



United City of Yorkville
800 Game Farm Road
Yorkville, Illinois 60560
Telephone: 630-553-4350
Fax: 630-553-7575

PC # _____

APPLICATION & PETITION

Please Check One: **Preliminary Plan**
 Final Plat

Development Name: _____ Date of Submission: _____

1. Name of Petitioner(s): _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

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

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

c). Total Acreage: _____

3. 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: _____

Continued – 3. Contact Information

Engineer: Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Land Planner: Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

4. 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 plus 40 copies.
- b. Appropriate filing fee (Please refer to Page 3 of this application “Petitioner Route, Step 1, Fees” and/or contact the Community Development Department for verification of this amount).
- c. To begin the review process, the initial submittal must consist of:
 1. 12 sets of Preliminary Plans /Final plats folded to fit in a 10” x 13” envelope
 2. 7 sets of Landscape Plans folded to fit in a 10” x 13” envelope
 3. 7 sets of Preliminary /Final Engineering folded to fit in a 10” x 13” enveloped.
- d. **One CD containing one electronic copy (pdf) of each of the signed application (complete with exhibits), preliminary plan or final plat, landscape plans, engineering plans.**

Within one week of receipt of submittal, the Engineering Department will determine if it is complete or if additional information is needed. Once the submittal is complete, the plan council meeting date will be scheduled for the next meeting that is 6 weeks from this date. One week prior to your scheduled Plan Council meeting, you will be required to submit 15 full size preliminary/final site plans for the packets distributed to the members.

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: (All legal property owners signatures or their authorized agents (i.e. Planner, Petitioner's Attorney, Engineer) must appear on this application.)

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

Notary Seal

THIS APPLICATION MUST BE NOTARIZED.

Commission consists of 10 members appointed by the Mayor, the City Attorney and City Land Planner.

Step 5: The project will be discussed in an informal atmosphere at the **Economic Development Committee** meeting, held the first Tuesday of each month at 7 P.M. in the City Council chambers. This session is to discuss and consider recommendations of prior committee meetings.

Step 6: City Council: The City Council meets the second and fourth Tuesdays of the month at 7:00 p.m. in the Council Chambers at City Hall. This is where all City Council voting takes place.

If this project has included an annexation and/or zoning petition, a Public Hearing will be held at this time with notice given by publication. Any annexation agreement, PUD agreement or development agreement must be signed by the Petitioner prior to being voted on by the City Council. Prior to the recording of the final plat, the petitioner must pay the Administration Fee. This is equal to 1.25% of the approved engineer's estimate of construction costs of land improvements, including but not limited to all public improvements to be dedicated to the City, mass earth grading, and quasi-public improvements to be maintained by the homeowner's associations such as private storm sewer, parking areas, and trails.

Step 8: Final Plat recording instructions: Once the final plat is approved by the City Council and all required documents, bonds, and letters of credit are submitted to the city, the final plat may be recorded with Kendall County. Submit the final plat mylar to the Deputy Clerk for signatures. When all city signatures are in place, the developer or his surveyor may take the mylar to the Kendall County Clerk for his signature. The next step is to have six paper prints made and return to the Kendall County Recorder's office for recording. Kendall County requires the mylar and four paper copies. The City of Yorkville requires that you submit two recorded paper copies to the Deputy Clerk. Any copies you may require would be in addition to these.

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 (retaining a copy for your records) to the Deputy Clerk, United City of Yorkville, 800 Game Farm Road, Yorkville, Illinois 60560.

Date

Signature of Petitioner

CHECK LIST FOR PRELIMINARY PLANS

SECTION 1: WRITTEN DOCUMENTS

	Not Applicable	Acceptable	Deficient
1. A land use application containing the following:			
A. A statement of planning objectives to be achieved by the plan	_____	_____	_____
B. A time schedule of the proposed development of the area covered by such preliminary plan	_____	_____	_____
C. Exceptions or variations to City Zoning or Subdivision Ordinances being requested as part of the plan, including the specific section of the Ordinance.	_____	_____	_____
2. A boundary survey of the area covered by such preliminary plan, prepared and certified by a registered Illinois surveyor.	_____	_____	_____

SECTION 2: GENERAL PLAN INFORMATION

1. A rendered outline of the area covered by such preliminary plan drawn at a scale of not less than 1 inch equals 100 feet.	_____	_____	_____
2. The plan must contain the following information:			
A. Scale	_____	_____	_____
B. North Arrow	_____	_____	_____
C. Original and Revised dates	_____	_____	_____
D. Name and address of owner of record	_____	_____	_____
E. Name and address of site plan designer	_____	_____	_____
F. Current zoning of the property	_____	_____	_____
G. All categories of proposed land use	_____	_____	_____
3. The following information regarding contiguous property:			
A. Location of contiguous property	_____	_____	_____
B. Zoning of contiguous property	_____	_____	_____
C. Land use of contiguous property	_____	_____	_____
4. The following site data provided in the lower right corner:			
A. Size of property in square feet or acres	_____	_____	_____
B. Square footage and percent of site coverage with buildings	_____	_____	_____
C. Square footage and percent of site coverage with pavement	_____	_____	_____
D. Number of parking spaces to be provided	_____	_____	_____
E. Number of parking spaces required by zoning ordinance	_____	_____	_____
F. Number of proposed buildings/dwelling units/lots	_____	_____	_____

SECTION 3: PLAN DATA REQUIREMENTS

1. A site location map.
2. Dimensions of the property.
3. A topographical survey of the area covered by such preliminary plan at two-foot contour intervals drawn at not less than one inch equals one hundred feet.
4. A detailed plan for the treatment of any proposed storm water detention or retention facilities.
5. Existing or proposed public roads, streets, and alleys, including classifications, width of right-of-way and paved surfaces, and existing and proposed sidewalks.

6. Dimensioned building setbacks, and as applicable; areas for off-street parking, trucking maneuvering and service, and open space/recreational facilities.
7. A schematic of existing or proposed public utility systems, including the size of sanitary sewers, storm water lines, & streetlights.
8. Existing vegetation and plantings.
9. Any other information required by the City, to clearly show the proposed site plan elements.

CHECK LIST FOR FINAL PLANS

SECTION 1: WRITTEN DOCUMENTS

	Not Applicable	Acceptable	Deficient
1. A land use application containing the following:			
A. A statement of planning objectives to be achieved by the plan.	_____	_____	_____
B. A development schedule, indicating the approximate dates for construction of the Final Plan.	_____	_____	_____
C. Petitioners proposed covenants, restrictions, and conditions to be established as part of the Final Plan.	_____	_____	_____
D. Exceptions or variations to City Zoning or Subdivision Ordinances being requested as part of the Final Plan, including the specifics of the Ordinance.	_____	_____	_____

SECTION 2: GENERAL PLAN INFORMATION

1. Must be drawn to accurate engineering scale.			
2. Must contain the following information:			
A. Scale	_____	_____	_____
B. North Arrow	_____	_____	_____
C. Original and revised dates	_____	_____	_____
D. Name and address of owner of record	_____	_____	_____
E. Name and address of site plan designer	_____	_____	_____
3. The following information regarding contiguous property:			
A. Location of contiguous property	_____	_____	_____
B. Zoning of contiguous property	_____	_____	_____
C. Land use of contiguous property	_____	_____	_____
4. Site data to be provided in lower right hand corner:			
A. Legal Description	_____	_____	_____
B. Size of property in square feet and acres	_____	_____	_____
C. Current Zoning	_____	_____	_____
D. Square footage & percent of site coverage with buildings	_____	_____	_____
E. Square footage & percent of site coverage with pavement	_____	_____	_____
F. Square footage & percent of site coverage with landscaping	_____	_____	_____
G. Number of parking spaces required by zoning ordinance	_____	_____	_____
H. Number of parking spaces to be provided	_____	_____	_____
I. Number of buildings	_____	_____	_____
J. Number of dwelling units	_____	_____	_____
K. Breakdown of dwelling unit bedroom types	_____	_____	_____

5. Landscape data to be provided in lower left hand corner:

- A. Number of plantings by type _____
- B. Size of plantings at installation _____
- C. On-center spacing for hedges (Should be 3 feet apart) _____
- D. Caliper size of all trees at installation _____

SECTION 3: PLAN DATA REQUIREMENTS

- 1. Dimensions of property.
- 2. Existing and proposed public and private streets, right-of-ways, driveways, all principal and accessory buildings and their uses, dimensioned building setbacks, lot sizes, sidewalks, off-street parking, service areas, open spaces, and recreation facilities.
- 3. Preliminary architectural plans for all residential buildings, in sufficient detail to show basic building plan.
- 4. The existing and proposed vehicular and pedestrian circulation systems, indicating their inter-relationship and proposed treatments of points of conflict.
- 5. Existing and proposed utility systems, including sanitary sewers, water, electric, gas, telephone, and cable television lines, including their sizes.
- 6. Proposed public and private lighting systems.
- 7. Existing and proposed easements for utility services.
- 8. Proposed signage, indicating location and size.
- 9. Existing vegetation and plantings.
- 10. Proposed berming and fencing.
- 11. The location and size in acres or square feet of all areas to be conveyed, dedicated, or reserved as common open space, public parks, recreational areas, school sites, and similar semi-public uses.
- 12. Any other information necessary to clearly show the proposed site plan elements.