



VILLAGE OF GLEN ELLYN

Minor Subdivision Application Packet

Planning & Development Department

535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370

MINOR SUBDIVISION APPLICATION

Definition: A Minor Subdivision as defined by the Subdivision Regulations Code is, “any subdivision resulting in the creation of three or four lots, or subdivision resulting in the creation of two lots in which one or both of the proposed lots or associated public improvements will not conform to standards established by the Village’s Zoning Ordinance and/or Subdivision Regulations.”

Process:

1. Meeting with Planning and Development staff (recommended);
2. Pre-application meeting with Plan Commission (encouraged);
3. Preparation of Final Plat of Subdivision, application and supporting materials;
4. Submission of formal application, Final Plat supporting materials, fees and escrow;
5. Review of application packet by Village staff;
6. Revisions to and submission of revised application packet (as needed);
7. Review of revised application packet by Village Staff (as needed);
8. Public hearing notice published in the newspaper, notice sent to surrounding property owners, and sign(s) placed on site;
9. Review by Plan Commission at public hearing;
10. Preparation of minutes/transcripts from Plan Commission meeting;
11. Review by Village Board at workshop or pre-board meeting;
12. Action by Village Board at meeting (adoption of Ordinance).

**MINOR SUBDIVISION
APPLICATION PROCESS**

1. **Meeting with Staff (optional):** It is recommended that the petitioner meet with the Director of Planning and Development, or his or her designee, to informally discuss the proposed Subdivision prior to filling out a formal application. At this meeting, the petitioner should provide general information that describes or outlines the existing conditions of the site and the proposed Subdivision. Planning and Development staff will provide any comments or recommendations about the request to the petitioner and review the application process, including the types and number of required submittals (see attached Submittals List) and estimated review time.

2. **Pre-application meeting with Plan Commission (encouraged):** Before formal application is made, the petitioner is encouraged to appear before the Plan Commission at a pre-application conference. A pre-application conference requires an application fee of two hundred and fifty dollars (\$250.00). The purpose of the pre-application conference is to allow the petitioner to informally present the proposed subdivision to the Plan Commission and to solicit the Commission's input prior to preparing Subdivision documents. To accommodate a pre-application meeting 20 copies of a concept plan, a narrative description of the project and the required application fee, must be submitted as well as any additional exhibits requested by the Planning and Development staff.

At the Pre-application Conference, the petitioner may request a waiver of specific required submittals.

3. **Required Submittals:** The petitioner shall submit the following items with four (4) complete and collated copies of a Minor Subdivision application along with the required application fee and items that may be reasonably requested by the Village staff or the Plan Commission as indicated on the attached submittals checklist;
 - a. **Application:** Completed application for Minor Subdivision approval (form attached);
 - b. **Proof of Ownership:** A copy of a deed, title policy or other proof of ownership as approved by the Planning and Development staff;
 - c. **Disclosure of Interest:** If the subject property is held in a trust, a complete disclosure of interest of the ownership, including the names of trustees and beneficial owners, shall be provided. If the subject property is owned by a corporation, a disclosure of the shareholders with interest in 5% or more of the property including the names of the officers and directors should be provided (forms attached);
 - d. **Plat of Survey:** A current Plat of Survey of the property, prepared by a land surveyor registered with the State of Illinois, including a statement that the property is or is not in the floodplain;
 - e. **Plans:** A preliminary Plat of Subdivision is not required. However, depending on the scope of the project, the Planning and Development Director, at his or her discretion, may require the submission of plans and documentation typically required on a Preliminary Plat including but not

limited to, grading plans, utility plans, public improvement specifications and tree survey and analysis;

- f. Affidavit of Authorization: If the petitioner is someone other than the property owner, a document signed by the owner of the subject property which authorizes the petitioner to represent them for the subdivision request shall be provided (form attached);
- g. Land Use Opinion: A Land Use Opinion from the Kane DuPage Soil and Water Conservation District Board, if required (form attached);
- h. Final Plat of Subdivision: A Final plat of Subdivision that conforms to the requirements set forth in Section 304 2(b) and (c) of the Subdivision Regulations Code;
- i. Additional Materials: The Planning and Development Director may, at his or her discretion, require the submission of such other additional materials or data related to the possible impact of the proposed uses of the subdivision on public facilities and services.

NOTE: The petitioner should have the surveyor sign a Letter of Authorization (form attached) which designates a representative from the Village of Glen Ellyn as the agent to record the Final Plat of Subdivision or such authorization may be granted on the Plat.

- 4. **Escrow Deposit**: The Subdivider shall deposit cash for an escrow account in an amount to be determined by the Director of Planning and Development to cover Village out of pocket expenses including all costs directly attributable to recording testimony of all witnesses at public hearings, reproduction costs, public notice mailing costs, newspaper publication charges and all expenses for professional consultants including, but not limited to, attorneys, engineers, traffic engineers, planners, wetland consultants or other professionals outside the employee staff. Additionally, the petitioner must fill out and sign the attached Reimbursement of Fees Agreement.
- 5. **Staff Review**: Once the application is received it will be forwarded to the appropriate Village staff and consultants for review. Staff will attempt to review the request within 30 days of receipt. After staff has reviewed the application and determined that it is complete (which may require the submittal of additional information or revision of plans per comments by Village staff and consultants) the request will be scheduled for consideration at the first available public hearing before the Plan Commission. An additional thirty (30) complete and collated application packets must be submitted a minimum of two (2) weeks before the scheduled public hearing before the Plan Commission.
- 6. **Public Hearing Notice**: Not more than 30 days, nor less than 15 days before the Plan Commission public hearing the Planning and Development staff will place a legal notice in a paper of general circulation in the Village which describes the request, location of the subject property, and gives the time, date, and location of the public hearing. For those properties located within the Village boundaries the staff will also mail a notice of the subdivision request to all property owners within 250 feet of the subject property and cause to be placed on the subject property, not less than 15 days prior to the public hearing, one or more signs which announce that a public hearing regarding the subject property will be held.

- 7. Plan Commission Public Hearing:** The Planning and Development staff will submit the application, supporting materials, staff reports and any other documents to the Plan Commission to conduct the public hearing thereon. The Plan Commission meets on the second and fourth Thursday of each month at 7:30 p.m. in the Glen Ellyn Civic Center, 535 Duane Street.

The petitioner or his/her representative must attend the public hearing. It is the responsibility of the petitioner to present any arguments supporting the request for approval of a Minor Subdivision in a complete and logical manner and to have available all evidence necessary to support the request.

After the public hearing is closed, the Plan Commission will take a vote on the request. The Plan Commission may recommend approval, approval with conditions, or denial of the request to the Village Board. In making its recommendation, the Plan Commission shall consider how the request complies with the criteria in Section 309 of the Subdivision Regulations Code for granting approval of a Subdivision and may recommend conditions that are deemed necessary and in the interests and needs of the community to keep with the provisions in the Subdivision Regulations Code.

- 8. Village Board Action:** The recommendation from the Plan Commission will be placed on a Village Board agenda for consideration and action. The Village Board will review the request at a workshop or pre-board meeting prior to the actual Village Board meeting. The Village Board may decide to approve, approve with conditions, or deny the request. Action on the application will be by an Ordinance, which is adopted by the Village Board.

If the decision is to approve the Final Plat, the Village Clerk will cause the approved Plat to be recorded with the DuPage County Recorder. Following approval of the subdivision by the Village, the petitioner may seek building permits. Building permits must be applied for within 18 months from the date of the ordinance, unless the petitioner has requested and been granted an extension from the Village Board in the approving Ordinance, or the subdivision will become null and void. The Planning and Development Department will compare plans submitted for permits against the plans approved by the Village Board and any conditions set forth in the approving Ordinance.

Questions may be directed to the Planning and Development Department at 630-547-5250.



Village of Glen Ellyn
Phone: (630) 547-5250 • Fax: (630) 547-5370
535 Duane Street • Glen Ellyn, Illinois 60137

APPLICATION FOR MINOR SUBDIVISION APPROVAL

DATE FILED: _____ **APPLICATION NUMBER:** _____

I. APPLICANT INFORMATION:

Name: _____

Address: _____

Phone Number: (Home) _____ (Business) _____

E-Mail: _____ (Fax): _____

Property Interest of Applicant: _____
(Owner, Contract Purchaser, Owner Representative)

II. OWNER INFORMATION:

Name: _____

Address: _____

Phone Number: (Home) _____ (Business) _____

E-Mail: _____ (Fax): _____

III. PROPERTY INFORMATION:

Address and Legal Description of Property: _____

Permanent Index No.: _____ Zoning: _____

Lot Dimensions: _____ Lot Area: _____

Present Use: _____

Description of Subdivision : _____

Estimated Date to Begin Construction: _____

Name(s), Address(es) and Phone Numbers of consultants (Architects, Engineers, Attorneys,
etc.): _____

IV. APPROVAL STANDARDS:

Narrative Statement: Please provide a narrative statement. The narrative statement should include, but not be limited to, information concerning the proposed use of the lots, the type and number of dwelling units and/or type of business or industry and the manner in which subdivision is to be served by public utilities. A separate sheet may be used if necessary.

Section 309 of the Subdivision Code requires that the following six (6) criteria be met before a Subdivision can be approved. Please describe how the proposed Subdivision meets these requirements. The information provided will be used by the Plan Commission in considering the request.

Please describe how the proposed subdivision meets the following criteria.

1. The proposed subdivision conforms to the provisions set forth in this Subdivision Ordinance, including the rules and regulations referenced in Section 400.

2. Definite provision has been made for a water supply system that is sufficient in terms of quantity, dependability, and quality to provide an appropriate supply of water for the type of subdivision proposed.

3. A public sewage system is proposed and adequate provision has been made for such system or, if other methods of sewage disposal are proposed that such systems will comply with federal, state, and local laws and regulations.

4. All areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precaution have been identified by the Subdivider and that the proposed uses of these areas are compatible with such conditions.

5. The proposed subdivision will not be detrimental to the public health, safety and welfare.

6. No development shall be approved if such development, at full occupancy, will result in or increase traffic on an arterial or collector street to such an extent that the street does not function at a level of service deemed acceptable by the Village. The applicant may propose and construct the approved traffic mitigation measures to provide adequate roadway capacity for the proposed development.

I (we) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (we) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Glen Ellyn for the purpose of inspection.

I (we) consent to pay the Village of Glen Ellyn all costs incurred for transcribing the public hearing on this application.

I (we) understand that no final action shall be taken by the Village Board subsequent to the public hearing and until payment of all escrow fees.

Signature of Applicant

Date

OWNERSHIP BY LAND TRUST

Date: _____

Address: _____

Legal Description: _____

TRUSTEE: _____ TRUST: _____

Address: _____

LIST ALL BENEFICIARIES:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

OWNERSHIP BY A CORPORATION

Date: _____

Address: _____

Legal Description: _____

LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK)

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

Name: _____ Address: _____ %: _____

AFFIDAVIT OF AUTHORIZATION

I, _____ owner of the property described as

Verify that

_____ Is duly authorized to apply and represent my interests before the Glen Ellyn Plan Commission, Zoning Board of Appeals, Architectural Review Commission, and/or Village Board of Trustees. Owner acknowledges that any notice given applicant is actual notice to owner.

_____ OWNER

_____ NOTARY

LETTER OF AUTHORIZATION

I, _____, Registered Land Surveyor with the State of Illinois, hereby authorize a representative from the Village of Glen Ellyn to record the plat(s) and/or plans(s) prepared by me for _____.

Name

Date

IDNR ENDANGERED SPECIES CONSULTATION

An Endangered Species Consultation may be required for your project. If an Endangered Species Consultation is required as part of your application, the Online Ecological Compliance Assessment Tool (EcoCAT) must be completed and a copy of the final report from the Illinois Department of Natural Resources (IDNR) should be included in your Minor Subdivision application packet. The online EcoCAT information and application can be found at <http://dnrecocat.state.il.us/ecopublic>. Below is information directly from the EcoCAT Frequently asked Questions, regarding which actions require consultation and which are exempt from consultation.

What actions require consultation?

Any action that will change existing environmental conditions, i.e. anything that disturbs the land, water, or air. Examples include:

- construction
- discharge of pollutants or application of chemicals into the air, water, or land
- dredging any naturally occurring materials
- re-zoning from a non-urban classification to an urban classification (e.g. from agricultural to residential) or a change from one urban classification to another on land not used in its entirety for the original classification
- subdivision and other development plats
- infrastructure alterations (utilities, roads, sewers)
- land management
- alteration, removal, excavation or plowing of non-farmed, non-cultivated areas
- altering existing topography
- annexations
- parks, stream, or lake modifications

What actions are exempt from consultation?

Unless it is evident that they could directly or indirectly affect an endangered or threatened species or a Natural Area, the following actions are exempt from consultation:

- mowing within maintained highway rights-of-way
- routine resurfacing and application of oil and gravel to existing roads
- maintenance or repair of existing structures
- actions under a Department-approved management plan undertaken to maintain or improve natural ecosystem conditions or to re-establish pre-settlement vegetation conditions (such as prescribed burns, spot application of herbicides or brush clearing)
- maintenance of existing lawns, yards, and ornamental plantings
- routine cultivation of agricultural lands
- change of zoning requests for land currently zoned, developed, and used in its entirety for commercial, industrial, or residential purposes.

**KANE DUPAGE SOIL AND WATER CONSERVATION DISTRICT
LAND USE OPINION**

A Land Use Opinion from the Kane DuPage Soil and Water Conservation District may be required to be submitted with an application for approval of a Minor Subdivision.

If a Land Use Opinion is required for your project, the required fee and application should be submitted directly to the Kane DuPage Soil and Water Conservation District. A link to this form can be found at <http://www.kanedupageswcd.org/pdfs/LUO/LandUseOpinionApp2007.pdf> or you can use the attached form. The Soil and Water Conservation District will forward a copy of the Opinion directly to the Village when it is complete.

LAND USE OPINION APPLICATION

Kane-DuPage Soil and Water Conservation District
2315 Dean Street, Suite 100, St. Charles, IL 60175-4823
(630) 584-7961 Ext. 3

Send report to:

PETITIONER: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____

Please allow 30 days for inspection and processing.

FOR OFFICE USE ONLY	
LUO# _____	Date Due _____
Date initially rec'd _____	_____
Date all rec'd _____	Date completed _____
Fee Paid _____	Refund Due _____
By _____	Overpayment _____
_____	No Report Nec _____
_____	Gov't Agency _____

Location:

Township _____

Section(s) _____

Township(s) _____ N Range(s) _____ E

TYPE OF PROPOSAL: Change in Zoning from _____ to _____ Project or Subdivision Name _____

Subdivision or Planned Unit Development (PUD)

Variance-Please describe fully on separate sheet

Special Use Permit-Please describe fully on separate sheet

Unit of Government Responsible for Permits _____ Date of Public Hearing _____

Current Use of Site _____ Proposed Use _____

Surrounding Land Use _____ Number of Acres _____

Location address (or nearest intersection) _____

PROPOSED IMPROVEMENTS: (check all applicable items)

Planned Structures:

___ Dwellings w/o Basements

___ Dwellings with Basements

___ Commercial Buildings

Other _____

Open Space:

___ Park/Playground Areas

___ Common Open Space Areas

Other _____

Water Supply:

___ Individual Wells

___ Community Water

Wastewater Treatment:

___ Septic System

___ Sanitary Sewers

___ Other _____

___ Drainage Ditches or Swales

___ Storm Sewers

___ Dry Detention Basin

Stormwater Treatment:

___ Wet Retention Basin

___ No Detention Facilities Proposed

___ Other _____

EXISTING SITE CHARACTERISTICS: (check all applicable items)

___ Ponds or Lakes ___ Floodplain ___ Woodland ___ Drainage Tiles ___ Stream(s)

___ Wetland(s) ___ Floodway ___ Cropland ___ Disturbed Land ___ Other _____

REQUIRED: INCLUDE ONE COPY EACH OF THE FOLLOWING-Processing will not begin without the following:

___ APPLICATION completed and signed

___ FEE according to schedule below

___ PLAT OF SURVEY/SITE PLAN showing legal description, legal measurements

___ SITE /CONCEPT PLAN showing lots, streets, storm water detention areas, open areas, etc.

___ LOCATION MAP (if not on maps above)-include distances from major roadways or tax parcel number

IF AVAILABLE - NOT REQUIRED:

___ ZONING or LAND USE PETITION filed with unit of government (if relevant)

___ TOPOGRAPHY MAP OR WETLANDS DELINEATIONS

FEE AMOUNTS: last updated March 1, 2007

\$375.00 for 1 - 3 acres or fraction thereof

\$407.00 for 4 - 5 acres or fraction thereof

For 5 - 200 acres see chart

> 200 acres: ADD \$12.00 for each additional acre or fraction thereof over the 200 acre amount.

\$55.00 processing fee if no report is required

MAKE CHECKS PAYABLE TO: Kane-DuPage Soil and Water Conservation District

I (we) understand the filing of this application allows the authorized representative of the Kane-DuPage Soil and Water Conservation District to visit and conduct an evaluation of the site.

Petitioner or Authorized Agent _____

Date _____

This opinion will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

For the convenience of those who must comply with the provisions of the Illinois Soil and Water Conservation District Act, Section 22.02a (Illinois Compiled Statutes, Chapter 70, Paragraph 405, Section 22.02a), enacted December 3, 1971, effective July 1, 1972, we quote this section:

“The Soil and Water Conservation District shall make all natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinances or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality’s or county’s zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The Soil and Water Conservation District shall be given not more than 30 days from the time of receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action.”
 Added by Act approved December 3, 1971.

The amendment is designed to assist the unit of government considering the proposal. The natural resources and the environment are the main concerns in the development of the Land Use Opinion.

To facilitate compliance with the Act by land developers and others, Kane-DuPage Soil and Water Conservation District has formulated a set of guidelines and a standardized set of fees, as provided for in section 22.09 of this Act:

“The District may charge fees to any person who makes a request for services or receives benefits rendered by the District, or who causes or undertakes to cause the District to perform a function prescribed by this Act, including but not limited to any function prescribed by Section 22.02a of this Act, provided that such charges are uniform. The Directors shall maintain a uniform schedule for such fees and may from time to time revise such schedule. The charging of any such fees is uniformly charged and in accordance with a uniform schedule by any District to any person for such service or benefits or performance of any such functions prior to the effective date of this amendatory Act of 1975 is ratified.”

LAND USE OPINION FEE SCHEDULE
 EFFECTIVE March 1, 2007

\$375.00 for 1-3 acres or fraction thereof

\$407.00 for 4-5 acres or fraction thereof

For 5 - 200 acres see chart

For over 200 acres: ADD \$12.00 for each additional acre or fraction thereof of over the 200 acre amount.

\$55.00 processing fee if no report is required

Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee
1	375	21	682	41	1028	61	1381	81	1722	101	2068	121	2427	141	2773	161	3120	181	3467
2	375	22	699	42	1052	62	1398	82	1739	102	2092	122	2444	142	2791	162	3137	182	3484
3	375	23	717	43	1069	63	1416	83	1757	103	2109	123	2461	143	2808	163	3154	183	3501
4	407	24	734	44	1086	64	1433	84	1774	104	2126	124	2479	144	2826	164	3173	184	3519
5	407	25	751	45	1103	65	1450	85	1791	105	2143	125	2496	145	2843	165	3190	185	3536
6	428	26	768	46	1121	66	1468	86	1808	106	2161	126	2513	146	2860	166	3207	186	3553
7	439	27	785	47	1138	67	1485	87	1825	107	2179	127	2531	147	2877	167	3224	187	3571
8	455	28	804	48	1156	68	1502	88	1844	108	2196	128	2548	148	2894	168	3241	188	3588
9	476	29	821	49	1173	69	1519	89	1861	109	2213	129	2566	149	2913	169	3259	189	3606
10	492	30	838	50	1190	70	1537	90	1878	110	2230	130	2583	150	2930	170	3276	190	3623
11	508	31	855	51	1208	71	1555	91	1895	111	2248	131	2600	151	2947	171	3293	191	3640
12	525	32	872	52	1225	72	1572	92	1912	112	2265	132	2617	152	2964	172	3311	192	3657
13	544	33	890	53	1242	73	1589	93	1930	113	2282	133	2634	153	2981	173	3328	193	3674
14	561	34	907	54	1259	74	1606	94	1947	114	2299	134	2653	154	2999	174	3346	194	3693
15	566	35	924	55	1277	75	1623	95	1965	115	2323	135	2670	155	3016	175	3363	195	3710
16	595	36	942	56	1295	76	1641	96	1982	116	2340	136	2687	156	3033	176	3380	196	3727
17	612	37	959	57	1312	77	1652	97	1999	117	2357	137	2704	157	3051	177	3397	197	3744
18	630	38	977	58	1329	78	1670	98	2017	118	2374	138	2721	158	3068	178	3414	198	3761
19	647	39	994	59	1346	79	1687	99	2034	119	2393	139	2739	159	3086	179	3433	199	3779
20	664	40	1011	60	1363	80	1705	100	2051	120	2410	140	2756	160	3103	180	3450	200	3796

**Village of Glen Ellyn
Planning and Development Department**

Project Submittals List

Subject: _____ **Date:** _____
Address: _____
PIN(s): _____

Applications/Fees/Escrow	(X) If required	Fee
1. Special Use Permit	_____	_____
2. Special Use for a Planned Unit Development	_____	_____
3. Subdivision	_____	_____
4. Exterior Appearance	_____	_____
5. Zoning Variations	_____	_____
6. Sign Variations	_____	_____
7. Stormwater (values & tabs format)	_____	_____
8. Other	_____	_____
9. Escrow	_____	_____

Submission Materials	Yes	No
10. Cover Letter Listing Attachments	_____	_____
11. Narrative Statement/Use Description	_____	_____
12. Proof of Ownership	_____	_____
13. Disclosure of Interest	_____	_____
14. Affidavit of Authorization	_____	_____
15. Reimbursement of Fees Agreement	_____	_____
16. Quantitative Summary	_____	_____
17. List of Variations/Deviations	_____	_____
18. Practical Difficulties or Particular Hardship (sign variations)	_____	_____
19. Plat of Survey/Legal Description	_____	_____
20. Existing Conditions Plan	_____	_____
21. Surrounding Conditions Plan	_____	_____
22. Site Plan	_____	_____
23. Landscape Plan	_____	_____
24. Tree Survey & Analysis	_____	_____
25. Building Elevation Drawings (4-sides)	_____	_____
26. Color Rendering	_____	_____
27. Floor Plan	_____	_____
28. List of Building Materials and Colors	_____	_____
29. Material & Color Samples (bring to meeting)	_____	_____
30. Light Fixture Cut Sheets	_____	_____
31. Photometric Plan	_____	_____
32. Sign Elevations	_____	_____
33. Sign Plan	_____	_____
34. Trash Enclosure/Exterior Equipment/Fences/Screening	_____	_____
35. Plat of Consolidation	_____	_____
36. Preliminary Plat of Subdivision	_____	_____
37. Final Plat of Subdivision	_____	_____
38. Final Site Plan (if two step review)	_____	_____
39. Traffic Impact Study	_____	_____
40. Grading Plan (if 1,500 sq. ft. or more area is disturbed)	_____	_____
41. Utilities Plan	_____	_____
42. Road Plans/Details	_____	_____
43. Public Improvements List	_____	_____
44. Public Improvements Cross-sections	_____	_____
45. Deed/Easement Agreements	_____	_____
46. Statement of Compliance/Engineer's Certification	_____	_____
47. Construction/Phasing Schedule	_____	_____
48. Letters from Governmental Units/Developer's Donations	_____	_____
49. Letter of Authorization to Record Plats	_____	_____
50. Land Use Opinion (Kane-DuPage S & WCD)	_____	_____
51. Environmental Impact Study	_____	_____
52. IDNR Endangered Species Consultation	_____	_____
53. Soil Boring/Seepage Test Covenants, Conditions, Restrictions	_____	_____
54. Petition for Annexation	_____	_____
55. Annexation Agreement	_____	_____
56. Plat of Annexation	_____	_____
57. Other: _____	_____	_____
58. Other: _____	_____	_____

REIMBURSEMENT OF FEES AGREEMENT

Village of Glen Ellyn Acct: # _____
Initial Deposit Amount: _____

I. DESCRIPTION OF PROJECT: _____

II. OWNER:

- A. Owner of Property: _____
- B. Owner's Address: _____
- C. Owner's Home Phone Number: _____ Fax: _____
- D. Owner's Work Phone Number: _____
- E. Owner's E-mail: _____
- F. If Owner is a Land Trust or Corporation, the attached disclosures of interest should be filled out.

III. PERSON MAKING REQUEST (Petitioner):

- A. Name of Petitioner: _____
- B. Petitioner's Address: _____
- C. Petitioner's Home Phone Number: _____
- D. Petitioner's Work Number: _____
- E. Petitioner's E-mail: _____

IV. LOCATION OF PROPERTY:

- A. General Location of Property: _____
- B. Acreage of Parcel: _____
- C. Permanent Index Number(s): _____
- D. Legal Description (Please attach)

V. REIMBURSEMENT OF FEES:

The Ordinances of the Village require the owners of property, or individuals seeking to utilize property, to receive approval by ordinance or the issuance of a permit to undertake various uses or improvements of property in the Village. These uses can include requests for textual or map changes in the Zoning Ordinance, applications for building permits, requests for zoning relief and other similar requests. The Village has established a fee schedule for the anticipated use of staff time in processing such petitions or applications. In many cases, however the Village cannot reasonably evaluate the validity or compliance of the petition or application with the Ordinances of the Village without the use of reports from various consultants. In some cases, the application or petition requires among other things, public hearings and associated public notice costs, preparation of minutes or transcripts from the public hearing or meeting, recording costs of Ordinances and the preparation of reports by consultants whose services require the payment of out-of-pocket expenses by the Village. These expenses would not have been incurred but for the petition or application. The Village does not intend to seek to make a profit on its utilization of such consultants, but requires that the applicant, or the person receiving benefit, shall be obligated to reimburse the out-of-pocket expenses incurred by the Village. The Village shall seek to employ consultants who shall charge rates consistent with those paid by private parties who seek similar consulting services. The Village intends, through this Agreement, to cause the payment of out-of-pocket expenses and to require the creation of an escrow fund to

guarantee that the petition or application will not result in the citizens of the Village being required to pay for costs incurred at the request of the owner or applicant.

This document shall constitute a contract when an application is made for a license, permit, request for zoning relief or other approval involving the use of real property. Should the Village, in its sole and exclusive discretion, determine that it is necessary or desirable for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, court reporters, traffic, drainage or other consultants, including full and/or part time site inspection services during the actual construction of any required improvements, and/or to incur costs related to any required notices or recordations, in connection with any application or petition filed by the petitioner then the petitioner and owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the Village. The Planning and Development Director is hereby authorized to assign the above described services to the Village staff or to consultants, as the Director deems appropriate and without prior notification to the petitioner.

Any application or petition to be reviewed by the Planning and Development Department or by the Plan Commission or Architectural Review Commission shall require the petitioner to establish an escrow account with the Village in an amount determined by the Planning and Development Director to reimburse the Village for all out of pocket costs associated with the request. These out of pocket costs will cover such things as services provided by the Village's consulting engineer, consulting attorney, consulting planner, traffic consultant, wetland consultant, landscape consultant, architectural consultant, appraiser and transcriber, among others, as well as reproduction costs, public hearing notice costs, recording costs, etc. Along with the application the petitioner shall also submit a signed copy of this agreement thereby acknowledging and agreeing to reimburse the Village for all out of pocket costs associated with the application or petition.

This agreement shall be accompanied by an initial deposit in an amount to be determined by the Director of Planning and Development but shall be no less than \$500. The Village will provide an itemized list of Village expenses incurred related to any charge to the escrow account, and the petitioner shall deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit has dropped below \$500. If the expenses are not reimbursed, then reviews meetings and permits associated with out of pocket costs will cease, and the request will not be moved forward through the review process. At the completion of the review process, and development of the project, if appropriate, any remaining balance from the deposit will be returned to the petitioner, without interest, after all expenses have been paid.

The Village shall deduct the incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$500.00, the petitioner, upon notice by the Village, shall be required to replenish the deposit to its initial amount. The Village shall mail the petitioner regular invoices for the fees and costs incurred. The petitioner shall replenish the deposit amount within thirty (30) days of issuance of each such invoice directing replenishment of the deposit.

A petitioner who withdraws his or her petition may apply in writing to the Planning and Development Director for a refund of his or her remaining escrow balance. The Planning and Development Director may, at his or her discretion, approve such refund less any actual fees and costs, which the Village has already paid or incurred relative to the application.

Upon the failure of the petitioner or owner to reimburse the Village in accordance with this Agreement, no further action shall be undertaken on the application by the Village President and Board of Trustees, or by any other official or quasi-official individual or body thereunder, including the conduct of any hearings or deliberations, reviews of any plans or applications, the granting of any relief or approvals,

issuance of any permits or occupancies, performance of inspections and the execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Upon any failure to reimburse the Village in accordance with this Section, the Village may in its discretion, apply any or all of the initial deposit to the outstanding balance due.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the Village's right to seek relief of such fees against any or all responsible parties in a court of competent jurisdiction.

Any remaining balance of any funds deposited pursuant to this Agreement shall be refunded at such time as the completion of Village deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, issuance of a building permit, approval of a final inspection, or issuance of a final certificate of occupancy upon the real property in question whichever occurs later.

BY SIGNING BELOW, THE PETITIONER AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER AND OWNER AGREE THAT PETITIONER AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE VILLAGE OF GLEN ELLYN, AND THE OBLIGATIONS FOR PAYMENT RELATING TO THE FILING OF PETITION OR APPLICATION, AS SET FORTH HEREIN.

Petitioner

Village of Glen Ellyn

Owner

By: _____
Planning and Development Director

Date: _____

Date: _____