



Community Development Department

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

Conventional Site Plan Review

Last revised 8/18/2021

The Conventional Site Plan Review process is for projects that **do not** require variances, special use permits (including PUD), rezoning, annexation or are intended to subdivide land.

Community Development Application

Conventional Site Plan Review

Applicant: _____

Address: _____

Phone: _____ 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: _____

CURRENT USE: _____ PROPOSED USE: _____

FIRE DISTRICT:

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

PARK DISTRICT:

- () Lockport Township

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
- () Other _____

OTHER INTERESTED PARTIES:

Fill out contact information for all applicable parties.

CONTACT PERSON:

Name: _____

Address: _____

Phone: _____ Email: _____

OWNER:

Name: _____

Address: _____

Phone: _____ Email: _____

ARCHITECT:

Name: _____

Address: _____

Phone: _____ Email: _____

LAND PLANNER:

Name: _____

Address: _____

Phone: _____ Email: _____

SURVEYOR:

Name: _____

Address: _____

Phone: _____ Email: _____

ENGINEER:

Name: _____

Address: _____

Phone: _____ Email: _____

ATTORNEY:

Name: _____

Address: _____

Phone: _____ Email: _____

CONVENTIONAL SITE PLAN (CSP) REVIEW INTAKE MEETING CHECKLIST

MAXIMUM PLAN SIZE IS 24" X 36". ALL PLANS 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 reason for seeking concept plan review. Include a list of other similar developments/projects and their locations in which your company has been a part of.
- 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. Separate checks are to be provided - one for Planning Application & Review Fees and one for Engineering Review Fees.
- Two (2) copies of an Engineer's Estimate of Probable Cost for all public and private improvements.
- One (1) original signed Review & Inspection Fees Acknowledgement & Agreement for Reimbursement form.
- One (1) original signed CSP Intake Meeting Submittal Checklist.
- One (1) copy of purchase contract, if applicable.
- One (1) original notarized letter of consent from property owner, if applicable.
- Eight (8) copies of a Location Map showing the subject property in relation to the corporate limits of the City and existing streets and adjoining properties.
- Eight (8) copies of a Plat of Survey for the property including all PINs and a legal description.
- Eight (8) copies of a Dimensional Site Plan including a site data box and showing general location of proposed buildings, parking areas, pedestrian and vehicular circulation systems, landscaping areas, existing use of property within 100 feet of the boundaries of the site.
- Eight (8) copies of comparable architectural building designs.
- Any additional documentation requested by the City staff prior to Intake meeting, if applicable.
- Two (2) USB drives with PDFs of all documents and plans submitted.

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

CONVENTIONAL SITE PLAN (CSP) REVIEW FINAL SUBMITTAL CHECKLIST

MAXIMUM PLAN SIZE IS 24" X 36". ALL PLANS 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.
- 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 Conventional Site Plan checklist.
- One (1) copy of purchase contract, if applicable.
- One (1) original notarized letter of consent from property owner, if applicable.
- Two (2) copies of any restrictions or covenants, if applicable

- One (1) copy of a dimensional plat of survey, including all PINs and a legal description of the property.
- Two (2) copies of an Engineer's Estimate of Probable Cost for all public and private improvements.
- Two (2) CD's or USB drives with PDF's of all documents and plans submitted.

- Eight (9) copies of Conventional Site Plan in accordance with the requirements of the City's Development Code.
- Eight (9) copies of a final landscape plan showing location, type and approximate size of plantings in accordance with the requirements of the City's Development Code.
- Eight (9) copies of a final architectural elevation plan for all four (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 (9) copies of a final engineering plan in accordance with the City's Development Code.
- Eight (9) copies of a tree preservation plan prepared in accordance with the City's Development Code. Eight (9) copies of a Site Lighting/Photometric Plan, including details and specifications for all proposed ground and wall mounted light fixtures.
- Eight (9) copies of a Sign Plan, including all freestanding and wall signage in accordance with the City's Sign Code.

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, Conventional Site 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

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 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. INTAKE MEETING

Every applicant for a Conventional Site Plan approval is required to participate in an Intake meeting to initiate the review process for each new development utilizing the Conventional Site Plan Review process. The Intake 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 Intake meetings on each Tuesday morning (subject to change). The request for an Intake meeting should be made to the City Planner not less than one (1) week prior to the desired date of the meeting. The developer shall deliver the items listed on the Intake Meeting checklist to the City Planner no later than Wednesday afternoon before the scheduled meeting date. If this information is not received, the meeting will be cancelled. The City Staff shall review each Conventional Site Plan application and the Intake submittal 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, including:

- Planning and Zoning
- Building Official
- Public Works & Engineering (including Development Engineering Consultant)
- Fire Protection District(s)
- Police Department
- Park District, if applicable
- School District(s), if applicable
- Plan and Zoning Commission liaison
- City Council liaison

The City Staff will meet with the applicant at the Intake meeting to hear a description of the project, answer any questions the applicant has for staff and convey feedback from the Intake submittal review. Although written comments may be generated, the feedback at this meeting is informal in nature, not written, and is intended to guide the applicant as they develop plans towards a final submittal. Additional detailed conversations and staff reviews are expected between the Intake meeting and final submittal. Written review comments will be generated upon the first final document submittal with subsequent reviews until all staff comments are resolved.

2. FINAL SUBMITTAL MEETING

Upon completion of the final submittal Staff review period the City Planner shall prepare a staff report and recommendation based upon his/her evaluation of the submittal and the input from other departments and agencies. The City Planner shall circulate copies of the final Conventional Site Plan application and any drawings, statements, and the staff report and recommendation to the Conventional Site Plan Review Committee (CSPRC). At the applicable regularly scheduled meeting, the CSPRC shall review/discuss the final submittal. Prior to the CSPRC meeting, Staff will advise the applicant of the required number of plan and document copies. These plans and documents are distributed to CSRPC members.

The CSPRC may approve as submitted, approve with written conditions, request revisions prior to approval at a subsequent meeting or deny the application with written findings. It is the responsibility of the applicant to present the facts pertinent of his/her case. It is the applicant's responsibility to demonstrate that the criteria for approving or granting the requested application have been satisfied.

If the CSPRC denies an application, the applicant may file a request to appeal to the Plan and Zoning Commission and, subsequently upon recommendation from the PZC, the City Council.

3. CITY RECORD

A certified copy of the letter approving the Conventional Site Plan shall be filed in the Office of the City Clerk attached to the approved final development plan and/or subdivision plat.

The final approval letter shall not be signed until the Final Engineering has been approved by the City and the development financial guarantee required under 153.20.060 has been accepted by the City.

CITY OF LOCKPORT FEES

		Project Size (acres)				
		0 to 3	3.01 to 5	5.01 to 10	10.01+	
Initial Application fee (all projects)		\$260	\$280	\$320	\$360	
Map Amendment/Rezoning		\$500	\$750	\$1,000	\$1,500	
Special Use Permit (not including PD)		\$500	\$750	\$1,000	\$1,500	
Residential Annexation and/or Development Agreement		\$225	\$500	\$1,000	\$2,000	
Non-residential Annexation and/or Development Agreement		\$1,500	\$1,800	\$2,300	\$3,000	
Concept Plan Review						
Planned Development or Prelim/Final One Step Fee (combined of Prelim, Final)	Planning	\$1,500	\$2,000	\$3,000	\$4,000	
	Engineering	\$1,500	\$2,000	\$4,000	\$4,000	
	Preliminary Plan Review					
	Planning	\$2,200	\$3,200	\$4,200	\$5,200	
	Engineering	\$5,100	\$5,500	\$8,500	\$9,500	
	Final Plan Review					
	Planning	\$1,100	\$2,200	\$3,200	\$4,200	
	Planning Inspection (construction)***	\$50	\$100	\$200	\$300	
	Engineering*	\$2000 + (3% of EOPC under \$200,000) + (1.5% of EOPC between \$200,000 to \$1,000,000) + (1.25% of EOPC over \$1,000,000)				
	Engineering Inspection (construction)*	\$2000 + (3% of EOPC under \$200,000) + (1.5% of EOPC between \$200,000 to \$1,000,000) + (1.25% of EOPC over \$1,000,000)				
	Amendments to Concept, Preliminary, Final, PD		\$1,500	\$2,500	\$3,000	\$3,500
	Conventional Site Plan Review					
	Intake Review (Planning)	\$1,500	\$2,000	\$4,000	\$4,000	
	Intake Review (Engineering)	\$1,500	\$2,000	\$4,000	\$4,000	
Final Review (Planning)	\$2,500	\$3,500	\$4,500	\$5,500		

Inspection (construction)*** (Planning)	\$50	\$100	\$200	\$300
Final Review (Engineering)*	\$2000 + (3% of EOPC under \$200,000) + (1.5% of EOPC between \$200,000 to \$1,000,000) + (1.25% of EOPC over \$1,000,000)			
Inspection (construction)* (Engineering)	\$2000 + (3% of EOPC under \$200,000) + (1.5% of EOPC between \$200,000 to \$1,000,000) + (1.25% of EOPC over \$1,000,000)			

Variations	1 Variance	2+ Variations
Administrative	\$350	\$50/each add'l
Plan and Zoning Commission**	\$600	\$50/each add'l

* Engineering Fees for Review and Inspection fees are determined as a percentage of the Engineer's Opinion of Probable Cost for all public and private improvements; see 153.70.050(C)(3) and (4) for additional information.

** Administrative fee applies to PZC fee.

*** A reinspection fee of \$100 will apply if city staff is required to inspect the site after the first inspection.

Note: This chart does not reflect required Impact Fees or Building Permit Fees, contact Building Dept for additional information

- A. **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.
- B. **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.
- C. **Other Fees:** The applicant, or petitioner, as the case may be, shall be obligated to sign a Professional Fee Agreement at the time of document submittal and 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.
- D. **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 ***

FEES

Application Fee \$ _____

Review Fee \$ _____

Misc. Fee \$ _____

Engineering Fee \$ _____

TOTAL \$ _____