



# **PUD Final Plan/Plat Information & Application Packet**

## Introduction

This information packet was created to assist anyone who has already received Planned Unit Development (PUD) preliminary plan/plat approval and is now considering applying for a PUD final plan/plat. The packet presents an overview of the procedures and requirements for PUD final plan/plat applications. It also includes all forms and information necessary to compile a complete application. However, this packet does not have any statutory standing and should not be considered a substitute for the actual law, ordinances, codes, or policies of the Village of Lemont. At a minimum, those considering a PUD final plan/plat application should consult section 17.08.080 of the Lemont Unified Development Ordinance. Also, any person who intends to apply for a PUD final plan/plat (applicants) should consider a meeting with Planning & Economic Development Department staff prior to submitting an application.

## What is a PUD Final Plan/Plat?

The Village of Lemont Unified Development Ordinance (UDO) establishes the zoning and land development regulations for all properties within the Village. Chapter 17.08 of the UDO requires that all PUDs receive preliminary and final plan/plat approvals. Once a PUD has received preliminary plan/plat approval, the final plan/plat approval process may begin. The final plan/plat is the process by which the Village grants final approval for a PUD plan. Once the final plan/plat has been approved and recorded, the PUD and any accompanying subdivision of land is complete.

## Application, Review, and Approval Process

Once a PUD has received preliminary plan/plat approval, an applicant shall submit an application for approval of a final plan/plat covering all or part of the approved preliminary plan/plat. To apply for a final plan/plat, an applicant must submit all of the items listed on the attached *PUD Final Plan/Plat Application Checklist of Required Materials* to the Planning & Economic Development Department. The Department staff will review the application for completeness. If the application is incomplete, the applicant will be notified and no further action will be taken by the Planning & Economic Development Department staff until the application has been completed. If the application is not completed within 90 days, the application may be considered withdrawn.

If the application is complete, the Planning & Economic Development staff will forward the application to the Village Engineer for review. Once the Village Engineer's review is complete, the Planning & Economic Development staff will schedule the application for review by the Planning & Zoning Commission. The Planning & Zoning Commission is an advisory board appointed by the Village Mayor. It meets on the third Wednesday of every month. At the conclusion of its review, the Planning & Zoning Commission will recommend approval or denial of the final plan/plat. The recommendation will be forwarded to the Village Board.

PUD final plan/plat requests are generally required to be presented at a Committee of the Whole meeting prior to the Village Board meeting. The Committee of the Whole is comprised of all members of the Village Board; it is an informal, working session for the Board. No official action is taken at this meeting.

At the Village Board meeting, the Village Trustees will either approve or deny the final plan/plat request. If the request is approved, the Village Clerk and Village officials will certify the approval on the final plan/plat and all copies. Once approved, if the final plan/plat includes any subdivision or consolidation of land, the final plat illustrating the subdivision or consolidation must be recorded. The applicant is responsible for recording the final plat with the Recorder of Deeds Office of the appropriate county. Any costs associated with recording the final plat shall be paid by the applicant. No other Village land use approvals or building permits will be issued for the subject property until the applicant has recorded the final plat and returned the original and two copies of the plat to the Village. The original recorded final plat shall be delivered to the Village Clerk, one copy shall be delivered to the Village Engineer, and one copy shall be delivered to the Planning & Economic Development Director.

Once a PUD final plan/plat has been approved by the Village Board, the applicant has 12 months to commence site development. If site development has not begun within 12 months, the PUD plan/plat approval shall lapse and be of no further effect.

Attachments:

1. PUD Final Plan/Plat Application Form
2. PUD Final Plan/Plat Application Checklist of Required Materials
3. PUD Final Plan/Plat Packet Requirements

# PUD Final Plan/Plat Application Form

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**APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Applicant Address \_\_\_\_\_

Telephone & Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**CHECK ONE OF THE FOLLOWING:**

- Applicant is the owner of the subject property and is the signer of this application.
- Applicant is the contract purchaser of the subject property.
- Applicant is acting on behalf of the beneficiary of a trust.
- Applicant is acting on behalf of the owner.

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**PROPERTY INFORMATION**

Address of Subject Property/Properties \_\_\_\_\_

Parcel Identification Number of Subject Property/Properties \_\_\_\_\_

Size of Subject Property/Properties \_\_\_\_\_

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**REQUIRED DOCUMENTS**

See Form 508-A, *PUD Final Plan/Plat Application Checklist of Required Materials*, for items that must accompany this application.

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**FOR OFFICE USE ONLY**

Application received on: \_\_\_\_\_

By: \_\_\_\_\_

Application deemed complete on: \_\_\_\_\_

By: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Fee Amount Enclosed: \_\_\_\_\_

Escrow Amount Enclosed: \_\_\_\_\_

# PUD Final Plan/Plat Application Form

Village of Lemont

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## APPLICATION FEE & ESCROW

### Application Fee (only required if the PUD includes a final plat of subdivision):

< 3 acres = \$300, plus \$25 per existing and/or proposed dwelling unit

3 to <5 acres = \$600, plus \$25 per existing and/or proposed dwelling unit

5 to <10 acres = \$1000, plus \$25 per existing and/or proposed dwelling unit

10 acres or more = \$1200, plus \$25 per existing and/or proposed dwelling unit

Fee is non-refundable.

### Required Escrow = \$2,000

At the time of application, the applicant shall submit a check for the establishment of an escrow account. The escrow money shall be used to defray costs of public notice, consultants, or other direct costs incurred by the Village in association with the PUD final plan/plat application. After completion of the review process, any unused portion of the escrow account will be refunded upon request.

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## AFFIRMATION

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. I permit Village representatives to make all reasonable inspections and investigations of the subject property during the period of processing of this application. I understand that as part of this application I am required to establish an escrow account to pay for direct costs associated with the approval of this application, such as the fulfillment of public notice requirements, removal of the public notice sign, taking of minutes at the public hearing and fees for consultants hired by the Village to evaluate this application. I understand that the submitted fee is non-refundable and that any escrow amount leftover upon project completion will be refunded upon request.

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**Signature of Applicant**

Date

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State

County

I, the undersigned, a Notary Public in and for the aforesaid County and State, do hereby certify that \_\_\_\_\_ is personally known to me to be the same person whose name is subscribed to the foregoing instrument, and that said person signed, sealed and delivered the above petition as a free and voluntary act for the uses and purposes set forth.

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**Notary Signature**

Given under my hand and notary seal this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_.

My commission expires this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_.

# PUD Final Plan/Plat Application Checklist of Required Materials

## PUD Final Plan/Plat Materials Required at Submittal of Application

A complete application for final plan/plat must include **all** of the following items. Any application that does not include all of the following items will not be considered complete. The Planning & Economic Development Department **will not** schedule a final plan/plat request for Planning & Zoning Commission review until a complete application has been submitted.

\_\_\_\_\_ **Application Form.** One original copy of the attached *PUD Final Plan/Plat Application Form*, signed by the applicant and notarized.

\_\_\_\_\_ **Application Fee.** A non-refundable fee in the appropriate amount.

\_\_\_\_\_ **Escrow Money.** Any unused portion may be refunded upon request after completion of the final plan/plat review process. The escrow money shall be used to defray costs of public notice, consultants, or other direct costs associated with the application incurred by the Village.

\_\_\_\_\_ **Proof of Ownership & Applicant Authorization.** This requirement may be waived if the applicant has previously submitted this information as part of an application for a preliminary plan/plat. One copy of a deed that documents the current ownership of the subject property/properties. If the applicant is the owner, this is the only documentation necessary. If the applicant is not the owner, the following are required in addition to a copy of the deed:

- If the applicant is the contract purchaser of the property, a copy of the contract must be attached.
- If the applicant is acting on behalf of the beneficiary of a trust, a notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries must be attached. The letter must also provide the name, address and percentage of interest of each beneficiary.
- If the applicant is acting on behalf of the owner, a notarized letter of consent from the owner must be attached.

- If the property owner is a company, a disclosure of the principals of the company must be included in the application materials. For example, an LLC may submit a copy of the LLC Management Agreement.

\_\_\_\_\_ **Title Search.** Current Title Search, Title Commitment, or Title Policy for all subject properties shall be submitted.

\_\_\_\_\_ **Executed Agreements.** If there are any relevant agreements, they must be attached.

\_\_\_\_\_ **Impact Fees.** Any required donations must be paid at the time of application submittal.

\_\_\_\_\_ **Submittal Packet at time of Application.** 9 complete and collated submittal packets must be provided for staff and Planning and Zoning Commission review. One digital copy of the submittal packet must also be provided. See Form 508-B, *Final Plan/Plat Packet Requirements* for required packet contents. These packets shall contain full-size copies of all plans. Plans and drawings shall be at a minimum scale of 1 inch = 60 feet, unless otherwise indicated on Form 508-B.

### **PUD Final Plan/Plat Materials Required prior to Ordinance Approval**

\_\_\_\_\_ **Signed Final Plan/Plat (Mylar/vellum).** It is recommended that the applicant submit a paper copy first; then upon staff approval, submit the Mylar/vellum copy. The final plan/plat must include all necessary certificates as described in Appendix D of the Unified Development Ordinance.

\_\_\_\_\_ **Signed Final Plan/Plat (Paper Copies).** 9 paper copies of the final plat. All plats should be printed on at least 11"x17" sized paper. Additional copies of the final plat may be required after initial submission of the application. Planning & Economic Development staff will advise if/when additional copies are needed.

\_\_\_\_\_ **Final Plan/Plat (Digital).** A digital copy of the final plan/plat; this copy does not have to be signed.

# Form 508-B – PUD Final Plan/Plat Packet Requirements

All packets shall:

- Be collated and bound;
- Contain a table of contents;
- Contain all documents listed on the checklist below, with all oversized (ie: larger than 8.5x11) maps/plans folded; and
- Be tabbed and labeled with exhibit numbers. (See below for the desired sequence of exhibits).

All maps and plans shall contain the following information:

- North arrow or other indication of true north or map north;
- Date of map/plan preparation;
- Name of person preparing map/plan; and
- Scale. Scale may be expressed verbally (e.g. 1 inch equals 60 ft.). Other forms of scale, while not required, are desirable (e.g. bar scale or ratio such as 1:24,000).

<b>PUD FINAL PLAN/PLAT REQUIRED PACKET MATERIALS</b>		
<b>EXHIBIT</b>	<b>DESCRIPTION</b>	<b>OFFICE USE ONLY</b>
<b>A</b>	<b>APPLICATION FORM</b> Copy of the completed and signed application.	
<b>B</b>	<b>RESTRICTIONS &amp; COVENANTS (if applicable)</b> Draft of any proposed protective restrictions and covenants or existing restrictions and covenants.	
<b>C</b>	<b>DECLARATION OF EASEMENTS</b> A statement of any easements that will be required for public improvements (ie: water service), and whether easements have been obtained.	
<b>D</b>	<b>FINAL PLAT (if applicable)</b> <ul style="list-style-type: none"> <li>• Proposed name of subdivision not duplicating name of any plat heretofore recorded in the Village or the appropriate county.</li> <li>• Location by township, section, town, and range, or by other legal description.</li> <li>• An identification system for all lots and blocks.</li> <li>• Accurate angular and linear dimensions for all lines, angles, and curvatures used to describe boundaries, streets, alleys, easements, areas to be reserved for public use, and other important features. Lot lines to show dimensions in feet and hundredths. All dimensions shown on curved lines shall be arc distances.</li> <li>• True angles and distances to the nearest established street lines or established survey monuments (not less than two), which shall be accurately described in the plat.</li> <li>• North point (true north).</li> </ul>	

	<ul style="list-style-type: none"> <li>• Township, county, or section lines accurately tied to the lines of the subdivision by distance and angles.</li> <li>• An indication of the square footage of all lots within the subdivision.</li> <li>• All horizontal dimensions, including radii, internal angles, points of tangency and curvature, tangent bearings and lengths of arcs.</li> <li>• Accurate location of all monuments, which shall meet the requirements of the Illinois Compiled Statutes.</li> <li>• Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, or for the exclusive use of the property owners within the subdivision, with use purpose indicated on the plat.</li> <li>• All easements required for the installation and maintenance of utilities (electric, water, waste water, gas, telephone, etc.) together with a statement that dedicates the easements to the Village or other appropriate authority.</li> <li>• All scenic or access easements together with a statement that dedicates the easements to the Village or other appropriate authority.</li> <li>• Certification by a licensed surveyor, to the effect that the plat represents a survey made by him/her and that monuments and markers shown thereon exist as shown and that all dimensions are correct.</li> <li>• Notarized certifications.</li> <li>• Supporting documents as required by the Village, such as special studies, landscaping plans, homeowners’ association covenants and agreements, etc.</li> </ul>	
<p><b>E</b></p>	<p><b>FINAL ENGINEERING PLANS</b></p> <p>Final engineering plans are required for all public or private support facilities including roads, sidewalks, drainage ditches, culverts and water retention areas, sanitary sewers, storm sewers, water supply lines, and illumination. Final engineering plans shall include:</p> <ul style="list-style-type: none"> <li>• A title sheet showing – the name of the project, section, township and range, an index of sheets, a tabulation of symbols, locations of benchmarks, and a graphic location with respect to the nearest traveled streets and roads.</li> <li>• A detailed grading plan indicating the vertical elevations of all buildings, lot corners, and point of change in gradient. Directions of flow of surface waters will be delineated with arrows and the gradient of the land indicated above with arrows. Curb elevations will be indicated opposite each lot corner and at all changes in gradient.</li> <li>• A detailed plan of street improvements showing horizontal and vertical location of all street improvements and including horizontal and vertical locations of all points of curvature, points of intersection, points of tangency, points of vertical curvature, points of vertical intersection, and points of vertical tangency. Radii of intersection of streets will be shown on this plan.</li> <li>• A detailed plan of storm improvements showing horizontal and vertical location of all manholes, catch basins, inlets, headwalls, and the like and indicating lengths, types, and grades and gradients of all storm sewers. Manholes, catch basins and inlets will be dimensioned from lot corners.</li> <li>• A detailed plan of sanitary sewer improvements showing horizontal and vertical locations of all manholes, and indicating lengths, types, and grade and gradients of all sanitary sewers. Manholes will be dimensioned from</li> </ul>	

	<p>lot corners.</p> <ul style="list-style-type: none"> <li>• A detailed plan of water system improvements indicating horizontal and vertical location of all fire hydrants and valve vaults and showing lengths, sizes, and locations of all water mains. Fire hydrants and valve vaults will be dimensioned from lot corners.</li> <li>• Plans and profiles drawn to scale not to exceed one inch equals one hundred feet (1"=100') horizontally and one inch equals ten feet (1"=10') vertically, indicating additional horizontal and vertical locations of streets, sewers, appurtenances, and the existing grade.</li> <li>• Such additional details as necessary to clarify the extent or manner of construction.</li> <li>• Detailed material and construction specifications concerning the work to be performed including general conditions of the contract acceptable to the Village.</li> <li>• A detailed cost estimate of the work to be performed.</li> <li>• A detailed erosion control plan showing clearing, stockpiling, construction sequences, configuration of erosion controls and areas to be landscaped or lawns established. Proposed schedules for restoration must be submitted with the plan.</li> <li>• Existing and proposed cross sections at intervals not more than 100 feet of proposed roadways where roadway grading and alignments will impact on undisturbed ground must be provided.</li> </ul>	
<b>F</b>	<p><b>FINAL PHOTOMETRIC PLAN</b></p> <p>The proposed photometrics (level of illumination) of the site as well as the specific design details of all exterior light sources including:</p> <ul style="list-style-type: none"> <li>• light color</li> <li>• height of light fixtures</li> <li>• illustration of fixtures</li> <li>• Screening of illumination</li> </ul>	
<b>G</b>	<p><b>FINAL LANDSCAPE PLANS</b></p> <p>A landscape plan prepared in the same scale as the site plan. Final landscaping plans shall contain all of the details listed in Chapter 17.20 of the Unified Development Ordinance.</p>	
<b>H</b>	<p><b>TREE PRESERVATION PLAN</b></p> <p>The tree preservation plan shall consist of a tree survey that graphically shows the location of trees on site, identifies those trees to be preserved, and details efforts to protect those trees during construction. See Section 17.20.130 of the Unified Development Ordinance for information regarding tree preservation.</p>	
<b>I</b>	<p><b>BUILDING ELEVATIONS</b></p> <p>Architectural renderings of all elevations of all proposed buildings, including trash enclosures, or perspective drawings of the same. All exterior materials and colors should be indicated.</p>	
<b>J</b>	<p><b>SIGN PLAN (if applicable)</b></p> <p>Elevations of the sign face(s) shall be prepared, to scale, and shall indicate sign design, dimensions, materials, colors, and method of illumination.</p>	
<b>K</b>	<p><b>Additional information as required by the Community Development Director</b></p>	