CITY OF WHEATON

PLANNED UNIT DEVELOPMENT APPLICATION

A. The following steps are required for all Planned Unit Development applications:

1. The applicant meets with the Assistant City Manager, Director of Engineering and Director of Planning & Economic Development & 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 ($30.00 from City Hall).

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

3. In the situation of conflicting regulations between the Subdivision Control Regulations and the Zoning Ordinance, the more restrictive regulations apply.

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

5. 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. (If the application involves annexation, the Public Hearing is held by the City Council and the application is not reviewed by the Planning and Zoning Board.)

6. 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 Stormwater Management Ordinance, and pertinent regulations of the Zoning Ordinance, Staff reserves the right to remove the application from any scheduled agenda.

7. The PZB holds the Public Hearing on either the second or fourth Tuesday of each month at 7:00 p.m., where the applicant presents all testimony regarding the proposal, and public comment is invited. Applicant’s attendance is mandatory, and it is the applicant’s responsibility to present sufficient evidence at this time to support the Application. Please see Sections 5.10 and 5.11 of the Zoning Ordinance.

Revised 12/2008
8. At the next regular meeting the PZB votes on the matter, making a recommendation to the City Council. The applicant should attend this meeting to answer any questions. No new testimony is allowed.

9. The City Council receives the PZB Reports and Recommendations 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.

10. 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 the applicant submits 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.

11. 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 (at applicant’s expense).

12. 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 only for PUD Applications. 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 dollar ($500.00) [F-1395 - 12/1/2008] application fee. <strong>(Prior to final Council action, applicant is billed for placement of notification sign(s) on property ($40), Court Reporter fee, and cost of the legal notice publication. After Council action, applicant is billed for recording the Ordinance with the County.)</strong></td>
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<td>4.</td>
<td>List of neighboring property owners within a 250 foot radius of property, not including public right-of-ways. Information can be obtained from the County Assessor’s Office, 421 N. County Farm Road, Wheaton, Illinois. <strong>List must be typed onto stick-on mailing labels.</strong></td>
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<td>5.</td>
<td>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 PUD 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 Plat of Survey of the property 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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<tr>
<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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<tr>
<td>4.</td>
<td>Fifteen (15) sets of the Preliminary Engineering Plan, conforming to the Stormwater Management Ordinance and the Subdivision Control Regulations <strong>folded</strong> to a size no larger than 11 x 17 inches.</td>
</tr>
<tr>
<td>5.</td>
<td>Fifteen (15) copies of the Plat of Annexation, if applicable.</td>
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Revised 12/2008
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 11 x 17 inches.

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

10. For residential developments, written approval from the appropriate School and Park Districts, indicating their desire for either donation of land or cash-in-lieu-of-land. An applicant is required to dedicate land for park and school purposes, or contribute cash-in-lieu-of actual land donations. In most cases, cash contributions will be required.

11. For residential projects of 10 units or more, or for any non-residential project of over 10,000 square feet, applicant or his/her representative 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.

12. Completed “School/Park Donations” form (see attached).

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

14. 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.

15. If the proposal includes multiple lots or parcels of land has a Plat of Consolidation conforming to the Subdivision Control Regulations been filed?

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

17. Three (3) copies of a Stormwater Management Report meeting the requirements of the Stormwater Management Ordinance and the Countywide Stormwater Management Ordinance.

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

19. Five (5) copies of a soil report for the subject property.
20. Six (6) copies of a Traffic Report as required by the Director of Engineering and Director of Planning & Economic Development during pre-development review.

21. If the project has access to or is adjacent to a State or County highway, has written approval been obtained from the appropriate authority?

22. Three (3) copies of the engineer's estimate for the subject improvement.

23. Three (3) copies of the specifications for the subject improvement.

An application will not be accepted and processed until all the applicable items required 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 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, 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 application procedures should be directed to the Director of Planning & Economic Development, at 630-260-2080.

The applicant or his/her representative must complete, sign, and submit this checklist with the full submittal.

Applicant’s Signature __________________________ Date __________________________ Name of Development __________________________

Revised 12/2008
Standards Applicable to Planned Unit Developments

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

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

2. The PUD 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 PUD 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 PUD shall comply with the objectives of the Wheaton Comprehensive Plan; and

7. The PUD 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.
PLANNED UNIT DEVELOPMENT APPLICATION FORM

The applicant shall complete the following:

The undersigned respectfully petitions the City Council of the City of Wheaton, Illinois, to consider the rezoning of the following parcel(s) of land:

A. Legal Description: .................................................................................................................................

.................................................................................................................................

.................................................................................................................................

Address: .................................................................................................................................

Present Zoning: ___________________ Requested Zoning: ___________________

B. Name of Applicant: .................................................................................................................................

Address: .................................................................................................................................

Telephone: ___________________ Fax: ___________________

Property Interest of Applicant: .................................................................................................................................

Name of Owner(s): ____________________________________________

(Please provide proof of ownership: Title Commitment or policy)

Trust Number and Bank: .................................................................................................................................

Address: .................................................................................................................................

C. Names of Experts (Architect, Engineer, Planner, Economist, etc.)

Name: ___________________ ___________________ ___________________

Title: ___________________ ___________________ ___________________

Address: ___________________ ___________________ ___________________

Nature of applicant’s interest in land and relationship to owner:

.................................................................................................................................

.................................................................................................................................
Have you contacted the School District and Wheaton Park District regarding your application? (Please attach correspondence)  

Have you contacted the appropriate State or County Highway Authority for access approval? (Please attach correspondence)  

The applicant hereby agrees and consents to pay to the City of Wheaton all costs incurred from the court reporter who shall attend and transcribe the public hearing upon this application. The applicant understands that no final action shall be taken subsequent to that hearing until and upon payment of said court reporter's fees, and legal notice publication, by the applicant, and further understands that the full presentation must be made at the public hearing and the City Council reserves the right to send back any application to the Board of Zoning Appeals for public hearing and review if application is significantly modified.

Signature of Applicant

Signature of Property Owner (if different)

Application # __________
AFFIDAVIT

STATE OF ILLINOIS )
 ) SS
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
SCHOOL/PARK DONATIONS
(Pursuant to Chapter 62, Article VI of Municipal Code)

Name of Subdivision: ____________________________________________

Developer: _____________________________________________________

(Name) (Address) (Telephone)

Total number of units to be constructed in subdivision: ________________

Amount of Cash Contribution for Detached Single Family

No. of Units to be Built:

School District Contribution: $2,565.00 x ___________ Units = $ ___________

Park District Contribution: $3,135.00 x ___________ Units = $ ___________

Total Contributions $ ___________

(The above contribution figures are based on a 4 bedroom detached single family structure. Adjustments for different bedroom counts will be made at time of issuing individual building permits. For townhome and apartment contributions, see the Director of Planning & Economic Development).

Location within Districts (check all that apply)

School:

_____ Community Consolidated School District No. 200.

_____ Elementary School District No. 41.

_____ High School District No. 87.

Park:

_____ Wheaton Park District

_____ Glen Ellyn Park District

CITY CODE PAYMENT PROVISIONS

Any cash contribution in-lieu of park land dedication and school site dedication shall be paid directly to the City prior to the recording of the final plat; check attached. The cash contribution shall be held in a segregated account by the City solely for the acquisition of park and school land or the construction of improvements at existing parks and school buildings to serve the immediate or future needs of the residents of that subdivision or development. In addition to the foregoing requirements, it is also required that the cash contribution be expended for the acquisition of park and school land or for the improvement of existing parks and school buildings within the corporate boundaries or planning area of the City of Wheaton, Illinois.

If any portion of the cash contribution in-lieu of park or school site dedication is not expended for the purposes set forth herein, within ten (10) years from the date of receipt, it shall be returned on a proportionate basis to those parties who are then the successor title holders of record to the property, subdivision or development which generated the cash contribution.

Date: _______________ Developers’s Signature: ______________________

Approved by Assistant City Manager: _________________________________

Date of City Council Approval: __________________________ Application No. __________

c: School District Park District Finance Director
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 __________________ Number of Acres __________
Location address (or nearest intersection) __________________

PROPOSED IMPROVEMENTS: (check all applicable items)
Planned Structures:
☐ Dwellings w/o Basements
☐ Dwellings with Basements
☐ Commercial Buildings
☐ Other __________________

Open Space:
☐ Park/Playground Areas
☐ Common Open Space Areas
☐ Other __________________

Water Supply:
☐ Individual Wells
☐ Community Water

Wastewater Treatment:
☐ Septic System
☐ Sanitary Sewers
☐ Other __________________

Stormwater Treatment:
☐ Drainage Ditches or Swales
☐ Storm Sewers
☐ Dry Detention Basin
☐ Wet Retention Basin
☐ No Detention Facilities Proposed
☐ 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 benefits 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**

$423.00 for 1-3 acres or fraction thereof
$459.00 for 4-5 acres or fraction thereof
For 5 - 200 acres see chart

For over 200 acres: ADD $14.00 for each additional acre or fraction thereof of over the 200 acre amount.

$65.00 processing fee if no report is required

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CONSULTATION AGENCY ACTION REPORT
(Illinois Administrative Code Title 17 Part 1075)
Division of Resource Review and Coordination
Todd Retig, Division Manager

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

FOR DEPARTMENT USE ONLY
PROJCODE: ___________ DUE DATE: ___________

Applicant: ____________________________ Phone: ____________________________
Contact Person: ______________________ Fax: _________________________________
Applicant Address: ____________________ Email: ____________________________

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

Project Name: ___________________________ County: __________________
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: ________________________ Phone: ____________________________
Contact: ____________________________ Fax: _________________________________
Address: ____________________________

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

Visit our website at http://dnr.state.il.us/orep/NRRC
Printed on recycled and recyclable paper