



CITY OF NAPERVILLE

TRANSPORTATION, ENGINEERING, AND DEVELOPMENT (TED)
BUSINESS GROUP
400 S. Eagle Street
Naperville, IL 60540
www.naperville.il.us

APPLICATION FOR ENGINEERING APPROVAL

October 14, 2019

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. Questions may be directed to the City of Naperville TED Business Group at 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 - 6
Disclosure of Beneficiaries	PDF File	7 - 8
Plan Submittals**	PDF File	N/A
Fees**	Check	9

***Submittals must comply with the formatting and filename specifications detailed in the Naperville [PDF Submittal Requirements](#) and [Naperville Required Submittal List](#).**

****Refer to the Concept Meeting Summary (if applicable) for the required plan submittals and fees or contact your Project Manager if 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 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](#) and [Naperville Required Submittal List](#).
3. Contact your project manager to obtain access to Naperville's e-Review submittal portal. See the [Naperville E-Review Submittal](#) Instructions for additional details.
4. 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.*
5. 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.

6. 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 the end of the first 21-day review cycle and prior to release of the City's 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.
7. 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. OWNER'S AUTHORIZATION LETTER¹

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)

¹ Please include additional pages if there are more than two owners.

**CITY OF NAPERVILLE
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. Applicant: _____
Address: _____

2. Nature of Benefit sought: _____

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

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

5. If your answer to Section 3 was anything other than "Individual", please provide the following information in the space provided on page 7 (or on a separate sheet):

- a. **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.
- b. **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.
- c. **Trust or Land Trust:** The name, address and interest of all persons, firms, corporations or other entities who are the beneficiaries of such trust.
- d. **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.

- e. **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.
- f. **Sole Proprietorship:** The name and address of the sole proprietor and any assumed name.
- g. **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.

6. 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

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
Engineering Review Fees (Commercial Development)	
Minimum Engineering Plan Review	\$418.00
1 st 50 Parking Stalls (1-50)	\$51.00 per stall
2 nd 50 Parking Stalls (51 –100)	\$27.00 per stall
100 + Parking Stalls	\$21.00 per stall
Engineering Review Fees (Residential Development)	1.65% of approved engineer's cost estimate (paid prior to recording of plat)
Soil Erosion Control Permit	\$358.00
Administrative Subdivision/Plat of Easement	\$253.00