



Land Development Application Packet

Community Development Contact Information:

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Village of Montgomery

Summary of the Development Application Review Process

MEETING TIMES

Planning and Zoning Commission.....Meets the First Thursday of the month
Village Board.....Meets the 2nd and 4th Monday of the month

PRE-APPLICATION

Conference with Development Review Team

Every petitioner should participate in a pre-application conference to initiate the review process for each new development. The pre-application conference allows the petitioner to familiarize themselves with the Village's development objectives and procedures, and to learn about any special circumstances that may exist or be applicable to the subject property. The petitioner will meet with our Development Review Team, which meets every Wednesday afternoon beginning at 1:30 p.m. Each Petitioner must call and schedule an appointment with Community Development Staff in advance for the discussion of their project. The Petitioner must provide copies of the plans for the meeting as well as PDF's of the plans via email in advance of the meeting. Please contact the Community Development Staff to set up an appointment.

Planning Council

The Planning Council, made up of Village Staff, Consultants, and representatives of other local agencies (i.e. Fire, School, and Park Districts, Kane or Kendall County, etc.) meets on the morning of the first Thursday of the month. Each Petitioner will be given an estimated start time to present the proposed project and answer any questions the Council may have. The Petitioner must submit a PDF of the plan which must show subject property and all adjacent properties and any roads ten (10) days prior to the meeting to be included on the agenda. Following the meeting the Village issues a summary memo of comments from the Planning Council which the application to the Plan Commission should address. Following are development requests that are required to be taken before the Planning Council: Any Concept Plan, Annexation, Special Use for a PUD, and Preliminary Plan (when no Concept Plan is approved). At the time of the Development Review Team conference, the Petitioner will be scheduled for the next Planning Council meeting if necessary.

APPLICATION SUBMITTAL & REVIEW

APPLICATION SUBMITTAL

You should schedule an appointment to submit your application. The date the applications are due, time will be set aside for scheduled appointments. Appointments will be scheduled after 1 p.m. Allow 15 minutes for an appointment. If you want to schedule an appointment for the date the application is due, you must make an appointment by 4:30 p.m. on Monday of that week. If you would like to submit earlier please call and set up an appointment to do so. No application will be accepted without all required application documents and fees.

STAFF REVIEW

If a public hearing is required in connection with the application, the Village will publish the notice (at the Petitioner's cost), provided the application is complete. Following is a list of development requests that require a public hearing: Special Use, Zoning/Rezoning, PUD's, Zoning Amendment, Comprehensive Plan Amendment, Zoning Text Amendment and Variation.

Village of Montgomery

Summary of the Development Application Review Process

Note that the Petitioner is responsible for sending certified letters to all owners of property residing within 250 feet of the proposed development site. Certified mailing receipts must be submitted to Community Development Staff on or before the date that the petition is reviewed by the Planning and Zoning Commission.

All time spent by the consultants reviewing their application will be billed in accordance with the deposit ordinance 2002. Additionally, Village Staff time is compensated by an administrative fee to the engineering invoices. *Please beware of phishing scams; the Village will never request a wire transfer or a payment over the phone. If you are unsure if an email is legitimate please contact the Village's Community Development Offices at 331-212-9023.*

The Village Staff is responsible for obtaining compliance with all the Village's technical requirements and identifying ways to achieve or improve upon the Village's development goals and objectives. The staff and consultants have no authority to vary the requirements of the Ordinances, these only come from the Planning and Zoning Commission recommendations and ultimately from Village Board approval.

PLANNING AND ZONING COMMISSION REVIEW

The Planning and Zoning Commission is responsible for interpreting the Village's development goals and objectives and making recommendations concerning land use and land development in Montgomery to the Village Board. The Commission relies upon the recommendations of the Village Staff and consultants and the input of the public in determining its course of action on each development application. The Commission may accept, reject, or modify any staff recommendation. It is the petitioner's responsibility to demonstrate that the criteria for approving or granting the requested application have been satisfied.

VILLAGE BOARD REVIEW

The final approval decision for each development application rests with the Village Board. The Village Board may accept, reject or modify the Planning and Zoning Commission recommendation, as provided in the Ordinances. The Village Board's action is final.

Community Development Staff updates the Village Board of the Commission's action at the Village Board meeting. The Board discusses the proposal and takes action at the following Village Board Meeting.

STAFF REVIEW OF REVISED PLANS BASED ON BOARD'S CONDITIONAL APPROVAL

After the Board's conditional approval, revised plans, per staff, consultant and other agency reports and comments, must be resubmitted for review. All plans, including site, engineering, plat and landscape plans, must be resubmitted in one submittal, including any additional required documents per staff comments made in their reports. Once revised plans have been submitted, three weeks will be allowed for review of the revised plans. Staff will produce reports based on the revised plans and the Community Development Department will distribute those reports back to the Petitioner. The Petitioner is then responsible for revising the plans according to staff's reports; the cycle will continue in this manner until all comments and issues have been satisfied. Plats will not be recorded and building/grading/stormwater permits will not be issued until all plans have been revised per staff comments based on the conditional approval from the Village Board.

NOTE

Petitioners must submit all required documents and applications by all required deadlines to allow staff review and consultation. The Village reserves the right to remove a Petitioner from a scheduled meeting if the deadlines are not met; the application is not complete, or the required fees and deposits are not submitted. Meeting dates are subject to change. Petitioners will be notified of any meeting date changes.

Village of Montgomery

Land Development Application

Case Number:

Date Filed:

The undersigned respectfully petitions the Village of Montgomery to review and consider granting the following approval on the land herein described. *(Check all that apply)*

- ☐ Amendment
- ☐ Annexation *(attach original copy of the annexation petition to this application)*
- ☐ Planned Unit Development (PUD) or Subdivision
- ☐ Rezoning from _____ to _____
- ☐ Site Plan Review
- ☐ Special Use Permit

Stage of Planning Process *(if applicable):*

- ☐ Concept Plan
- ☐ Preliminary Plan
- ☐ Final Plan

Applicant Information

Applicant *(Please Print or Type)*

Name: _____

Address: _____

Email: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

Contact Person *(If different from Applicant)*

Name: _____

Address: _____

Email: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

Is the applicant the owner of the subject property?

☐ Yes ☐ No

*(If the Applicant is not the owner of the subject property, a letter from the Owner authorizing the Applicant to file the **Land Development Application** must be attached to this application).*

Is the applicant and/or owner a trustee or a beneficiary of a land trust?

☐ Yes ☐ No

(If the Applicant and/or Owner of the subject property is a Trustee of a land trust or beneficiary(ies) of a land trust, a disclosure statement identifying each beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the Trustee and shall be attached hereto).

Village of Montgomery

Land Development Application

Property Information

Name of Proposed Development: _____

Address of Property: _____

Parcel Index Number(s): _____

Area of Parcel(s) in Acres: _____

Current Zoning: _____

Proposed Zoning: _____

Comprehensive Plan Land Use: _____

Proposed Land Use: _____

The subject property is located in which **Fire Protection District**? _____

The subject property is located in which **Park District**? _____

The subject property is located in which **School District(s)**? _____

The subject property is located in which **Library District**? _____

A legal description of the property must be attached to this application.

I, _____, hereby apply for review and approval of this application. The plans, documents and information submitted are accurate and complete and comply with all Village ordinances to the best of my knowledge including but not limited to the Zoning Ordinance, Subdivision Control Ordinance, Stormwater Ordinance, Erosion and Sedimentation Control Ordinance, Code of Ordinances and Naturalized Stormwater Planting Guidelines as well as the Village's Comprehensive Plan and Sub-Area Plans.

Signature of Applicant

Date

Land Development Checklist

	Amendment		Annexation (with Agreement)		Planned Unit Development		Rezoning		Site Plan Review		Special Use Permit	
	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted
Application (pages 4-5)	X		X		X		X		X		X	
Application Fee (see page 8)	X		X		X		X		X		X	
Application Deposit with Signed Agreement (see page 10)	X		X		X		X		X		X	
Written Statement of Intent	X				X		X		X		X	
Notification to Surrounding Property Owners with Certified Mailing Receipts and Affidavit of Notification	X		X		X		X				X	
Legal Description of Property	X		X		X		X		X		X	
Proof of Ownership	X		X		X		X		X		X	
Petition for Annexation (2 Full Sized Copies & PDF)			X									
Plat of Annexation (3 Full Sized Copies & PDF)			X									
Plan Set: 3 Full Sized Copies & PDF Required												
Plat of Survey/ALTA			X		Refer to Planning Process Checklist		X		X		X	
Site Plan/ Preliminary Plan			X		Refer to Planning Process Checklist		X		X		X	
Final Landscape Plan					Refer to Planning Process Checklist				X		X	
Final Engineering Plan					Refer to Planning Process Checklist				X		X	
Color Elevations					Refer to Planning Process Checklist				X		X	
Photometric Plan					Refer to Planning Process Checklist				X		X	
Material Board					Refer to Planning Process Checklist				X		X	
Sign Package					Refer to Planning Process Checklist				X		X	

Land Development Checklist (Cont.)

	Amendment		Annexation (with Agreement)		Planned Unit Development		Rezoning		Site Plan Review		Special Use Permit	
	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted
Additional Forms: 1 Copy & PDF												
NRI Kendall County Report or Land Use Opinion Application Kane/Dupage County					X				X		X	
IDNR Endangered Species Sign Off Letter					X				X		X	
Wetland Determination Report by Qualified Kane County Wetland Specialist (2 Copies)					X				X		X	
Illinois Historic Preservation Agency Sign Off Letter					X				X		X	
Army Corp of Engineers Jurisdictional Determination - Chicago or Rock Island District					X				X		X	
U.S Fish and Wildlife Service Sign Off Letter Kane County/Barrington Office or Kenndall County/Rock Island Office					X				X		X	
Kane County Stormwater Permit (2 Copies)					X				X		X	

Planning Process Checklist

All Submitted Plans Must Include 3 Full Size Copies, 1 Reduced Size Copy (11 x 17), and a PDF

	Concept Plan (Planning Council)		Preliminary Subdivision or PUD Plan		Final Subdivision or PUD Plan	
	Required	Accepted	Required	Accepted	Required	Accepted
Plat of Survey/ALTA			X		X	
Site Analysis	X					
Site Plan/Preliminary Plat	X		X			
Preliminary Landscape Plan	X		X			
Preliminary Engineering Plan			X			
Final Landscape Plan					X	
Final Engineering Plan					X	
Final Plat of Subdivision or PUD						
Color Elevations	X		X		X	
Sign Package			X		X	
Fiscal Impact Study (If requested by staff, 2 Copies)			X		X	
Traffic Impact Analysis (If requested by staff, 2 Copies)			X		X	

Village of Montgomery

Planning and Zoning Commission Fee Sheet

(The Village will never request a wire transfer or payment over the phone for the payment of zoning application fees.)

Item	Cost	Amounts Due
Amendment	\$600*	\$ _____
Annexation	\$1,000	\$ _____
Planned Unit Development	\$600 + \$15/acre over 10 acres	\$ _____
Rezoning	\$600	\$ _____
Site Plan Review	\$600	\$ _____
Special Use	\$600	\$ _____
Subdivision - Preliminary	\$600 + \$15/acre over 10 acres	\$ _____

*Includes public notice. If public notice costs exceed \$75, additional fees may be required.

Planning Process

Concept Plan	No Fee	N/A
Subdivision - Minor	\$600	\$ _____
Subdivision /PUD - Final	\$800	\$ _____

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TOTAL AMOUNT DUE:

\$

NOTE

As required by Ordinance 2002, it is the responsibility of the Petitioner to pay all administrative, professional consulting and public hearing expenses, incurred by the Village in processing and acting upon petitions or requests (of any of the above actions).

Village of Montgomery

Deposit Account Fee Sheet

(The Village will never request a wire transfer or payment over the phone for the payment of deposit fees.)

Item	Cost	Amounts Due
Rezoning	\$2,000	\$ _____
Special Use Permit (not as part of PUD)	\$5,000 (with assistance from Village of Consultants)	\$ _____
Special Use/Planned Unit Development	\$10,000	\$ _____

Subdivision Plats

Less than 1 acre	\$2,000	\$ _____
From 1 to 10 acres	\$5,000	\$ _____
From 10 to 35 acres	\$10,000	\$ _____
Over 35 acres	\$20,000	\$ _____

Annexation Agreements

Less than 1 acre	\$2,000	\$ _____
From 1 to 10 acres	\$5,000	\$ _____
From 10 to 35 acres	\$10,000	\$ _____
Over 35 acres	\$20,000	\$ _____

Site Plan Review

Less than 1 acre	\$2,000	\$ _____
From 1 to 10 acres	\$5,000	\$ _____
From 10 to 35 acres	\$10,000	\$ _____
Over 35 acres	\$20,000	\$ _____

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TOTAL AMOUNT DUE:

\$ _____

NOTE

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Village of Montgomery

DEVELOPER'S AGREEMENT WITH RESPECT TO LAND DEVELOPMENT FEES AND DEPOSITS

Case Number:

Date Received:

Exhibit A

The undersigned Developer/Petitioner acknowledges that he/she has filed a _____
(type of action requested) and acknowledges he/she has received a copy of Ordinance No. 2002 and accepts the
terms thereof. The Developer, in consideration of the Village undertaking review of the Developer's request,
agrees to be bound by the terms of such Ordinance and herewith submits an initial deposit of:

_____ Dollars (Written amount). \$_____ (Numeric Amount)

Developer further acknowledges that said amount is an estimated amount only, and is to be held as security for
monthly payments of invoiced expenses. If invoices are not paid, or said deposit is exhausted, the Developer
acknowledges that his/her application shall be held and not processed further until said amounts are satisfied
or brought current. Developer may be required to replenish said amount if the deposited funds are exhausted.

Developer Name (printed) _____

Authorized Signature for Developer: _____ Date: _____

Invoice Information for Developer *(Please Print or Type)*

Billing Name: _____

Billing Address: _____

Email: _____

Phone: (____) _____ - _____

Office Use Only

Project Name: _____

RECEIPT OF INITIAL FEE DEPOSIT ACKNOWLEDGED BY COMMUNITY DEVELOPMENT DEPARTMENT EMPLOYEE

Signature: _____ Date: _____

***This form must be executed and accompany all Development Applications. No Application will be
accepted or processed without this completed form.***

Village of Montgomery

Notification/Information Letter Example

DO NOT RETURN THIS TO THE VILLAGE – IT IS FOR YOUR USE IN DRAFTING LETTERS

(On Petitioner's Letterhead)

Notice for Public Hearings

*Every petitioner for Rezoning, Special Use and Planned Unit Development, is required to notify adjoining **property owners** of his/her intent to develop property in the Village of Montgomery. Petitioners should provide the adjoining property owners with a brief description of the proposed development and a copy of the development plan to help adjoining property owners better understand what is being proposed in their neighborhood. Village Staff will provide you with the list of addresses and the final language for the notification letter you must send.*

EXAMPLE OF NOTIFICATION/INFORMATION LETTER

Dear Neighbor:

(Petitioner Name) has submitted an application to the Village of Montgomery for (type of application) to allow (describe project, use of land, number of units, etc.) on the property located at _____.

A copy of the site plan is enclosed for your information. The staff at the Village of Montgomery is currently reviewing our application material, including the site plan. If you have any concerns or questions about the proposed development of the property, you are encouraged to call (contact for the Petitioner) at (Contact's telephone number), or Tony Farruggia, Planner at 331-212-9022 before (date of Plan Commission/Zoning Board of Appeals).

You will also have an opportunity to comment about the proposed development at the Montgomery Planning Commission meeting scheduled for (date of Plan Commission/Zoning Board of Appeals) at 7:00 p.m located at the Montgomery Village Hall at 200 N. River Street Montgomery, IL.

Sincerely,

(Petitioner)