



OAK BROOK
Illinois

APPLICATION FOR
PLANNED DEVELOPMENT

NOTE: ALL COMPLETED APPLICATIONS ARE TO BE DELIVERED to the DEVELOPMENT SERVICES DEPARTMENT. Call 630-368-5106

NEW PLANNED DEVELOPMENT (\$1,500) *

___ ENTER NUMBER OF WAIVERS and/or VARIATIONS REQUESTED (\$500 ea.) **

MAJOR CHANGE TO AN EXISTING PLANNED DEVELOPMENT (\$1,500) *

MINOR CHANGE TO AN APPROVED/EXISTING PLANNED DEVELOPMENT (\$750) *

___ ENTER NUMBER OF WAIVERS and/or VARIATIONS REQUESTED (\$500 ea.) **

INITIAL ESCROW DEPOSIT (\$500) Submit Separate Check – Additional Funds may be required - Recoverable expenses will be drawn from the account and No interest shall be paid on account.

PUBLIC HEARING SIGNS (each lot frontage) ___ Enter Number of Street Frontages/Per Parcel/ Address

(NOTE: Attached additional sheet/s with information if more room is needed below)

LOCATION OF SUBJECT PROPERTY _____ PERMANENT PARCEL NO/s. _____

LEGAL ADDRESS/S _____ ZONING DISTRICT _____

PROPERTY INTEREST OF APPLICANT: OWNER CONTRACT PURCHASER¹ AGENT¹

OWNER(S) OF RECORD _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

Owner Contact E-mail Address/s _____

NAME OF APPLICANT¹ (and Billing Information) _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

Applicant Contact E-mail Address/s _____

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief. I (we) give permission to the Village to install public hearing signs on the lot frontages of the above subject property as described in the Village Code. In addition to the above fees, applicant agrees to reimburse the Village for all recoverable costs within 30 days of billing

Signature of Owner Date Signature of Applicant¹ Date

Print Name and Email _____ Print Name and Email _____

¹If the applicant/Agent is not the owner of record, a written statement authorizing approval of the proposed planned development application is required from the property owner in addition to their signature above and supporting documents.

* Note: Plus all applicable third party costs and recoverable expenses.

** List each waiver or variation on a separate sheet with applicable fees calculated.

DO NOT WRITE IN THE SPACE BELOW – FOR OFFICE USE ONLY

Date Application Filed _____ Fee Paid \$ _____ Escrow Paid \$ _____ Receipt No. _____ Received By _____
Preliminary Board of Trustees Review _____ Prefiling Review Conference with Staff _____ Resident Meeting Required/Date _____
Application Distributed to Depts: _____ Notice Published _____ Newspaper Daily Herald Adj. Property Owners Notified _____
Planning & Zoning Commission _____
Board of Trustees _____ Board of Trustees _____
(Approval of Ordinance)

Subject Property Verification

(Complete a separate form for each P.I.N.)

1. Permanent Index Number (P.I.N. from Real Estate Tax Bill): _____
2. Common Address: _____
3. Type the Complete Legal Description below or attach a separate page with the legal

Note: Legal Description is to be emailed in Word format to: cchiarelli@oak-brook.org

The Permanent Index Number, Common Address and Legal information provided has been verified as follows:

DuPage County Records/Research Room: (630-407-5401) Contact Person
First Name Only: _____
Date called: _____

I verify that the information provided above is accurate.

Printed Name

Signature

Date: _____

Relationship to Applicant: _____

Certification
SURROUNDING PROPERTY OWNERS

I (we) certify that the names and addresses of all the surrounding property owners including mailing labels submitted with this application are located within a minimum distance of 500 feet in all directions from the perimeter of the subject property, excluding all streets and right-of-ways.

Said names and addresses are as they appear from the authentic tax records of the Township Assessor's Office of this County. The property owners as listed have been obtained from the Township Assessors office within 30 days of the filing of this application.

The surrounding property owners list as submitted herewith and supporting attachments are true to the best of my (our) knowledge and belief.

I (we) give permission to the Village to install public hearing sign(s) on the lot frontages of the subject property as described in the Village Code. In addition to the required application fees, applicant/owner agrees to reimburse the Village for all costs/fees, publication costs, recording fees, and any other associated costs or fees as contained in Section 13-15-C within 30 days of billing.

RELEASE: By submitting the application and related information, applicant is aware that all information submitted is subject to FOIA rules (Freedom of Information Act).

_____ Printed Name of Owner	_____ Printed Name of Applicant		
_____ Signature of Owner	_____ Date	_____ Signature of Applicant	_____ Date

BILL TO INFORMATION:

_____ Print Name/Company	_____ Contact Person	_____ Contact Phone
_____ Address To be Billed		_____ Email Address

NOTE: If the applicant/owner has not complied with these requirements and as a result the notification has not been sent to a neighboring property owner within the 500-foot requirement less than 10 days prior to the scheduled hearing, the hearing on this matter will be postponed to the next regular meeting, or until such time as all neighbors within the 500-foot requirement have been sent proper notification.

**PLANNED DEVELOPMENT - SITE DEVELOPMENT ALLOWANCES:
Section: 13-15-4**

**WAIVERS and VARIATIONS
(Site Development Departures)**

Proposed site development characteristics that are not consistent with the Zoning Regulations otherwise applicable to the property on which a Planned Development or Planned Development amendment is proposed, may be approved in accordance with this Chapter as part of the ordinance approving the Planned Development or Planned Development amendment. The applicant shall specifically identify each site development departure and demonstrate how each departure will be compatible with surrounding development and is not inconsistent with the Planned Development standards set forth in Section 13-15-3 of this Chapter. Each departure shall be specifically stated and approved in the ordinance approving the Planned Development or Planned Development amendment. Any approved departures from the otherwise applicable Zoning Regulations shall not be deemed a nonconformity and shall not require a variation.

Identify each waiver below and if applicable refer to the page(s) of the site development plan that the departure can be found.

Code Section _____ **Relief Sought** _____

RESPONSE: _____

Code Section _____ **Relief Sought** _____

RESPONSE: _____

(To continue, Copy or retype form and attach additional sheets if necessary)

13-15-5: PROCEDURES:

The following procedures are required to assure the orderly review of every planned development application in a timely and equitable manner:

A. Preliminary Board Review:

1. A prospective applicant, prior to meeting with village staff for a formal pre-filing review, shall appear before the corporate authorities for a preliminary board review. At a minimum, the applicant shall provide the following materials to the corporate authorities for its preliminary review: a) a preliminary concept plan of the development, and b) a brief narrative describing the overall character, intensity, uses, and nature of the proposed planned development. Prior to submission to the corporate authorities, the development services director will review the materials to confirm that the materials provide sufficient information to adequately inform the corporate authorities of the nature and scope of the proposed planned development. If sufficient information is provided, the applicant shall coordinate with the village manager to be placed on a corporate authorities agenda and scheduled for the earliest appropriate corporate authorities meeting.
2. The purpose of the preliminary board review shall be to broadly acquaint the corporate authorities with the applicant's proposal and to provide the applicant with any preliminary views or concerns that members of the corporate authorities may have at a time in the process when positions are still flexible and adjustment is still possible and prior to the time when the applicant is required to expend the funds necessary to prepare the complete documentation required for a formal application.
3. At the meeting at which the preliminary board review is conducted, any member of the corporate authorities may make any comments, suggestions or recommendations regarding the preliminary development concept plan deemed necessary or appropriate by that member; provided, however, that no final or binding action shall be taken with respect to any preliminary application. Any views expressed in the course of the corporate authorities' review of any preliminary development concept plan shall be deemed to be only preliminary and advisory and only the individual views of the member expressing them. Nothing said or done in the course of such review shall be deemed to create, or to prejudice, any rights of the applicant or to obligate the corporate authorities, or any member of it, to approve or deny any formal application following full consideration as required by this chapter.

COMPLETED DATE: _____

B. Prefiling Review And Transmittal Of Application:

1. Conference:
 - a. Following the preliminary board review, a prospective applicant, prior to submitting a formal application for a planned development, shall meet for a pre-filing review conference with the village manager, the development services director, and any other village official or employee designated by the village manager. The purpose of the conference is to assist the applicant in understanding the commercial areas revitalization master plan, the requirements of this chapter, the zoning regulations,

the site development allowances, the standards by which the application will be evaluated, and the application requirements.

- b. After reviewing the planned development process, the applicant may request a waiver of any application requirement which in the applicant's judgment should not apply to the proposed planned development. The justification for a waiver must be that the application requirement should not apply because it does not relate and is not necessary given the nature and scope of the proposed planned development. All requests for application waivers shall be made in writing to the community development director prior to the submission of the formal application documents.
 - c. All requests for waiver shall be reviewed by the development services director, who will make a final determination regarding the waiver within fifteen (15) working days of receipt of the request.
 - d. If deemed appropriate by the development services director, the applicant, prior to submitting a formal application for a planned development, will schedule a public meeting to discuss the proposed planned development and the nature and extent of impact, if any, on area residents. If a meeting is required, the applicant shall send a written notice of the meeting via certified mail to all taxpayers of record and residents for all property within five hundred feet (500') of the proposed planned development. The notice shall be mailed not more than thirty (30) nor less than fifteen (15) days prior to the date of the meeting. A copy of the notice and mailing list shall be provided to the development services director. A written summary of comments made at the meeting shall be maintained and submitted by the applicant with the application.
2. Filing Of Application: Following the completion of the prefilling review conference, the applicant shall file an application for a planned development in accordance with this chapter. The development services director shall deliver copies of the application to other appropriate village departments for review and comment.
 3. Deficiencies: The development services director shall determine whether the application is complete. If the development services director determines that the application is not complete, then the development services director shall notify the applicant in writing of the deficiencies and shall take no further steps to process the application until the deficiencies are remedied.
 4. Report On Compliance: A copy of the complete application and a written report incorporating the comments of village staff and other agencies regarding the compliance of the proposed planned development with the requirements and standards of this chapter shall be delivered to the planned development commission prior to the public hearing required by subsection C of this section.
 5. Determination Not Binding: Neither the development services director's determination that an application is complete nor any comment made by the development services director or village staff at a prefilling review conference or as part of the review process shall be intended or construed as a formal or informal recommendation for or against the approval of a proposed planned development, or any component part thereof, nor shall they be intended or construed as a binding decision of the village, the planned development commission, or village staff.

COMPLETED DATE: _____

C. Review And Action By The Planning & Zoning Commission:

1. Upon receiving the report from the development services director, the planning & Zoning commission shall hold a public hearing on the proposed planned development.
2. Notice of the required public hearing shall be published by the village, at the applicant's expense, not more than thirty (30) nor less than fifteen (15) days before the scheduled hearing in a newspaper of general circulation in the village and shall contain the following information:
 - a. The identification number designation of the application;
 - b. The date and time of the public hearing;
 - c. The location of the public hearing; and
 - d. The general location of the property, the legal description of the property and its street address, if applicable, and a short description of the proposed planned development and purpose of the public hearing.
3. Notice of the required public hearing shall also be provided by the village, at the applicant's expense, by posting a sign or signs on the property not more than thirty (30) days nor less than fifteen (15) days prior to the public hearing. The sign shall be weatherproof and contain the information as is required in subsection C2 of this section. Failure to post the sign(s) and/or the inadvertent removal or knocking down (by the village or others) of the sign after posting but before the public hearing shall not invalidate, impair, or otherwise affect any planned development subsequently granted following the public hearing, nor shall it require a postponement of the public hearing.
4. Notice of the required public hearing shall also be provided by the applicant by certified U.S. mail, return receipt requested, to the taxpayers of record and owners of record of the property which is the subject of the application (if different than the applicant), and the taxpayers of record and residents of all property within five hundred feet (500') of the subject property. The notice shall contain the information as is required in subsection C2 of this section and shall be mailed not more than thirty (30) nor less than fifteen (15) days prior to the date of the public hearing. The notice shall also include the name and address and phone number of the applicant for the planned development.
5. The transcript of testimony, if any, the commission's minutes, all applications, requests, exhibits, and papers filed in the proceeding before the commission, and the decision and report, or reports, of the commission shall constitute the record for that particular application.
6. The planning & Zoning commission shall review the application, the standards and requirements established by this chapter, the report of the community development director, and any oral and written comments and testimony received by the planning & Zoning commission before and at the public hearing. The planning & Zoning commission shall recommend approval, approval with conditions, or disapproval of the proposed planned development.
7. Every recommendation of the commission upon any application filed pursuant to this chapter shall be by a written resolution and shall include such findings of fact and conclusions as the commission shall deem necessary. The resolutions shall generally refer to the evidence in the record and to the exhibits, plans, or specifications upon which the recommendation is based. The resolution shall generally specify the reason or reasons for the recommendation and shall contain a conclusion or statement separate from the findings setting forth the recommendation of the commission. Every

resolution shall expressly set forth any limitations or conditions recommended by the commission. In order to make a recommendation to approve (with or without conditions) or a recommendation to deny a proposed planned development or an amendment to an existing planned development, the affirmative vote of a majority of all members of the commission then holding office shall be required.

D. Review And Action By The Corporate Authorities:

1. Within sixty (60) days of receipt of the report and recommendation of the planning & Zoning commission, and without further public hearing, the corporate authorities shall, at a minimum, commence consideration of the proposed planned development. The corporate authorities will attempt to conclude its consideration and render a final decision as soon as possible within that sixty (60) day time period, but may extend its consideration as necessary to allow a full and complete review and consideration of the proposed planned development. Following its consideration, the corporate authorities shall: a) deny the application; b) refer the application back to the planned development commission for further review and, if necessary, additional public hearings; c) postpone further consideration pending the submittal of additional information, including any application requirement previously waived but deemed necessary by the village for its consideration; or d) adopt an ordinance approving the planned development.
2. Any action taken by the corporate authorities pursuant to subsection D1 of this section shall require the concurrence of a majority of the corporate authorities; provided, however, that any proposed planned development that does not receive a recommendation of approval (with or without conditions) from the planned development commission shall not be approved by the corporate authorities except by the affirmative vote of two-thirds ($\frac{2}{3}$) of the corporate authorities.
3. In approving a planned development, the corporate authorities may attach such conditions to the approval as it deems necessary to have the proposed use or combination of uses meet the standards set forth in this chapter and to prevent or minimize adverse effects on other property in the immediate vicinity. The conditions may include, but are not limited to: impact donations and other related fees or property or monetary contributions; limitations on size, bulk, location, and setbacks; requirements for landscaping, signage, and outdoor lighting; provisions for adequate ingress and egress; hours of operation; and such other conditions as the corporate authorities may deem necessary in furtherance of the objectives of this chapter.

E. Exemptions: At the election of the applicant, the planned development provisions of this chapter shall not apply to an existing development or a proposed development project that satisfies all of the underlying zoning regulations applicable to the property. In such case, the proposed development will be subject to the processes of the village that are applicable to any new construction project. (Ord. G-890, 7-14-2009; Ord. G-904, 11-10-2009)



VILLAGE OF OAK BROOK

PLANNED DEVELOPMENT STANDARDS:

Section: 13-15-3

A. **Planned Developments Are Not Permitted As Of Right:** Planned developments shall be approved by the village only in direct response to the accrual of tangible public benefits from the planned development to the village and its residents, along with the neighborhood and area in which the planned development is proposed. These benefits shall include, without limitation, exceptional amenities, landscape features, architectural or site design, or the conservation of special manmade or natural features of the site, all as more specifically set forth in the standards set forth in subsection B of this section.

B. **General Design Standards:** No application for a planned development shall be approved by the corporate authorities unless the proposed planned development satisfies the standards set forth in this subsection B and subsection C of this section. All of these standards shall not be regarded as inflexible, but shall be used as a framework by the village to test the quality of the amenities, benefits to the community, and design and desirability of the proposal.

1. **Commercial Areas Revitalization Master Plan:** The planned development shall not be inconsistent with the planning policies, goals, objectives, and provisions of the village's commercial areas revitalization master plan. A planned development must also not be inconsistent with the intent and spirit of the village of Oak Brook comprehensive plan.

RESPONSE: _____

2. **Public Welfare:** The Planned Development shall be designed, located, and proposed to be operated and maintained so that it will not impair an adequate supply of light and air to adjacent property and will not substantially increase the danger of fire or otherwise endanger the public health, safety and welfare.

RESPONSE: _____

3. **Impact on Other Property:** The Planned Development shall not be unnecessarily injurious to the use or enjoyment of other property in the neighborhood for the purposes permitted pursuant to the applicable zoning district, shall not prevent the normal and orderly development and improvement of surrounding properties for permitted uses, shall not be inconsistent with the community character of the neighborhood, shall not alter the essential character of the neighborhood, and shall not substantially diminish or impair property values within the neighborhood, or be incompatible with other property in the immediate vicinity.

The uses permitted in a Planned Development must be of a type and so located so as to exercise no undue detrimental influence upon surrounding properties. The Planned Development must also address compliance with the Village's noise, lighting, and other performance standards.

RESPONSE: _____

4. **Impact on Public Facilities and Resources:** The Planned Development shall be designed so that adequate utilities, road access, drainage, and other necessary facilities will be provided to serve the development. The Planned Development shall include such impact donations as may be reasonably determined by the Corporate Authorities. The required impact donations, including, without limitation, obligations under the Village's subdivision regulations, shall be calculated in reasonable proportion to the impact of the Planned Development on public facilities and infrastructure to the extent permitted by law.

RESPONSE: _____

5. **Archaeological, Historical or Cultural Impact:** The Planned Development shall not substantially and adversely affect a known archaeological, historical, or cultural resource located on or off of the parcel proposed for development.

RESPONSE: _____

6. **Parking and Traffic:** The Planned Development shall have or make adequate provision to provide ingress and egress to the proposed use in a manner that minimizes traffic congestion in the public streets, provides appropriate cross access to adjacent properties and parking areas, and provides adequate access for emergency vehicles.

RESPONSE: _____

7. **Adequate Buffering:** The Planned Development shall have adequate landscaping, public open space, and other buffering features to protect uses within the development and surrounding properties.

RESPONSE: _____

8. **Signage:** Signage on the site of the Planned Development shall generally be in conformity with the Village's Sign Regulations (Chapter 11 of the Zoning Regulations), except as may otherwise be specifically provided in the ordinance approving a Planned Development.

RESPONSE: _____

9. **Ownership/Control Area:** The site of the Planned Development must be under ownership and/or unified control of the applicant.

RESPONSE: _____

10. **Need:** A clear showing of need for the Planned Development must be made by means of an economic feasibility, land utilization and marketing study.

RESPONSE: _____

11. **Compliance with Subdivision Regulations and Plat Act:** All Planned Developments, whether or not they are by definition subject to the Village's subdivision regulations or the Illinois Plat Act, shall comply with all standards, regulations and procedures of the Village's subdivision regulations and the Plat Act except as is expressly provided otherwise in this Chapter, or as otherwise provided by the Corporate Authorities pursuant to the ordinance approving the Planned Development, or the applicable sections of the Village's subdivision regulations.

RESPONSE: _____

12. **Covenants and Restrictions to be Enforceable by Village:** All covenants, deed restrictions, easements, and similar restrictions to be recorded in connection with the Planned Development shall provide that they may not be modified, removed, or released without the express consent of the Corporate Authorities and that they may be enforced by the Village as well as by future landowners within the proposed development.

RESPONSE: _____

13. **Security and Site Control:** The Planned Development shall include the plans necessary to describe, establish, and maintain appropriate property and building security and site control measures for the Planned Development and the property on which the Planned Development is located. These plans shall also include measures to prevent adverse impacts on neighboring properties.

RESPONSE: _____

C. **Additional Standards:** In addition to the standards required in Subsection B of this Section, the following standards shall be considered in reviewing all proposed and amended Planned Developments, particularly with regard to elements of Planned Development proposals that do not satisfy the otherwise applicable provisions of the underlying zoning and subdivision regulations.

1. **Integrated Design:** A Planned Development shall be laid out and developed as a unit in accordance with an integrated overall design. This design shall provide for safe, efficient, convenient and harmonious grouping of structures, uses and facilities, and for appropriate relation of space inside and outside buildings to intended uses and structural features.

RESPONSE: _____

2. **Beneficial Common Open Space:** Any common open space in the Planned Development shall be integrated into the overall design. These open spaces shall have a direct functional or visual relationship to the main building(s) and shall not be of isolated or leftover character.

RESPONSE: _____

The following would not be considered usable common open space:

- a. Areas reserved for the exclusive use or benefit of an individual tenant or owner.
- b. Dedicated streets, alleys and other public rights-of-way.

c. Vehicular drives, parking, loading and storage areas.

d. Irregular or unusable narrow strips of land.

3. **Functional and Mechanical Features:** Exposed storage areas, trash and garbage retainers, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be accounted for in the design of the Planned Development and made as unobtrusive as possible. These features shall be subject to such setbacks, special planting or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.

RESPONSE: _____

4. **Visual and Acoustical Privacy:** The Planned Development shall provide reasonable visual, and acoustical privacy. Fences, insulations, walks, barriers and landscaping shall be used as appropriate for the protection and aesthetic enhancement of property and the privacy of its occupants, screening of objectionable view or uses, and reduction of noises.

RESPONSE: _____

5. **Energy Efficient Design:** A Planned Development shall be designed with consideration given to various methods of site design and building location, architectural design of individual structures, and landscaping design capable of reducing energy consumption within the Planned Development. The applicant will be encouraged, to the extent feasible, to obtain Leadership in Energy and Environmental Design ("LEED") certification for the project. A Planned Development applicant may also undertake the following:

- a. Having at least one member of the applicant's project team be a "LEED Accredited Professional" -- a person who has received the LEED Accredited Professional designation from the United States Green Building Council ("USGBC"), the Green Building Certification Institute, or another entity authorized by the USGBC to grant that designation.

RESPONSE: _____

-
-
- b. Having its application materials include a "LEED Checklist" developed by the U.S. Green Building Council indicating the credits pursued and total points anticipated for a project under the most appropriate LEED rating system, in consultation with the Director of Community Development.

RESPONSE: _____

- 6. **Drives, Parking and Circulation:** Principal vehicular access shall be from dedicated public streets, and access points shall be designed to encourage smooth traffic flow with controlled turning movements and minimum hazards to vehicular or pedestrian traffic. With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, adequate provision for service by emergency vehicles, and arrangement of parking areas that are safe and convenient, and insofar as feasible, do not detract from the design of proposed buildings and structures and the neighboring properties. To the extent practical, Planned Developments shall provide connections to and from existing bike and walking paths so as to ensure a continuous route without gaps or disconnections.

RESPONSE: _____

- 7. **Surface Water Drainage:** Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic.

RESPONSE: _____

PLANNED DEVELOPMENT

Application Requirements

SUBMITTAL DOCUMENTS GUIDELINE

In general, the following documents are required for all requests. If you will be preparing binders with all materials, plans, tabs, index, etc. included, please discuss with Cathy before preparing materials.

Please submit "3 hard copies" of all plats of survey, architectural, conceptual elevations, engineering plan, economic, marketing, traffic studies, photographs, and any other document to be included in the petition case file paper. Alternate number of documents required is noted below. All documents are to dated - a revision to any plan requires a REVISION DATE,

IMPORTANT NOTE: Do NOT submit any hard copies of documents until they have been submitted electronically and have been reviewed by staff and comments provided by email first.

1. Completed **PLANNED DEVELOPMENT APPLICATION**. (Original and 2 copies) Must be filed by the owner of the property on which the planned development is proposed to be located or any person or entity having a contractual interest in the property. If the application is not filed by the owner, Item 2 (Standing Statement) is required and owner must sign the application.
2. **STANDING STATEMENT** – If the applicant is **NOT** the property owner, written authorization is required from the owner(s) approving the filing of the application by the applicant. (Original and 2 copies)
3. **Proof of Ownership required**. Provide **ONLY ONE** copy; this is for office use only. If the property is in Trust Complete Beneficial Interest Form. **ONE COPY** of the most **CURRENT REAL ESTATE TAX BILL**. Provide one copy for each parcel.
4. Current **PLAT OF SURVEY** showing all existing improvements on the property.
5. **LEGAL DESCRIPTION** (Original and 2 copies) Provide the current typed Legal Description for the existing lot(s); include PIN Numbers. Email the legal description in a Word Document to cchiarelli@oak-brook.org
6. **SUBJECT PROPERTY VERIFICATION** (Original and 2 copies) complete a form for "EACH" P.I.N. *Note: Permanent Index No. (P.I.N.- Tax Parcel Number on tax bill), Legal Description and Common Address **MUST** all coincide. See Property Verification Form in this packet. Contact DuPage County: 1) Records Room – 630-407-5401 and to cross-check and verify the accuracy of the PIN number, legal and common address.
7. List of **SURROUNDING PROPERTY OWNERS and CERTIFICATION** (Original and 2 copies) See the forms for requirements – If in doubt regarding whether or not to include a property on this list, it is advised that you include it. Please follow the requirements closely; it could impact the hearing date.

The information needed may be obtained from the applicable Assessor's Office:

York Township
Assessor's Office
1502 Meyers Road
Lombard, IL 60148
630-627-3354

Downers Grove Township
Assessor's Office
4340 Price Street
Downers Grove, IL 60515
630-968-2100

8. One (1) set of **Mailing ADDRESS LABELS** include each property owner listed on the **SURROUNDING PROPERTY OWNERS** form (item #7) above, also include labels for the owner/applicant and attorney.
9. Payment of Required **FEES and Public Hearing Sign** – Determine how many street frontages and parcels are on the subject property. Include that number on the application form. The fee for the sign production will be deducted from the Escrow Account. **ESCROW** is to be submitted as a separate check.

10. **NARRATIVE - LETTER OF EXPLANATION.** (Original and 2 copies) This document should provide the background/ history and the proposed development plan in detail, also summarize the reasoning for any relief being sought. Review the specific section of the ordinance that you are seeking relief.
11. **PLANNED DEVELOPMENT STANDARDS – Section: 13-15-3** (Original and 2 copies) In a separate document type out and respond to each standard or use the Planned Development Standards form. Add lines if additional space is needed. This is a requirement by Ordinance and must be addressed in writing.
12. **SITE DEVELOPMENT DEPARTURES and ALLOWANCES - WAIVERS and VARIATIONS – Section 13-5-4** (Original and 2 copies) In a separate document type out and respond to each standard or use the Planned Development Standards form. Add lines if additional space is needed. This is a requirement by Ordinance and must be addressed in writing
13. **PROCEDURES – Section: 13-15-5** Review and date.
14. **APPLICATION REQUIREMENTS – Section:13-15-6 –** Follow information required.
15. Detailed and dimensioned **SITE PLAN** illustrating the proposed project. (3 copies folded and 1 copy reduced to 8 ½ x 11)
16. Provide a **PDF - CD** of the following(as applicable): Plat of Survey, Site Plan, Concept Drawings, Elevation Plans, Detailed Landscape Plans, Pictures, PDF 's to be emailed to cchiarelli@oak-brook.org
17. **Provide a Business card and/or a list of persons testifying at the hearing.** A tentative list is to be provided with the application and should include each name, relationship to the property, company, address, phone, fax and e-mail address. (one card per person or one list)

The following documents may be required and/or helpful. If submitted, **3 copies of each** are required unless otherwise noted:

1. Existing and proposed floor plan.
2. Topographical surveys.
3. Economic, Market, Traffic Studies
4. Photometric plans - Lighting Reports
5. Photographs illustrating the existing site
6. Letters of approval from neighboring property owners. (Original and 2 copies)
While neighbor approval or disapproval is not legally relevant in many cases, it can be very helpful in the overall evaluation of a petition.
7. Architectural Plans - including views of the proposed structure/s.