



Community Development Department

City Hall
222 E. 9th Street, 2nd Floor
Lockport, IL 60441
(815) 838-0549, Option 4
www.lockport.org

Preliminary Development Plan Preliminary Subdivision Plat Review

Last revised 2/13/18

Community Development Application

Check all that apply

- Concept Plan Review
- Rezoning
- Special Use Permit for:
 - Planned Unit Development
 - Other: _____
- Preliminary Subdivision Plat Review
 - Residential
 - Commercial
 - Industrial
 - Mixed-Use
- Preliminary Development Plan Review
 - Residential
 - Commercial
 - Industrial
 - Mixed-Use
- Final Subdivision Plat Review
 - Residential
 - Commercial
 - Industrial
 - Mixed-Use
- Final Development Plan Review
 - Residential
 - Commercial
 - 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: _____ PIN # _____

PRESENT ZONING: _____ PROPOSED ZONING _____:

CURRENT USE: _____ PROPOSED USE: _____

FIRE DISTRICT:

- () Lockport Township
- () Homer Township
- () Northwest Homer Township
- () Other _____

SCHOOL DISTRICT (S):

- () 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 _____

OTHER INTERESTED PARTIES:

Fill out contact information for all applicable parties.

CONTACT PERSON:

Name: _____

Address: _____

Phone: _____ Fax: _____

OWNER:

Name: _____

Address: _____

Phone: _____ Fax: _____

ARCHITECT:

Name: _____

Address: _____

Phone: _____ Fax: _____

LAND PLANNER:

Name: _____

Address: _____

Phone: _____ Fax: _____

SURVEYOR:

Name: _____

Address: _____

Phone: _____ Fax: _____

ENGINEER:

Name: _____

Address: _____

Phone: _____ Fax: _____

ATTORNEY:

Name: _____

Address: _____

Phone: _____ Fax: _____

PRELIMINARY DEVELOPMENT PLAN AND/OR SUBDIVISION PLAT CHECKLIST

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

ALL REQUIRED DOCUMENTATION, FEES AND SUPPORTING INFORMATION SHALL BE SUBMITTED TOGETHER. PIECEMEAL SUBMISSIONS WILL NOT BE ACCEPTED.

CONSULT THE CITY'S DEVELOPMENT CODE AND ZONING ORDINANCE FOR REQUIREMENTS AND PROVISIONS.

- One (1) original completed Community Development Application form.
- A written narrative of the proposal and/or a zoning statement indicating whether any zoning changes, variations, or special uses will be needed.
- Payment of all application and review fees in accordance with the City's approved Fee Schedule (below). All fees shall be submitted to the Community Development Department. Please submit separate checks – one for Planning Application & Review Fees and one for Engineering Review Fees.
- One (1) original signed Review & Inspection Fees Acknowledgement & Agreement for Reimbursement Form.
- One (1) original signed preliminary development plan and/or subdivision plat checklist.
- One (1) copy of purchase contract, if applicable.
- One (1) original notarized letter of consent from property owner, if applicable.
- Two (2) CD's or USB drives with PDF's of all documents and plans submitted.
- One (1) copy of a dimensional plat of survey including all PINs and a Legal Description of property.
- Eight (8) copies of a preliminary development plan and/or subdivision plat, prepared in accordance with the City's Development Code and the City's Zoning Ordinance. Plats must be prepared and signed by an Illinois land surveyor with dimensions accurately portraying the proposed request.
- Eight (8) copies of a preliminary architectural elevation plan for all fours (4) sides of all building types in accordance with the requirements of the City's Development Code and the City's Zoning Ordinance (for exterior material standards).
- Eight (8) copies of a preliminary landscape plan showing location, type and approximate size of plantings prepared in accordance with the City's Development Code (for parkway landscaping) and the City's Zoning Ordinance (for on-site landscaping).
- Eight (8) copies of preliminary engineering plans, prepared in accordance with the City's Development Code.
- Three (3) copies of watermain, storm sewer, sanitary sewer and detention capacity and loading calculations prepared by a licensed professional engineer.

PRELIMINARY DEVELOPMENT PLAN AND/OR SUBDIVISION PLAT CHECKLIST
(Continued)

- ❑ Three (3) copies of drain tile information, if applicable.
- ❑ Eight (8) copies of a tree survey and tree preservation plan prepared in accordance with the City's Development Code (*Only required for developments 5 acres or more in size*)
- ❑ For properties 10 acres in size or greater or as requested by the City, eight (8) copies of a 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.
- ❑ 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 of the City's Development Code.
- ❑ Written correspondence from Park District verifying whether a park site is required or cash lieu thereof.
- ❑ Eight (8) copies of any proposed protective covenants, deed restrictions, homeowner's association contracts and other restrictions whereby the subdivider or developer proposes to regulate and otherwise protect the use of the land in the subdivision, if applicable.
- ❑ Eight (8) copies of an existing or proposed annexation agreement or deed restrictions which pertain to the parcel, if applicable.
- ❑ Three (3) copies of a soils investigation report.
- ❑ Three (3) copies of a hazardous waste audit, if applicable.
- ❑ Three (3) copies of a written indication of methods of solid and hazardous waste disposal, if applicable.
- ❑ Three (3) copies of N.R.I (Natural Resource Inventory Report Application)
- ❑ 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 three (3) copies of the report*).
- ❑ Any additional documentation requested by the City during the pre-application meeting.

I certify that all required documentation, fees and supporting information being submitted on behalf of this application request is complete and accurate. I further acknowledge that any missing documentation, fees and/or supporting information can result in a delay of the processing and review of this application request.

Signature of Applicant

Date

**REVIEW & INSPECTION FEES
ACKNOWLEDGEMENT & AGREEMENT
FOR REIMBURSEMENT**

AS THE APPLICANT, YOU ACKNOWLEDGE AND UNDERSTAND THE FOLLOWING:

1. The City currently engages an outside professional engineering firm to complete review/s and inspection/s of all private development proposals. You further acknowledge and agree to pay to the City any and all engineering review and inspection fees and expenses incurred that exceed the amounts collected per the City's approved Fee Schedule. The City shall invoice you directly for the additional amount of fees incurred through the project's completion as determined by the City and/or City's acceptance of all public and private improvements associated with the project, whichever occurs last.

2. The City may engage an outside professional firm to assist with the review/s and/or inspection/s of the application related to legal, land planning, financial or other. You further acknowledge and agree to pay to the City any and all consultant review and inspection fees and expenses incurred that exceed the amounts collected per the City's approved Fee Schedule. The City shall invoice you directly for the additional amount of fees incurred through the project's completion as determined by the City and/or City's acceptance of all public and private improvements associated with the project, whichever occurs last.

3. The review fees listed in the City's approved Fee Schedule allow for three (3) reviews to be completed by staff and any consultants engaged by the City to complete the required reviews of Concept Plans, Preliminary Development Plans or Subdivision Plats, and Final Development Plans or Subdivision Plats. You acknowledge and agree that should additional plan or plat reviews be necessary due to circumstances created by you or your development team, the City may at its discretion, charge an additional review fee equal to one-half (1/2) the original review fees submitted at the time of application for each subsequent review. You further acknowledge that these fees will be paid to the City before any further review of the plan/plat is commenced.

Applicant Name (Printed)

Applicant Signature

Dated

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: _____

FEES

Application Fee	\$ _____
Review Fee	\$ _____
Misc Fee	\$ _____
Engineering Fee	\$ _____
TOTAL	\$ _____

APPLICATION REVIEW PROCESS—A SUMMARY

Below is a summary of the review process. Detailed procedures and requirements for each step in the site development application review process may be found in the Lockport Development Code and, for rezoning, special uses, and planned developments, the Lockport Zoning Code.

Amount of actual time it takes to review an application request will vary depending on the accuracy of the required submittal items, complexity of the proposal and the time of subsequent resubmittals and plan revisions.

1. PRE-APPLICATION MEETING

Every applicant is encouraged to participate in a pre-application meeting to initiate the review process for each new development, zoning change, special use permit or subdivision. The pre-application meeting allows the applicant to familiarize themselves with the City's development objectives and procedures, and to learn about any special circumstances that may exist or be applicable to the subject property.

Staff conducts pre-application meetings are scheduled on each Tuesday morning. The request for pre-application meeting should be made to the City Planner not less than one (1) week prior to the desired date of the meeting. If the applicant has any site plan, maps, data, or other information which may be necessary to illustrate or describe the characteristics of the proposed development, the developer shall deliver such information to the City Planner (typically a minimum of eight (8) hard copies or electronically via email) no later than Wednesday afternoon before the scheduled meeting date. If this information is not received, the meeting may be cancelled.

2. STAFF REVIEW

The City Staff shall review each preliminary development plan and/or subdivision plat application and any accompanying drawings, supporting documentation and statements in order to determine whether such application is consistent with all City requirements, the Comprehensive Plan and the Development Code.

The City Staff shall distribute such drawings, and supporting documentation to such City departments, consultants, or other persons as may be necessary.

- Planning and Zoning
- Building Official
- Development Engineering Consultant
- Fire Protection District/s
- Police Department
- Park District, if applicable
- School Districts, if applicable

The City Staff will receive any comments and or concerns in writing from each department or agency. City Staff will forward comments from the reviewing agencies to the applicant. The City Planner may meet with the applicant and other departments to discuss the comments and or concerns.

3. PLAN & ZONING COMMISSION REVIEW

Upon completion of the Staff review of the application the City Planner shall prepare a staff report and recommendation based upon his/her evaluation of the proposal and the input from other departments and agencies. The City Planner shall circulate copies of the preliminary development plan and/or subdivision plat application and any drawings, statements, and a report of compliance or non-compliance to the Plan & Zoning Commission. At the applicable regularly scheduled meeting, the Plan & Zoning Commission shall review/discuss the preliminary development plan and/or subdivision plat. Prior to the Plan & Zoning Commission meeting, Staff will advise the applicant of the required number of additional plans and documents. These plans and documents are distributed to City Staff and the Plan & Zoning Commission members. Electronic copies of the same will be distributed to City Council members.

The Plan & Zoning Commission is responsible for interpreting the City's development goals and objectives and making recommendations concerning land use and land development in the City to the City Council. The Commission can make recommendations to vary the requirements of the Development Code and, in some instances, the Zoning Ordinance.

The Plan & Zoning Commission relies upon the evaluations/recommendations of the City Staff and Consultants and the input of the public in determining the course of action on each development application. The Plan & Zoning Commission may accept, reject, or modify any Staff recommendation. It is the responsibility of the applicant to present the facts pertinent to his/her case. It is the applicant's responsibility to demonstrate that the criteria for approving or granting the requested application have been satisfied.

4. COMMITTEE OF THE WHOLE/CITY COUNCIL REVIEW

The City Council makes the final decisions regarding any preliminary development plan and/or subdivision application. Before a final decision is made, however the requested action will appear first on the Committee of the Whole agenda for discussion and direction only. At the next meeting or future City Council meeting, the approving resolution or ordinance is presented for any further discussion and final consideration. The City Council can approved an application as presented, approve an application with modifications as discussed, or deny an application outright.

5. CITY RECORD

A certified copy of the resolution approving or disapproving the preliminary development plan and/or subdivision plat shall be filed in the Office of the City Clerk attached to said preliminary development and/or subdivision plat.

CITY OF LOCKPORT FEES

A. Planning Application and Review Fees

1. **Concept, Preliminary and/or Final Plat or Plan:** Upon presentation of any subdivision and/or development plan, the Applicant shall pay a non-refundable application and review fee of the following:
 - a. Application Fee: \$250 plus \$10 per acre of land or fraction thereof in the proposed subdivision or development.
 - b. Review Fee:
 - 1) Concept and/or Preliminary Plan
 - a) Less than three (3) acres: \$ 2,000
 - b) 3.01 to 5.00 acres: \$ 3,000
 - c) 5.01 to 10.00 acres: \$ 4,000
 - d) Greater than ten (10) acres: \$ 5,000
 - 2) Final Plan / Final Plat
 - a) Less than three (3) acres: \$ 1,000
 - b) 3.01 to 5.00 acres: \$ 2,000
 - c) 5.01 to 10.00 acres: \$ 3,000
 - d) Greater than ten (10) acres: \$ 4,000
2. **Amendments to Concept, Preliminary and/or Final Plat or Plan Application and Review Fees:** Upon presentation of an amendment to an approved, Concept, Preliminary and/or Final Plat or Plan, the Applicant shall pay a non-refundable application and review fee of:
 - a. Application Fee: \$100 plus \$10 per acre of land or fraction thereof in the proposed subdivision or development.
 - b. Review Fee: \$2,000

B. Annexation, Annexation Agreement and/or Developer’s Agreement Review Fees

Upon presentation of an application to annex into the City of Lockport, or submission of an Annexation, Annexation Agreement and/or Developer’s Agreement, and/or any amendment to the above, the Applicant shall pay a non-refundable fee of the following amount:

1. Residential developments (excluding planned unit developments):

Less than 2 acres:	\$ 225
2 acres to less than 5 acres:	\$ 300
5 acres to 10 acres:	\$ 1,000
10+ acres:	\$ 2,000
2. Nonresidential developments, planned unit developments, and/or mixed use planned unit developments: \$1,500 + \$100 per acre for every acre over two (2) acres.
3. Publication Costs: All developments shall reimburse the City for publication costs associated with the Annexation Public Hearing or other hearings prior to execution of the Annexation Agreement or Developer’s Agreement.

C. Engineering Plan Review and Inspection Fees

1. Concept Plan Review Fee: At the time of application for review of a Concept Plan, the applicant shall pay a non-refundable engineering review fee of the following:

Less than 3 acres:	\$ 1,500
3 acres to less than 5 acres:	\$ 1,500
5 acres to less than 10 acres:	\$ 4,000
10 acres to less than 30 acres:	\$ 4,000
30 + acres:	\$ 4,000

2. Preliminary Plat/Plan Review Fee: At the time of application for review of a Preliminary Plat/Plan, the applicant shall pay a non-refundable engineering review fee of the following:

Less than 3 acres:	\$ 5,000
3 acres to less than 5 acres:	\$ 5,000
5 acres to less than 10 acres:	\$ 8,500
10 acres to less than 30 acres:	\$ 8,500
30 + acres:	\$ 8,500

3. Final Engineering Review Fee: At the time of final Engineering submittal, the applicant shall pay a non-refundable engineering review fee in the amount of 2% of the design engineer’s estimate of probable cost of total public and private site improvements, as approved by the Director of Public Works & Engineering, which includes but is not limited to: mass grading, stormwater management facilities, sanitary sewer, water mains, storm sewers, street improvements, street lighting, sidewalks, landscaping, erosion control, street signs, traffic control signs. The estimate shall be delineated into the on-site and off-site public improvements and private improvements, when applicable, as estimated by the design engineer and approved by the Director of Public Works & Engineering.

4. **Final Engineering Inspection Fee:** At the time of posting the required Letter of Credit or Performance Bond, the applicant shall pay a non-refundable inspection fee in the amount of 2% of the design engineer's estimate of probable cost of total site improvements as approved by the Director of Public Works & Engineering. Inspection fees shall be in addition to the required Final Engineering Review Fee in item 3 above.
 5. **Reimbursement of Additional Fees:** At its discretion, the City may elect to hire a professional consulting firm to complete engineering plan reviews and /or inspections. The Developer shall reimburse the City any and all engineering review and inspection fees incurred that exceed the amounts collected in items 1-4 above, through the project's completion; as determined by the Director of Public Works & Engineering and the City's acceptance of all public and private improvements associated with the project.
- D. **Stormwater Management Permit Fee:** After the completion of the review of the final engineering documents for any subdivision or development requiring a City of Lockport stormwater management permit, the Applicant shall pay a non-refundable stormwater permit fee in the amount of \$250 for all developments.
- E. **Other Fees:** The applicant, or petitioner, as the case may be, shall be obligated to reimburse the City of Lockport for any fees incurred by the City for hiring professional consultants (legal, land planning, financial or other professional consultants) that may be required in the review of the application.
- F. **Excessive Number of Reviews & Fees:** The review fees listed above allow for three (3) reviews to be completed by staff and any consultants engaged by the City to complete the required reviews of Concept Plans, Preliminary Development Plans or Subdivision Plats, and Final Development Plans or Subdivision Plats. Should additional plan or plat reviews be necessary due to circumstances created by the applicant, the City may at its discretion, charge an applicant an additional review fee equal to one-half (1/2) the original review fees submitted at the time of application for each subsequent review. The applicant shall pay these fees to the City before any further review of the plan/plat is commenced.

**** ALL FEES ARE SUBJECT TO CHANGE****