



**PLANNED UNIT DEVELOPMENT:
APPLICATION**

COMMUNITY DEVELOPMENT CENTER
921 S. STATE ST.
Lockport, IL 60441

www.lockport.org

MAIN: (815) 838-0549 Option 4
FAX: (815) 588-0111

Last Revised 01/30/2013

COMMUNITY DEVELOPMENT DEPARTMENT

921 S. State St.
Lockport, Illinois 60441
Telephone: (815) 838- 0549
Fax: (815) 588-0111

Planned Unit Development Plan Application

Check all that apply

- Concept plan (5 copies)
- Rezoning
- Special use permit for _____
- Preliminary Subdivision Plat (5 copies)
- Preliminary Development Plan (5 copies)
 - Commercial
 - Office
 - Industrial
 - Mixed-Use
- Final Subdivision Plat (5 copies)
- Final Development Plan (5 copies)
 - Commercial
 - Office
 - Industrial
 - Mixed-Use

Applicant: _____
 Address: _____
 Phone: _____ Fax: _____ Email: _____

PLEASE CHECK ONE OF THE FOLLOWING:

- _____ Applicant is owner of the subject property and is the signer of this application.
- _____ Applicant is the contract purchaser of the subject property and has attached a copy of said contract.
- _____ Applicant is acting on behalf of the beneficiary of a trust.
- _____ Applicant is acting on behalf of the owner (notarized letter of consent from owner required)

In the event that the subject property is held in a trust, a notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries and providing the name, address and percentage of interest of each beneficiary is attached to this executed application.

SUBJECT PROPERTY INFORMATION:

LOCATION: _____

NUMBER OF ACRES: _____ TAX PARCEL # _____

PRESENT ZONING: _____ PROPOSED ZONING: _____

CURRENT USE: _____ PROPOSED USE: _____

LEGAL DESCRIPTION/PLAT OF SURVEY: _____ (attached) _____

FIRE DISTRICT:

SCHOOL DISTRICT (S):

- Lockport Township
- Homer township
- Northwest Homer Township
- Other _____

- Fairmont Elementary Dist #89
- Taft Elementary Dist #90
- Milne-Kelvin Grove Dist #91
- Homer Township Consolid. Dist #33c
- Ludwig-Reed-Walsh Dist #92

PARK DISTRICT:

- Lockport Township Other _____

SUPPORTING DOCUMENTS:

FLOODPLAIN (Provide Documentation): yes No

ENDANGERED SPECIES REPORT: Applied for / date _____
(<http://dnrecocat.state.il.us/ecopublic/>)

NATURAL RESOURCE INFORMATION REPORT: Applied for / date _____

IEPA – NOTICE OF INTENT: Submitted / Date _____

Illinois Historic Preservation Agency (Provide Documentation): yes No

Internal Use Only:

Application Received	Date: _____	Initials: _____
Application Approved	Date: _____	Initials: _____
Approved by P.C	Date: _____	Initials: _____
Applicant Notified	Date: _____	Initials: _____
Approved by CC	Date: _____	Initials: _____
Applicant Notified	Date: _____	Initials: _____

Comments: _____

<u>FEE'S</u>	
Application Fee	\$ _____
Review Fee	\$ _____
Misc Fee	\$ _____
Engineering Fee	\$ <u>To be submitted directly to engineering department</u>
TOTAL	\$ _____

CONCEPT PLAN SUBMITTAL REQUIREMENTS

(All items required)

- ❑ One (1) original completed PUD concept plan application form.
- ❑ Payment of application and review fees. All fees shall be submitted to the Planning Department, except engineering fees. Engineering fees, when applicable, shall be paid directly to the Engineering Department.
- ❑ Evidence of ownership of the land proposed to be developed or subdivided, or, where the developer does not own such land, written notarized permission from the owner.
- ❑ Provide a list of developments and their locations that your company has been a part of.
- ❑ Photographs of existing sites and structures, surrounding land uses, and structures that adequately convey the character of the area.
- ❑ Five (5) copies Plat of Survey including a Legal description of the property (to scale).
- ❑ Five (5) copies of a professionally drawn concept plan (**a PDF FILE must be emailed to the City Planner or submitted by CD**).
 - Concept development plan may be in general form, and shall contain the proposed land uses, the natural features of the site, the character and approximate density of dwellings, and the approximate location of proposed thoroughfares and water, sewage and drainage systems.
 - Dimensional Site Plan including a site data box and showing general location of proposed buildings, parking areas, pedestrian and vehicular circulation systems, landscaping areas, relationship to surrounding property.
 - A small location map showing the relationship of the proposed development to the existing road network.
 - Tree survey and preservation plan (*required for developments 5 acres or more in size*).
 - Tentative engineering proposals for water supply, waste water facilities, storm drainage and street improvements.
- ❑ Five (5) copies of a plan showing existing conditions.
 - The existing conditions plan should be professionally drawn site analysis plan at a scale of one inch equals one hundred (100) feet showing the boundaries of the site and the existing natural and man-made conditions on and within one hundred fifty (150) feet of the site.
 - Contain general information including but not limited to a graphic scale, north point, date of preparation, the name of the proposed development, and the name of the land surveyor, land planner or professional engineer who prepared the site analysis.
 - Show natural features including topography (significant slopes designated), soils, wooded areas, natural areas, areas subject to flooding, bodies of water, wetlands, creeks, fens, springs and seeps, rock outcroppings, drainage patterns, vegetation, and wildlife habitat.
 - Show existing man-made features including interior and adjacent streets (with surface width and material noted), buildings, barns, bridges, historical and architectural sites, agriculture drain tile, underground utilities, rights-of-way, easements, neighborhood land uses, political boundaries, present zoning and planned land uses, the names of adjacent property owners, and any conditions of adjacent property which may affect the proposed development.

CONCEPT PLAN SUBMITTAL REQUIREMENTS CONTINUED

(All items required)

- ❑ Completed content of a concept subdivision plat or development plan checklist. The checklist is available for download from the City's website at www.lockport.org, under Community Development Center, then Planning and Zoning.
- ❑ Submit a written statement containing a general explanation of the size and character of the planned development, including a statement of the present ownership of all land within the planned development and include an expected construction schedule.

*** MAXIMUM PLAN/PLAT SIZE IS 24" X 36". WHEN SUBMITTED ALL PLANS/PLATS SHOULD BE FOLDED TO LETTER SIZE. DRAWINGS NOT FOLDED WILL NOT BE ACCEPTED**

I certify that all exhibits and information presented herewith is complete and accurate to the best of my knowledge.

Signature of Applicant/Date

PRELIMINARY PLAN/PLAT SUBMITTAL REQUIREMENTS

(All items required)

- ❑ One (1) original completed PUD application form and payment.
- ❑ One (1) completed preliminary checklist. The checklist is available for download from the City's website at www.lockport.org, under Community Development Center, then Planning and Zoning.
- ❑ Payment of application and review fees. All fees shall be submitted to the Planning Department, except engineering fees. Engineering fees, when applicable, shall be paid directly to the Engineering Department.
- ❑ Five (5) copies of the Preliminary Plan, **prepared in accordance with the City Development Code**, of the subject property prepared and signed by an Illinois land surveyor with dimensions accurately portraying the proposed request. *(Note: Development plans must conform to Lockport's Design Guidelines as contained in Zoning Code sections 156.1001 and 156.1002.)*
- ❑ Five (5) copies of color Architectural elevations of all four sides of each unit or variation of unit **prepared in accordance with the City's Development Code Section 153.20.041**. *(Note: Building materials must conform to Lockport's required exterior building materials as contained in Section 156.1000 of the Zoning Code)*
- ❑ Five (5) copies of the Preliminary Landscape Plan **prepared in accordance with the City Development Code Section 153.150.120**
- ❑ Five (5) copies of a Tree Preservation Plan **prepared in accordance with the City Development Code Section 153.50.125**. *(required for developments 5 acres or more)*
- ❑ A development schedule indicating the approximate dates each phase of the planned development will commence and conclude. Phase information should indicate what development is included in each phase, including open space, site amenities, landscaping, and utilities.
- ❑ Proposed agreements, by-laws, provisions or covenants which govern the use, maintenance and continued protection of the planned development and any of its planned open space or other facilities referred to in division (1)(a).
- ❑ A list of all modifications from the district regulations which will be necessary for the proposed planned development.
- ❑ Existing or proposed annexation agreements or deed restrictions which pertain to the parcel.
- ❑ Fiscal Impact Assessment explaining the estimated fiscal impact of the proposed development on the City, school and park districts, and explaining the methodology and sources of information used in the preparation of the assessment.

PRELIMINARY PLAN/PLAT SUBMITTAL REQUIREMENTS CONTINUED

(All items required)

- ❑ Statement of conformity, ownership and proposed use.
 - Statement of conformity demonstrates how the planned development conforms with zoning code section *156.141 Purpose and Intent* and section *156.143 General Standards and Criteria*.
 - Statement of ownership is a statement and documentation by the applicant(s) verifying the applicant(s) have ownership or control of all land included in the proposed development.
 - Statement of proposed use is a statement of the applicants intention with regard to the future selling or leasing of all portions of the land areas or structures and the proposed use thereof.
- ❑ School population study: a statement estimating the number of children to be generated in each school classification from the different types of dwellings in the proposed subdivision based upon the standards in section 153.30.000 of the Development Code.
- ❑ Correspondence from School District verifying whether a school site is required or cash lieu thereof.
- ❑ Correspondence from Park District verifying whether a park site is required or cash lieu thereof.
- ❑ N.R.I (Natural Resource Inventory Report Application)
- ❑ One (1) copy of National Wetland Inventory Map for the subject area.
- ❑ Verification of submittal of application of the Illinois Department of Natural Resources Endangered Species Consultation (per the IESPA) unless previously completed. *(If previously completed, submit copies of report to the City Planner & City Engineer)*
- ❑ Three (3) sets of preliminary engineering plans meeting all requirements, **as outlined in the Development Code**, are to be submitted directly to the City Engineer
- ❑ Two (2) CDs of the preliminary plat in AutoCAD R14 OR AutoCAD 2000 format plus in PDF format. The plat must include street and lot layout; street names; lot numbers; water main layout; sanitary sewer layout; storm water layout; and any other relevant information.
- ❑ PDF's of the preliminary development plan or subdivision plat, architectural elevations, landscape plan and engineering plans. The PDF's may be emailed to the City Planner or submitted on a CD.

***All submittals will be reviewed for compliance with the requirements of the submittal process as well as the requirements of the Development Code. Failure to meet the requirements may result in an incomplete application and subsequent delay of the petition.**

I certify that all exhibits and information presented herewith is complete and accurate to the best of my knowledge.

Signature of Applicant/Date

FINAL PLAN/PLAN SUBMITTAL REQUIREMENTS

(All items required)

- ❑ One (1) original completed PUD application form.
- ❑ Payment of application and review fees. All fees shall be submitted to the Planning Department, except engineering fees. Engineering fees, when applicable, shall be paid directly to the Engineering Department.
- ❑ A completed final plat/plan checklist. The checklist is available for download from the City's website at www.lockport.org, under Community Development Center, then Planning and Zoning.
- ❑ Five (5) copies of the Final Plan/Plat, **prepared in accordance with the City Development Code**, of the subject property prepared and signed by an Illinois land surveyor with dimensions accurately portraying the proposed request. (*Note: Development plans must conform to Lockport's Design Guidelines as contained in Zoning Code sections 156.1001 and 156.1002.*)
- ❑ Five (5) copies of color final Architectural elevations of all four sides of each unit or variation of unit **prepared in accordance with City Development Code Section 153.50.062**. (*Note: Building materials must conform to Lockport's required exterior building materials as contained in Section 156.1000 of the Zoning Code*)
- ❑ Five (5) copies of the Final Landscape Plan **prepared in accordance with the City Development Code Section 153.150.120**
- ❑ Five (5) Copies of the Final Tree Preservation Plan (*required for developments 5 acres or more in size*)
- ❑ Photometric Plan. As supporting documentation include specification sheets for all site lighting and building mounted fixtures.
- ❑ List/identify any proposed changes or impacts from the approved preliminary Planned Development submittal.
- ❑ Annexation agreement or deed restrictions which pertain to the parcel.
- ❑ Final agreements, by-laws, provisions or covenants which govern the use, maintenance and continued protection of the planned development and any of its planned open space or other facilities conveyed to a homeowners association or similar organization.
- ❑ A detailed final development and construction schedule indicating when each phase is expected to commence and conclude. Detailed phase information shall include open space, site amenities, landscaping, and utilities.
- ❑ Three (3) sets of final engineering plans meeting all requirements, **as outlined in the Development Code**, are to be submitted directly to the City Engineer.
- ❑ Two (2) CDs of the final plans in AutoCAD R14 OR AutoCAD 2000 format plus in PDF format. The plat must include street and lot layout; street names; lot numbers; water main layout; sanitary sewer layout; storm water layout; and any other relevant information. (**Verify requirements with City Engineer**).
- ❑ PDF's of submitted drawings are to be emailed to the City Planner or submitted on a CD.

FINAL PLAN/PLAN SUBMITTAL REQUIREMENTS CONTINUED

(All items required)

- ***PLEASE SUBMIT CHECKLIST WITH COMPLETE SUBMITTAL***
- **All submittals will be reviewed for compliance with the requirements of the submittal process as well as the requirements of the Development Code. Failure to meet these requirements may result in an incomplete application and subsequent delay of the petition.**

I certify that all exhibits and information presented herewith is complete and accurate to the best of my knowledge.

Signature of Applicant/Date