



**CITY OF NAPERVILLE  
TRANSPORTATION, ENGINEERING, AND  
DEVELOPMENT (TED) BUSINESS GROUP**

**PETITION FOR  
DEVELOPMENT APPROVAL**

**April 2011**

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## DESCRIPTION OF PROCESS

### Public Hearings Cases

The following development requests will require a public hearing before the Planning and Zoning Commission:

- Rezoning
- PUD/Major Change to the PUD
- Conditional Use/Major Change to the Conditional Use
- Zoning Variances processed in conjunction with a Development Case

In order to be scheduled for a Planning and Zoning Commission public hearing date, please submit a completed development petition *including all materials* detailed in **Attachment 1**. Upon receipt of the submittal packet, the plans will be reviewed by city staff and comments will be returned within 3-4 weeks. Once staff determines that the development plans are presentable (typically 1-2 review cycles, but possibly more depending on the nature of the proposal), the petitioner's case will be scheduled for a public hearing in front of the Planning and Zoning Commission.

Planning and Zoning Commission meetings are held twice per month on Wednesday evenings at 7:00 pm in the City Council chambers. The number of public hearings per Planning and Zoning Commission agenda is limited; therefore, cases will not be scheduled until all development plans are complete and presentable as determined by city staff.

Once a case is scheduled for public hearing, the petitioner will receive a notice from the Project Manager assigned to the case indicating the date of public hearing and the case number assigned to the project. At least 15 days, but not more than 30 days, prior to the scheduled public hearing date, the petitioner will be required to post a sign on the subject property and send notification (by certified mail) of the public hearing to property owners within 250 feet of your property (see **Attachments 2, 3 and 7**). For further detail regarding the notification requirements associated with specific development requests, please refer to the Public Notice Requirements Summary Table identified as **Attachment 4**.

Please note that **the language for all required public notice (signs and letters) must be reviewed by city staff prior to distribution**. Although newspaper notification is required for public hearings, this requirement is addressed by city staff and is not the responsibility of the petitioner.

Following the completion of the written notification requirements (but no later than 7 days prior to the public hearing date), the petitioner shall file an affidavit with the Project Manager swearing that the notification requirements have been completed, per the ordinance requirements. This affidavit should include a copy of all addresses that the notification was sent to, as well as a copy (sample) of the notice sent (see **Attachment 5**).

It should be noted that if the public hearing is continued, the petitioner is required to update the public hearing sign to reflect the new hearing date at least 10 days in advance of said meeting. The petitioner is also responsible for removing the hearing sign no later than 7 days after the conclusion of the public hearing and may be subject to fine if this action is not completed.

At the Planning and Zoning Commission meeting, city staff will provide a brief overview of the proposal; the petitioner (or a designated representative) may then choose to provide additional detail regarding the proposal. Following the presentations made by staff and the petitioner, the Planning and Zoning Commission will collect public input. After the public testimony is received, the Planning and Zoning Commission will close the public

hearing (either at the same meeting or at the next scheduled meeting) and move to a workshop session in which a recommendation will be rendered.

After a Planning and Zoning Commission recommendation is made, the case is subject to City Council final review and approval. Cases will not be scheduled for City Council until staff has determined that all of the required plan submittals (i.e., PUD plat, subdivision plat, landscaping plan, etc.) are in technical compliance with the required ordinances and Annexation Agreements/Owners Acknowledgement and Acceptance Letters (where applicable) have been drafted by staff and signed by the petitioner. All plans must be fully approved at least 3 weeks prior to the City Council meeting in which the case will be considered (City Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month), so as to allow staff time to prepare the necessary correspondence and approval ordinances.

### **Presentation Cases**

Two development actions that require a presentation (rather than a public hearing) before the Planning and Zoning Commission are:

- Subdivisions that exceed 5 acres in size or result in the creation of 5 or more lots
- Subdivisions that include waivers to the Subdivision Ordinance

Presentations follow the same process as the public hearings noted above (e.g., scheduling of a meeting date, recommendations, etc.). However, presentations differ from public hearings in that the Planning and Zoning Commission is not required to, but may, accept public testimony at the meeting. The public notification requirements for presentation cases vary depending on the nature of the proposal. To determine what notification requirements accompany a presentation case, please refer to the Public Notice Requirements Summary Table (**Attachment 4**).

If public notice is required, the petitioner shall be required to submit a signed affidavit to the project manager assigned to the case at least seven (7) days prior to the scheduled public hearing date attesting that all applicable public notification requirements have been satisfied.

### **Planning Services Team (PST) Cases**

Several development actions will require only review and approval by the City Council (e.g., Planning and Zoning Commission review is not required), including:

- Minor Change to a Conditional Use
- Minor Change to a PUD
- Subdivisions less than 5 acres in size, being divided into fewer than 5 lots
- Final PUD/Subdivision Plats that are in substantial conformance to the approved Preliminary Plats

The cases listed above do not require consideration by the Planning and Zoning Commission but some require public notification, depending on the scope of the proposal. To determine what notification requirements accompany a Planning Services Team (PST) case, please refer to the Public Notice Requirements Summary Table (**Attachment 4**).

If public notice is required, the petitioner shall be required to submit a signed affidavit to the Project Manager assigned to the case at least seven (7) days prior to the scheduled public hearing date attesting that all applicable public notification requirements have been satisfied.



**CITY OF NAPERVILLE  
T.E.D. BUSINESS GROUP  
PETITION FOR DEVELOPMENT APPROVAL**

Development Name (should be consistent with plat): \_\_\_\_\_

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

P.I.N. Number (s): \_\_\_\_\_

Date of Submission: \_\_\_\_\_

**I. APPLICANT:**

\_\_\_\_\_  
Name Corporation

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code Telephone Number

\_\_\_\_\_  
**Primary Contact Person** Relationship to Applicant Telephone Number

\_\_\_\_\_  
Fax Number E-Mail Address

**II. OWNER OF THE PROPERTY:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address Telephone Number

**III. APPLICANT'S/PETITIONER'S STAFF:**

**Attorney:** \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**Engineer:** \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**IV. ACTION REQUESTED (Check applicable boxes and complete corresponding Exhibits):**

- |   |   |
|---|---|
| <input type="checkbox"/> Annexation (see <b>Section V</b> below)                                    | <input type="checkbox"/> Subdivision Waiver / Deviation to Platted Setback Line<br>(Complete <b>Exhibit 4</b> ) |
| <input type="checkbox"/> Rezoning from ____ To ____<br>(Complete <b>Exhibit 1</b> )                 | <input type="checkbox"/> Zoning Variance<br>(Complete <b>Exhibit 5</b> )  |
| <input type="checkbox"/> Preliminary PUD Plat<br>(Complete <b>Exhibit 2</b> )                       | <input type="checkbox"/> Final PUD Plat<br>(Complete <b>Exhibit 2</b> )   |
| <input type="checkbox"/> Major Change to a Planned Unit Development<br>(Complete <b>Exhibit 2</b> ) | <input type="checkbox"/> Minor Change to a Planned Unit Development<br>(Complete <b>Exhibit 2</b> )             |
| <input type="checkbox"/> Preliminary Plat of Subdivision  | <input type="checkbox"/> PUD Deviation (Zoning or Subdivision)  |
| <input type="checkbox"/> Conditional Use<br>(Complete <b>Exhibit 3</b> )                            | <input type="checkbox"/> Final Plat of Subdivision  |
| <input type="checkbox"/> Minor Change to a Conditional Use<br>(Complete <b>Exhibit 3</b> )          | <input type="checkbox"/> Major Change to a Conditional Use<br>(Complete <b>Exhibit 3</b> )                      |
| <input type="checkbox"/> Site Plan Review   | <input type="checkbox"/> Landscape Variance<br>(Complete <b>Exhibit 6</b> )                                     |
| <input type="checkbox"/> Sign Variance<br>(Complete <b>Exhibit 5</b> )                              | <input type="checkbox"/> Plat of Easement / Vacation / Dedication<br>(circle all that apply)                    |

**V. ANNEXATION**

Is this development within the City limits?

- Yes.
- Under review by another governmental agency and requires review due to 1.5 mile jurisdictional requirements.
- No, **requesting annexation**
- Are there electors living on the property:  
 Yes                       No
- If yes, did they sign the Petition for Annexation?     Yes     No

**VI. SITE DATA**

- General description of site conditions (Including existing site improvements, i.e., buildings, parking, landscaping, etc.)

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2. Existing Utility Services (water, sewer, electricity): \_\_\_\_\_
3. Existing zoning on the site: \_\_\_\_\_
4. Existing Land Use: \_\_\_\_\_
5. Acreage & Square Footage of the site: \_\_\_\_\_
6. List Controlling Ordinances and agreements (zoning, annexation ordinances, SIA, site plans, preliminary/final PUD plats, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

**VII. PROPOSED DEVELOPMENT:**

1. Type of Development (check all that apply):  
 Residential       Commercial       Office  
 Industrial       Other: \_\_\_\_\_

2. Proposed Zoning: \_\_\_\_\_

Description of Proposal: (Including proposed land use, type of use, hours of operation, number of parking spaces, and all Exhibits mandated by the request (see **Page 2, Section IV** for Exhibit information)– attach additional pages if necessary):

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3. Description of Building (Including number of buildings, square footage of each building and use, maximum height, façade materials):

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4. Describe all requested Variances / Deviations from the underlying zoning regulations (i.e. parking, setbacks, density, height/bulk etc.) **NOTE:** Complete this section as well as **Exhibit 5** – attach additional pages if necessary:

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5. Describe all requested waivers from the Subdivision Regulations: (i.e. R.O.W., widths, easements, etc.) **NOTE:** Complete this section as well as **Exhibit 4** – attach additional pages if necessary:

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6. Deviations from the Landscaping Regulations **NOTE:** Complete this section as well as **Exhibit 6** – attach additional pages if necessary:

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7. General Land Use Data:

	Residntl.	Comrcl.	Office	Indst.	R.O.W.	Park	School	Private	Other*	Total
No. of Acres										
% of Total										

\*Please explain:

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8. Development Densities:

	Number of Units	Gross Acres	Gross Density	Modified Gross Acres	Modified Gross Density	Building square footage	Minimum Lot Size	Maximum Lot Size	Average Lot Size
Single-Family						NA			
Townhome						NA			
Duplex						NA			
Apartment						NA			

Comrc.			NA	NA	NA				
Office			NA	NA	NA				
Industrial			NA	NA	NA				

- Gross Acres = land designated for land use type including right-of-way
- Gross Density = number of units divided by gross acres
- Modified Gross Acres = residential acreage including internal right-of-way, detention facilities, school/park dedications and open space areas.
- Modified Gross Density = number of units divided by modified gross acres.

**VIII. SCHOOL AND PARK DONATION REQUIREMENTS (calculation tables must be attached):**

1. Required School Donation of \_\_\_\_\_ acres will be met by a \_\_\_\_\_

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2. Required Park Donation of \_\_\_\_\_ acres will be met by a \_\_\_\_\_

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**IX. PRIVATE FACILITIES**

1. Private open space and recreational facilities include:

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Which will be maintained by: \_\_\_\_\_ The City of Naperville  
 \_\_\_\_\_ Homeowners Association  
 \_\_\_\_\_ Other ( \_\_\_\_\_ )

2. Outlots and/or detention/retention facilities include (size, number and location)

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Which will be maintained by: \_\_\_\_\_ The City of Naperville  
 \_\_\_\_\_ Homeowners Association  
 \_\_\_\_\_ Other ( \_\_\_\_\_ )

3. Detention, retention, open space/recreation and school uses within the development:

	Private -- Homeowners Association (acres)*	Public --To be Dedicated (acres)	Other (acres)*	Total (acres)
Open Space*				
a. Park Site				
b. Common				

Areas*				
c. Private Facility*				
Sub-total				
School Site				
Total				

\*Please Explain:

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*Note: Please provide a brief explanation of the type of private facility, common area, open space or other acreage included in the development (Private facilities would include facilities such as clubhouses or private swim clubs. Other could include detention/facilities or outlots for landscape buffers, subdivision identification signage or similar purposes.)*

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Respectfully Submitted,

[Enter Name of Petitioner(s) or Authorized Agent]

By: \_\_\_\_\_

[Type in Name of Signatory]

[Type in Title of Signatory (e.g. Owner, Atty., etc.)]

STATE OF ILLINOIS     )  
COUNTY OF DUPAGE    )  
CITY OF NAPERVILLE   )

The foregoing petition was acknowledged before me by [Type in Name of Notary] on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ A.D.

By: \_\_\_\_\_

[Type in Name of Notary]

Notary Public

**LLC PETITIONERS**

LLC petitioners are required to produce the articles of organization that are on file with the Illinois Secretary of State’s Office. If an LLC is manager-managed, this petitioner may be executed by the manager identified within the articles of organization. If an LLC is member-managed, this petition must be executed by each member of the LLC

**EFFECTIVE PERIOD OF APPLICATION**

Please note that applications for development 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.

## **EXHIBIT 1**

### **Standards for Granting a Map Amendment (Rezoning) Section 6-3-7:2**

(Please use a separate sheet of paper to respond to the criteria listed below)

The commission shall not recommend nor shall the city council grant an amendment to alter the zoning district boundary lines unless it shall make findings based upon the evidence presented to it in each specific case that:

1. The amendment promotes the public health, safety, comfort, convenience and general welfare and complies with the policies and official land use plan and other official plans of the city; and
2. The trend of development in the area of the subject property is consistent with the requested amendment; and
3. The requested zoning classification permits uses which are more suitable than the uses permitted under the existing zoning classification; and
4. The property cannot yield a reasonable return if permitted to be used only under the conditions allowed under the existing zoning classification; and
5. The subject property has not been utilized under the existing zoning classification for a substantial period of time; and
6. The amendment, if granted, will not alter the essential character of the neighborhood and will not be a substantial detriment to adjacent property.

## **EXHIBIT 2**

### **Standards for Approving a Planned Unit Development or a Major Change to a Planned Unit Development**

#### **Section 6-4-7**

(Please use a separate sheet of paper to respond to the criteria listed below)

The plan commission shall not recommend approval of nor shall the city council approve a conditional use for a planned unit development or a major change to the planned unit development unless the proposed development or change complies with all of the following criteria:

1. The design of the planned unit development presents an innovative and creative approach to the development of land and living environments.
2. The planned unit development meets the requirements and standards of the planned unit development regulations.
3. The physical design of the planned unit development efficiently utilizes the land and adequately provides for transportation and public facilities while preserving the natural features of the site. (Ord. 01-110, 6-5-2001)
4. Open space, outdoor common area, and recreational facilities are provided. (Ord. 08-149, 8-19-2008)
5. The modifications in design standards from the subdivision control regulations and the waivers in bulk regulations from the zoning regulations fulfill the intent of those regulations.
6. The planned unit development is compatible with the adjacent properties and nearby land uses.
7. The planned unit development fulfills the objectives of the comprehensive plan and planning policies of the city.

#### **Standards for Approving a PUD Deviation:**

#### **Section 6-4-3**

Zoning, landscaping and subdivision deviations: in accordance with the intent and purpose of this chapter, consideration may be offered for deviations from the zoning (other than use), landscaping or subdivision requirements of this code. The determination of whether a planned unit development deviation will be approved, using the following standards as guidelines:

1. Whether the requested deviation would undermine the intent and purpose of the underlying zoning district; and
2. Whether the requested deviation would be a detriment to the provision of municipal services and infrastructure; and
3. Whether the requested deviation would contribute a planned unit development which offers a superior level of design, amenity enhancement, or environmental benefit; or would enhance community vitality through the inclusion of attainable or barrier free housing.

## **EXHIBIT 2**

## **EXHIBIT 3**

### **Standards for Granting or Amending a Conditional Use Section 6-3-8:2**

(Please use a separate sheet of paper to respond to the criteria listed below)

Standards For Conditional Uses: The commission shall not recommend nor the city council grant a conditional use in a particular zoning district or districts unless it shall make findings based upon the evidence presented to it in each specific case that:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to, or endanger the public health, safety and general welfare; and
2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate area for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; and
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the adjacent property for uses permitted in the district. (Ord. 80-5, 1-21-1980)

## **EXHIBIT 4**

### **Standards for Granting a Subdivision Waiver Section 7-1-8:1**

(Please use a separate sheet of paper to respond to the criteria listed below)

Conditions: After application by the subdivider or developer and upon the recommendation of the plan commission, the city council may determine to waive or modify any requirement of this title to the extent the city council deems just and proper. Such a variance may be granted after a finding that:

1. The subdivider or developer has shown that strict adherence to the provisions of this title would cause unnecessary hardship; or
2. The small size of the tract of land, topographical or other conditions peculiar to the site or surrounding conditions would make it impossible to develop in strict adherence to the provisions of this title; or
3. The requested variance does not violate the intent and purpose of the planned unit development ordinance, and
4. The requested variance does not destroy the intent and purpose of the provisions of this title.

### **Standards for Granting a Deviation from Platted Setback Section 7-1-13**

(Please use a separate sheet of paper to respond to criteria listed below)

Standards for Deviations: The Plan Commission shall not recommend nor shall the City Council grant a deviation from the provisions of a recorded setback or building line unless it shall make findings based upon the evidence presented to it in each specific case that:

1. The requested deviation is in harmony with the general purpose and intent of this Title; and
2. The applicant has demonstrated that strict enforcement of the platted building or setback line would result in practical difficulties or impose exceptional hardship; and
3. The deviation, if granted will not alter or destroy the essential character of the neighborhood and will not be a substantial detriment to adjacent property.

## **EXHIBIT 4**

## **EXHIBIT 5**

### **Standards for Granting a Zoning Variance Section 6-3-5:2**

(Please use a separate sheet of paper to respond to the criteria listed below)

The board shall not recommend nor shall the city council grant a variance from the regulations of this title unless it shall make findings based upon the evidence presented to it in each specific case that: (Ord. 05-028, 2-15-2005)

1. The variance is in harmony with the general purpose and intent of this title; and
2. Strict enforcement of this title would result in practical difficulties or impose exceptional hardships due to special and unusual conditions which are not generally found on other properties in the same zoning district; and
3. The property cannot yield a reasonable return if permitted to be used only under the conditions allowed by this title; and
4. The variance, if granted, will not alter the essential character of the neighborhood and will not be a substantial detriment to adjacent property. (Ord. 80-5, 1-21-1980)  
The city council shall not vary the provisions of this title concerning permitted uses, conditional uses or the regulation of nonconforming uses. (Ord. 05-028, 2-15-2005)

### **Standards for Granting a Sign Variance**

1. The variance is in harmony with the general purpose and intent of the Fence/Sign Ordinance.
2. Describe how unique conditions of this property make the request for a sign/fence variance reasonable.
3. Describe how the variance, if granted, will not alter the essential character of the neighborhood and will not be a substantial detriment to adjacent property:

## **EXHIBIT 6**

### **Standards for Granting a Landscape Variance Section 5-10-7**

(To be submitted if a landscape variance is requested in conjunction with a public hearing or presentation case.  
Please use a separate sheet of paper to respond to the criteria listed below)

A landscape variance may be issued early if the petitioner establishes that:

1. Strict enforcement of this chapter would result in practical difficulties or impose exceptional hardships; and
2. The principal reason for the variance is other than an increased income or revenue from the property; and
3. The variance, if granted, will not alter the essential character of the neighborhood, will not be a substantial detriment to adjacent property, and will not increase congestion or traffic hazards in the public streets, or otherwise impair the public health, safety, comfort, and general welfare.



**CITY OF NAPERVILLE  
 TRANSPORTATION, ENGINEERING, & DEVELOPMENT SERVICES TEAM (TED) BUSINESS GROUP  
 SUBMITTAL REQUIREMENTS**

**ATTACHMENT 1**

To determine the items that must be submitted in conjunction with the action you are requesting, please review the chart below. If an “X” is found under the applicable requested action area, this item must be submitted in the quantity shown under the “Number of Submittals” column.

Once all of the applicable documents are prepared, please contact the Development Review Team (DRT) at (630) 420-6069 to schedule an appointment to submit the completed packet of information. Incomplete packets will not be accepted.

<i>Required Documents</i>	<i>Number of Submittals</i>	<i>Requested Action</i>						
		<b>Subdivision</b>	<b>Conditional Use/ Changes to a Conditional Use</b>	<b>PUD/Changes to a PUD</b>	<b>Subdivision Waiver/ Platted Setback Line</b>	<b>Annexation</b>	<b>Rezoning</b>	<b>Engineering Approval<sup>1</sup></b>
Application	12 copies	X	X	X	X	X	X	
Trust Disclosure	1 original, 1 copy	X	X	X	X	X	X	
Legal Description	1copy (8.5" x 11")	X	X	X	X	X	X	
Completed Exhibit	12 copies		X <sup>3</sup>	X <sup>3</sup>	X		X	
Site Plan	12 copies, 1 reduced, CD	X	X					
Subdivision Plat	12 copies, 1 reduced, CD	X			X			
Easements/ condos	12 copies, 1 reduced, CD							
PUD Plat	12 copies, 1 reduced, CD			X				
Engineering Plans (Prelim or Final)	8 copies, CD	X	X	X				X
Landscaping Plan	12 copies, 1 reduced, CD	X	X	X				X
Building Elevations <sup>2</sup>	6 copies, 1 reduced, CD	X	X	X			X	X
Photometric Plans	4 copies, CD							X

<sup>1</sup>For projects requiring engineering approval only, 8 copies of the landscaping plans and building elevations will be required (rather than what is as noted above)

<sup>2</sup>Applies to all developments other than single-family residential developments

<sup>3</sup>Exhibits are required for new conditional use/PUD applications and major changes to a conditional use/PUD only.

CD = Please see end of packet for standard guidelines in submitting the electronic copies on CD-ROM

## Sample Sign (for properties 10 acres in size or less)

4.0' Minimum

A rectangular sign layout diagram. A horizontal double-headed arrow above the sign indicates a width of 4.0' Minimum. A vertical double-headed arrow to the right of the sign indicates a height of 3.0' Minimum. The sign content includes a heading, a title, and several lines of text with blank lines for input.

*THE SIGN MUST HAVE  
A WHITE BACKGROUND*

NOTICE OF PUBLIC HEARING

PC Case #: \_\_\_\_\_

Description of Request: Approval of Rezoning from \_\_\_\_\_ to \_\_\_\_\_

Public Hearing Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Location: City of Naperville Council Chambers / 400 S. Eagle Street

For Details, Contact the Planning Services Team , 400 S. Eagle Street, Naperville,  
IL 60540 at (630) 420-6100 x8.

Heading  
4" Min. Red Lettering  
(TITLE)

2" Min. Black Lettering  
(all other text)

3.0' Minimum

*The sign must be posted on the property not more than thirty (30) days and not less than fifteen (15) days in advance of the public hearing.*

### NOTES:

This sheet is merely an example of the signage requirements. Refer to the details listed in this handout or Section 6-3-9:6 of the Municipal Code for additional details. Please coordinate with Planner or Project Manager assigned to the case for details on sign placement and number of signs to be posted on the property by calling (630) 420-6100 x8 or (630) 420-6100 x5.

## Sample Sign (for properties in excess of 10 acres)

8.0' Minimum

A rectangular sign layout diagram. A horizontal double-headed arrow above the sign indicates a width of 8.0' Minimum. A vertical double-headed arrow to the right of the sign indicates a height of 6.0' Minimum. The sign content includes a heading, a title, and several lines of text with blank lines for input.

**THE SIGN MUST HAVE  
A WHITE BACKGROUND**

NOTICE OF PUBLIC HEARING

PC Case #: \_\_\_\_\_

Description of Request: Approval of Rezoning from \_\_\_\_\_ to \_\_\_\_\_

Public Hearing Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Location: City of Naperville Council Chambers / 400 S. Eagle Street

For Details, Contact the Planning Services Team , 400 S. Eagle Street, Naperville, IL 60540 at (630) 420-6100 x8.

Heading  
5" Min. Red Lettering  
(TITLE)

2.5" Min. Black Lettering  
(all other text)

6.0' Minimum

***The sign must be posted on the property not more than thirty (30) days and not less than fifteen (15) days in advance of the public hearing.***

### NOTES:

This sheet is merely an example of the signage requirements. Refer to the details listed in this handout or Section 6-3-9:6 of the Municipal Code for additional details. Please coordinate with Planner or Project Manager assigned to the case for details on sign placement and number of signs to be posted on the property by calling (630) 420-6100 x8 or (630) 420-6100 x5.

**ATTACHMENT 3**  
**PAGE 1 OF 2**

**SAMPLE NOTICE(S) TO SURROUNDING OWNERS**

**NOTICE OF PUBLIC HEARING**

PUBLIC NOTICE is hereby given to all persons interested that [enter name of the applicant], (Applicant), has filed with the Office of the Planning and Zoning Commission (Department of Transportation, Engineering and Development), 400 S. Eagle Street, Naperville, Illinois, a petition for [insert nature of the request being sought i.e. rezoning, conditional use, major change to a conditional use, Major change to a PUD, Minor Change to a Conditional Use, Minor Change to a PUD, a Conditional Use for a Planned Unit Development, etc.] under the provisions of the Naperville Zoning Ordinance No. 80-5 (as amended), for the property located ***[enter general description of the location]*** with a common street address of ***[enter address if applicable]*** and legally described as:

**LEGAL DESCRIPTION**

[Insert Legal description, PIN#]

The Owner of the Property is ***[insert name of the property owner]***. The conditional use requested in the [insert applicable zoning designation] Zoning District is for [describe the type of conditional use] under said ordinance. The petition and Legal Description are on file as Plan Commission Case # **[insert Case assigned]** and may be viewed in the Planning Services Team Office located at 400 S. Eagle Street, Naperville, Illinois (Naperville Municipal Center).

A public hearing will be held on said petition before the Naperville Planning and Zoning Commission in the Council Chambers, 400 S. Eagle Street, Naperville, Illinois, on [insert date of the public hearing] at 7:00 p.m. at which time the Planning and Zoning Commission will hear the evidence presented on this matter and such other matters as may properly come before the Planning and Zoning Commission.

Objections to, or support in favor of said application, may be offered verbally at the hearing or may be submitted in writing to and filed with the Office of the Planning and Zoning Commission, 400 S. Eagle Street, Naperville, Illinois, 60540.

Dated at ***[enter name and state of town mailed from]*** this ***[enter date and year]***

Petitioner (or Attorneys for Petitioner)

By: \_\_\_\_\_

Information on this matter can be obtained from:

***[Attorney's Group Name and Address]*** or: Planning Services Team  
400 S. Eagle Street  
City of Naperville

**ATTACHMENT 3**  
**PAGE 1 OF 2**  
**ATTACHMENT 3**  
**PAGE 2 OF 2**

**NOTICE OF PUBLIC MEETING**

PUBLIC NOTICE is hereby given to all persons interested that the applicant, [NAME] has filed with the Department of Transportation, Engineering, and Development, 400 S. Eagle Street, Naperville, Illinois, 60540 a petition for [DESCRIBE REQUEST], under the provisions of [CODE SECTION] of the Naperville Municipal Code (as amended), for the property located at [insert address here] and legally described as:

**LEGAL DESCRIPTION**

[Insert Legal description, PIN#]

The Owners of the Property is [insert owner's name]. The petition and Legal Description are on file as City Council Case PST #[insert case number] and may be viewed in the Planning Services Team located at 400 S. Eagle Street, Naperville, Illinois 60540(Naperville City Hall).

A public meeting will be held on said petition before the Naperville City Council in the Council Chambers, 400 S. Eagle Street, Naperville, Illinois, on [insert meeting date], at 7:00 p.m. at which time the City Council will hear the evidence presented on this matter and such other matters as may properly come before the City Council.

**Objections to, or support in favor of said application, may be offered verbally at the hearing or may be submitted in writing to and filed with the Planning Services Team, Transportation, Engineering & Development, 400 S. Eagle Street Naperville, Illinois, 60540.**

Dated in Naperville this \_\_\_ day of \_\_\_\_\_, 20\_\_

Petitioner

By:\_\_\_\_\_

Information on this matter can be obtained from:

Planning Services Team  
Transportation, Engineering & Development  
City of Naperville  
400 S. Eagle Street  
Naperville, Illinois 60540

**ATTACHMENT 4**

<b>Public Notice Requirements Summary Table</b>						
	<b>Application</b>	<b>Newspaper Notice (Drafted &amp; Published by City Staff)</b>	<b>When</b>	<b>Mail Notice (drafted &amp; published by petitioner after staff review)</b>	<b>When</b>	<b>Sign on Property (drafted and published by petitioner after staff review)</b>
1	<b>Sign Variance</b> Sec. 5-4-20	Yes, in newspaper of general circulation	At least 15 days prior to hearing before Planning and Zoning Commission	No	NA	No
2	<b>Landscape Variance</b> Sec. 5-10-7	No	NA	Yes, notice of public meeting to abutting property owners, including those across the public ROW	At least 72 hours in advance of the meeting before the Planning and Zoning Commission or the Landscape Variance Committee	No
3	<b>Variance, Zoning Ordinance</b> Sec. 6-3-9	Staff publishes notice in newspaper	At least once before the public hearing. Public hearing must be held within 60 days of filing of the completed application	Yes, by the applicant, either by personal delivery or certified / registered mail sent to owners of record for all lots within 250 feet; Applicant files sworn affidavit with TED	Written notices are mailed not more than 30 days nor less than 15 days in advance of the public hearing	Yes, by applicant for a continuous period of not more than 30 days and not less than 15 days in advance of the public hearing
4	<b>Conditional Use (Including PUD)</b> Sec. 6-3-9	Staff publishes notice in newspaper	At least once before the public hearing. Public hearing must be held within 60 days of filing of completed application	Yes, by the applicant, either by personal delivery or certified / registered mail sent to owners of record for all lots lying within 250 feet; Applicant files sworn affidavit with TED	Written notices are mailed not more than 30 days nor less than 15 days in advance of the public hearing	Yes, by applicant for a continuous period of not more than 30 days and not less than 15 days in advance of the public hearing
5	<b>Major Change to Conditional Use</b> Sec. 6-3-8 & 6-3-9	Staff publishes notice in newspaper	At least once before the public hearing	Yes, by the applicant sent to owners of record for all lots lying within 250 feet; applicant files sworn affidavit with TED	Written notices are personally served or postmarked not more than 30 days nor less than 15 days in advance of the public hearing	Yes, by applicant for a continuous period of not more than 30 days and not less than 15 days in advance of the public hearing
6	<b>Minor Change to Conditional Use</b> Sec. 6-3-7 & 6-3-8	No	NA	Yes, notice of public meeting by the applicant sent to owners of record for all lots lying within 250 feet; applicant files sworn affidavit with TED	Written notices are personally served or postmarked not more than 30 days nor less than 15 days in advance of the City Council Meeting	No

7	<b>Zoning Title Text Amendment which adds a permitted use or a conditional use to a zoning district</b> Sec. 6-3-9:12.4	Staff publishes notice in newspaper	At least 3 times before the public hearing, with at least one publication not more than 30 days nor less than 15 days prior to the public hearing	No	NA	NA
8	<b>Zoning Title Text Amendment which eliminates a permitted use or a conditional use from a zoning district or imposes more stringent regulations in any zoning district</b> Sec. 6-3-9:12.5	Staff publishes notice in newspaper	At least 3x before the public hearing, with at least one publication not more than 30 days nor less than 15 days prior to the public hearing	Staff mails written notice to the owners of record for all lots or parcels within the zoning district affected by the proposed text amendment per records of the tax collector	Written notices are mailed not less than 10 days prior to the date of the public hearing before Planning and Zoning Commission	NA
9	<b>City Initiated Map Amendments</b> Sec. 6-3-9:12	Staff publishes notice in newspaper	At least 3x before the public hearing, with at least one publication not more than 30 days nor less than 15 days prior to the public hearing	Staff mails written notice to the owners of record for all lots or parcels within the zoning district affected by the proposed map amendment	Written notices are mailed not less than 10 days prior to the date of the public hearing before Planning and Zoning Commission	No, but City has voluntarily posted in the past. This should be considered.
10	<b>Small Subdivision - Preliminary Plat Plat (5 Acres or Less or No More Than 5 Lots)</b> Sec. 7-2-3:8.2	No	NA	Yes, notice of public meeting by the property owner, sent to owners of record for all lots or parcels lying within 250 feet; applicant files sworn affidavit with TED. City staff prepares letters to contiguous property owners and mail via regular and certified mail if resubdivision will result in their lot becoming nonconforming.	Written notices are personally served or mailed first class not more than 30 days nor less than 15 days in advance of the public hearing	Applicant posts notice of public hearing on a sign on the property not more than 30 days nor less than 15 days in advance of the public hearing
11	<b>Small Subdivision - Final Plat (5 Acres or Less)</b> Sec. 7-2-4: 1.2 <i>NOT APPLICABLE TO ADMIN RESUB</i>	No	NA	Yes, by the property owner, sent to owners of record for all lots or parcels lying within 250 feet; applicant files sworn affidavit with TED	Written notices are personally delivered or mailed first class not more than 30 days nor less than 15 days in advance of the City Council Meeting	Applicant posts notice of public hearing on a sign on the property not more than 30 days nor less than 15 days in advance of the public hearing

12	<b>Subdivision - Greater than 5 Acres, but no more than 10 Acres</b> Sec. 7-2-4:1.5	No	NA	No. Notice is via the posted agendas for the Planning and Zoning Commission and City Council.	Notice is provided via agenda item listing for Planning and Zoning Commission and City Council.	Applicant posts notice of public meeting on a sign on the property not more than 30 days nor less than 15 days in advance of the public hearing.
13	<b>Subdivision - More than 10 acres</b>	No	NA	No. Notice is via the posted agendas for the Planning and Zoning Commission and City Council.	Notice is provided via agenda item listing for Planning and Zoning Commission and City Council.	No
14	<b>Major Change to PUD or minor change referred to the Plan Commission</b> Sec. 6-4-6:5 & 6-4-4:2.3	No	NA	Yes, either personally delivered or mailed via registered or certified mail by the applicant to owners of record for all lots lying within 250 feet; applicant files sworn affidavit with TED	Not less than 15 days prior to the Planning and Zoning Commission Meeting	No
15	<b>Minor Change to PUD (considered through administrative adjustment)</b> Sec. 6-4-6:6	No	NA	Yes, notice of administrative adjustment by the applicant sent to owners of record for all lots lying within 250 feet; applicant files sworn affidavit with TED. Notice should inform owners of pending administrative adjustment and provide an opportunity to comment.	The period for submitting comments on the proposed administrative change to PUD shall be no less than 15 days from mailing of the notice	No
16	<b>Preliminary PUD Plat</b> Sec. 6-4-4	Staff publishes notice in newspaper	At least once before the public hearing not less than 15 days prior to the City Council Meeting	Yes, by the applicant via personal delivery or certified / registered mail sent to owners of record for all lots lying within 250 feet; applicant files sworn affidavit with TED	Not less than 15 days prior to the Planning and Zoning Commission Meeting	No
17	<b>Annexation Case to Planning and Zoning Commission with Rezoning, Conditional Use OR Variance Request</b> Sec. 6-3-7, 6-3-9	Yes, in newspaper of general circulation	Regarding the rezoning/conditional use and/or variance - one time not more than 30 days nor less than 15 days before the Planning and Zoning Commission public hearing. As a matter of practice notification should reflect that it is associated with proposed annexation.	Applicant must give notice to owners of record within 250 feet. Said notice may be delivered personally or via certified or registered mail; applicant files sworn affidavit with TED	Written notices mailed by applicant should be sent not more than 30 days nor less than 15 days in advance of the public hearing with the Planning and Zoning Commission	Applicant posts notice of public hearing on a sign on the property not more than 30 days nor less than 15 days prior to Planning and Zoning Commission public hearing.

18	<b>Annexation Agreement, Annexation zoning and/or conditional use or variance request to <u>City Council</u></b>	Yes, in newspaper of general circulation	Once regarding the annexation agreement not more than 30 days nor less than 15 days prior to the City Council Meeting (65 ILCS 5/11-15.1-3)	City Clerk must give notice of proposed annexation to Trustees of Fire Protection District, affected Public Library District, affected Township, and Commission of Highways.	Notice to districts mailed by certified / registered mail by the City Clerk not less than 10 days prior to the City Council Meeting. (65 ILCS 5/7 1-1)	No
19	<b>Vacation of Streets and Alleys</b> <i>65 ILCS 5/11-51-1</i>	Yes, in newspaper of general circulation	At least one time 15 days prior to hearing before City Council	No	NA	No

ATTACHMENT 5

**SAMPLE AFFIDAVIT**

AFFIDAVIT

Re: (NAME OF CASE )  
Plan Commission Case No.: \_\_\_\_\_

The undersigned, being first duly sworn on oath, deposes and says that the attached notice, marked Exhibit A and made a part hereof, has been, in accordance with the procedures of the City of Naperville, served by certified mail, return receipt requested, or hand-delivered to all persons listed in Exhibit B attached hereto and made a part hereof. Said mailings being post marked *[enter date of posting]*, which is between fifteen and thirty days prior to the meeting date of *[enter meeting date]*, are to the best of the Affiant's knowledge, a true and complete list containing the names of all the persons to whom the current real estate tax bills are sent of those premises lying within 250 feet in all directions of the property lines of the premises for which the application has been made.

Further, Affiant says that a sign setting forth notice of the application and the meeting date was posted on said premises by *[enter date of posting]*, which is between fifteen and thirty days prior to the meeting date of *[enter meeting date]*, all in accordance with the procedures of the City of Naperville. *(If no sign is required, delete this paragraph.)*

Further, this Affiant sayeth not.

*[Type Name of Applicant or Attorney Filing the Affidavit]*

By: \_\_\_\_\_

**SUBSCRIBED and SWORN to before me**

This *[enter date]* day of *[enter month]*, *[enter year]*

\_\_\_\_\_  
Notary Public

*[Affix Seal]*

**ATTACHMENT 6**  
**CITY OF NAPERVILLE**  
**DISCLOSURE OF BENEFICIARIES**

In compliance with Ordinance 85-193, An Ordinance amending Title 1 (Administrative) of the Naperville Municipal Code, as amended, by adding Chapter 12 thereto requiring disclosure of certain interests by persons applying for permits, licenses, approvals or benefits from the City of Naperville.

1. Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

2. Nature of Benefit sought: \_\_\_\_\_

3. Nature of Applicant (Please check one):

- |                           |                          |                  |                          |
|---------------------------|--------------------------|------------------|--------------------------|
| a. Natural Person         | <input type="checkbox"/> | d. Trust/Trustee | <input type="checkbox"/> |
| b. Corporation            | <input type="checkbox"/> | e. Partnership   | <input type="checkbox"/> |
| c. Land Trust/<br>Trustee | <input type="checkbox"/> | f. Joint Venture | <input type="checkbox"/> |

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:  
\_\_\_\_\_

5. If in your answer to Section 3 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

- a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_

6. Name, address and capacity of person making this disclosure on behalf of the applicant:  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTE:** In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.

**VERIFICATION**

I, \_\_\_\_\_, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, 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 \_\_\_\_\_, 2002.

\_\_\_\_\_  
Notary Public

## ATTACHMENT 7

# FREQUENTLY ASKED QUESTIONS

### **Where can I obtain a deed history of my property?**

The county register of deeds will have deed history information available.

DuPage County Recorder's Office  
421 N. County Farm Road  
Wheaton, IL 60187  
630-682-7200

Will County Recorder's Office  
302 North Chicago Street  
Joliet, IL 60432  
815-740-4637

### **How can I obtain a new plat of survey?**

Hire a surveyor. The city does not provide this service, nor does the city recommend particular surveyors. To find a surveyor consult your area telephone / internet directory.

### **How do I determine the zoning of my property and adjacent properties?**

To confirm this information visit the Planning and Zoning Viewer Available on-line at [www.naperville.il.us](http://www.naperville.il.us) and select PLANNING AND ZONING from menu at left. Then select PLANNING AND ZONING VIEWER from the menu at right.

### **Where can I find address information for properties within 250 feet?**

This information is available from the township offices. To determine what township your property is located within, please contact the Planner of the Day at 630-420-6694. Contact information for the township offices is provided below:

DuPage Township  
241 Canterbury Lane, Bolingbrook  
(630) 759-1317

Lisle Township  
4711 Indiana Avenue, Lisle  
630-968-2087

Naperville Township  
139 Water Street, Naperville  
(630) 355-2786

## Development Review Team eFile Formatting Standards

As the city strives to reduce the amount of paper used in our day to day business operations, we are asking for your assistance in our transition to an electronic process.

At this time we require:

- Hard copies for our staff review
- Electronic copies for Commission and Council packets

1. Format for electronic submittals
  - a. Save in a .pdf format
  - b. Maximum sheet size of Letter or 8.5” x 11”
  - c. Each plan type shall be an individual file (i.e. 1 file for subdivision plat, 1 file for landscaping)
  - d. Follow name formatting procedure outlined below
  - e. Provide a cd-rom with electronic files for **each plan submittal**
  - f. Label cd-rom with Project Name
  
2. In order to simplify file retrieval process, we ask that you save the file names using this standard formatting nomenclature:

**File Name Format:** Project Name\_PLAN TYPE ABBREV\_Plan Date.pdf

<u>Plan Type</u>	<u>PLAN TYPE ABBREVIATION</u>
Building Elevations	ELEV
Landscaping	LNSP
Preliminary Engineering	PENG
Final Engineering	FENG
Site Plan	SITE
Preliminary Subdivision Plat	PSUB
Final Subdivision Plat	FSUB
Preliminary/Final Subdivision Plat	PFSUB
Preliminary P.U.D. Plat	PPUD
Final P.U.D. Plat	FPUD
Preliminary/Final P.U.D. Plat	PFPUD
Photometric Plans	PHOTO
Plat of Dedication	PDED
Plat of Vacation	PVAC
Plat of Easement	PEAS
Traffic Study	STYTRF
Parking Study	STYPKG
Study (Other)	STYOTH

**Plan Date Format:** MM-DD-YYYY (Month-Day-Year)

## **Development Review Team eFile Formatting Standards**

*Example:* Freedom Commons Lot 1  
Final Engineering (August 8, 2008)  
Landscaping (July 31, 2008)

File Name: Freedom Commons Lot 1\_FENG\_08-08-2008.pdf

File Name: Freedom Commons Lot 1\_LNSP\_07-31-2008.pdf

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**Naperville TED Group – DRT  
UPADATED DEVELOPMENT FEES  
ORDINANCE #02-155 - Effective 03/17/03**

**Engineering Review - \*\* Non Residential \*\***

Soil Erosion Control	\$325
Minimum Fee	\$380
50 Parking Stalls or Less, per stall	\$46.00 \$2,300 (1 <sup>st</sup> 50)
51-99 Parking Stalls, per stall	\$24.00 \$1,200 (2 <sup>nd</sup> 50)
100+ Parking Stalls, per stall	\$19.00
Demolition Permit	\$260

\*\*\*Fee calculation is cumulative

**Subdivision, PUD & Annexation Plat Fees**

**PUD Plats**

0-5 Acres	\$5,000
6-49 Acres	\$5,000 plus \$300 per each acre over 5
50+ Acres	\$18,500

Subdivision Plats Consolidation or subdividing where there are no new lots	\$230.00
--	----------

**Plats where new lots are created**

0-5 Acres	\$2,500
6-49 Acres	\$2,500 plus \$120 per each acre over 5
50+ Acres	\$7,780

**Annexation Plats**

0-5 Acres	\$500
6-25 Acres	\$500 plus \$100 per each acre over 5
26-49 Acres	\$2,500 plus \$50 per each acre over 25
50+ Acres	\$3,700

**Minor Change to PUD/Landscape Site Plan or Conditional Use**

\$230

<b>** <u>Major Change to PUD</u></b>	<b><u>\$230</u></b>
0-5 acres	\$ 5,000.00
6-49 acres	\$ 5,000.00 <u>\$300 per each acre over 5 acres</u>
50 + acres	\$18,000.00

**\*\*Major Change to the PUD which require an amendment to only one of the following plans: building elevations, landscape plan, photometric plan, or site plan (indicating a change in land use \$ 230.00**

**Zoning Fees**

Publication of Legal Notice	\$80.00 or actual cost
Rezoning/Conditional Use	
0-10 Acres	\$290
11-50 Acres	\$400
50+ Acres	\$640
Site Plan Review	\$230
Variance	\$325
Vacation Plats/Dedication	\$230