

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.
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 CHECKLISTYes No

- | | | |
|--|---|---|
| 1. The application form, filled out in its entirety by the applicant. (Attached) | — | — |
| 2. Proof of ownership (title insurance or policy) of the property and signature of the property owner if different from the applicant. | — | — |
| 3. Five hundred dollar (\$500.00) [F-1395 - 12/1/2008] application fee. | — | — |

(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.)

- | | | |
|---|---|---|
| 4. 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. | — | — |
|---|---|---|

List must be typed onto stick-on mailing labels.

- | | | |
|---|---|---|
| 5. Sworn affidavit, signifying accuracy of list of adjacent property owners (attached). | — | — |
| 6. If you have not previously built in Wheaton, provide a list of projects built in other communities. | — | — |
| 7. Narrative statement describing the proposal and addressing the PUD standards as contained in Article 5.10.D of the Zoning Ordinance. | — | — |

DOCUMENT SUBMISSIONS CHECKLIST

- | | | |
|---|---|---|
| 1. 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. | — | — |
| 2. Fifteen (15) copies of the Site Plan, <u>folded</u> to a size no larger than 11 x 17 inches. (With title, date prepared, and by whom). | — | — |
| 3. Fifteen (15) copies of a Landscape Plan, <u>folded</u> to a size no larger than 11 x 17 inches. (With title, date prepared, and by whom). | — | — |
| 4. Fifteen (15) sets of the Preliminary Engineering Plan, conforming to the Stormwater Management Ordinance and the Subdivision Control Regulations <u>folded</u> to a size no larger than 11 x 17 inches. | — | — |
| 5. Fifteen (15) copies of the Plat of Annexation, if applicable. | — | — |

	<u>Yes</u>	<u>No</u>
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, <u>folded</u> to a size no larger than 11 x 17 inches.	—	—
8. Fifteen (15) sets of Exterior Elevations, <u>folded</u> 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 - (https://dnr.illinois.gov/programs/ecocat.html)" to the Illinois Department of Natural Resources.	—	—
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.	—	—

	<u>Yes</u>	<u>No</u>
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

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:

	<u>Yes</u>	<u>No</u>
Have you contacted the School District and Wheaton Park District regarding application? (Please attach correspondence)	<input type="checkbox"/>	<input type="checkbox"/>
Have you contacted the appropriate State or County Highway Authority for access approval? (Please attach correspondence)	<input type="checkbox"/>	<input type="checkbox"/>

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 the 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: _____ Developer's Signature: _____

Approved by Assistant City Manager: _____

Date of City Council Approval: _____ Application No. _____

c: School District Park District Finance Director

Natural Resources Inventory (NRI) Application



Petitioner: _____
Contact person: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Email: _____

Owner: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Email: _____

Please select: How would you like to receive a copy of the NRI Report? Email ☐ Mail ☐

Site Location

Address: _____
City, State, Zip: _____
Township(s) _____ N Range(s) _____ E Section(s) _____
Parcel Index Number(s): _____

Type of Request

- ☐ Change in Zoning from _____ to _____
☐ Subdivision or Planned Unit Development (PUD)
☐ Variance (Please describe fully on a separate sheet)
☐ Special Use Permit (Please describe on separate sheet)

Site Information

Project or Subdivision Name: _____ Total Acres: _____
Current Use of Site: _____ Proposed Use: _____
Surrounding Land Use: _____ Hearing Date: _____

Proposed Improvements (Check all that apply)

- ☐ Dwellings with Basements ☐ Parking Lots ☐ Commercial Buildings ☐ Common Open Space
☐ Dwellings without Basements ☐ Roads and Streets ☐ Utility Structures ☐ Other _____

Stormwater Treatment

- ☐ Drainage Ditches or Swales ☐ Dry Detention Basins ☐ No Detention Facilities Proposed
☐ Storm Sewers ☐ Wet Detention Basins ☐ Other _____

Water Supply

- ☐ Individual Wells
☐ Community Water

Wastewater Treatment

- ☐ Septic System ☐ Other _____
☐ Sewers

Required: Include One Copy of Each of the Following (Processing will not begin until all items are received)

- ☐ **Application** (completed and signed)
☐ **Fee** (according to fee schedule on back)
☐ Make Checks payable to Kane-DuPage Soil and Water Conservation District
☐ **Plat of Survey** showing legal description, legal measurements
☐ **Site Plan/Drawings** showing lots, storm water detention areas, open areas, streets etc.
☐ **Project Narrative** with additional details on the proposed use, including total area of ground disturbance
☐ **Location Map** (if not on maps above) include distances from major roadways or tax parcel numbers

If Available- Not Required:

Any applicable surveys including wetland delineation, detailed soil survey, topographic survey etc.

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** _____

FOR OFFICE USE ONLY

NRI # _____ Natural Resource Review Letter _____ Date Initially rec'd _____ Date all rec'd _____
Date Due _____ Fee Due \$ _____ Refund Due _____ Check # _____

The report will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

Effective January 01, 2024

Natural Resources Inventory (NRI) Fees

FEE AMOUNTS FOR TOTAL ACRES OF PARCEL*: Effective January 01, 2024

¼ acre or less= \$100

¼ acre-5 acres or fraction thereof= \$475.00

6 acres or fraction thereof = \$500.00

ADD \$20 for each additional acre or fraction thereof OVER 6

*****Please contact KDSWCD for non-contiguous parcels*****

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

Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee
1	475	21	800	41	1200	61	1600	81	2000	101	2400	121	2800	141	3200	161	3600	181	4000
2	475	22	820	42	1220	62	1620	82	2020	102	2420	122	2820	142	3220	162	3620	182	4020
3	475	23	840	43	1240	63	1640	83	2040	103	2440	123	2840	143	3240	163	3640	183	4040
4	475	24	860	44	1260	64	1660	84	2060	104	2460	124	2860	144	3260	164	3660	184	4060
5	475	25	880	45	1280	65	1680	85	2080	105	2480	125	2880	145	3280	165	3680	185	4080
6	500	26	900	46	1300	66	1700	86	2100	106	2500	126	2900	146	3300	166	3700	186	4100
7	520	27	920	47	1320	67	1720	87	2120	107	2520	127	2920	147	3320	167	3720	187	4120
8	540	28	940	48	1340	68	1740	88	2140	108	2540	128	2940	148	3340	168	3740	188	4140
9	560	29	960	49	1360	69	1760	89	2160	109	2560	129	2960	149	3360	169	3760	189	4160
10	580	30	980	50	1380	70	1780	90	2180	110	2580	130	2980	150	3380	170	3780	190	4180
11	600	31	1000	51	1400	71	1800	91	2200	111	2600	131	3000	151	3400	171	3800	191	4200
12	620	32	1020	52	1420	72	1820	92	2220	112	2620	132	3020	152	3420	172	3820	192	4220
13	640	33	1040	53	1440	73	1840	93	2240	113	2640	133	3040	153	3440	173	3840	193	4240
14	660	34	1060	54	1460	74	1860	94	2260	114	2660	134	3060	154	3460	174	3860	194	4260
15	680	35	1080	55	1480	75	1880	95	2280	115	2680	135	3080	155	3480	175	3880	195	4280
16	700	36	1100	56	1500	76	1900	96	2300	116	2700	136	3100	156	3500	176	3900	196	4300
17	720	37	1120	57	1520	77	1920	97	2320	117	2720	137	3120	157	3520	177	3920	197	4320
18	740	38	1140	58	1540	78	1940	98	2340	118	2740	138	3140	158	3540	178	3940	198	4340
19	760	39	1160	59	1560	79	1960	99	2360	119	2760	139	3160	159	3560	179	3960	199	4360
20	780	40	1180	60	1580	80	1980	100	2380	120	2780	140	3180	160	3580	180	3980	200	4380

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.”

***Fees may be adjusted based on size of disturbance and adjacent natural resources which may be impacted.**