



United City of Yorkville
800 Game Farm Road
Yorkville, Illinois 60560
Telephone: 630-553-4350
Fax: 630-553-3436

PC # _____

**APPLICATION & PETITION
FOR CONCEPT PLAN REVIEW AND
COUNTY MILE AND ONE-HALF REVIEW**

PLEASE CIRCLE UNDERLYING TYPE OF REQUEST:
Annexation & Zoning Rezoning PUD Amendment 1 ½ Mile Review

Development Name: _____ Date of Submission: _____

1. Name of Petitioner(s): _____

Address: _____

Phone Number: _____ Fax Number: _____

Email : _____

Relationship of Petitioner(s) to subject property:

Owner Developer Contract Purchaser

2. Name of holder of legal title, if different from #1: _____

If legal title is held in a Land Trust, list the names of all holders of any beneficial interest therein: _____

3. a). Street address and physical location of subject property: _____

b). Legal description of property; attach as Exhibit "A".

c). Total Acreage: _____

d). Kendall County Parcel Number(s) of property: _____

e). Current Zoning Classification: _____

f). Zoning Classification Sought: _____

g). Is this property within City limits? _____ Yes _____ No, requesting annexation
(If no is checked, is the property contiguous with existing City boundaries?
_____ Yes _____ No)

4. Contact Information: Name, address, phone number, fax number, and email address of person to whom inquiries regarding this petition may be directed:

Attorney: Name: _____
Address: _____
Phone Number: _____ Fax Number: _____
Email Address: _____

Engineer: Name: _____
Address: _____
Phone Number: _____ Fax Number: _____
Email Address: _____

Land Planner: Name: _____
Address: _____
Phone Number: _____ Fax Number: _____
Email Address: _____

5. If 1-½ Mile County Review, what is county zoning currently? _____

Requested Zoning: _____

Zoning of surrounding parcels:

North: _____
South: _____
East: _____
West: _____

6. Submit the following to the Community Development Department in order to be scheduled for the necessary committee meetings. An incomplete submittal could delay the scheduling of your project.

- a. Original application with legal description.
- b. 30 copies each of the application, proposed drawings, location map, site plan are needed for the City Council and staff review meetings.
- c. Appropriate filing fee (Please refer to Page 4 of this application "Petitioner Route, Step 1, Fees" and/or contact the Community Development Department for verification of this amount).
- d. **One CD containing one electronic copy (pdf) of each of the signed application (complete with exhibits), proposed drawings, location map, and site plan.**

For the Plan Commission Meeting, an additional submittal is need as follows:

- d. Concept Plan: 35 sets folded to fit in a 10" x 13" envelope
- e. 35 copies of the application with legal description.

In witness whereof the following petitioner(s) have submitted this application under oath and verify that to the best of their knowledge its contents are true and correct.

Date: _____

Petitioner(s) Signature:

Subscribed and sworn to before me this _____ day of _____, 200____.

Notary Seal

THIS APPLICATION MUST BE NOTARIZED.

**CONCEPT PLAN and COUNTY MILE AND ONE-HALF REVIEW
PETITIONER ROUTE**

Step 1: Petitioner must submit a completed application, fees* and concept plan as described by the United City of Yorkville Subdivision Ordinance meeting the checklist of items to be included in a concept plan (see checklist attached).

* **Concept Plan and Mile and One-Half Reviews deposits are as follows:**

a) Engineering Deposit of \$500 is due upon submittal of the concept plan, with the balance due when the proposed preliminary plan is submitted.

b) Deposit for outside consultant \$500 (i.e. legal, land planner, zoning coordinator, environmental).

Fees for 1 ½ Mile Review: \$250

For Concept Plan Review:

Step 2: Plan Council: A staff meeting (Community Development Director, City Engineer and Public Works Director, Director of Parks & Recreation, Zoning Coordinator) will be held to review plan.

Step 3: Park Board Meeting: Developments with a residential component must present their plan to the Park Board at their Park Planning Meeting, held the 4th Thursday of each month at 7:00 p.m. at the Parks and Recreation office at 201 W. Hydraulic Street.

Step 4: Plan Commission: Petitioner then presents their plan at the scheduled Plan Commission, which will involve an informal public comment session after the presentation. Plan Commission meetings are held the 2nd Wednesday of each month at 7:00 p.m. at the Yorkville public library at 902 Game Farm Road.

Step 5: City Council: Petitioner then presents their plan to the City Council (Mayor and aldermen). The City Council meets the 2nd and 4th Tuesday of the month at 7:00 p.m. in the City Hall Council Chambers. The City Council will discuss and no formal voting takes place.

To begin the next step in the development process, you will be required to submit an additional application specific to your request.

For County Mile and One-Half Review:

Step 2: Plan Council: The Plan Council meets the 2nd and 4th Thursday of the month at 9:00 a.m. in the city hall conference room. Upon recommendation by the Plan Council, you will move forward to the Plan Commission Meeting. Attendees to this meeting include: Community Development Director, City Engineer, Zoning Coordinator, Public Works Director, Director of Parks and Recreation, Fire Department Representative, and Police Sergeant.

Step 3: Park Board planning meeting: The Park Board makes recommendations on any Park Sites included in residential developments. The Park Board Planning Meeting is the 4th Thursday of each month at 7:00 p.m. at Park and Recreation office at 201 W. Hydraulic Street.

Step 4: Plan Commission: The Plan Commission meets the 2nd Wednesday of each month at 7:00 p.m. in the Yorkville public library at 902 Game Farm Road. The Plan Commission will

make a recommendation for the city council's consideration. The Plan Commission consists of 9 members appointed by the Mayor.

Step 5: Economic Development Committee: The Economic Development Committee meets at 7 p.m. the 1st Tuesday of each month in the City Council Chambers.

Step 6: City Council: The City Council meets the 2nd and 4th Tuesdays of the month at 7:00 p.m. in the Council Chambers at City Hall. The project will be discussed at the City Council where formal voting takes place. This session is to discuss and consider recommendations of prior committee meetings.

Agreement:

I understand and accept all requirements, fees as outlined as well as any incurred administrative and planning consultant fees which must be current before this project can proceed to the next scheduled committee meeting.

Please sign and return this original (retaining a copy for your records) to the Community Development Department, United City of Yorkville, 800 Game Farm Road, Yorkville, Illinois. 60560

Signature of Petitioner: _____

Date: _____

**UNITED CITY OF YORKVILLE
CONCEPT PLAN
APPLICATION CHECKLIST**

This checklist is in accordance with our Subdivision Ordinance & Standard Specifications No. 2000-02, adopted 3-9-00. Copies available upon request.

**Section 6.00 – REQUIRED INFORMATION TO BE SHOWN ON SUBDIVISION
PLANS AND PLATS:**

6.01.01 CONCEPT PLAN

The Concept Plan may be done free hand, but shall be done with reasonable accuracy and clarity. The scale of the drawing should be 1" = 100', unless clarity or size of drawing dictates otherwise. The following information shall be shown:

1. Name & Address of the owner or subdivider.
2. North arrow and scale.
3. Approximate dimensions and area of parcel.
4. Topography – not greater than 10 foot contour intervals such as can be obtained from USGS maps.
5. Proposed layout of streets, lots, parks, and non-residential areas, including storm water control.
6. Number of dwelling units, with gross density.
7. Minimum and average lot sizes.
8. Gross area.
9. For multiple-family, commercial and industrial areas, show potential (may be an exhibit):
 - A. Location of buildings.
 - B. Approximate dimensions and area of site.
 - C. Off street parking, delivery and pick-up areas
 - D. Buffer zones (identify and label).

6.01.02 Existing Conditions: Presence of any of the following shall be shown on the sketch plan or an additional sheet:

1. Streams, marshes, bodies of water, wooded areas, wetland, and other significant natural features.
2. Location and direction of all water courses, drainage ways, and areas subject to flooding.
3. Location of existing storm drains, inlets and outfalls.
4. Existing buildings.
5. Existing utilities and utilities proposed for extension.
6. Existing streets.

6.01.03 Location Map: A small scale map or sketch of the general area showing the relationship between the proposed subdivision and existing community facilities and rights-of-way, with the proposed subdivision indicated thereon.