



# Site Development Permit Information & Application Packet

## Introduction

This information packet was created to assist anyone who is considering applying for a site development permit. The packet presents an overview of the procedures and requirements for site development permits. It also includes all forms and information necessary to compile a complete site development permit 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 site development permit should consult Chapter 17.23 of the Lemont Unified Development Ordinance. Also, applicants should consider a meeting with Planning & Economic Development Department staff prior to submitting a site development permit application.

## What is a Site Development Permit?

Development activities range from very small scale (e.g. constructing a single-car garage) to large scale (e.g. constructing a multi-tenant shopping center). The same level of review is not appropriate for all development activities. The Unified Development Ordinance (UDO) Section 17.23.020 describes the kind of development activities that, due to their size or potential for off-site impacts, require review and approval by Village staff through the issuance of a site development permit. UDO Section 17.23.020 also describes certain development activities that are not required to acquire a site development permit.

## Application, Review, and Approval Process

To apply for a site development permit, an applicant must submit all of the items listed on the attached *Site Development Permit 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 If the application is not completed within 90 days, the application may be considered withdrawn.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 Director and Village Engineer will review the application and approve, approve with conditions, or deny the application within 30 days of receipt of the complete application. Alternatively, the Planning & Economic Development Director and/or Village Engineer may issue a written statement requesting modification or correction of the application submittal. If the applicant fails to provide the requested information within three months

the site development permit application shall be considered void. The Planning & Economic Development Director may extend the three month timeframe.

A pre-construction meeting shall take place between the Village, the developer, the developer's engineer, and the developer's contractors. This meeting must take place prior to the commencement of any work on the site.

Once a site development permit has been issued, if no development work has begun on the site within 180 days, the permit shall expire. Also, if work on the site has not substantially advanced within one year of issuance of the site development permit, the permit shall expire. The Planning & Economic Development Director may extend these timeframes if unusual difficulties have prevented the commencement or continuation of site development work.

Attachments:

1. Site Development Permit Application Form
2. Site Development Permit Checklist of Required Materials

# Site Development Permit Application Form

Village of Lemont  
Planning & Economic Development Department  
418 Main Street Lemont, Illinois 60439  
phone (630) 257-1595  
fax (630) 257-1598

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## PROPERTY INFORMATION

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Address of Subject Property/Properties

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Parcel Identification Number of Subject Property/Properties

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Size of Subject Property/Properties

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## APPLICANT INFORMATION

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Applicant Name

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Company/Organization

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Applicant Address

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Telephone & Fax

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E-mail

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## DESIGN ENGINEER INFORMATION

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Engineer Name

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Company/Organization

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Engineer Address

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Telephone & Fax

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E-mail

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## DESCRIPTION OF PROPOSED WORK

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# Site Development Permit Application Form

Village of Lemont

## FEES

**A filing fee shall be paid at time of application.** An application shall not be considered complete, and no review shall occur until the filing fee is paid. The filing fee is intended to cover the cost of consultant and staff review of plans. See below for computation of filing fees. **In addition to the filing fee, a permit fee is due upon issuance of the permit.** The permit fee is intended to cover the costs of additional review and inspections. See below for computation of permit fees. Permit fees are based on the engineer's estimated cost of construction of all on-site public improvements. "Public improvements" includes sewer, water, curb, gutter, parking lot paving, required landscaping, or any other item for which Appendix D of the Unified Development Ordinance specifies construction standards. All fees are non-refundable.

### FEES FOR NON-RESIDENTIAL DEVELOPMENT

**Filing fee =**

$\$750 \times \text{site acreage}$  (minimum filing fee shall be \$1,500) = \_\_\_\_\_

**Permit fee =**

$(\$750 \times \text{site acreage}) + (\text{Engineer's estimate} \times 0.025) - \text{Filing fee}$  = \_\_\_\_\_

### FEES FOR RESIDENTIAL SUBDIVISION DEVELOPMENT

**Filing fee**

$\$100 \times \text{site acreage}$  (minimum filing fee shall be \$1,500) = \_\_\_\_\_

**Permit fee**

$(\$100 \times \text{site acreage}) + (\text{Engineer's estimate} \times 0.05) - \text{Filing fee}$  = \_\_\_\_\_

### FEES FOR RESIDENTIAL SINGLE-LOT, SINGLE-FAMILY DEVELOPMENT

**Filing fee**

If disturbed area under 0.5 acres =           \$100          

If disturbed area 0.5 - 2.0 acres =           \$250          

If disturbed area over 2.0 acres =           \$350          

**Permit fee**

If disturbed area under 0.5 acres =           \$100          

If diisturbed area 0.5 - 2.0 acres =           \$250          

If disturbed area over 2.0 acres, then:  $\$100 \times \text{acres}$  (minimum \$250) =           \$350

# Site Development Permit Application Form

Village of Lemont

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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. As the owner/developer of this property, I hereby certify that any land-disturbing activity on this property shall be in accordance with all applicable ordinances, codes, and policies of the Village of Lemont. 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 a line of credit or other performance assurance in an amount equal to 115% of the total estimated cost of any improvements that are constructed in public right-of-way or easements and any improvements to be owned and/or maintained by the Village of Lemont, including landscaping, soil erosions and sediment control measures, and all engineering costs. I understand that the required fees are non-refundable.

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Signature of Owner/Developer

Date

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State

County

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## FOR OFFICE USE ONLY

Application filed

Date:

By:

Filing fee received

Amount:

By:

Engineering plans approved

Date:

By:

Letter of credit received

Date:

By:

Contractors licensed, bonded and insured

Date:

By:

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## Approvals: Grading Permit

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Community Development Director

Date

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Village Engineer

Date

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Village Administrator

Date

Conditions of Approval, if any:

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## Approvals: Site Development Permit

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Community Development Director

Date

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Village Engineer

Date

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Village Administrator

Date

Conditions of Approval, if any:

**Site Development Permit Application  
Form**

Village of Lemont

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**CONTRACTOR LIST - to be completed prior to the issuance of the permit**

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**General Contractor Name/Company**

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Address & Phone

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**Erosion Control Contractor Name/Company**

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Address & Phone

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**Earthwork Contractor Name/Company**

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Address & Phone

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**Electrical Contractor Name/Company**

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Address & Phone

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**Plumbing Contractor Name/Company**

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Address & Phone

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**Water & Sewer Contractor Name/Company**

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Address & Phone

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**Chlorinating Contractor Name/Company**

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Address & Phone

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**Concrete Contractor Name/Company**

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Address & Phone

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**Pavement Contractor Name/Company**

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Address & Phone

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**Silt Fence Contractor Name/Company**

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Address & Phone

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**Other Contractor Name/Company**

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Address & Phone

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## Waiver for Mass Grading Prior to Final Plat or Final Engineering Approval

An applicant may apply for a site development permit prior to approval of final plat of subdivision and/or final engineering plans. The Village at its discretion, may approve such applications. The following waiver statement shall accompany all applications for any site development work intended to commence prior to the approval of a final plat of subdivision or final engineering plans for the subject property.

I, \_\_\_\_\_, understand that I submit this application for a site development permit at my own risk, and that I hereby waive any and all claims I may have to assert a “vested rights” claim or lawsuits against the VILLAGE as a result of expenditures made in the performance of grading or other improvements to the Property allowed hereunder prior to final engineering plan approval and/or final plat of subdivision approval in the event said final engineering plans or final plat of subdivision requires revision to work already performed.

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Signature of Owner/Developer

Date

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State

County

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# Site Development Permit Application

## Checklist of Required Materials

A complete application for a site development permit must include **all** of the following items. Any application that does not include all of the following items will not be considered complete.

***Please include one electronic copy of all plats, plans and drawings in your submission.***

\_\_\_\_\_ **Application Form.** One original copy of the attached *Site Development Permit Application Form*, signed by the applicant. The contractor list does not need to be completed upon time of filing, but shall be submitted prior to the issuance of any permit.

\_\_\_\_\_ **Filing/Application Fee.** A non-refundable fee in the appropriate amount as detailed on the *Site Development Permit Application Form*.

\_\_\_\_\_ **Letter of Credit.** A letter of credit in an amount equal to 115% of the total estimated cost of any improvements that are constructed in public right-of-way or easements and any improvements to be owned and/or maintained by the Village of Lemont, including landscaping, soil erosion and sediment control measures, and all engineering costs. The Engineer Estimate shall be sent to the Village Engineer for review prior to submitting the site development permit application.

\_\_\_\_\_ **Plat of Survey.** Two copies of a plat of survey dated no more than five years prior to the date of site development application.

\_\_\_\_\_ **Engineering and/or Grading Plan.** Engineering plans shall indicate station and offset locations of all water main valves (including b-boxes) and hydrants, sanitary and storm sewer manholes, catch basins and inlets, and street lights. Two full-sized copies are required.  
*Note: Engineering and/or Grading plans are not required if Final Engineering and/or Grading plans have been previously approved by the Village as part of a Planned Unit Development.*

\_\_\_\_\_ **Landscape Plan.** Landscape Plans shall conform to provisions of Chapter 17.20 of the Lemont Unified Development Ordinance. Two full-sized paper copies are required.

\_\_\_\_\_ **Tree Preservation Plan.** Tree Preservation Plans shall conform to the provisions of section 17.20.130 of the Lemont Unified Development Ordinance. Two full-sized paper copies are required.

\_\_\_\_\_ **Shop Drawings.** Shop drawings to include piping materials and appurtenances, valves and hydrants, castings, and aggregate sub-base and base material sieve analysis and proctor tests. Two full-sized copies are required.

\_\_\_\_\_ **Other Applicable Outside Agency Permits.** Any permits described in UDO Section 17.23.020.C as prerequisites to a site development permit or as required by the Village Engineer. Two copies of all submitted permits are required.