



**CITY OF NAPERVILLE
TRANSPORTATION, ENGINEERING,
AND DEVELOPMENT BUSINESS GROUP**

**APPLICATION FOR ENGINEERING
APPROVAL**

January 2014

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 is available on the City's website at www.naperville.il.us/developmentpetition.aspx. Questions may be directed to the City of Naperville TED Business Group at (630) 420-6100 x9.

Initial in the boxes below signifying that all required submittals and fees have been included in accordance with the requirements outlined in this application.

Initial	Item	Page
	Application for Engineering Approval	2-3
	Disclosure of Beneficiaries	4
	Required Plan Submittals (<i>all plan sets must be folded</i>)	5
	Required Fee Submittals	5

PROCESS

1. Prior to submittal of an Application for Engineering Approval, please contact the TED Business Group at (630) 420-6100, x9 to determine whether or not a concept meeting or pre-application submittal meeting is required.
2. Submit a completed Application including all materials noted in the required plan and fee submittal requirements section of this Application (if applicable refer to your Concept Checklist for required submittals and fees). *Submittals will not be accepted and/or processed until all of the submittal requirements are met.* Once the completed Application is accepted, the City will assign a project manager and case number to the project.
3. The completed Application will be forwarded to City departments (e.g., planning, utilities, engineering) 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.

At the conclusion of the review cycle, the project manager will transmit the City's technical review comments to the Primary Contact identified on the Application for Engineering Approval (see page 3). Comments may necessitate revisions to plans prior to administrative approval and permit issuance.

CITY OF NAPERVILLE

APPLICATION FOR ENGINEERING APPROVAL

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: _____

*If Owner(s) is different than Applicant, please attach a letter from the Owner(s) authorizing submittal of this Application for Engineering Approval.

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)

I am authorized to make this application, and the above information, to the best of my knowledge, is true and accurate:

(signature of applicant or authorized agent)

(date)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____

(Notary Public and Seal)

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
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 (select one):

- | | |
|-----------------------|------------------|
| a. Natural Person | d. Trust/Trustee |
| b. Corporation | e. Partnership |
| c. Land Trust/Trustee | f. Joint Venture |

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, in the 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 _____, 20_____.

Notary Public

REQUIRED PLAN SUBMITTALS

If applicable, refer to the Concept Meeting Checklist for required submittals or contact a project manager at (630) 420-6100 x9 for additional information.

Application Materials	Number of Copies
Engineering Application	6
Disclosure of Beneficiaries	1 original
Response to Review Memos	6
Plats/Plans	
Building Elevations	6*, 24" x 36" to scale/folded; 2 letter size *For Engineering & Landscape Plans, please also provide 1 24" x 36" rolled copy with each submittal
Easement Plat	
Engineering Plan (prepared by a P.E.)*	
Landscape Plan*	
Photometric Plan	
Sign Package	
Site Plan	
Subdivision Plat	
Tree Preservation Plan	
Technical Documents	
Engineer's Cost Estimate	2
Stormwater Report	2
Parking Study	5
Traffic Study	5

REQUIRED FEE SUBMITTALS (Ordinance #02-175)

If applicable, refer to the Concept Meeting Checklist for a summary of the required fee submittals or contact a project manager at (630) 420-6100 x9 for additional information.

FEE	AMOUNT
Engineering Review Fees (Commercial Development)	
Minimum Engineering Plan Review	\$380.00
1 st 50 Parking Stalls (1-50)	\$46.00 per stall
2 nd 50 Parking Stalls (51 –100)	\$24.00 per stall
100 + Parking Stalls	\$19.00 per stall
Engineering Review Fees (Residential Development)	1.5% of approved engineer's cost estimate (paid prior to recording of plat)
Soil Erosion Control Permit	\$325.00
Administrative Subdivision/Plat of Easement	\$230.00