



VILLAGE OF GLEN ELLYN

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## **Major Subdivision Application Packet**

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

## **MAJOR SUBDIVISION APPLICATION PROCESS**

1. Meeting with Planning and Development staff;
2. Pre-Application Conference before the Plan Commission (encouraged);

### **Submission of Preliminary Plat and Subdivision Application:**

3. Preparation of Preliminary Subdivision Plat, application and supporting materials;
4. Submission of Preliminary Subdivision Plat, application, supporting materials, fees and escrow;
5. Review of application packet by Village staff;
6. Revisions to and submission of revised Preliminary Plat application packet (as needed);
7. Review of revised application packet by Village Staff (as needed);
8. Public hearing notice published in the newspaper, notice sent to surrounding property owners, and sign(s) placed on site;
9. Review and recommendation by Plan Commission at public hearing;
10. Preparation of minutes/transcript from Plan Commission public hearing;
11. Review by Village Board at workshop or pre-board meeting;
12. Action by Village Board at regular meeting;

### **Submission of Final Plat and Subdivision Application:**

13. Preparation of Final Subdivision Plat, application and supporting materials;
14. Submission of Final Subdivision Plat, application and supporting materials;
15. Review of Final Subdivision application packet by Village staff;
16. Revisions to and submission of revised Final Subdivision application packet (as needed);
17. Review of revised application packet by Village staff (as needed);
18. Review and recommendation by Plan Commission at public meeting;
19. Preparation of minutes/transcript from Plan Commission meeting;
20. Review by Village Board at workshop or pre-board meeting;
21. Action by Village Board at regular meeting.

## **MAJOR SUBDIVISION APPLICATION PROCESS**

1. **Meeting with Staff:** The petitioner should meet with the Director of Planning and Development, or his or her designee, to informally discuss the proposed Subdivision 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 Subdivision. Planning and Development staff will provide any preliminary comments or recommendations about the request to the petitioner and review the application process, including the types and number of required submittals (see attached Submittals List).
  
2. **Pre-Application with the Plan Commission:** Before formal application is made, the petitioner is encouraged to appear before the Plan Commission at a pre-application conference. A pre-application conference requires an application 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 subdivision to the Plan Commission and to solicit the Commission's input prior to preparing Preliminary Subdivision documents. To accommodate a pre-application meeting 20 copies of a concept plan, a narrative description of the project and the required application fee, must be submitted as well as any additional exhibits requested by the Planning and Development staff.

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

- a. Waiver of specific required submittals;
  
  - b. Simultaneous review of the Preliminary and Final Subdivision applications;
3. **Preliminary Plat - Required Submittals:** The petitioner shall submit the following items with six (6) complete and collated copies of a preliminary subdivision application along with the required application fee and items that may be reasonably requested by the Village staff or the Plan Commission as indicated on the attached submittals checklist:
    - a. **Application:** Completed application for Preliminary Subdivision approval (form attached);
  
    - b. **Proof of Ownership:** A copy of a deed, title policy or other proof of ownership as approved by the Planning and Development staff.
  
    - c. **Disclosure of Interest:** If the subject property is held in a trust, a complete disclosure of interest of the ownership, including the names of trustees and beneficial owners, shall be provided. If the subject property is owned by a corporation, a disclosure of the shareholders with interest in 5% or more of the property including the names of the officers and directors should be provided (forms attached);
  
    - d. **Plat of Survey:** A current Plat of Survey of the property, prepared by a land surveyor registered with the State of Illinois, including a statement that the property is or is not in the floodplain;

- e. **Preliminary Plat:** A Preliminary Plat of Subdivision that conforms to the requirements set forth in Section 303 of the Glen Ellyn Subdivision Regulations Code;
- f. **Affidavit of Authorization:** If the petitioner is someone other than the property owner, a document signed by the owner of the subject property which authorizes the petitioner to represent them for the subdivision request shall be provided (form attached);
- g. **Land Use Opinion:** A Land Use Opinion from the Kane DuPage Soil and Water Conservation District Board, if required (form attached);
- h. **Additional Materials:** The Planning and Development Director may, at his or her discretion, require the submission of such other additional materials or data related to the possible impact of the proposed uses of the subdivision on public facilities and services.

**NOTE:** 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 Final Plat of Subdivision or such authorization may be granted on the Plat.

- 4. **Escrow Deposit:** The Subdivider shall deposit cash for an escrow account in an amount to be determined by the Director of Planning and Development to cover Village out of pocket expenses including all costs directly attributable to recording testimony of all witnesses at public hearings, reproduction costs, public notice mailing costs, newspaper publication charges and all expenses for professional consultants including, but not limited to, attorneys, engineers, traffic engineers, planners, wetland consultants or other professionals outside the employee staff. Additionally, the petitioner must fill out and sign the Reimbursement of Fees Agreement (attached).
- 5. **Staff Review:** Once the application is received it will be forwarded to the appropriate Village staff and consultants for review. Staff will attempt to review the request within 30 days of receipt. After staff has reviewed the application and determined that it is complete (which may require the submittals of additional information or revision of plans per comments by Village staff and consultants) the request will be scheduled for consideration at the first available public meeting before the Plan Commission. An additional thirty (30) complete and collated application packets must be submitted a minimum of two (2) weeks before the scheduled public hearing before the Plan Commission.
- 6. **Public Hearing Notice:** Not more than 30 days, nor less than 15, days before the public hearing before the Plan Commission, the Planning and Development staff will place a legal notice in a paper of general circulation in the Village which describes the petitioner's request, location of the subject property, and gives the time, date, and location of the public hearing. For those properties located within the Village boundaries the staff will also mail a notice of the subdivision request to all property owners within 250 feet of the subject property and 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.
- 7. **Plan Commission Public Hearing:** The Planning and Development staff will submit the application, supporting materials, staff reports and any other documents to the Plan Commission to

conduct the public hearing thereon. The Plan Commission meets on the second and fourth Thursday of each month, at 7:30 p.m. in the Glen Ellyn Civic Center, 535 Duane Street.

The petitioner or his/her representative must attend the public hearing. It is the responsibility of the petitioner to present any arguments supporting the request for approval of the Preliminary Plat of Subdivision in a complete and logical manner and to have available all evidence necessary to support the request.

At the close of the public hearing, the Plan Commission will take a vote on the request. The Plan Commission may recommend approval, approval with conditions, or denial of the request to the Village Board. In making its recommendation, the Plan Commission shall consider how the request complies with the criteria in Section 309 of the Subdivision Regulations Code for granting approval of a Subdivision and may recommend conditions that are deemed necessary and in the interests and needs of the community to keep with the provisions in the Subdivision Regulations Code.

8. **Village Board Action on Preliminary Plat:** The petitioner will be informed by Planning and Development staff of which Village Board meeting(s) they are scheduled to be heard. The Village Board meetings are held on the second and fourth Monday of every month and a Village Board workshop is held on the third Monday of each month. The petitioner or his/her representative must attend all Village Board meetings.

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 Preliminary Plat of Subdivision. Any proposed subdivision which fails to receive a recommendation for approval by Plan Commission must be approved by a favorable vote of two-thirds of the Village Board. If a proposed Preliminary Plat of Subdivision receives the approval of the Plan Commission and the Village Board concurs, a favorable vote of the majority of members of the Village Board is sufficient to grant approval. Action on the requested Preliminary Plat of Subdivision will be by an ordinance which is adopted by the Village Board;

If the Preliminary Plat of Subdivision is approved, the petitioner may proceed with preparation of the Final Plat of Subdivision. Preliminary Plat approvals are only valid for twelve (12) months unless the Village Board grants an extension.

9. **Final Plat - Required Submittals:** The petitioner shall submit the following items with a Final Subdivision application:
  - a. Application: Completed application for Final Subdivision Approval (form attached);
  - b. Final Plat: A Final plat of Subdivision that conforms to the requirements set forth in Section 304 2(b) and (c) of the Subdivision Regulations Code;
  - c. All supporting documents as set forth in Section 304(4) of the Glen Ellyn Subdivision Regulations Code;

- d. The petitioner should have the surveyor sign a Letter of Authorization (form attached) which designates the Village of Glen Ellyn as the agent to record the Final Plat of Subdivision, or as an alternative such authority may be granted on the Plat.
10. **Staff Review:** (Note: same as Preliminary Plat Staff Review Process). Once the application is received it will be forwarded to the appropriate Village staff and consultants for review. Staff will attempt to review the request within 30 days of receipt. After staff has reviewed the application and determined that it is complete (which may require the submittals of additional information or revision of plans per comments by Village staff and consultants) the request will be scheduled for consideration at the first available public meeting before the Plan Commission. An additional thirty (30) complete and collated application packets must be submitted a minimum of two (2) weeks before the scheduled public hearing before the Plan Commission.
11. **Plan Commission Review of Final Plat:** The Planning and Development staff will submit the application, supporting materials, staff report and any other documents to the Plan Commission to review at a public meeting. The petitioner or their representative must attend the meeting. The Plan Commission may recommend approval, approval with conditions, or denial. The Commission in making their recommendation must find that the conditions in the Ordinance that granted Preliminary Plat approval have been met and that the Final Plat is in substantial agreement with the approved Preliminary Plat.
12. **Village Board Action on Final Plat:** The recommendation from the Plan Commission will be placed on a Village Board agenda for consideration and action. The Village Board may decide to approve, approve with conditions, or deny the requested Final Plat of Subdivision. Action on the requested Final Plat will be by an Ordinance, which is adopted by the Village Board.

If the decision is to approve the Final Plat, the Village Clerk will cause the approved Plat to be recorded with the DuPage County Recorder. Following approval of the subdivision by the Village, the petitioner may seek building permits. Building permits must be applied for within 18 months from the date of the ordinance, unless the petitioner has requested and been granted an extension from the Village Board in the approving Ordinance, or the subdivision will become null and void. The Planning and Development Department will compare plans submitted for permits against the plans approved by the Village Board and any conditions set forth in the approving Ordinance.



Village of Glen Ellyn  
Phone: (630) 547-5250 • Fax: (630) 547-5370  
535 Duane Street • Glen Ellyn, Illinois 60137

**APPLICATION FOR MAJOR SUBDIVISION PRELIMINARY APPROVAL**

**DATE FILED:** \_\_\_\_\_ **APPLICATION NUMBER:** \_\_\_\_\_

**I. APPLICANT INFORMATION:**

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

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

Phone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail: \_\_\_\_\_ (Fax): \_\_\_\_\_

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

**II. OWNER INFORMATION:**

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

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

Phone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail: \_\_\_\_\_ (Fax): \_\_\_\_\_

**III. PROPERTY INFORMATION:**

Address and Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent Index No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_ Lot Area: \_\_\_\_\_

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

Description of Subdivision (Preliminary Plat/Final Plat): \_\_\_\_\_

Estimated Date to Begin Construction: \_\_\_\_\_

Name(s), Address(es) and Phone Number(s) of consultants (Architects, Engineers, Attorneys, etc.): \_\_\_\_\_

**IV. APPROVAL STANDARDS:**

**Narrative Statement:** Please provide a narrative statement. The narrative statement should include, but not be limited to, information concerning the proposed use of the lots, the type and number of dwelling units and/or type of business or industry and the manner in which subdivision is to be served by public utilities. A separate sheet may be used if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 309 of the Subdivision Code requires that the following six (6) criteria be met before a Subdivision can be approved. Please describe how the proposed Subdivision meets these requirements. The information provided will be used by the Plan Commission in considering the request. Please describe how the proposed subdivision meets the following criteria.

1. The proposed subdivision conforms to the provisions set forth in this Subdivision Ordinance, including the rules and regulations referenced in Section 400.

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2. Definite provision has been made for a water supply system that is sufficient in terms of quantity, dependability, and quality to provide an appropriate supply of water for the type of subdivision proposed.

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3. A public sewage system is proposed and adequate provision has been made for such system or, if other methods of sewage disposal are proposed that such systems will comply with federal, state, and local laws and regulations.

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4. All areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precaution have been identified by the Subdivider and that the proposed uses of these areas are compatible with such conditions.

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5. The proposed subdivision will not be detrimental to the public health, safety and welfare.

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6. No development shall be approved if such development, at full occupancy, will result in or increase traffic on an arterial or collector street to such an extent that the street does not function at a level of service deemed acceptable by the Village. The applicant may propose and construct the approved traffic mitigation measures to provide adequate roadway capacity for the proposed development.

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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.

I (we) understand that no final action shall be taken by the Village Board subsequent to the public hearing and until payment of all escrow fees.

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Signature of Applicant

Date



Village of Glen Ellyn  
Phone: (630) 547-5250 • Fax: (630) 547-5370  
535 Duane Street • Glen Ellyn, Illinois 60137

**APPLICATION FOR MAJOR SUBDIVISION FINAL APPROVAL**

**DATE FILED:** \_\_\_\_\_ **APPLICATION NUMBER:** \_\_\_\_\_

**DATE OF PRELIMINARY APPROVAL:** \_\_\_\_\_ **ORDINANCE NUMBER:** \_\_\_\_\_

**I. APPLICANT INFORMATION:**

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

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

Phone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail: \_\_\_\_\_ (Fax): \_\_\_\_\_

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

**II. OWNER INFORMATION:**

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

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

Phone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail: \_\_\_\_\_ (Fax): \_\_\_\_\_

**III. PROPERTY INFORMATION:**

Address and Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent Index No.: \_\_\_\_\_

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

Lot Dimensions: \_\_\_\_\_

Lot Area: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Description of Subdivision (Preliminary Plat/Final Plat): \_\_\_\_\_

\_\_\_\_\_

Estimated Date to Begin Construction: \_\_\_\_\_

Name(s), Address(es) and Phone Number(s) of consultants (Architects, Engineers, Attorneys, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

I (we) understand that no final action shall be taken by the Village Board subsequent to the public hearing and until payment of all escrow fees.

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

\_\_\_\_\_  
Date

**OWNERSHIP BY LAND TRUST**

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

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

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TRUSTEE: \_\_\_\_\_ TRUST: \_\_\_\_\_

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

**LIST ALL BENEFICIARIES:**

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

**OWNERSHIP BY A CORPORATION**

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

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

Legal Description: \_\_\_\_\_

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

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

**AFFIDAVIT OF AUTHORIZATION**

I, \_\_\_\_\_ owner of the property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verify that \_\_\_\_\_  
Is duly authorized to apply and represent my interests before the Glen Ellyn Plan Commission, Zoning Board of Appeals, Architectural Review Commission, and/or Village Board of Trustees. Owner acknowledges that any notice given applicant is actual notice to owner.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
NOTARY

**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

\_\_\_\_\_.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

## **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 Major Subdivision application packet. The online EcoCAT information and application can be found at <http://dnrecocat.state.il.us/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

**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 Major Subdivision.

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> or you can use the attached form. The Soil and Water Conservation District will forward a copy of the Opinion directly to the Village when it is complete.

**LAND USE OPINION APPLICATION**  
 Kane-DuPage Soil and Water Conservation District  
 2315 Dean Street, Suite 100, St. Charles, IL 60175-4823  
 (630) 584-7961 Ext. 3

Send report to:  
**PETITIONER:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**CONTACT PERSON:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_  
 Please allow 30 days for inspection and processing.

FOR OFFICE USE ONLY	
LUO# _____	Date Due _____
Date initially rec'd _____	
Date all rec'd _____	Date completed _____
Fee Paid _____	Refund Due _____
By _____	Overpayment _____
	No Report Nec _____
	Gov't Agency _____

**Location:**  
 Township \_\_\_\_\_  
 Section(s) \_\_\_\_\_  
 Township(s) \_\_\_\_\_ N Range(s) \_\_\_\_\_ E

**TYPE OF PROPOSAL:**  Change in Zoning from \_\_\_\_\_ to \_\_\_\_\_ Project or Subdivision Name \_\_\_\_\_  
 Subdivision or Planned Unit Development (PUD)  
 Variance-Please describe fully on separate sheet  
 Special Use Permit-Please describe fully on separate sheet

Unit of Government Responsible for Permits \_\_\_\_\_ Date of Public Hearing \_\_\_\_\_  
 Current Use of Site \_\_\_\_\_ Proposed Use \_\_\_\_\_  
 Surrounding Land Use \_\_\_\_\_ Number of Acres \_\_\_\_\_  
 Location address (or nearest intersection) \_\_\_\_\_

**PROPOSED IMPROVEMENTS:** (check all applicable items)

<b>Planned Structures:</b>	<b>Open Space:</b>	<b>Water Supply:</b>
<input type="checkbox"/> Dwellings w/o Basements	<input type="checkbox"/> Park/Playground Areas	<input type="checkbox"/> Individual Wells
<input type="checkbox"/> Dwellings with Basements	<input type="checkbox"/> Common Open Space Areas	<input type="checkbox"/> Community Water
<input type="checkbox"/> Commercial Buildings	Other _____	
Other _____		
<b>Wastewater Treatment:</b>	<b>Stormwater Treatment:</b>	
<input type="checkbox"/> Septic System	<input type="checkbox"/> Drainage Ditches or Swales	<input type="checkbox"/> Wet Retention Basin
<input type="checkbox"/> Sanitary Sewers	<input type="checkbox"/> Storm Sewers	<input type="checkbox"/> No Detention Facilities Proposed
<input type="checkbox"/> Other _____	<input type="checkbox"/> Dry Detention Basin	<input type="checkbox"/> Other _____

**EXISTING SITE CHARACTERISTICS:** (check all applicable items)

Ponds or Lakes  Floodplain  Woodland  Drainage Tiles  Stream(s)  
 Wetland(s)  Floodway  Cropland  Disturbed Land  Other \_\_\_\_\_

**REQUIRED: INCLUDE ONE COPY EACH OF THE FOLLOWING-Processing will not begin without the following:**

- APPLICATION completed and signed
- FEE according to schedule below
- PLAT OF SURVEY/SITE PLAN showing legal description, legal measurements
- SITE /CONCEPT PLAN showing lots, streets, storm water detention areas, open areas, etc.
- LOCATION MAP (if not on maps above)-include distances from major roadways or tax parcel number

**IF AVAILABLE - NOT REQUIRED:**

- ZONING or LAND USE PETITION filed with unit of government (if relevant)
- TOPOGRAPHY MAP OR WETLANDS DELINEATIONS

**FEE AMOUNTS:** last updated November 1, 2013

\$423.00 for 1 - 3 acres or fraction thereof  
 \$459.00 for 4 - 5 acres or fraction thereof  
 For 5 - 200 acres see chart  
 > 200 acres: ADD \$14.00 for each additional acre or fraction thereof over the 200 acre amount.  
 \$65.00 processing fee if no report is required

\*\*\*If there is more than one parcel in question and they are non-contiguous please contact KDSWCD for fee amount. \*\*\*

**MAKE CHECKS PAYABLE TO:** Kane-DuPage Soil and Water Conservation District

I (we) understand the filing of this application allows the authorized representative of the Kane-DuPage Soil and Water Conservation District to visit and conduct an evaluation of the site.

**Petitioner or Authorized Agent** \_\_\_\_\_ **Date** \_\_\_\_\_

This opinion will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

For the convenience of those who must comply with the provisions of the Illinois Soil and Water Conservation District Act, Section 22.02a (Illinois Compiled Statutes, Chapter 70, Paragraph 405, Section 22.02a), enacted December 3, 1971, effective July 1, 1972, we quote this section:

“The Soil and Water Conservation District shall make all natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinances or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality’s or county’s zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The Soil and Water Conservation District shall be given not more than 30 days from the time of receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action.”  
 Added by Act approved December 3, 1971.

The amendment is designed to assist the unit of government considering the proposal. The natural resources and the environment are the main concerns in the development of the Land Use Opinion.

To facilitate compliance with the Act by land developers and others, Kane-DuPage Soil and Water Conservation District has formulated a set of guidelines and a standardized set of fees, as provided for in section 22.09 of this Act:

“The District may charge fees to any person who makes a request for services or receives benefits rendered by the District, or who causes or undertakes to cause the District to perform a function prescribed by this Act, including but not limited to any function prescribed by Section 22.02a of this Act, provided that such charges are uniform. The Directors shall maintain a uniform schedule for such fees and may from time to time revise such schedule. The charging of any such fees is uniformly charged and in accordance with a uniform schedule by any District to any person for such service or benefits or performance of any such functions prior to the effective date of this amendatory Act of 1975 is ratified.”

**LAND USE OPINION FEE SCHEDULE  
 EFFECTIVE NOVEMBER 1, 2013**

\$423.00 for 1-3 acres or fraction thereof

\$459.00 for 4-5 acres or fraction thereof

For 5 - 200 acres see chart

For over 200 acres: ADD \$14.00 for each additional acre or fraction thereof of over the 200 acre amount.

\$65.00 processing fee if no report is required

Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee
1	423	21	769	41	1160	61	1558	81	1942	101	2333	121	2738	141	3128	161	3519	181	3911
2	423	22	788	42	1187	62	1577	82	1962	102	2360	122	2757	142	3148	162	3539	182	3930
3	423	23	809	43	1206	63	1597	83	1982	103	2379	123	2776	143	3167	163	3558	183	3949
4	459	24	828	44	1225	64	1616	84	2001	104	2398	124	2795	144	3188	164	3579	184	3969
5	459	25	847	45	1244	65	1636	85	2020	105	2418	125	2815	145	3207	165	3598	185	3989
6	483	26	866	46	1264	66	1656	86	2039	106	2438	126	2835	146	3226	166	3617	186	4008
7	495	27	885	47	1284	67	1675	87	2059	107	2458	127	2855	147	3245	167	3637	187	4028
8	513	28	907	48	1304	68	1694	88	2080	108	2477	128	2874	148	3264	168	3655	188	4047
9	537	29	926	49	1323	69	1713	89	2099	109	2496	129	2894	149	3286	169	3676	189	4068
10	555	30	945	50	1342	70	1734	90	2118	110	2515	130	2914	150	3305	170	3695	190	4087
11	573	31	964	51	1363	71	1754	91	2138	111	2536	131	2933	151	3324	171	3715	191	4106
12	592	32	984	52	1382	72	1773	92	2157	112	2555	132	2952	152	3343	172	3735	192	4125
13	614	33	1004	53	1401	73	1792	93	2177	113	2574	133	2971	153	3363	173	3754	193	4144
14	633	34	1023	54	1420	74	1812	94	2196	114	2593	134	2993	154	3383	174	3784	194	4166
15	638	35	1042	55	1440	75	1831	95	2216	115	2620	135	3012	155	3402	175	3793	195	4185
16	671	36	1063	56	1461	76	1851	96	2236	116	2640	136	3031	156	3421	176	3813	196	4204
17	690	37	1082	57	1480	77	1863	97	2255	117	2659	137	3050	157	3442	177	3832	197	4223
18	711	38	1102	58	1499	78	1884	98	2275	118	2678	138	3069	158	3461	178	3851	198	4242
19	730	39	1121	59	1522	79	1903	99	2294	119	2699	139	3090	159	3481	179	3872	199	4263
20	749	40	1140	60	1537	80	1923	100	2313	120	2718	140	3109	160	3500	180	3895	200	4282

**Village of Glen Ellyn  
Planning and Development Department**

**Project Submittals List**

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

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

PIN(s): \_\_\_\_\_

Applications/Fees/Escrow	(X) If required	Fee
1. Special Use Permit	_____	_____
2. Special Use for a Planned Unit Development	_____	_____
3. Subdivision	_____	_____
4. Exterior Appearance	_____	_____
5. Zoning Variations	_____	_____
6. Sign Variations	_____	_____
7. Stormwater (values & tabs format)	_____	_____
8. Other	_____	_____
9. Escrow	_____	_____

Submission Materials	Yes	No
10. Cover Letter Listing Attachments	_____	_____
11. Narrative Statement/Use Description	_____	_____
12. Proof of Ownership	_____	_____
13. Disclosure of Interest	_____	_____
14. Affidavit of Authorization	_____	_____
15. Reimbursement of Fees Agreement	_____	_____
16. Quantitative Summary	_____	_____
17. List of Variations/Deviations	_____	_____
18. Practical Difficulties or Particular Hardship (sign variations)	_____	_____
19. Plat of Survey/Legal Description	_____	_____
20. Existing Conditions Plan	_____	_____
21. Surrounding Conditions Plan	_____	_____
22. Site Plan	_____	_____
23. Landscape Plan	_____	_____
24. Tree Survey & Analysis	_____	_____
25. Building Elevation Drawings (4-sides)	_____	_____
26. Color Rendering	_____	_____
27. Floor Plan	_____	_____
28. List of Building Materials and Colors	_____	_____
29. Material & Color Samples (bring to meeting)	_____	_____
30. Light Fixture Cut Sheets	_____	_____
31. Photometric Plan	_____	_____
32. Sign Elevations	_____	_____
33. Sign Plan	_____	_____
34. Trash Enclosure/Exterior Equipment/Fences/Screening	_____	_____
35. Plat of Consolidation	_____	_____
36. Preliminary Plat of Subdivision	_____	_____
37. Final Plat of Subdivision	_____	_____
38. Final Site Plan (if two step review)	_____	_____
39. Traffic Impact Study	_____	_____
40. Grading Plan (if 1,500 sq. ft. or more area is disturbed)	_____	_____
41. Utilities Plan	_____	_____
42. Road Plans/Details	_____	_____
43. Public Improvements List	_____	_____
44. Public Improvements Cross-sections	_____	_____
45. Deed/Easement Agreements	_____	_____
46. Statement of Compliance/Engineer's Certification	_____	_____
47. Construction/Phasing Schedule	_____	_____
48. Letters from Governmental Units/Developer's Donations	_____	_____
49. Letter of Authorization to Record Plats	_____	_____
50. Land Use Opinion (Kane-DuPage S & WCD)	_____	_____
51. Environmental Impact Study	_____	_____
52. IDNR Endangered Species Consultation	_____	_____
53. Soil Boring/Seepage Test Covenants, Conditions, Restrictions	_____	_____
54. Petition for Annexation	_____	_____
55. Annexation Agreement	_____	_____
56. Plat of Annexation	_____	_____
57. Other: _____	_____	_____
58. Other: _____	_____	_____

## 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 Planning and 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 Planning and Development Department or by the Plan Commission or Architectural Review Commission shall require the petitioner to establish an escrow account with the Village in an amount determined by the Planning and 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 Planning and 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 Planning and Development Director for a refund of his or her remaining escrow balance. The Planning and 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

Village of Glen Ellyn

\_\_\_\_\_  
Owner

By: \_\_\_\_\_  
Planning and Development Director

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

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