



United City of Yorkville
651 Prairie Pointe Drive
Yorkville, Illinois, 60560
Telephone: 630-553-4350
Fax: 630-553-7575
Website: www.yorkville.il.us

APPLICATION FOR PUD PRELIMINARY PLAN

INTENT AND PURPOSE

The purpose of this application is to allow land to be divided and distributed in a way that conforms to the City of Yorkville's standards. PUD Preliminary Plans allow the City Staff and local government to review how land will be developed and if it is ideal for that location within the City. This application is used to submit new preliminary plans, but may also be used to amend existing documents.

This packet explains the process to successfully submit and complete an Application for PUD Preliminary Plan & Final Plat. 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 Subdivision process, please refer to "Title 10, Chapter 8, Section 6: Subdivision Procedures" of the Yorkville, Illinois Unified Development Ordinance.

APPLICATION PROCEDURE

STEP

1

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

2

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.



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STEP 3

**ECONOMIC
 DEVELOPMENT
 COMMITTEE**

MEETS ON THE 1ST TUESDAY OF THE MONTH

The petitioner must present the proposed plan 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 4

**PLANNING
 & ZONING
 COMMISSION**

MEETS ON THE 2ND WEDNESDAY OF THE MONTH

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 5

**CITY
 COUNCIL**

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

The petitioner will attend the City Council meeting where the recommendation will be considered. City Council will make the final approval of the plan or final 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
- Posting Public Hearing Sign(s)
- Signed Certified Affidavit of Mailings
- Attendance at All Meetings

CITY STAFF

- 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



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SAMPLE MEETING SCHEDULE

MONTH 1							MONTH 2							MONTH 3							MONTH 4						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Plan Council Meeting

Economic Development Committee

Planning & Zoning Commission Public Hearing

City Council

Meeting Date

Updated Materials Submitted for Meeting

Public Notice Mailing Window

This is a sample of what a schedule may look like after submission. The Step 1 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 and Section 10-8-2: General Application Requirements)



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INVOICE & WORKSHEET PETITION APPLICATION			
CONCEPT PLAN REVIEW	<input type="checkbox"/> Engineering Plan Review deposit	\$500.00	Total: \$
AMENDMENT	<input type="checkbox"/> Annexation <input type="checkbox"/> Plan <input type="checkbox"/> Plat <input type="checkbox"/> P.U.D.	\$500.00 \$500.00 \$500.00 \$500.00	Total: \$
ANNEXATION	<input type="checkbox"/> \$250.00 + \$10 per acre for each acre over 5 acres _____ - 5 = _____ x \$10 = _____ + \$250 = \$ _____ <small># of Acres Acres over 5 Amount for Extra Acres Total Amount</small>		Total: \$
REZONING	<input type="checkbox"/> \$200.00 + \$10 per acre for each acre over 5 acres <i>If annexing and rezoning, charge only 1 per acre fee; if rezoning to a PUD, charge PUD Development Fee - not Rezoning Fee</i> _____ - 5 = _____ x \$10 = _____ + \$200 = \$ _____ <small># of Acres Acres over 5 Amount for Extra Acres Total Amount</small>		Total: \$
SPECIAL USE	<input type="checkbox"/> \$250.00 + \$10 per acre for each acre over 5 acres _____ - 5 = _____ x \$10 = _____ + \$250 = \$ _____ <small># of Acres Acres over 5 Amount for Extra Acres Total Amount</small>		Total: \$
ZONING VARIANCE	<input type="checkbox"/> \$85.00 + \$500.00 outside consultants deposit		Total: \$
PRELIMINARY PLAN FEE	<input type="checkbox"/> \$500.00		Total: \$
PUD FEE	<input type="checkbox"/> \$500.00		Total: \$
FINAL PLAT FEE	<input type="checkbox"/> \$500.00		Total: \$
ENGINEERING PLAN REVIEW DEPOSIT	<input type="checkbox"/> Less than 1 acre <input type="checkbox"/> Over 1 acre, less than 10 acres <input type="checkbox"/> Over 10 acres, less than 40 acres <input type="checkbox"/> Over 40 acres, less than 100 acres <input type="checkbox"/> Over 100 acres	\$5,000.00 \$10,000.00 \$15,000.00 \$20,000.00 \$25,000.00	Total: \$
OUTSIDE CONSULTANTS DEPOSIT	<i>Legal, land planner, zoning coordinator, environmental services</i> For Annexation, Subdivision, Rezoning, and Special Use: <input type="checkbox"/> Less than 2 acres <input type="checkbox"/> Over 2 acres, less than 10 acres <input type="checkbox"/> Over 10 acres		Total: \$
TOTAL AMOUNT DUE:			



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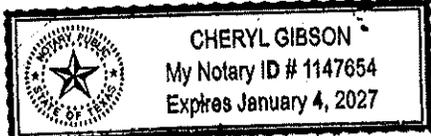
APPLICATION FOR PUD PRELIMINARY PLAN

DATE:	PZC NUMBER:	DEVELOPMENT NAME:
PETITIONER INFORMATION		
NAME:	COMPANY:	
MAILING ADDRESS:		
CITY, STATE, ZIP:	TELEPHONE: <input type="radio"/> BUSINESS <input type="radio"/> HOME 469-289-2037	
EMAIL:	FAX:	
PROPERTY INFORMATION		
NAME OF HOLDER OF LEGAL TITLE:		
IF LEGAL TITLE IS HELD BY A LAND TRUST, LIST THE NAMES OF ALL HOLDERS OF ANY BENEFICIAL INTEREST THEREIN:		
PROPERTY STREET ADDRESS:		
TYPE OF REQUEST:		
<input type="checkbox"/> PRELIMINARY PLAN <input type="checkbox"/> AMENDED PRELIMINARY PLAN		
TOTAL LOT ACREAGE:	CURRENT ZONING CLASSIFICATION:	
ATTACHMENTS		
Petitioner must attach a legal description of the property to this application and title it as "Exhibit A".		



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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: Brian D. Johnson	COMPANY: Pinnacle Engineering Group
MAILING ADDRESS: 1051 E. Main Street, Suite 217	
CITY, STATE, ZIP: East Dundee, IL 60118	TELEPHONE: 847-551-5300
EMAIL: brian.johnson@pinnacle-engr.com	FAX: 224-699-9459
LAND PLANNER/SURVEYOR INFORMATION	
NAME: Paul A. Kubicek	COMPANY: Pinnacle Engineering Group
MAILING ADDRESS: 1051 E. Main Street, Suite 217	
CITY, STATE, ZIP: East Dundee, IL 60118	TELEPHONE: 847-551-5300
EMAIL: brian.johnson@pinnacle-engr.com	FAX: 224-699-9459
AGREEMENT	
<p>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.</p> <p>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.</p>	
 PETITIONER SIGNATURE	9/25/2025 DATE
OWNER HEREBY AUTHORIZES THE PETITIONER TO PURSUE THE APPROPRIATE ENTITLEMENTS ON THE PROPERTY.	
_____ OWNER SIGNATURE	_____ DATE
<p>THIS APPLICATION MUST BE NOTARIZED PLEASE NOTARIZE HERE:</p>	
 <i>Cheryl Gibson 9-25-2025</i>	



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APPLICANT DEPOSIT ACCOUNT/ ACKNOWLEDGMENT OF FINANCIAL RESPONSIBILITY

PROJECT NUMBER:	FUND ACCOUNT NUMBER:	PROPERTY ADDRESS: 2622 Beecher Road, Yorkville, IL 60560
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PETITIONER DEPOSIT ACCOUNT FUND:

It is the policy of the United City of Yorkville to require any petitioner seeking approval on a project or entitlement request to establish a Petitioner Deposit Account Fund to cover all actual expenses occurred as a result of processing such applications and requests. Typical requests requiring the establishment of a Petitioner Deposit Account Fund include, but are not limited to, plan review of development approvals/engineering permits. Deposit account funds may also be used to cover costs for services related to legal fees, engineering and other plan reviews, processing of other governmental applications, recording fees and other outside coordination and consulting fees. Each fund account is established with an initial deposit based upon the estimated cost for services provided in the **INVOICE & WORKSHEET PETITION APPLICATION**. This initial deposit is drawn against to pay for these services related to the project or request. Periodically throughout the project review/approval process, the Financially Responsible Party will receive an invoice reflecting the charges made against the account. At any time the balance of the fund account fall below ten percent (10%) of the original deposit amount, the Financially Responsible Party will receive an invoice requesting additional funds equal to one-hundred percent (100%) of the initial deposit if subsequent reviews/fees related to the project are required. In the event that a deposit account is not immediately replenished, review by the administrative staff, consultants, boards and commissions may be suspended until the account is fully replenished. If additional funds remain in the deposit account at the completion of the project, the city will refund the balance to the Financially Responsible Party. A written request must be submitted by the Financially Responsible Party to the city by the 15th of the month in order for the refund check to be processed and distributed by the 15th of the following month. All refund checks will be made payable to the Financially Responsible Party and mailed to the address provided when the account was established.

ACKNOWLEDGMENT OF FINANCIAL RESPONSIBILITY

NAME: John Hatem	COMPANY: C1 Yorkville LLC
MAILING ADDRESS: 2820 N. Harwood St., Ste. 2200	
CITY, STATE, ZIP: Dallas, TX 75201	TELEPHONE: 469-289-2037
EMAIL: jhatem@cyrusone.com	FAX:

FINANCIALLY RESPONSIBLE PARTY:

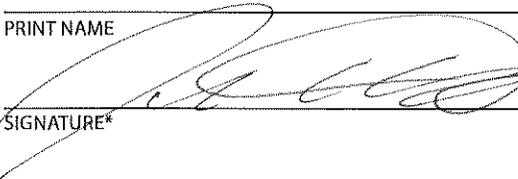
I acknowledge and understand that as the Financially Responsible Party, expenses may exceed the estimated initial deposit and, when requested by the United City of Yorkville, I will provide additional funds to maintain the required account balance. Further, the sale or other disposition of the property does not relieve the individual or Company/Corporation of their obligation to maintain a positive balance in the fund account, unless the United City of Yorkville approves a Change of Responsible Party and transfer of funds. Should the account go into deficit, all City work may stop until the requested replenishment deposit is received.

John Hatem

President

PRINT NAME

TITLE



9/25/2025

SIGNATURE*

DATE

**The name of the individual and the person who signs this declaration must be the same. If a corporation is listed, a corporate officer must sign the declaration (President, Vice-President, Chairman, Secretary or Treasurer)*

INITIAL ENGINEERING/LEGAL DEPOSIT TOTALS

ENGINEERING DEPOSITS:

Up to one (1) acre	\$5,000
Over one (1) acre, but less than ten (10) acres	\$10,000
Over ten (10) acres, but less than forty (40) acres	\$15,000
Over forty (40) acres, but less than one hundred (100)	\$20,000
In excess of one hundred (100.00) acres	\$25,000

LEGAL DEPOSITS:

Less than two (2) acres	\$1,000
Over two (2) acres, but less than ten (10) acres	\$2,500
Over ten (10) acres	\$5,000

EXHIBIT A

PARCEL 1:

THAT PART OF THE WEST HALF OF SECTION 17 AND PART OF THE EAST HALF OF SECTION 18, ALL IN TOWNSHIP 37 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING ON THE SECTION LINE BETWEEN SECTIONS 17 AND 18, 11.66 CHAINS NORTH OF QUARTER SECTION CORNERS; THENCE EAST AT RIGHT ANGLES WITH SAID SECTION LINE BEING ALSO THE SOUTH LINE OF A TRACT CONVEYED TO THE COMMONWEALTH EDISON COMPANY BY WARRANTY DEED RECORDED FEBRUARY 28, 1972 AS DOCUMENT NO. 72-892, A DISTANCE 20 CHAINS; THENCE SOUTH PARALLEL WITH SAID SECTION LINE, 31.66 CHAINS TO THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 17; THENCE WEST, 40 CHAINS TO THE CENTER OF PUBLIC ROAD; THENCE NORTH ALONG CENTER OF SAID ROAD AND DIVIDING LINE OF SOUTHEAST AND NORTHEAST QUARTERS OF SAID SECTION 18, 31.66 CHAINS TO THE SOUTH LINE OF SAID COMMONWEALTH EDISON TRACT; THENCE EAST TO THE SECTION LINE, 20 CHAINS TO THE PLACE OF BEGINNING;

EXCEPT THAT PART DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE CENTER LINE OF BEECHER ROAD AND THE SOUTH LINE OF A TRACT CONVEYED TO THE COMMONWEALTH EDISON COMPANY BY WARRANTY DEED RECORDED FEBRUARY 28, 1972 AS DOCUMENT NO. 72-892; THENCE NORTH 87°25'20" EAST ALONG THE SOUTH LINE OF SAID COMMONWEALTH EDISON TRACT, 2137.53 FEET TO THE CENTERLINE ROB ROY CREEK; THENCE SOUTH 05°38'05" WEST ALONG THE CENTERLINE OF SAID CREEK, 142.0 FEET TO AN ANGLE POINT IN SAID CREEK; THENCE SOUTH 01°16'08" WEST ALONG THE CENTERLINE OF SAID CREEK, 918.53 FEET; THENCE SOUTH 87°25'20" WEST PARALLEL WITH THE SOUTH LINE OF SAID COMMONWEALTH EDISON TRACT, 754.54 FEET TO THE WEST LINE OF SAID SECTION 17; THENCE NORTH 01°24'04" WEST ALONG SAID WEST LINE, 857.18 FEET TO A LINE DRAWN 200 FEET SOUTHERLY OF AND PARALLEL WITH THE SOUTH LINE OF SAID COMMONWEALTH EDISON TRACT; THENCE SOUTH 87°25'20" WEST ALONG SAID PARALLEL LINE, 1323.24 FEET TO SAID CENTER LINE OF BEECHER ROAD; THENCE NORTH 01°16'27" WEST ALONG SAID CENTER LINE, 200.05 FEET TO THE POINT OF BEGINNING, IN BRISTOL TOWNSHIP, KENDALL COUNTY, ILLINOIS.

PARCEL 2:

THAT PART OF THE WEST HALF OF SECTION 17 AND PART OF THE EAST HALF OF SECTION 18, ALL IN TOWNSHIP 37 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE CENTER LINE OF BEECHER ROAD AND THE SOUTH LINE OF A TRACT CONVEYED TO THE COMMONWEALTH EDISON COMPANY BY WARRANTY DEED RECORDED FEBRUARY 28, 1972 AS DOCUMENT NO. 72-892; THENCE NORTH 87°25'20" EAST ALONG THE SOUTH LINE OF SAID COMMONWEALTH EDISON TRACT, 2137.53 FEET TO THE CENTERLINE ROB ROY CREEK; THENCE SOUTH 05°38'05" WEST ALONG THE CENTERLINE OF SAID CREEK, 142.0 FEET TO AN ANGLE POINT IN SAID CREEK; THENCE SOUTH 01°16'08" WEST ALONG THE CENTERLINE OF SAID CREEK, 918.53 FEET; THENCE SOUTH 87°25'20" WEST PARALLEL WITH THE SOUTH LINE OF SAID COMMONWEALTH EDISON TRACT, 754.54 FEET TO THE WEST LINE OF SAID SECTION 17; THENCE NORTH 01°24'04" WEST ALONG SAID WEST LINE, 857.18 FEET TO A LINE DRAWN 200 FEET SOUTHERLY OF AND PARALLEL WITH THE SOUTH LINE OF SAID COMMONWEALTH EDISON TRACT; THENCE SOUTH 87°25'20" WEST ALONG SAID PARALLEL LINE, 1323.24 FEET TO SAID CENTER LINE OF BEECHER ROAD; THENCE NORTH 01°16'27" WEST ALONG SAID CENTER LINE, 200.05 FEET TO THE POINT OF BEGINNING, IN BRISTOL TOWNSHIP, KENDALL COUNTY, ILLINOIS.