



## VILLAGE OF GLEN ELLYN

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### **Planned Unit Development Application Packet**

*Community Development Department  
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

**PLANNED UNIT DEVELOPMENT  
OUTLINE**

1. Meeting with Community Development staff;

**STAGE ONE: PRELIMINARY PLANNED UNIT DEVELOPMENT PLAN**

2. Pre-Application Conference before the Plan Commission;
3. Preparation of Preliminary Plan application materials;
4. Review of Preliminary Plan application materials by staff (recommended);
5. Formal Preliminary Plan application (submission of materials and fees);
6. Review by Development Committee;
7. Revisions to Preliminary Plan materials (as needed);
8. Notice in newspaper and by letter to surrounding property owners, sign(s) on site;
9. Review by Plan Commission at public hearing;
10. Preparation of minutes/transcripts;
11. Review by Village Board at workshop;
12. Action by Village Board at meeting (adoption of Preliminary Plan Ordinance);

**STAGE TWO: FINAL PLANNED UNIT DEVELOPMENT PLAN**

13. Preparation of Final Plan application materials;
14. Review of Final Plan application materials by staff (recommended);
15. Formal Final Plan application (submission of materials);
16. Review by Plan Commission at public meeting;
17. Preparation of minutes/transcripts;
18. Review by Village Board at workshop;
19. Action by Village Board at meeting (adopt of Final Plan Ordinance).

**PLANNED UNIT DEVELOPMENT  
PROCEDURE**

1. **Meeting with Staff:** The petitioner should meet with the Village Planner or Director of Community Development to informally discuss the proposed Planned Unit Development (PUD) prior to completing a formal application. At this meeting, the petitioner should provide general information which describes or outlines the existing conditions of the site and the proposed Special Use. The Community Development staff will present the review and approval process and the types and number of required submittals (see attached Submittals List).

For proposed PUD's in the C5 Zoning Districts, the Director of Community Development may waive the review and approval procedures for PUD's in favor of the review and approval procedures for Special Use Permits if such a waiver is determined appropriate. The Plan Commission may overturn the Director's decision if Commissioners believe the more detailed PUD review and approval requirements are appropriate.

2. **Pre-Application Conference:** Before formal application is made, staff will schedule for the petitioner a Pre-application Conference before the Plan Commission. The Pre-application Conference is mandatory and requires a 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 PUD to the Plan Commission and to solicit the Commission's input prior to preparing Preliminary Plan documents. The petitioner will need to present a site plan, building elevations and any additional exhibits that are requested by the Development Department staff.

At the Pre-application Conference, the petitioner may request:

- a. Waiver of specific required submittals;
- b. Waiver of the PUD review and approval procedures in favor of the Special Use Permit review and approval procedures; and
- c. Simultaneous review of Preliminary and Final Plans.

The Plan Commission will comment on the proposed PUD these comments will

3. **Required Submittals:** The petitioner shall prepare the following items:
  - a. **Application:** Completed application for Planned Unit Development Preliminary Plan (form attached and associated fee); and
  - b. **Reimbursement of Fees Agreement:** Signed agreement consenting to reimburse the Village for out of pocket expenses incurred in processing the application.

- c. **Preliminary Plan Materials:** The following items are from the Glen Ellyn Zoning Code, Section 10-10-15 (B):

**1. General Information:**

- a. The name, address and phone number of the owner and applicant, pursuant to Section 10-10-10;
- b. Accurate legal description of the property to be subject to the Planned Unit Development, its common address and permanent index number;
- c. Present zoning classification for the property to be subject to the Planned Unit Development;
- d. The type of Planned Unit Development being requested – residential or commercial;
- e. A listing of each separate use to be contained within the proposed Planned Unit Development;
- f. A listing of any proposed deviations from all Village regulations or standards including, by way of illustration and not limitation, the Zoning Code, the Subdivision Regulations ordinance, building codes, and other development codes or business regulations, together with an explanation of the reasons deemed by the applicant to justify the requested deviation;
- g. A quantitative summary including, but not limited to, the following required items:
  - (1) Acreage or square footage of the property proposed to be subject to the Planned Unit Development (subject parcel);
  - (2) Acreage of square footage for each proposed use area of land, including identified usable open space;
  - (3) Lot Coverage;
  - (4) Residential density, including tabulation of use, area and dwelling type of the number of dwelling units and bedrooms per unit and the units per acre per unit in estimated population;
  - (5) Number of locations by use area of parking spaces; and
  - (6) Areas of designated or commonly-owned and maintained open space as required by Section 10-7-4;

2. **Maps, Plats, and Graphics:**

- a. **Survey:** An accurate survey drawn to scale prepared by an Illinois Registered Land Surveyor and showing the boundary dimensions of the property to be subject to the planned unit development (subject property), including locations and dimensions of all existing public ways contiguous thereto;
- b. **Existing Site Conditions:** A map or plat drawn to scale and illustrating existing land, conditions including existing topography with contour intervals of not less than two feet (2') obtained from a field survey and referenced to an approved bench-mark, existing tree cover over ten inches (10") in diameter, location of any soil borings or seepage tests, existing water-related feature, prominent vegetation, unique soil conditions and other environmental data;
- c. **Surrounding Conditions:** A map or plat illustrating the use, type, elevation and location of all properties and improvements thereon within 250 feet of the perimeter of the subject property;
- d. **Preliminary Planned Unit Development Plat:** An accurate dimensioned plat of the subject property showing at least the following information:
  - (1) Each proposed use area and arrangement of all buildings and structures therein, including location, height, size, and relative distances;
  - (2) The proposed location, size, height, elevations and orientation of all signs;
  - (3) The proposed number and arrangement of all off-street parking and loading spaces, location and width of driveways, entrances and exits and their relationship to existing streets;
  - (4) All areas to be maintained as permanent designated open areas or recreational facilities as required by Section 10-7-4;
  - (5) The proposed location for public parks, public playgrounds, public schools, commonly-owned community buildings and open areas other than those required by Section 10-7-4;
  - (6) The proposed location and dimensions of all pedestrian walkways; and

(7) The proposed location and dimensions of all streets, vehicular accesses or driveways;

- e. **Grading and Landscape Plan:** A site plan drawn to scale and illustrating all excavation and/or filling of the property together with a Preliminary Plan for the revegetation and formal landscaping of the site, including location and type of plant materials to be used and indicating which existing plant materials are to remain or be moved on the site;
- f. **Utility and Drainage Plan:** A proposed site plan illustrating existing and proposed underground utilities, including gas mains, electric transmission lines, telephone lines, water distribution lines, sanitary sewers, storm sewers, cable communication lines and the like, with pipe size and direction of flow being shown, the location and topography of all drainage retention facilities and a drainage plan with sufficient control grades to indicate the intent of the drainage plan, the location and size of any public rights-of-way for the widening, extension or connection of major streets and the installation and maintenance of private or public utilities or emergency access areas; and
- g. **Building Plans:** Preliminary building plans for all buildings, other than detached single-family dwellings, including proposed floor plans, exterior elevations, cross-sections, perspective drawings, and outline specifications of the type of building materials, type of wall and roof construction and type of pavement and surfacing materials proposed to be used (in lieu of preliminary building plans for single-family dwelling, proposed architectural guidelines for the construction of singly-family dwellings shall be provided).

3. **Supporting Documentation:**

- a. A statement signed by the owners of the property describing the arrangements by which the owners propose to regulate use of the property and otherwise insure development in accordance with the Comprehensive Plan;
- b. A cost-revenue study showing both the immediate and long-term effects of the development on schools and municipal services, including a letter signed by the superintendents of affected school districts, or other appropriate official of the districts and any park districts public library, fire department or other public body indicating the developer has notified the district or public body of the proposed development and its proposed effect on school enrollment or the services provided by the district or public body;

- c. A traffic analysis prepared by a Registered Professional Engineer who is skilled in the science of traffic engineering, indicating the estimated traffic to be generated by the complete development of the project, with said estimate shown for an average week, twenty-four (24) hour period, and for peak morning and evening traffic hours. The impact of this new traffic on existing traffic in the vicinity of the project shall be appraised and a list submitted of new street construction and new traffic control measures required to accommodate the estimated traffic increases;
- d. An environment impact study including air quality and water quality data;
- e. For land which was outside the Village limits on September 26, 1972, a natural resources analysis report from the Kane-DuPage Soil and Water Conservation District shall be provided, prior to any scheduled public hearing date;
- f. Any soil boring or seepage tests or other tests or information concerning existing land or environment conditions;
- g. A statement of economic justification or a market analysis of proposed uses in the Planned Unit Development;
- h. A proposed draft of covenants, conditions and regulations to assure property maintenance and repair of and to provide for maintaining adequate personnel to assure security of all areas and facilities under common ownership, including but not limited to, common area utilities, designated open areas, recreational facilities and drainage facilities with provisions for the payment for such maintenance, repairs and security and enforceability thereof by or on behalf of the Village. The proposed draft shall include, where appropriate, any proposed charter and/or by-laws of an association for owners or tenants within the Planned Unit Development and/or a copy of any proposed condominium, townhouse, recreation or easement or other operating documents;
- i. A statement indicating the preliminary time schedule for development and construction of the entire project;
- j. A statement indicating the stages, if any, which will be followed in carrying out construction of the proposed planned unit development and interim use and maintenance of areas not under construction at any given time;
- k. Evidence of the capability of the proposed developer to implement the general type of development proposed in the Planned Unit Development documents; and

1. A written statement providing that the owners and developers agree to be bound by the covenants, conditions and regulations proposed by the applicant and further agree to register such agreements with the DuPage County Recorder of Deeds, which statement shall be signed by all owners of record and the applicants and filed with the Director of the Department of Community Development before any public hearing on the Preliminary Plan will be conducted by the Plan Commission.

#### M. Affidavit Affirming No Conflict of Interest

**NOTE:** The petitioner should be aware that the requirements outline herein are the minimum requirements for the processing an application for PUD Preliminary Plan approval and that, from time to time, the Plan Commission may require such other information that it deems necessary to determine if the proposed PUD meets the intent and requirements of the Zoning Code. The petitioner may also supplement the application with additional supporting material pertinent to the proposal.

**NOTE:** After the petitioner has prepared the items above, it is recommended that the petitioner submit the application to the Community Development staff for review for completeness of the application materials prior to making the required number of copies.

4. **Escrow Account for Consultants:** The Village utilizes consultants as Village Engineer, Village Attorney, and secretary for the Plan Commission. Prior to involving these individuals in the review of any proposed PUD, the Village requires a developer to establish an escrow account to pay the Village consultant costs. The minimum amount of the escrow account is \$1000. The Director of Community Development may set a higher minimum, based on an evaluation of the size of the project and likely expenses associated with the review and approval process. Once the escrow account is established, the Village involves its consultants in the review process as necessary. As invoices are received from the consultants, the Village draws on the account. The account is also used to pay for transcribing and recording fees. The developer is given a monthly accounting of the invoices, and requested to bring the amount of the escrow account back to the original figure. The escrow account is maintained throughout the review and approval process, and the building process as well. Once the project is complete, any remaining funds in the escrow account are returned to the developer.
5. **Development Committee:**
  - a. Upon receipt of the required number of copies of the items enumerated above and the establishment of an escrow account, the Community Development staff will, within 15 days, arrange for the review of the plans by the Development Committee. The Development Committee consists of: the Director of Community Development, who acts as Chairman; the Village Planner; the Building and Zoning Official; the Director of Public Works; the Chairman of the Plan Commission or



other designee; and any other technical person invited by the Director of Community Development (Village Engineer, Fire Chief, Police Chief, etc.);

- b. Within 30 days of receipt of the PUD Preliminary Plan application materials, the Development Committee will submit a written report which notes any deficiencies or concerns to the Plan Commission. The report will be filed with the Village Clerk, and a copy will be provided to the petitioner.
6. **Development Committee Report:** At the next available meeting of the Plan Commission following receipt of the Development Committee report, the Plan Commission will review the report and notify the petitioner in writing of any deficiencies in the plan with respect to required information. The petitioner is expected to attend this public hearing. The petitioner will be given time to correct any deficiencies.
7. **Application and Fees:**
- a. Once the Preliminary Planned Unit Development Plans are in final form, the petitioner may formally apply for Preliminary PUD Plan approval. A total of 20 sets of the application packet, consisting of one copy of each of the required submittals, must be provided. If the PUD also requires one or more Variations, additional copies may be necessary. At the time that the formal application is made, the developer must pay the application fees. Staff will inform the petitioner of the current fee for PUD review. The fee is applied toward the cost of postage, publication of the legal notice, and project review costs. If the Director of Community Development or the Plan Commission determine that the Special Use review and approval procedures are to be used in lieu of the PUD procedures, the fee for Special Use Permits will apply. The fee for Exterior Appearance Review also applies;
  - b. Not more than 30 days nor less than 15 days before the public hearing before the Plan Commission, the Community Development staff will place a legal notice in The Daily Herald which will describe the petitioner's request, location of the subject property and the time, date, and location of the public hearing. The staff will also mail a notice of the PUD request to the property owners within 250 feet of the subject property as identified by the Village. The petitioner will be notified by certified mail of the public hearing. Finally, staff will 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. The sign shall remain until completion of the public hearing, after which it will be removed. Jurisdiction of the Plan Commission to hold the public hearing shall not be affected by the absence of a sign, if such absence is not the result of the petitioner.

8. **Public Hearing:**

- a. The Plan Commission meets on the fourth Thursday of each month at 7:00 p.m. in the Glen Ellyn Civic Center, 535 Duane Street.
- b. The petitioner or his/her representative must attend the public hearing. It is the responsibility of the petitioner to present an argument supporting the request for the PUD Preliminary Plan in a complete and logical manner and to have available all the evidence necessary to support the request. It is advisable, but not required, for the petitioner to prepare color versions of the plans (preliminary plan, landscaping, building drawings, etc.) mounted for presentation purposes;
- c. The Plan Commission may make a decision at one meeting or choose to continue the public hearing to another date for a variety of reasons, including but not limited to: additional information is deemed necessary; Plan Commissioners desire an opportunity to visit the site or request staff to conduct further research; or insufficient time remains on the night of the public hearing to conclude the hearing. If the hearing is continued, no additional public notice is required to be published, however, the sign remains on the subject property;
- d. At the close of the public hearing, the Plan Commission will take a roll call vote on the requested PUD Preliminary Plan. The Plan Commission may recommend approval, approval with conditions, or denial. In making its recommendation, the Plan Commission must evaluate the PUD in the light of the Evaluation Factors set forth in Section 10-7-7 of the Zoning Code and must find that the requested PUD Preliminary Plan:
  1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan or the Zoning Code;
  2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
  3. Will not be hazardous or disturbing to existing or future neighborhood uses;
  4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structure, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed Special Use shall be able to provide adequately any such services;
  5. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village;

6. Will not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
7. Will have vehicular approaches to the property which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads;
8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief; and
9. Will not result in destruction, loss or damage of natural, scenic or historic feature of major importance to the community.

9. **Village Board:**

- a. Within 90 days after the close of the public hearing, the Plan Commission will submit transcripts/minutes to the Village Board which state what occurred at the public hearing, the exhibits presented, the citizens and witnesses heard, and the recommendation rendered. A written transcript of the public hearing will also be forwarded;
- b. After receiving the minutes or transcripts and supporting documents, the Village Board will schedule the Preliminary Plat of Subdivision request on one of the Village Board agendas. The Village Board meets on the second, third and fourth Monday of the month. The second and fourth Monday are formal meetings where the board will take action, while the third Monday is a workshop. At the workshop and pre-board meeting, the Village Board discusses and decides what action will be taken on the agenda items for the formal meetings. The petitioner will be informed by the Community Development staff at which Village Board workshop or pre-board meeting they will be required to attend. The petitioner or his/her representative must be in attendance at these meetings.
- c. The meeting of the Village Board is not a public hearing. The Village Board may decide to approve, approve with conditions, or deny the requested PUD Preliminary Plan. The Village Board may require such special conditions in the approval of the PUD Preliminary Plan as deemed necessary to ensure conformity with the intent of all elements of the Comprehensive Plan and the stated purposes of the PUD's. PUD's are approved by an ordinance which includes the findings of the Plan Commission and sets forth specific terms of relief from the regulations of the Zoning Code with reference to exhibits presented during the Public Hearing; and
- d. Approval of the PUD Preliminary Plan does not constitute approval of any final development plans; rather, it is deemed an expression of approval of the layout submitted as a preliminary guide to the preparation of final development plans. The

PUD must thereafter be developed essentially in accordance with any condition and exhibits presented as part of the Preliminary Plan application materials. No building permits can be issued until a final development plan has been approved by the Village Board and filed with the DuPage County Recorder of Deeds. The Preliminary Plan is not a substitute for the Preliminary Plat of Subdivision required by the Glen Ellyn Subdivision Regulations.

10. **Submittal Deadline:** The PUD Final Plan must be filed with the Department of Community Development within six months after the passage and approval of the ordinance approving the Preliminary Plan. The petitioner may petition the Village Board for an extension of the deadline. Such extension is granted by ordinance. Failure to file a Final Plan within the prescribed time will make the Preliminary Plan void. The PUD Final Plan must conform with the Preliminary Plan and any conditions imposed by the Village Board.
  
11. **Required Submittals:**
  - a. Application: Completed application for Planned Unit Development Preliminary Plan (form attached);
  
  - b. Reimbursement of Fees Agreement: Signed agreement consenting to reimburse the Village for out of pocket expenses incurred in processing the application.
  
  - c. Final Plan Materials: The following items are from the Glen Ellyn Zoning Code, Section 10-10-15 (E):
    - a. Final architectural and engineering plans and specifications for all development, except plans for detached single-family homes;
  
    - b. Plans and specifications for all utilities, roadway improvements and drainage, including by way of example and not limitation, all sanitary sewer lines, storm sewer lines, water distribution lines, underground telephone, gas and electric lines, lot and block or site drainage, roads, roadways and walkways;
  
    - c. If the development constitutes the subdivision of lands, as defined in the Subdivision Regulations ordinance, then the Final Development Plan shall include the Final Plat of subdivision meeting all Village subdivision regulations;
  
    - d. An accurate legal description of each unsubdivided area, including any common open space or area to be dedicated as open space;
  
    - e. A dimensioned plat drawn to scale and accurately locating all buildings to be constructed and designating the Special Uses to which each building or land area shall be put;

- f. Final version of the covenants by which the owner or developer proposes to regulate land and buildings, assure adequate maintenance and security and otherwise protect the proposed development, accompanied by the written representation and warranty of the owner, in form and substance satisfactory to the Attorney for the Village, to the effect that said owner of the real property which is the subject of the proposed development will not sell or otherwise dispose of any interest in said property prior to the filing of record of said covenants in the office of the Recorder of Deeds in DuPage County, Illinois;
- g. Such deeds or easement agreements, if any, as are required or approved by the Village Board to convey a suitable ownership interest in any parcels within the proposed development which are to be subject to public ownership by the Village or other public body;
- h. Final construction schedule, stating the date scheduled for final completion of construction work on all buildings, structures, facilities and features within the proposed development;

**NOTE:** For any plans accompanying the PUD Final Plan application which are required to be recorded with the DuPage County Recorder of Deeds, 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 plan.

**NOTE:** The petitioner should be aware that the requirements outline therein are the minimum requirements for processing an application for a PUD Final Plan and that, from time to time, the Plan Commission may require such other information that it deems necessary to determine if the proposed PUD Final Plan meets the intent and requirements of the Zoning Code.

**NOTE:** After the petitioner has prepared the items above, it is recommended that the petitioner submit the application to the Community Development staff for review for completeness of the application materials prior to making the required number of copies.

12. **PUD Final Plan Review:**

- a. Upon receipt of the required number of packets, the PUD Final Plan application materials will be reviewed by the Plan Commission at one of their regularly scheduled meetings. There is no fee for Final PUD Plan review. The meeting is not a public hearing, however, the petitioner or his/her representative must attend the meeting. It is the responsibility of the petitioner to present the PUD Final Plan and demonstrate in a complete and logical manner and to have available all evidence necessary to support the request. It is advisable, but not required for the petitioner to prepare color versions of the plans (Final plan, landscaping, building drawings, etc.) mounted for presentation purposes;

- b. The recommendation of the Plan Commission will be forwarded to the Village Board in the form of minutes/transcripts of the public meeting. If the Plan Commission determines that the PUD Final Plan contains substantial changes from the Preliminary Plan, the Commission may recommend to the Village Board that the petitioner submits a revised Preliminary Plan in accordance with the procedure outlined above.

13. **PUD Final Plan Approval:**

- a. The Village Board, after receipt of the minutes/transcripts, will approve with or without modifications or conditions, disapprove, or disapprove with recommendations the PUD Final Plan. The decision of the Village Board will be by ordinance;
- b. The PUD Final Plan will constitute the final land use and zoning plat and is required to be filed with the DuPage County Recorder of Deeds. No permit allowing construction of any structure or improvement can be issued until the Final Plan is recorded. The petitioner is responsible for all recording costs. Any proposed amendment to the approved PUD Final Plan requires the submission of Preliminary Plans and Final Plans for such amendment, which require the review and approval procedures set forth above. No building permit, zoning certificate, or certificate of occupancy can be issued for any structure or improvement that is not in compliance with the PUD Final Plan;
- c. The Village may require as a condition of the issuance of a building permit that the petitioner file a surety bond, letter of credit, escrow or a cash deposit to ensure the completion of the project as approved within the period specified. Such bond, letter of credit or escrow agreement is to be deposited in the manner provided by Section 501 of the Glen Ellyn Subdivision Regulations; and
- d. Any application for a PUD which has been denied wholly or in part shall not be resubmitted for a period of one year from the date of the denial except on the grounds of new evidence or proof of change of conditions found to be valid by the Plan Commission or unless the Final Plan was disapproved with recommendations to the petitioner and the newly submitted Final Plan conforms to the recommendations.

14. **Time Limitation:** An approved Planned Unit Development will become null and void if a building permit to begin construction has not been applied for within 18 months of the approval by ordinance unless the Village Board grants an extension by ordinance. The petitioner may request such an extension from the Village Board.

Questions may be directed to the Village Planner at 630.547.5250

**APPLICATION FOR APPROVAL OF  
PRELIMINARY PLANNED UNIT DEVELOPMENT PLAN**

The undersigned petitions the President and Village Board of Trustees of the Village of Glen Ellyn, Illinois, to consider this Application for approval of a Preliminary Planned United Development Plan (PUD), as described below.

Date Filed: \_\_\_\_\_ Application No. \_\_\_\_\_

Type of PUD: \_\_\_\_\_  
(Residential, Commercial, Other)

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Business Phone: \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_ (Fax): \_\_\_\_\_

Property Interest of Applicant: \_\_\_\_\_  
(Owner, Owner Representative, Contract Purchaser, etc.)

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description of Property:

Zoning Classification: \_\_\_\_\_ Property Size/Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Requested Use/Construction:

Estimated Date to Start Construction: \_\_\_\_\_

*(You may attach separate sheets of paper as needed to answer any of the following questions)*

**Narrative Statement** evaluating the economic effects of adjoining property, the effect of such elements as noise, glare, odor, fumes, and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the requirements of paragraph (E) of Section 10-10-14 of the Zoning Code:

**Describe How the PUD:**

1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this Zoning Code:



2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area:

3. Will not be hazardous or disturbing to existing or future neighborhood uses:

4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services:

5. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village:

6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors:

7. Will have vehicular approaches to the property which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads:

8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief:

9. Will not result in destruction, loss or damage of natural, scenic or historical features of major importance to the community:

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.

_____	_____	_____
Date	Print Name	Signature of Applicant
_____	_____	_____
Date	Print Name	Signature of Applicant
_____	_____	_____
Date	Print Name	Signature of Applicant

**THE BEST INTERESTS OF THE APPLICANT WILL BE SERVED  
BY COMPLETING THIS APPLICATION IN DETAIL**

**APPLICATION FOR APPROVAL OF  
FINAL PLANNED UNIT DEVELOPMENT PLAN**

Date filed: \_\_\_\_\_ Application No. \_\_\_\_\_

**Common Name of PUD:** \_\_\_\_\_

Type of PUD: \_\_\_\_\_  
(Residential, Commercial, Other)

**Name of Applicant:** \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Business Phone: \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_ (Fax): \_\_\_\_\_

Property Interest of Applicant: \_\_\_\_\_  
(Owner, Owner Representative, Contract Purchaser, etc.)

**Name of Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description of Property:

Zoning Classification: \_\_\_\_\_ Property Size/Area: \_\_\_\_\_

Requested Use/Construction:

Date of Preliminary PUD Plan Approval: \_\_\_\_\_

Estimated Date to Start Construction: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**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) or plan(s) prepared by me for:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OWNERSHIP BY A CORPORATION**

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description:

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

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

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Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

**OWNERSHIP BY LAND TRUST**

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description:

TRUSTEE: \_\_\_\_\_ TRUST NO.: \_\_\_\_\_

Address: \_\_\_\_\_

**LIST ALL BENEFICIARIES:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**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 Planned Unit Development. 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 typing enabled form can be found at:

<http://www.kanedupageswcd.org/pdfs/LUO/LandUseOpinionApp13.pdf>



## **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 Planned Unit Development application packet. The online EcoCAT information and application can be found at <https://dnr.illinois.gov/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

## 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 Community 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 Community Development Department or by the Plan Commission shall require the petitioner to establish an escrow account with the Village in an amount determined by the Community 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 Community 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 \$300. 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 \$300.00, 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 Community Development Director for a refund of his or her remaining escrow balance. The Community 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 Signature

Village of Glen Ellyn

\_\_\_\_\_  
Owner Signature

By: \_\_\_\_\_  
Community Development Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Affidavit Affirming No Conflict of Interest

The undersigned, being duly sworn and under oath, states as follows:

1. My name is \_\_\_\_\_, and I hold the position of \_\_\_\_\_ for \_\_\_\_\_ (“*Applicant*”).
2. I have personal knowledge of all facts stated in this Affidavit, and if called to testify, I could and would testify competently thereto.
3. I am authorized by the Applicant to make the representations and statements in this Affidavit on the Applicant’s behalf in support of the application for development approval (“*Application*”) the Applicant filed with the Village of Glen Ellyn (“*Village*”).
4. To the best of my knowledge, and as of the Application’s date, no individual that is employed by the Village or sits on an elected or appointed Village board or commission has a financial interest in the Applicant, the Application, or the project proposed by the Applicant.
5. To the best of my knowledge, and as of the Application’s date, no individual that is related to any person that is employed by the Village or sits on an elected or appointed Village board or commission has a financial interest in the Applicant, the Application, or the project proposed by the Applicant.
6. I will immediately notify the Village if the Applicant learns of the material inaccuracy of any statement within this Affidavit.

Further affiant sayeth naught.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Applicant’s Name: \_\_\_\_\_

Subscribed and sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public