for each additional acre or fraction thereof over the 200 acre amount.
$65.00 processing fee if no report is required

***If there is more than one parcel in question and they are non-contiguous please contact KDSWCD for fee amount.***

MAKE CHECKS PAYABLE TO: Kane-DuPage Soil and Water Conservation District

I (we) understand the filing of this application allows the authorized representative of the Kane-DuPage Soil and Water Conservation District to visit and conduct an evaluation of the site.

Petitioner or Authorized Agent ____________________________ Date ________________
This opinion will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

Revised November 1, 2013
For the convenience of those who must comply with the provisions of the Illinois Soil and Water Conservation District Act, Section 22.02a (Illinois Compiled Statutes, Chapter 70, Paragraph 405, Section 22.02a), enacted December 3, 1971, effective July 1, 1972, we quote this section:

“The Soil and Water Conservation District shall make all natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinances or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality’s or county’s zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The Soil and Water Conservation District shall be given not more than 30 days from the time of receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action.”

Added by Act approved December 3, 1971.

The amendment is designed to assist the unit of government considering the proposal. The natural resources and the environment are the main concerns in the development of the Land Use Opinion.

To facilitate compliance with the Act by land developers and others, Kane-DuPage Soil and Water Conservation District has formulated a set of guidelines and a standardized set of fees, as provided for in section 22.09 of this Act:

“The District may charge fees to any person who makes a request for services or receives benefits rendered by the District, or who causes or undertakes to cause the District to perform a function prescribed by this Act, including but not limited to any function prescribed by Section 22.02a of this Act, provided that such charges are uniform. The Directors shall maintain a uniform schedule for such fees and may from time to time revise such schedule. The charging of any such fees is uniformly charged and in accordance with a uniform schedule by any District to any person for such service or benefit or performance of any such functions prior to the effective date of this amendatory Act of 1975 is ratified.”

**LAND USE OPINION FEE SCHEDULE**

**EFFECTIVE NOVEMBER 1, 2013**

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<th>Acres Fee</th>
<th>1-3 acres</th>
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<th>4-5 acres</th>
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<td>Acres Fee</td>
<td>5-200 acres</td>
<td>For over 200 acres</td>
<td>See chart</td>
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CONSULTATION AGENCY ACTION REPORT
(Illinois Administrative Code Title 17 Part 1075)
Division of Resource Review and Coordination
Todd Rettig, Division Manager

Date Submitted: ____________________
If this is a resubmittal, include previous
IDNR response if available.

FOR DEPARTMENT USE ONLY
PROJCODE: __________ DUE DATE: __________

Applicant: ________________________________
Contact Person: ____________________________
Applicant Address: __________________________

Phone: ____________________________
Fax: ____________________________
Email: ____________________________

LOCATION OF PROPOSED ACTION
A MAP SHOWING LOCATION OF PROPOSED ACTION IS REQUIRED

Project Name: ____________________________
Project Address (if available): ____________________________
City, State, Zip: ____________________________
Township/Range/Section (e.g. T45N,R9E,S2): ____________________________
Brief Description of Proposed Action: ____________________________

Projected Start Date and End Date of Proposed Action:
Will state funds or technical assistance support this action? [Yes | No] If Yes, the Interagency Wetland Policy Act may apply.
Contact funding agency or this Division for details.

Local/State Agency with Project Jurisdiction: ____________________________
Contact: ____________________________
Address: ____________________________

Phone: ____________________________
Fax: ____________________________

FOR DEPARTMENT USE ONLY

Are endangered/threatened species or Natural Areas present in the vicinity of the action? [Yes | No]
Could the proposed action adversely affect the endangered/threatened species or Natural Area? [Yes | No]
Is consultation terminated? [Yes | No]
Comments: ____________________________

Evaluated by: ____________________________
Division of Resource Review & Coordination (217)785-5500 Date ____________

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