



United City of Yorkville  
800 Game Farm Road  
Yorkville, Illinois, 60560  
Telephone: 630-553-4350  
Fax: 630-553-7575  
Website: [www.yorkville.il.us](http://www.yorkville.il.us)

# APPLICATION FOR ECONOMIC INCENTIVE/DEVELOPMENT AGREEMENT

## INTENT AND PURPOSE:

Economic Incentive and Development Agreements are negotiated between the municipality and the developer and/or owner on a project-by-project basis. Such items considered as part of an economic incentive or development agreement are: the amount of tax sharing, timing of payments, performance and compliance requirements and any other details. Applications will be evaluated on the merits of their impact to create or maintain jobs; further development; strengthen the commercial or industrial sector; enhance the tax base; and be in the overall best interest of the municipality.

This packet explains the process to successfully submit and complete an Application or Economic Incentive and/or Development Agreement requests. It includes a detailed description of the process and the actual application itself. Please type the required information in the application on your computer. The application will need to be printed and signed by the petitioner. The only item that needs to be submitted to the City from this packet is the application. The rest of the packet is to help guide you through the process unto completion.

## APPLICATION PROCEDURE:



## STAGE 1: APPLICATION SUBMITTAL

The following must be submitted to the Community Development Department:

- One (1) original signed application with exhibits, if any, and legal description including PINs.
- Appropriate filing fee.
- One (1) electronic copy (pdf) of each of the signed application (complete with exhibits, if any). A Microsoft Word document with the legal description and PINs is also required.

Within one (1) week of submittal, the Community Development Department will determine if the application is complete or if additional information is needed. These materials must be submitted a minimum of forty five (45) days prior to the targeted Economic Development committee meeting. An incomplete submittal could delay the scheduling of the project.

Petitioner will be responsible for payment of all fees, including outside consultant costs (i.e. legal review, engineering review, etc.). The petitioner will be required to establish a deposit account with the city to cover these fees. The Petitioner Deposit Account/Acknowledgement of Financial Responsibility form is attached to this document and must be submitted with the application.



United City of Yorkville  
800 Game Farm Road  
Yorkville, Illinois, 60560  
Telephone: 630-553-4350  
Fax: 630-553-7575  
Website: [www.yorkville.il.us](http://www.yorkville.il.us)

# APPLICATION FOR ECONOMIC INCENTIVE/DEVELOPMENT AGREEMENT

## STAGE 2: ECONOMIC DEVELOPMENT COMMITTEE

Petitioner must present the proposed amendment agreement and/or plan to the Economic Development Committee. Economic Development Committee meets at 7:00 p.m. on the 1st Tuesday of each month in the Yorkville City Hall Conference Room. This session is to discuss and consider recommendations prior to full City Council considerations and provide informal feedback. The Economic Development Committee will submit its recommendation to City Council.

## STAGE 3: CITY COUNCIL

Petitioner will attend the City Council meeting where the recommendation of the proposed economic incentive or development agreement request will be considered. The City Council meets on the 2nd and 4th Tuesdays of the month at 7:00pm. City Council will make the final approval of the request.

## DORMANT APPLICATIONS

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

- The petitioner 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 petitioner 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 petitioner 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 petitioner 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 petitioner'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 petitioner. (Ord. 2011-34, 7-26-2011)



United City of Yorkville  
800 Game Farm Road  
Yorkville, Illinois, 60560  
Telephone: 630-553-4350  
Fax: 630-553-7575  
Website: www.yorkville.il.us

# APPLICATION FOR ECONOMIC INCENTIVE/DEVELOPMENT AGREEMENT

DATE:	<input type="checkbox"/> ECONOMIC INCENTIVE <input type="checkbox"/> DEVELOPMENT AGREEMENT <input type="checkbox"/> TAX INCREMENT FINANCE (TIF)	DEVELOPMENT NAME:
<b>PETITIONER INFORMATION</b>		
NAME:	COMPANY:	
PETITIONER STATUS: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> TRUST <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> LLC <input type="checkbox"/> OTHER		
MAILING ADDRESS:		
CITY, STATE, ZIP:	TELEPHONE:	
EMAIL:	FAX:	
<b>PROPERTY INFORMATION</b>		
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:		
DESCRIPTION OF PROPERTY'S PHYSICAL LOCATION:		
CURRENT ZONING CLASSIFICATION:	WILL PROJECT REQUIRE REZONING? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>ZONING AND LAND USE OF SURROUNDING PROPERTIES</b>		
NORTH:		
EAST:		
SOUTH:		
WEST:		



United City of Yorkville  
800 Game Farm Road  
Yorkville, Illinois, 60560  
Telephone: 630-553-4350  
Fax: 630-553-7575  
Website: www.yorkville.il.us

# APPLICATION FOR ECONOMIC INCENTIVE/DEVELOPMENT AGREEMENT

## PROPERTY INFORMATION

NAME OF ANY PRIOR ANNEXATION, PUD, ECONOMIC OR DEVELOPMENT AGREEMENTS:

NARRATIVE OF THE PROJECT DESCRIPTION, INCLUDING THE FOLLOWING INFORMATION (ATTACH A SEPARATE SHEET IF NEEDED):

- THE PURPOSE OF THE INCENTIVE REQUESTED.
- THE AMOUNT OF INCENTIVE REQUESTED.
- THE METHOD AND MEANS USED TO FINANCE THE PROJECT, ASIDE FROM ECONOMIC INCENTIVE.
- THE PROJECTED INCREASE IN THE LOCAL WORKFORCE, IF ANY, AS A RESULT OF THIS PROJECT.

## ATTACHMENTS

Petitioner must attach a legal description of the property to this application and title it as "Exhibit A".

Petitioner must list all the Permanent Index Numbers (PINs) and Common Addresses for all parcels to be included and considered as part of the requested Economic Incentive or Development Agreement. Attach a separate list to this application and title it as "Exhibit B".

Petitioner must attach a list of all property owners, business partners, developers and/or investors associated with this project, including name, business name, business address, phone, fax, e-mail and residence address, and title it as "Exhibit C".

Petitioner must attach a detailed projected project cost with each eligible expense requested for reimbursement, and title it as "Exhibit D".

Petitioner must attach the most recent Kendall County Tax Real Estate tax record providing the current assessed value of real estate and title it as "Exhibit E".

Petitioner must attach a list of all appointed or elected officials of the City of Yorkville who own a portion of the project or the real estate underlying the project area, and title it as "Exhibit F".



United City of Yorkville  
800 Game Farm Road  
Yorkville, Illinois, 60560  
Telephone: 630-553-4350  
Fax: 630-553-7575  
Website: www.yorkville.il.us

# APPLICATION FOR ECONOMIC INCENTIVE/DEVELOPMENT AGREEMENT

## ATTORNEY INFORMATION (IF ANY)

NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

## ENGINEER INFORMATION (IF ANY)

NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

## LAND PLANNER/SURVEYOR INFORMATION (IF ANY)

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.

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE



United City of Yorkville  
 800 Game Farm Road  
 Yorkville, Illinois, 60560  
 Telephone: 630-553-4350  
 Fax: 630-553-7575  
 Website: www.yorkville.il.us

# PETITIONER DEPOSIT ACCOUNT/ ACKNOWLEDGMENT OF FINANCIAL RESPONSIBILITY

PROJECT NUMBER:	FUND ACCOUNT NUMBER:	PROPERTY ADDRESS:
-----------------	----------------------	-------------------

APPLICATION/APPROVAL TYPE (check appropriate box(es) of approval requested):

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> CONCEPT PLAN REVIEW | <input type="checkbox"/> AMENDMENT (TEXT)         | <input type="checkbox"/> ANNEXATION      | <input type="checkbox"/> REZONING                     |
| <input type="checkbox"/> SPECIAL USE         | <input type="checkbox"/> MILE AND 1/2 REVIEW      | <input type="checkbox"/> ZONING VARIANCE | <input type="checkbox"/> PRELIMINARY PLAN             |
| <input type="checkbox"/> FINAL PLANS         | <input type="checkbox"/> PLANNED UNIT DEVELOPMENT | <input type="checkbox"/> FINAL PLAT      | <input type="checkbox"/> ECONOMIC INCENTIVE/DEV AGRMT |

**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:	COMPANY:
MAILING ADDRESS:	
CITY, STATE, ZIP:	TELEPHONE:
EMAIL:	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.

PRINT NAME	TITLE
SIGNATURE	DATE

**ACCOUNT CLOSURE AUTHORIZATION**

DATE REQUESTED: _____	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> INACTIVE			
PRINT NAME: _____	<input type="checkbox"/> WITHDRAWN	<input type="checkbox"/> COLLECTIONS			
SIGNATURE: _____	<input type="checkbox"/> OTHER				
DEPARTMENT ROUTING FOR AUTHORIZATION:	<input type="checkbox"/> COM. DEV.	<input type="checkbox"/> BUILDING	<input type="checkbox"/> ENGINEERING	<input type="checkbox"/> FINANCE	<input type="checkbox"/> ADMIN.