

INTENT AND PURPOSE

Planned Unit Developments (PUD) are unique and differ substantially from conventional subdivisions. Therefore they require administrative processing as "special uses". PUD's are a complex type of special use, potentially consisting of various land uses and design elements, requiring the establishment of more specific procedures, standards and exceptions from the strict application of the zoning district regulations. Under this procedure, well-planned residential, industrial/manufacturing, commercial and other types of land uses, individually or in combination, may be developed with design flexibility allowing for full utilization of the topographical and environmental characteristics of the site.

This packet explains the process to successfully submit and complete an Application for Planned Unit Development. It includes a detailed description of the process, outlines required submittal materials, and contains the application.

For a complete explanation of what is legally required throughout the PUD process, please refer to "Title 10, Chapter 8: Planned Unit Developments" of the Yorkville, Illinois City Code.

APPLICATION PROCEDURE

STEP

1

PRE-APPLICATION CONFERENCE

MEETS ON THE 2ND & 4TH THURSDAY OF THE MONTH

The petitioner must contact the City Administrator or designee to arrange a pre-application conference. The pre-application conference is an informal discussion of the proposed PUD plan. City staff shall review and provide input on the proposal's compatibility with the goals and policies of the City. The staff will also decide whether the existing zoning and land use in the general area of the PUD is appropriate. No commitments will be made, nor will any statements or opinions made by the staff be considered binding.

STEP

2

APPLICATION SUBMITTAL

SUBMIT APPLICATION, FEES, AND PLANS TO THE COMMUNITY DEVELOPMENT DEPT.

The following must be submitted:

- ☐ One (1) original signed and notarized application.
- ☐ Legal description of the property in Microsoft Word.
- ☐ Three (3) copies each of the exhibits, proposed drawings, location map, and site plan. All exhibits and plans must be an appropriate size for all details and descriptions to be legible.
- Appropriate application and filing fee. Checks may be written to the United City of Yorkville.
- ☐ Signed Applicant Deposit Account/Acknowledgment of Financial Responsibility form.
- One (1) electronic copy (PDF) of all materials submitted including application and exhibits.

Within one (1) week of submittal, the Community Development Department will determine if the application is complete or if additional information is needed. An incomplete submittal could delay the scheduling of the project.

The petitioner is responsible for payment of recording fees and public hearing costs, including written transcripts of the public hearing and outside consultant costs (i.e. legal review, land planner, zoning coordinator, environmental, etc.). The petitioner will be required to establish a deposit account with the City to cover these fees.

Once a submitted and complete, Community Development staff will provide a tentative schedule of meetings as well as all needed documents for the process.



STEP

3

PLAN COUNCIL

MEETS ON THE 2ND & 4TH THURSDAY OF THE MONTH

The petitioner must present the proposed request to the Plan Council. The members of the Council include the Community Development Director, City Engineer, the Building Department Official, the Public Works Director, the Director of Parks and Recreation, a Fire Department Representative, and a Police Department Representative. This meeting is held to provide the petitioner with guidance from all City staff departments to ensure the petitioner is aware of all requirements and regulations for their development. Upon recommendation by the Plan Council, the petitioner will move forward to the Economic Development Committee

STEP

4

CONCEPT PUD PLAN REVIEW

MEETS ON THE 2ND & 4TH TUESDAY OF THE MONTH

This step is optional at the discretion of the petitioner.

The petitioner may request informal feedback of the overall PUD concept plan by the City Council at a regularly scheduled public meeting. The items submitted shall include:

□ Application
 □ Appropriate filing fee
 □ Aerial photograph
 □ Zoning plat
 □ Written explanation of the general character of proposed PUD
 □ Written description of general site information
 □ Conceptual PUD sketch or land plan

The City Council will conduct an informal review of the conceptual PUD plan and provide the petitioner with general comments.

STEP

5

ECONOMIC DEVELOPMENT COMMITTEE

MEETS ON THE 1ST TUESDAY OF THE MONTH

The petitioner may present a preliminary PUD plat, final PUD plat, or both.

The petitioner must present the proposed PUD Preliminary Plat and/or Final Plat to the Economic Development Committee. The committee consists of four alderman who will provide feedback to the petitioner regarding their request. This feedback allows the petitioner to gather comments and concerns prior to full City Council considerations. It also allows the City Council members to review the request prior to its arrival at City Council.

STEP

6

PLANNING & ZONING COMMISSION

MEETS ON THE 2ND WEDNESDAY OF THE MONTH

The petitioner may present a preliminary PUD plat, final PUD plat, or both.

The petitioner will attend and present their request at a public hearing conducted by the Planning and Zoning Commission. The Planning and Zoning Commission will conduct a public hearing on the request, take public comments, discuss the request, and make a recommendation to City Council.

The petitioner is responsible for sending certified public hearing notices to adjacent property owners within five hundred (500) feet of the subject property no less than fifteen (15) days and no more than thirty (30) days prior to the public hearing date. The public hearing notice will be drafted by the City as well as published in a local newspaper. Additionally, a public hearing notice sign must be placed on the property no less than fifteen (15) days prior to the public hearing.

A certified affidavit must be filed by the petitioner with the Community Development Department containing the names, addresses and permanent parcel numbers of all parties that were notified. The Certified Mailing Affidavit form is attached to this document.



STEP

MEETS ON THE 2ND & 4TH TUESDAY OF THE MONTH

7

COUNCIL

The petitioner may present a preliminary PUD plat, final PUD plat, or both.

The petitioner will attend the City Council meeting where the recommendation of the variance will be considered. City Council will make the final approval of the PUD plat. If approved, City staff will have a drafted ordinance to be signed by the Council and must be recorded with the County Clerk before any further steps may be taken by the petitioner.

SUMMARY OF RESPONSIBILITIES

Below is a summary breakdown of what will be required by the petitioner and what will be completed by the City:

PETITIONER	Signed and Notarized Application Required Plans, Exhibits, and Fees Certified Mailing of Public Notice Signed Certified Affidavit of Mailings Attendance at All Meetings	Detailed Schedule After Complete Submission Public Hearing Notice Language Posting of the Public Notice in a Local Newspaper Public Hearing Sign Application Draft Ordinance & Signatures for Recording
<u> </u>	Attendance at All Meetings	Draft Ordinance & Signatures for Recording

SAMPLE MEETING SCHEDULE



This is a sample of what a schedule may look like after submission. The Step 1 and Step 2 Submission must be completed before the Plan Council Meeting can be scheduled. This timeline represents an ideal schedule. Throughout the review process, there may be requests or changes to the submission requested by the committees which may delay the meeting schedule. As illustrated, there is a small amount of time between meeting dates and the deadline for updated materials to be submitted for review. Depending on the complexity and nature of the request, this timeline may be extended to give the petitioner and staff enough time to review requested updates to the submission.



DORMANT APPLICATIONS

The Community Development Director shall determine if an application meets or fails to meet the submission requirements. If the Director determines that the application is incomplete it will become dormant under these circumstances:

- The applicant has been notified of such deficiencies and has not responded or provided a time line for completing the application within ninety (90) days from the time of notification.
- The applicant has not responded in writing to a request for information or documentation from the initial planning and zoning commission review within six (6) months from the date of that request.
- The applicant has not responded to a request for legal or engineering deposit replenishment for city incurred costs and fees within ninety (90) days from the date of the request.

If the Community Development Director has sent the required notice and the applicant has not withdrawn their application or brought it into compliance, then the director shall terminate the application. After termination, the application shall not be reconsidered except after the filing of a completely new application.

Withdrawal or termination of an application shall not affect the applicant's responsibility for payment of any costs and fees, or any other outstanding debt owed to the city. The balance of any funds deposited with the city that is not needed to pay for costs and fees shall be returned to the applicant. (Ord. 2011-34, 7-26-2011)



APPLICATION INVOICE WORKSHEET

INVOICE & WORKSHEET PETITION APPLICATION				
CONCEPT PLAN REVIEW	☐ Engineering Plan Review deposit \$500.00	Total: \$		
AMENDMENT	☐ Annexation \$500.00 ☐ Plan \$500.00 ☐ Plat \$500.00 ☐ P.U.D. \$500.00	Total: \$		
ANNEXATION	\square \$250.00 + \$10 per acre for each acre over 5 acres			
5 = # of Acres Acres over 5	x \$10 = + \$250 = \$ Amount for Extra Acres Total Amount	Total: \$		
REZONING	\square \$200.00 + \$10 per acre for each acre over 5 acres			
5=	rezoning to a PUD, charge PUD Development Fee - not Rezoning Fee	Total: \$		
# of Acres Acres over 5	Amount for Extra Acres Total Amount			
	\square \$250.00 + \$10 per acre for each acre over 5 acres $x $10 = \underbrace{2,750}_{\text{Amount for Extra Acres}} + $0 = $\underbrace{2,750}_{\text{Total Amount}}$	Total: \$ 2,750.00		
ZONING VARIANCE	\square \$85.00 + \$500.00 outside consultants deposit	Total: \$		
PRELIMINARY PLAN FEE	X \$500.00	Total: \$ 500.00		
PUD FEE	X \$500.00	Total: \$ 500.00		
FINAL PLAT FEE	\$500.00	Total: \$		
ENGINEERING PLAN REVIEW DEPOSIT	□ Less than 1 acre \$5,000.00 ☒ Over 1 acre, less than 10 acres \$10,000.00 □ Over 10 acres, less than 40 acres \$15,000.00 □ Over 40 acres, less than 100 acres \$20,000.00 □ Over 100 acres \$25,000.00	Total: \$ 10,000.00		
OUTSIDE CONSULTANTS DEPOSIT Legal, I				
For Annexation, Subdivision, Rezoning, and Special Use:				
	□ Less than 2 acres \$1,000.00 □ Over 2 acres, less than 10 acres \$2,500.00 ☒ Over 10 acres \$5,000.00	Total: \$ 5,000.00		
	TOTAL AMOUNT DUE:	18,750.00		



DATE: 4/15/2024	PZC NUMBER:	DEVELOPMENT NAM			
PETITIONER INFORMATION					
NAME: John Hatem	COMPANY: C1 Yorkville LLC				
MAILING ADDRESS: 2820 N. Harwoo	od St., Ste. 2200				
CITY, STATE, ZIP: Dallas, TX 75201	TELEPHONE: ⊕ BUSINESS ○ HOME (469) 289-2037				
EMAIL: jhatem@cyrusone.com		FAX:			
PROPERTY INFORMATION					
NAME OF HOLDER OF LEGAL TITLE: YOR	cville Nexus LLC				
IF LEGAL TITLE IS HELD BY A LAND TRUST, n/a	LIST THE NAMES OF ALL HOLDERS OF ANY	BENEFICIAL INTEREST	THEREIN:		
PROPERTY STREET ADDRESS: NEC of E	Idamain Road and Faxon Road	<u></u>			
DESCRIPTION OF PROPERTY'S PHYSICAL L					
NEC of Eldamain Road and Faxo	on Koad 		~		
CURRENT ZONING CLASSIFICATION: M-2	General Manufacturing District		REQUESTED ZONING	CLASSIFICATION: M-2	
COMPREHENSIVE PLAN FUTURE LAND US	E DESIGNATION: M-2		TOTAL ACREAGE: 22	28.93	
LIST ALL GOVERNMENTAL ENTITIES OR AGENCIES REQUIRED TO RECEIVE NOTICE UNDER ILLINOIS LAW:					
ZONING AND LAND USE OF SURROUNI	DING PROPERTIES				
NORTH: Kendall County A1					
EAST: Kendall County A1-SU					
SOUTH: Kendall County A1-SU					
WEST: City of Plano M-2 General Manufacturing District					
KENDALL COUNTY PARCEL IDENTIFICATION NUMBER(S)					
02-18-300-004	02-18-300-001				
02-19-100-004	02-18-300-002				
02-19-100-005	02-18-400-004				
02-18-300-003					



PROPERTY INFORMATION		
IS THE PROPERTY WITHIN CITY LIMITS?	✓ YES	□ NO
DOES A FLOODPLAIN EXIST ON THE PROPERTY?	☐ YES	✓ NO
ATTACHMENTS		
Petitioner must attach a legal description of the property to this application and title it as "Exhibit A".		
Petitioner must list the names and addresses of any adjoining or contiguous landowners within five hunc entitled notice of application under any applicable City Ordinance or State Statute. Attach a separate list to t		
PUD STANDARDS		***
PLEASE STATE IN WHAT RESPECT DOES THE DESIGN OF THE PLANNED UNIT DEVELOPMENT MEET THE RECOFTHE DEVELOPMENT STANDARDS AND DESIGN CRITERIA SET FORTH IN THE YORKVILLE MUNICIPAL COSE attached Petition.		ESIGN STANDARDS
PLEASE STATE THE EXTENT TO WHICH THE PROPOSED PLAN DEVIATES AND/OR REQUIRES WAIVERS OF THE ORDINANCE AND HOW THE MODIFICATIONS IN DESIGN STANDARDS FROM THE SUBDIVISION CONTROL THOSE REGULATIONS:		
See attached Petition.		



PUD STANDARDS
PLEASE STATE THE EXTENT OF PUBLIC BENEFIT PRODUCED BY THE PLANNED UNIT DEVELOPMENT, SUCH AS, BUT NOT LIMITED TO, THE ADEQUACY OF COMMON OPEN SPACE AND/OR PUBLIC RECREATIONAL FACILITIES PROVIDED; SUFFICIENT CONTROL OVER VEHICULAR TRAFFIC; PROVISION OF PUBLIC SERVICES; PROVISION AND PROTECTION OF THE REASONABLE ENJOYMENT OF THE LAND:
See attached Petition.
PLEASE STATE THE RELATIONSHIP AND COMPATIBILITY, BENEFICIAL OR ADVERSE, OF THE PLANNED UNIT DEVELOPMENT TO THE ADJACENT PROPERTIES AND NEARBY LAND USES: See attached Petition.
DI CACE CTATE THE EVITAIT TO MUNICULTHE DI ANNIED HAIT DEVELODMENT EILI EILI C THE ODJECTIVES OF THE FUTURE DI ANNING OD JECTIVES OD OTHER DI ANNING DOLLGES
PLEASE STATE THE EXTENT TO WHICH THE PLANNED UNIT DEVELOPMENT FULFILLS THE OBJECTIVES OF THE FUTURE PLANNING OBJECTIVES OR OTHER PLANNING POLICIES OF THE CITY:
See attached Petition.



SPECIAL USE STANDARDS
PLEASE STATE HOW THE ESTABLISHMENT, MAINTENANCE OR OPERATION OF THE SPECIAL USE WILL NOT BE UNREASONABLY DETRIMENTAL TO OR ENDANGER THE PUBLIC HEALTH, SAFETY, MORALS, COMFORT OR GENERAL WELFARE:
See attached Petition.
PLEASE STATE HOW THE SPECIAL USE WILL NOT BE INJURIOUS TO THE USE AND ENJOYMENT OF OTHER PROPERTY IN THE IMMEDIATE VICINITY FOR THE PURPOSE ALREADY PERMITTED, NOR SUBSTANTIALLY DIMINISH AND IMPAIR PROPERTY VALUES WITHIN THE NEIGHBORHOOD:
See attached Petition.
PLEASE STATE HOW THE ESTABLISHMENT OF THE SPECIAL USE WILL NOT IMPEDE THE NORMAL AND ORDERLY DEVELOPMENT AND IMPROVEMENT OF SURROUNDING PROPERTY FOR USES PERMITTED IN THE DISTRICT:
See attached Petition.



SPECIAL USE STANDARDS
PLEASE STATE HOW ADEQUATE UTILITIES, ACCESS ROADS, DRAINAGE OR OTHER NECESSARY FACILITIES HAVE BEEN OR ARE BEING PROVIDED:
See attached Petition.
PLEASE STATE HOW ADEQUATE MEASURES HAVE BEEN OR WILL BE TAKEN TO PROVIDE INGRESS OR EGRESS SO DESIGNED AS TO MINIMIZE TRAFFIC CONGESTION IN THE PUBLIC STREETS:
See attached Petition.
PLEASE STATE HOW THE SPECIAL USE SHALL IN ALL OTHER RESPECTS CONFORM TO THE APPLICABLE REGULATIONS OF THE DISTRICT IN WHICH IT IS LOCATED, EXCEPT AS
SUCH REGULATIONS MAY IN EACH INSTANCE BE MODIFIED BY THE CITY COUNCIL PURSUANT TO THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION:



ATTORNEY INFORMATION					
NAME: Russell Whitaker	COMPANY: Rosanova & Whitaker, Ltd.				
MAILING ADDRESS: 445 Jackson Ave., Suite 200					
CITY, STATE, ZIP: Naperville, IL 60540	TELEPHONE: 630-355-4600				
EMAIL: russ@rw-attorneys.com	FAX:				
ENGINEER INFORMATION					
NAME: Jason Cobb	COMPANY: Olsson				
MAILING ADDRESS: 11600 Broadway Extension, Suite 300					
CITY, STATE, ZIP: Oklahoma City, OK 73114	TELEPHONE: 405-206-8122				
EMAIL: jcobb@olsson.com	FAX:				
LAND PLANNER/SURVEYOR INFORMATION	<i>(4)</i>				
NAME:	COMPANY:				
MAILING ADDRESS:					
CITY, STATE, ZIP:	TELEPHONE:				
EMAIL:	FAX:				
AGREEMENT					
I VERIFY THAT ALL THE INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND AND ACCEPT ALL REQUIREMENTS AND 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. I UNDERSTAND ALL OF THE INFORMATION PRESENTED IN THIS DOCUMENT AND UNDERSTAND THAT IF AN APPLICATION BECOMES DORMANT IT IS THROUGH MY OWN FAULT AND I MUST THEREFORE FOLLOW THE REQUIREMENTS OUTLINED ABOVE. PETITIONER SIGNATURE DATE OWNER HEREBY AUTHORIZES THE PETITIONER TO PURSUE THE APPROPRIATE ENTITLEMENTS ON THE PROPERTY. ALL BUILD DATE DATE					
THIS APPLICATION MUST BE NOTARIZED PLEASE NOTARIZE HERE:	MARK MONTHOFER NOTARY PUBLIC Glynn County State of Georgia My Comm, Expires June 12, 2027				



COMPANY: Rosanova & Whitaker, Ltd. TELEPHONE: 630-355-4600				
TELEPHONE: 630-355-4600				
TELEPHONE: 630-355-4600				
FAX:				
COMPANY: Olsson				
TELEPHONE: 405-206-8122				
FAX:				
COMPANY:				
TELEPHONE:				
FAX:				
I VERIFY THAT ALL THE INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND AND ACCEPT ALL REQUIREMENTS AND 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. I UNDERSTAND ALL OF THE INFORMATION PRESENTED IN THIS DOCUMENT AND UNDERSTAND THAT IF AN APPLICATION BECOMES DORMANT IT IS THROUGH MY OWN FAULT AND I MUST THEREFORE FORE FORE FORE FORE FORE FORE FO				
DATE				
OWNER HEREBY AUTHORIZES THE PETITIONERTO PURSUETHE APPROPRIATE ENTITLEMENTS ON THE PROPERTY.				
DATE				

CERTIFIED MAILING <u>AFFIDAVIT</u>

STATE OF ILLINOIS)	
) SS COUNTY OF KENDALL)	
I/We,, petitioner,	being first duly sworn, do hereby state
under oath that to the best of my knowledge the attached	d list is a true, correct and complete list
of all permanent parcel numbers, and names and add	resses of owners, of all lots and parts of
lots located within 500 feet (exclusively of any public st	treets and alleys) of the property legally
described on the attached application for annexation, re-	zoning, 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 Kendall County Treasur	er's Office. I further state that I mailed
by U.S. Certified Mail, Return Receipt Requested, a copy	y of the Public Notice of Public Hearing
before the United City of Yorkville Planning and Zoni	ng Commission for the Public Hearing
held on Wednesday,, at the United Ci	ty of City Council Chambers, Yorkville,
Illinois. The notice was mailed to the attached list of a	ll of the permanent parcel numbers and
names and addresses of owners at the U.S. Post office on	, 20
	Signature of Petitioner(s)
Subscribed and sworn to before me this	
, 20	
Notary Public	



APPLICATION FOR PUBLIC HEARING SIGN

PERMIT NUMBER:			DATE/TIME RECEIVED:		
SITE ADDRESS: NEC of Eldamain Road and Faxon Road		PARCE	RCEL NUMBER: See Below		
SUBDIVISION:			NIT:		
APPLICANT INFORMATION					
NAME: Bradd Hout TELEPHONE: O			HOME O BUSINESS 312-446-4605		
ADDRESS: 2820 N. Harwood St., Ste. 2200 E-MAIL: O H			HOME O BUSINESS bhout@cyrusone.com		
CITY, STATE, ZIP: Dallas, TX 75201	FAX:				
SIGN INFORMATION					
DATE OF PICK UP:	NUMBER OI	SIGNS	i:		
DATE OF PUBLIC HEARING:	SIGN RETUR	RN DATI	ē:		
immediately following the date of the public hearing. Petitioner or Representative agrees to pay to the United City of Yorkville a deposit of \$50 for each sign. The deposit will be returned to the petitioner when the public hearing sign/s have been returned to the City. Petitioner or Representative further agrees to pay to the United City of Yorkville the full amount of the purchase price for each sign not returned to the United City of Yorkville within seven (7) days after the date of the public hearing.					
DATE					
RECEIVED BY:			r4U#		