

CITY OF NAPERVILLE

TRANSPORTATION, ENGINEERING, AND DEVELOPMENT (TED)

BUSINESS GROUP

400 S. Eagle Street

Naperville, IL 60540

[www.naperville.il.us](http://www.naperville.il.us)

# APPLICATION FOR

# ENGINEERING APPROVAL

**November 8, 2023**

**Transportation, Engineering, & Development (TED) Business group**

Use this packet to request engineering approval when consideration by the Naperville Planning and Zoning Commission and/or approval from the Naperville City Council is **not** required. This Application for Engineering Approval is available on the City’s website at [www.naperville.il.us/developmentpetition.aspx](http://www.naperville.il.us/developmentpetition.aspx). Questions may be directed to the City of Naperville TED Business Group at [DRT@naperville.il.us](mailto:DRT@naperville.il.us).

***E-Plan Review***

“E-plan review” is short-hand for electronic plan review. It is the process of reviewing development submittals in a digital format instead of on paper. All development projects submitted to the City require e-plan review. All plans (e.g., site plan, engineering plans, landscape plans, etc.) and application materials (e.g. parking and traffic studies, application forms, etc.) associated with these projects must be provided to the City of Naperville electronically per the following table:

|  |  |  |
| --- | --- | --- |
| **Required E-Plan Review Submittals** | **Format\*** | **Page** |
| Engineering Application Form | PDF File | 4 - 7 |
| Disclosure of Beneficiaries | PDF File | 8 - 11 |
| Plan Submittals\*\* | PDF File | N/A |
| Fees\*\* | Check | 12 |

**\*Submittals must comply with the formatting and filename specifications detailed in the Naperville** [PDF Submittal Requirements](https://www.naperville.il.us/services/permits--licenses/development-petition-and-application/) **and** [Naperville Required Submittal List](https://www.naperville.il.us/services/permits--licenses/development-petition-and-application/).

**\*\*Refer to the Concept Meeting Summary (if applicable) for the required plan submittals and fees or contact your Project Manager is you have questions.**

**DEVELOPMENT REVIEW PROCESS**

1. Prior to submittal of an Application for Engineering Approval, please email a brief description of your project to the TED Business Group at [DRT@naperville.il.us](mailto:DRT@naperville.il.us) to determine whether or not a concept meeting is required. A Project Manager will be assigned to you at this time.
2. Following your concept meeting (if required), prepare a complete Application for Engineering Approval including all materials noted in your Concept Meeting Summary and in the Required E-plan Review Submittals table above. All submittals shall comply with the formatting and filename specifications detailed in the Naperville [PDF Submittal Requirements](https://www.naperville.il.us/services/permits--licenses/development-petition-and-application/) and [Naperville Required Submittal List](https://www.naperville.il.us/services/permits--licenses/development-petition-and-application/).
3. Contact your project manager to obtain access to Naperville’s e-Review submittal portal. See the [Naperville E-Review Submittal](https://www.naperville.il.us/services/permits--licenses/development-petition-and-application/) Instructions for additional details.

1. Electronically submit the complete Application for Engineering Approval including all items noted in the Required E-plan Review Submittals table above. *Submittals will not be accepted and/or processed until all of the submittal requirements are met.*
2. Once the complete Application for Engineering Approval is accepted, it will be forwarded to City departments (e.g. planning, utilities, engineering, etc.) for review and comment.
   * First submittals are subject to a 21 calendar day review cycle; and
   * Subsequent submittals (as applicable) are subject to a 14 calendar day review cycle.
3. Upon receipt of the submittal, the Project Manager will contact you with the fee requirement for the project. All required fees must be paid in full by check payable to the City of Naperville prior to release of the City’s next set of review comments. You may drop off the check to the Development Services Counter on the 1st floor of the Municipal Center, 400 S Eagle Street, or mail it to your Project Manager’s attention at City of Naperville, 400 S Eagle Street, Naperville IL 60540.
4. Once all required fees are paid, the Project Manager will transmit the City’s review comments to the Primary Contact identified on the Engineering Application Form. Comments may necessitate revisions and resubmittal.

**EFFECTIVE PERIOD OF APPLICATION**

Please note that Applications for Engineering Approval are only valid for a period of two years from the date of application submission and that all cases will be closed by the City without further notice to the Applicant after the two-year period has expired.

CITY OF NAPERVILLE

## ENGINEERING APPLICATION FORM

DEVELOPMENT NAME (should be consistent with plat):

ADDRESS OF SUBJECT PROPERTY:

PARCEL IDENTIFICATION NUMBER (P.I.N.)

**I. APPLICANT**:

APPLICANT’S ADDRESS:

CITY: STATE: ZIP CODE:

PHONE: E-MAIL ADDRESS:

**II. OWNER(S)**:

OWNER’S ADDRESS:

CITY: STATE: ZIP CODE:

PHONE: E-MAIL ADDRESS:

**III. PRIMARY CONTACT** *(review comments sent to this contact)*:

RELATIONSHIP TO APPLICANT:

PHONE: EMAIL ADDRESS:

**IV. OTHER STAFF**

NAME:

RELATIONSHIP TO APPLICANT:

PHONE: EMAIL ADDRESS:

NAME:

RELATIONSHIP TO APPLICANT:

PHONE: EMAIL ADDRESS:

ACREAGE OF PROPERTY:

DESCRIPTION OF PROPOSAL (use a separate sheet if necessary)

**V. PETITIONER’S SIGNATURE**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Petitioner’s Printed Name and Title), being duly sworn, declare that I am duly authorized to make this Petition, and the above information, to the best of my knowledge, is true and accurate.

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

(Signature of Petitioner or authorized agent) (Date)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

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

(Notary Public and Seal)

**VI. REQUIRED DISCLOSURE:**

DISCLOSE ANY ORDINANCES, COVENANTS, DEED RESTRICTIONS, OR AGREEMENTS RECORDED AGAINST THE PROPERTY WHICH CURRENTLY APPLY TO OR AFFECT THE PROPERTY.

* For ordinances, provide only the title(s) of the ordinance and their recording number.
* For mortgages, provide only the name of the current mortgagee and the recording number.
* For all other documents, provide an electronic copy with this Petition with the recording number.

**FAILURE TO FULLY COMPLY WITH THIS REQUIRED DISCLOSURE WILL ENTITLE THE CITY TO REVOKE ONE OR MORE APPROVALS SOUGHT IN THIS APPLICATION.**

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

**VII. OWNER’S AUTHORIZATION LETTER[[1]](#footnote-1)**

I/we hereby certify that I/we am/are the owner(s) of the above described Subject Property. I/we am/are respectfully requesting processing and approval of the request(s) referenced in this Petition. I/we hereby authorize the Petitioner listed on this Petition to act on my/our behalf during the processing and presentation of this request(s).

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

(Signature of 1st Owner or authorized agent) (Signature of 2nd Owner or authorized agent)

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

(Date) (Date)

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

1st Owner’s Printed Name and Title 2nd Owner Printed Name and Title

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

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

(Notary Public and Seal)

**CITY OF NAPERVILLE**   
**PETITIONER/APPLICANT** - DISCLOSURE OF BENEFICIARIES

In compliance with Title 1 (Administrative), Chapter 12 (Disclosure of Beneficiaries) of the Naperville Municipal Code (“Code”), as amended, the following disclosures are required when any person or entity applies for permits, licenses, approvals, or benefits from the City of Naperville unless they are exempt under 1-12-5:2 of the Code. Failure to provide full and complete disclosure will render any permits, licenses, approvals or benefits voidable by the City.

1. Petitioner:

Address:

1. Nature of Benefit sought:
2. Nature of Petitioner (select one):

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Individual | e. | Partnership |
| b. | Corporation | f. | Joint Venture |
| c. | Land Trust/Trustee | g. | Limited Liability Corporation (LLC) |
| d. | Trust/Trustee | h. | Sole Proprietorship |

1. If Petitioner is an entity other than described in Section 3, briefly state the nature and characteristics of Petitioner:

1. If your answer to Section 3 was anything other than “Individual”, please provide the following information in the space provided on page 9 (or on a separate sheet):
   1. **Limited Liability Corporation (LLC):** The name and address of all members and managing members, as applicable. If the LLC was formed in a State other than Illinois, confirm that it is registered with the Illinois Secretary of State’s Office to transact business in the State of Illinois.
   2. **Corporation:** The name and address of all corporate officers; the name and address of every person who owns five percent (5%) or more of any class of stock in the corporation; the State of incorporation; the address of the corporation's principal place of business. If the State of incorporation is other than Illinois, confirm that the corporation is registered with the Illinois Secretary of State’s Office to transact business in the State of Illinois.
   3. **Trust or Land Trust:** The name, address and interest of all persons, firms, corporations or other entities who are the beneficiaries of such trust.
   4. **Partnerships:** The type of partnership; the name and address of all general and limited partners, identifying those persons who are limited partners and those who are general partners; the address of the partnership's principal office; and, in the case of a limited partnership, the county where the certificate of limited partnership is filed and the filing number.
   5. **Joint Ventures:** The name and address of every member of the joint venture and the nature of the legal vehicle used to create the joint venture.
   6. **Sole Proprietorship:** The name and address of the sole proprietor and any assumed name.
   7. **Other Entities:** The name and address of every person having a proprietary interest, an interest in profits and losses or the right to control any entity or venture not listed above.

1. Name, address and capacity of person making this disclosure on behalf of the Petitioner:

VERIFICATION

I, (print name), being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the Petitioner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature:

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Notary Public and seal

**CITY OF NAPERVILLE**   
**PROPERTY OWNER** - DISCLOSURE OF BENEFICIARIES

In compliance with Title 1 (Administrative), Chapter 12 (Disclosure of Beneficiaries) of the Naperville Municipal Code (“Code”), as amended, the following disclosures are required when any person or entity applies for permits, licenses, approvals, or benefits from the City of Naperville unless they are exempt under 1-12-5:2 of the Code. Failure to provide full and complete disclosure will render any permits, licenses, approvals or benefits voidable by the City.

1. Owner:

Address:

1. Nature of Benefit sought:
2. Nature of Owner (select one):

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Individual | e. | Partnership |
| b. | Corporation | f. | Joint Venture |
| c. | Land Trust/Trustee | g. | Limited Liability Corporation (LLC) |
| d. | Trust/Trustee | h. | Sole Proprietorship |

1. If Owner is an entity other than described in Section 3, briefly state the nature and characteristics of Owner:

1. If your answer to Section 3 was anything other than “Individual”, please provide the following information in the space provided on page 9 (or on a separate sheet):
   1. **Limited Liability Corporation (LLC):** The name and address of all members and managing members, as applicable. If the LLC was formed in a State other than Illinois, confirm that it is registered with the Illinois Secretary of State’s Office to transact business in the State of Illinois.
   2. **Corporation:** The name and address of all corporate officers; the name and address of every person who owns five percent (5%) or more of any class of stock in the corporation; the State of incorporation; the address of the corporation's principal place of business. If the State of incorporation is other than Illinois, confirm that the corporation is registered with the Illinois Secretary of State’s Office to transact business in the State of Illinois.
   3. **Trust or Land Trust:** The name, address and interest of all persons, firms, corporations or other entities who are the beneficiaries of such trust.
   4. **Partnerships:** The type of partnership; the name and address of all general and limited partners, identifying those persons who are limited partners and those who are general partners; the address of the partnership's principal office; and, in the case of a limited partnership, the county where the certificate of limited partnership is filed and the filing number.
   5. **Joint Ventures:** The name and address of every member of the joint venture and the nature of the legal vehicle used to create the joint venture.
   6. **Sole Proprietorship:** The name and address of the sole proprietor and any assumed name.
   7. **Other Entities:** The name and address of every person having a proprietary interest, an interest in profits and losses or the right to control any entity or venture not listed above.

1. Name, address and capacity of person making this disclosure on behalf of the Owner:

VERIFICATION

I, (print name), being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the Owner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature:

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Notary Public and seal

**REQUIRED FEES**

*If applicable, refer to the Concept Meeting Checklist for a summary of the required fee submittals or contact a project manager for additional information.*

|  |  |
| --- | --- |
| FEE | **AMOUNT** |
| **Base Process Fee (Administrative)** | $500.00 |
| Engineering Review Fees |  |
| Preliminary Engineering | $25 per page |
| Final Engineering | $150.00 per page |
|  |  |
| **Agreements** (e.g., annexation, owner’s acknowledgement, encroachment, easements, declarations, surety, at-risk)   1. Basic 2. Standard 3. Complex | $250.00 per agreement  $500.00 per agreement  $1,000.00 per agreement |
|  |  |
| **Technical Study and Report Review Fee** | $400 (includes all resubmittals) |
|  |  |
| **Field Change** | $300 (includes all resubmittals) |
|  |  |
| **Record Drawings** | $300 (includes all resubmittals) |
|  |  |
| **Site Permit Fee** |  |
| Residential | 1.5% of approved engineer’s cost estimate (paid prior to recording of plat) |
| Non-Residential | 1.65% of the approved engineer’s cost estimate |
| **Soil Erosion Control Permit** | $358.00 |

1. Please include additional pages if there are more than two owners. [↑](#footnote-ref-1)