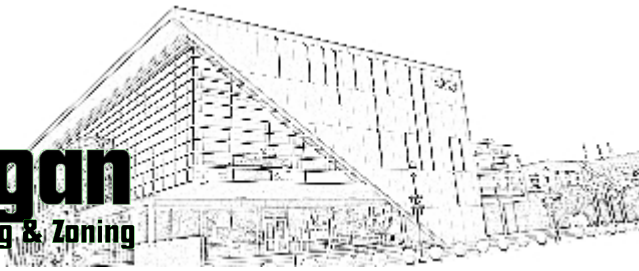




City of
Waukegan
Department of Planning & Zoning
(847) 625-6878



PLANNED DEVELOPMENT APPLICATION

Application is hereby made by:

Full Name of Applicant:

Street Address:

City, State and Zip:

Phone Number:

E-mail Address:

Full Name of Property Owner:

Street Address:

City, State and Zip:

Phone Number:

E-mail Address:

Property Information

Street Address or nearest intersection:

FULL legal description of property as it appears on Deed (MUST BE TYPED HERE. CANNOT BE ATTACHED):

Lake County Parcel Identification Number(s) (PIN)(List all):

Preliminary Plan

Final Plan

Preliminary and Final Plan (requires special approval)

PLANNED DEVELOPMENT APPLICATION

Zoning and Use Information

1. Zoning of the property:

2. Size of Development: Square Feet Acres

3. Type of Planned Development requested:

Residential Business Industrial Mixed/Other

4. Number of lots being developed: Number of buildings proposed:

5. Any there any existing covenants, conditions, or restrictions and/or Homeowners Association(s)? Yes No

If yes, describe.

6. Are there any proposed covenants, conditions, and restrictions and /or Homeowners Association(s)? Yes No

If yes, describe.

7. What is the estimated value of the development proposed?

8. Proposed Utilities and Location:

Water:

Storm Sewer:

Sanitary Sewer:

Other:

9. Is ANY part of the proposed planned development in a:

Floodplain: Yes No If yes, permit from appropriate agency MUST be attached.

Wetland: Yes No If yes, permit from appropriate agency MUST be attached.

10. Will the planned development contain any new rights-of-way to be dedicated? Yes No

If yes, describe and list separately:

PLANNED DEVELOPMENT APPLICATION

11. Please describe the nature of your Planned Unit Development. What are you proposing?
12. List any partners and their involvement in the project (developers, architects, management companies, engineers, etc.)
13. Will this proposed planned development require any variances from requirements of the Unified Development Ordinance and/or City Code? *If so, please identify those variances and how much they would vary from the requirements.*
14. What community amenities are being proposed? *Refer to Section 5.07 of the Unified Development Ordinance.*
15. What amount of daily vehicular traffic is expected to be generated by this development? How many parking spaces are proposed? How many bike parking spaces are proposed? Are any traffic infrastructure or transit improvements proposed?

PLANNED DEVELOPMENT APPLICATION

Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief. I (We) understand that reliance is placed upon this information in the analysis and determination of approval of this planned development. Inaccurate information may be cause for revocation of an approved planned development. I (We) also affirm that, in accordance with the Freedom of Information Act, all application materials submitted may be available for public inspection, except where such materials are classified as confidential under applicable laws or regulation.

Name of Applicant

Signature of Applicant and Date

Name of Property Owner

Signature of Property Owner and Date

SIGNATURE BY THE PROPERTY OWNER GRANTS ACCESS TO THE PROPERTY IN QUESTION TO THE CITY OF WAUKEGAN, ITS STAFF, COMMISSION, AND CITY COUNCIL MEMBERS, AND ATTESTS THE THE OWNER AGREES TO COMPLY WITH ANY CONDITIONS ESTABLISHED FOR THE DEVELOPMENT.

NOTARY

STATE OF _____)
COUNTY OF _____) SS.

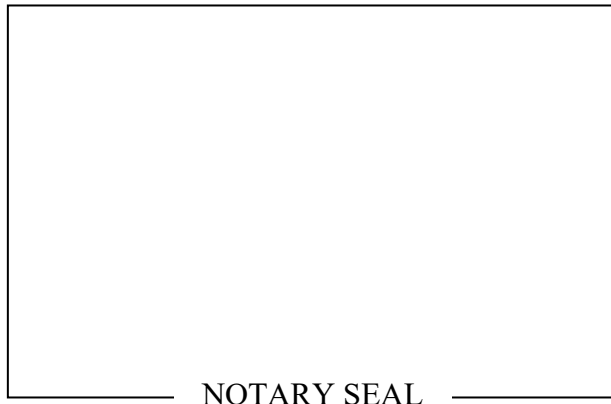
I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

(NAME OF APPLICANT)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day of _____, 20____.

Signature of Notary Public



PLANNED DEVELOPMENT APPLICATION

PROCEDURES

1. Pre-Application Meetings. A pre-application meeting with city staff is required prior to the preparation and submittal of this application. Times and dates are subject to staff availability, so scheduling well in advance is advised. The purpose of the meeting is to allow the developer to present a general concept of project prior to the preparation of detailed plans. No documents are required to be complete for the initial pre-application meeting. The scheduling of this meeting does not guarantee approval.
2. Submittal Meeting. Applications are due **BEFORE** the 1st business day of the month in order to be placed on the Planning and Zoning Commission agenda for the following month. This allows for the required publication of notices and the mailing of notices to surrounding property owners. The applicant and/or their representative is required to schedule and personally attend the submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting. Applications will also not be accepted if there is anything missing from the Attachment Checklist below. Missing information may postpone the hearing date of this application to a later meeting. Staff will review the application for completeness, to make certain that the application meets the requirements of the Unified Development Ordinance, and to issue a placard which the applicant must display on the subject property indicating the date and time of the public hearing.
3. Post Notification of Public Hearing. The applicant is responsible for and is **REQUIRED** by the Unified Development Ordinance to post notification of the Planning and Zoning Commission's public hearing in a conspicuous place on the subject property facing the nearest improved street(s), not less than 15 days before the public hearing. This notification shall be posted on forms provided by the City of Waukegan Planning and Zoning Department. The applicant will also be required to provide an affidavit stating that the sign was maintained in that location throughout the entire required notice period.
4. Public Hearing. The applicant and/or their representative is **REQUIRED** to attend the Planning and Zoning Commission's public hearing whenever the proposed planned development is scheduled to be heard. Meetings are typically held the 2nd Thursday of the month in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM. The Planning and Zoning Commission will vote to recommend approval, approval with conditions, or denial of the application.
5. Community Development Committee Meeting. The applicant and/or their representative is **REQUIRED** to attend the Community Development Committee meeting. Meetings are typically held the first Monday of the month following the Planning and Zoning Commission's hearing in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 5:00 PM. The Community Development Committee will vote to recommend approval, approval with conditions, or denial of the application.
6. City Council Meeting. The applicant and/or their representative is **REQUIRED** to attend the City Council meeting following the conclusion of the Community Development Committee's hearing. Meetings are typically held the first and third Monday of the month in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM. The City Council will vote to approve, approve with conditions, or deny the application.

PLANNED DEVELOPMENT APPLICATION

ATTACHMENT CHECKLIST

Five (5) hard copies of the following (provided on paper no larger than 11" x 17"):

This application (pages 1-4 only).

Site plan showing all buildings, structures, and site elements with dimensions and distances lot lines and other site components.

Landscape plan (*see Section 11.01.D of the Unified Development Ordinance*).

Perspective drawings and facade elevations.

Floor plans of the interior spaces. (Developments with residential components must include a summary table of unit type, size, and room type. Developments with affordability components must include a summary table of affordable vs. market-rate units and percent of AMI required to qualify).

Plat of survey prepared by an Illinois Registered Land Surveyor.

Exterior lighting plan, when applicable (*see Section 11.10.B.8 of the Unified Development Ordinance*).

Uniform sign plan, when applicable (*see Section 12.10 of the Unified Development Ordinance*).

Construction Schedule showing approximate date for beginning and estimated completion of each stage of construction of the development.

Zoning Analysis Table

Any other documents required by the Zoning Administrator

One (1) hard copy of the following (provided on paper no larger than 11" x 17")

This application with original signatures

Deed or title insurance policy to provide proof of parcel ownership or site control

Professional qualifications statement describing the related development experience and capacity of the Applicant and/or Applicant's development team.

Preliminary engineering plan, prepared by a licensed professional engineer, at the same scale as the site plan, showing locations and specifications of existing and proposed utilities, 1-foot contours, and stormwater management plans.

Existing and proposed covenants, conditions, and restrictions and/or Homeowners Association documentation.

Signed copy of the Cost Recovery Agreement, if applicable (*see Section 1.06.D of the Unified Development Ordinance*)

One (1) electronic copy of all items listed in this checklist

PLANNED DEVELOPMENT APPLICATION

COST RECOVERY FEE – LAND DEVELOPMENT APPLICATIONS

Third Party Cost Recovery

During the course of reviewing and processing land development applications, including annexation petitions, the City of Waukegan often incurs expenses for third party costs. In order to efficiently process land development applications, every filed application is subject to certain costs and expenses (“Cost Recovery Fees”) that are placed in a City escrow account (“Cost Recovery Escrow”), as provided in Article III Section 3.13-8 of the Waukegan Zoning Ordinance. Recoverable Costs are in addition to any and all other filing fees and other charges established by the City. The initial Cost Recovery Escrow deposit shall be in the amount of \$1,000 and is due at the time of filing the land development application.

The following items denote costs incurred by the City in processing an application that would be deducted from the Cost Recovery Escrow:

- Publication of notices
- Court reporter, including the cost of two transcripts
- Corporation Counsel or other City-retained attorney or law firm, consultation, meeting attendance
- Professional and technical consultant services, document preparation and review
- Document recordation
- Copy reproduction
- Mailing costs

Process

- Every application must be accompanied by the required application fee and the initial deposit to the Cost Recovery Escrow.
- Within a reasonable time following final action on an application, a final accounting will be made and any remaining funds in the Cost Recovery Escrow after payment of the total actual costs due will be returned to the owner or applicant.
- In cases where the Cost Recovery Fees exceed the original deposit, City staff will notify the applicant and request additional funds. Such funds will be forwarded to the Planning and Zoning Department and added to the Cost Recovery Escrow. The City shall maintain an accurate record of all drawings from the Cost Recovery Escrow.
- Failure to pay any portion of the Cost Recovery Fees or replenish the Cost Recovery Escrow within 30 days of the mailing of notice shall be grounds for refusing to process an application and for denying or revoking any permit.

THE OWNER AND APPLICANT ACKNOWLEDGE AND AGREE THAT EACH OF THEM ARE AWARE THAT BY SIGNING THE LAND DEVELOPMENT APPLICATION THEY ARE SUBJECT TO ALL OF THE PROVISIONS OF ARTICLE III SECTION 3.13-8 OF THE WAUKEGAN ZONING ORDINANCE AND THEY AGREE TO PAY, AND HAVE CONSENTED TO (i) THE COST RECOVERY FEES, (ii) ANY COSTS OF COLLECTION THAT HAVE NOT BEEN PAID WITHIN 30 DAYS FOLLOWING THE MAILING OF A WRITTEN DEMAND FOR PAYMENT TO THE OWNER OR APPLICANT AT THE ADDRESS SET FORTH ON THE APPLICATION, AND (iii) ANY ADDITIONAL COST RECOVERY FEES ASSESSED. THE OWNER AND APPLICANT AGREE THAT THEY SHALL BE JOINTLY AND SEVERALLY LIABLE FOR THE PAYMENT OF THE COST RECOVERY FEES ASSESSED. NO APPLICATION FILED SHALL BE CONSIDERED COMPLETE UNLESS AND UNTIL ALL FEES AND DEPOSITS HAVE BEEN PAID. EVERY APPROVAL GRANTED AND EVERY PERMIT ISSUED, WHETHER OR NOT EXPRESSLY SO CONDITIONED, SHALL BE DEEMED TO BE CONDITIONED UPON PAYMENT OF COST RECOVERY FEES AS REQUIRED PURSUANT TO CITY ORDINANCE.

Applicant:

Applicant's Signature: _____

Owner:

Owner's Signature: _____

Date: