

VILLAGE OF NEW LENOX
NEW CONSTRUCTION – COMMERCIAL/INDUSTRIAL PERMIT FORM
PERMIT NO. _____

SITE INFORMATION

ADDRESS: _____

SUBDIVISION: _____

REAL ESTATE TAX #: _____ LOT # _____

SECTION: _____ BLOCK# _____

BUILDING DATA

BUILDING USE: _____ EST. VALUE: _____

DESCRIPTION OF WORK: _____

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO CONFORM TO ALL GOVERNING INFORMATION AND REGULATIONS SET FORTH BY THE VILLAGE BOARD OF NEW LENOX.

APPLICANT INFORMATION:

NAME: _____
(PLEASE PRINT AND SIGN NAME) (BUSINESS NAME IF APPLICABLE)

ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ PHONE # _____

CONTRACTOR LIST (NAME AND REGISTRATION #)

ARCHITECT: _____

GENERAL: _____

FOUNDATION: _____

EXCAVATOR: _____

CARPENTER: _____

MASONRY: _____

PLUMBING: _____

ELECTRICAL: _____

ROOFING: _____

HVAC: _____

DRYWALL: _____

SEWER/WATER: _____

SIDING/SOFFIT/GUTTERS: _____

FLOOR COVERINGS: _____

PAINTING: _____

INSULATION: _____

WATERPROOFERS: _____

ACCOUSTICAL: _____

GLAZING: _____

PAVING: _____

LANDSCAPERS: _____

SPRINKLER SYSTEM: _____

OTHER: _____

BUILDING CHECKLIST – COMMERCIAL – INDUSTRIAL

INSTRUCTIONS: Each applicant is responsible for submitting all of the following applicable items. The applicant shall initial, on the lines of this form, by each applicable item. Drawings shall be of architectural or engineering quality with dimensions appropriately shown. **APPLICATION FOR A BUILDING PERMIT SHALL NOT BE COMPLETE UNTIL ALL DETAILS, ON THE CHECKLIST, HAVE BEEN SATISFIED.**

Applicant should initial each applicable submittal

- | | |
|-------|---|
| _____ | 1. Three sets of drawings |
| _____ | 2. Site plan detail sheet (15 Copies) |
| _____ | (See ORD. #1248 for submittal requirements) |
| _____ | 3. Parking plan detail sheet |
| _____ | 4. Foundation detail sheet |
| _____ | 5. Floor plans |
| _____ | 6. Wall construction detail sheet |
| _____ | 7. Applicable seating capacity sheet |
| _____ | 8. Floor construction detail sheet |
| _____ | 9. Roof/ceiling construction detail sheet |
| _____ | 10. Chimney/fireplace and chase detail |
| _____ | 11. Mechanical detail sheet |
| _____ | 12. Plumbing detail sheet |
| _____ | 13. Electrical detail sheet |
| _____ | 14. Accessibility detail sheet |
| _____ | 15. Exterior sign detail sheet |
| _____ | 16. Use group classification is _____. |
| _____ | 17. Type of construction classification is _____. |
| _____ | 18. Architectural seal |
| _____ | 19. Drainage certificate, completed |
| _____ | 20. Erosion control permit, completed |
| _____ | 21. Open space fee receipts |
| _____ | 22. Authorization for third party plan review service |
| _____ | 23. Landscape Plan (nonresidential only) |
| _____ | 24. Permit for Construction trailer (when applicable) |
| _____ | 25. Energy Code Calculations |

VILLAGE OF NEW LENOX - BUILDING DEPARTMENT
1 VETERANS PARKWAY - NEW LENOX, IL 60451
(815) 462-6490 Phone - (815) 462-6469 Fax

COMMERCIAL, INDUSTRIAL & MULTI-FAMILY PROJECTS

PLAN REVIEW FEES

I have submitted Building Plans for review to the Village of New Lenox Building Department. I am aware that as the applicant for the Building Permit that I am responsible for all costs incurred for the review of the building plans in accordance with the fee schedule.

I understand that the review fee shall be due and payable even though the building permit may not be issued for this particular project.

PROJECT NAME:

NAME OF APPLICANT:

COMPANY NAME:

ADDRESS:

CITY, STATE, ZIP CODE:

PHONE NUMBER:

APPLICANT'S SIGNATURE

DATE:

SITE ADDRESS: _____

DRAINAGE CERTIFICATE

The undersigned, _____, hereby affirms and acknowledges as follows, to wit:

- (1) That I am the applicant, or the authorized agent for the applicant, with the Village of New Lenox, Illinois.
- (2) That certain drainage requirements must be met with regards to the subject lot in order to comply with the comprehensive drainage plan.
- (3) That I have been given the drainage plan for the subject lot.
- (4) That I have reviewed said drainage plan and that I have been given the opportunity to seek professional review of same.
- (5) That the drainage plan for said subject lot is understood and approved by me.
- (6) That, further, I agree to comply with the drainage plan and that I will not alter that plan or interfere with the comprehensive drainage plan.

Applicant ()
Agent for Applicant ()

ACKNOWLEDGMENT:

I hereby declare that the above and attached information is correct and agree to do or allow to be done only such activity as herewith are set forth above. I have read the above and agree to comply with same.

Date

VILLAGE OF NEW LENOX

SITE DEVELOPMENT PERMIT APPLICATION

SITE ADDRESS _____

APPLICANT _____

OWNER _____

CONTACT PERSON _____

CONTACT PERSON _____

ADDRESS _____

ADDRESS _____

CITY _____

CITY _____

PHONE _____

PHONE _____

DEVELOPER _____

CONSULTANT _____

CONTACT PERSON _____

CONTACT PERSON _____

ADDRESS _____

ADDRESS _____

CITY _____

CITY _____

PHONE _____

PHONE _____

TYPE OF DEVELOPMENT: (CHECK ONE)

_____ SUBDIVISION NAME: _____

_____ COMMERCIAL/INDUSTRIAL SINGLE PARCEL DEVELOPMENT

_____ RESIDENTIAL UNIT CONSTRUCTION

_____ OTHER _____

SITE LOCATION:

ADDRESS: _____

LOT NO: _____ SUBDIVISION: _____

LEGAL DESCRIPTION: _____

DESCRIPTION OF PROPOSED WORK: _____

MEASURES PROPOSED TO CONTROL EROSION AND SEDIMENTATION: _____

If reference here is made to specific construction plans and specifications, said plans and specifications are hereby made a part of this application and the certification hereon is considered to include said plans and specifications.

In consideration of this application and the issuance of permit:

1. I/We will conform to the regulations set forth in the Erosion and Sedimentation Control Ordinance (Title 7, Chapter 7) of the Municipal Code of the Village of New Lenox.
2. I/We also agree that all work performed under this permit will be in accordance with the plans which accompany this application, except for such changes as may be authorized by the Village Engineer.
3. I/We also agree to take whatever steps necessary to attain the objectives of said Erosion and Sedimentation Control Ordinance as required by the Village of New Lenox.
4. I/We also agree to contain any and all impacts resulting from erosion or sedimentation to the confines of the property described above.

_____ BY _____
(Applicant)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 19__.

NOTARY PUBLIC

=====

FOR OFFICE USE ONLY

PERMIT NO.: _____

APPROVED BY: _____

TITLE: _____

DATE: _____

The Village Board meets the second, third and fourth Monday of each month at 7:00 p.m. The request will be scheduled for the next Village Board meeting that is at least 10 days after the above submittals have been received. A representative of the request is expected to attend the Village Board meeting. The Village Board either approves or denies the site plan review request.

NOTE: The applicant will be responsible for paying all fees incurred by the Village through its use of consultants. The applicant will be billed for these fees. All fees accounted for must be paid prior to a building permit being issued for a commercial or industrial project or prior to final plat approval for a residential development.

the
Village of New Lenox
"Home Of Proud Americans"

PLANNING DEPARTMENT
SITE PLAN REVIEW APPLICATION

PETITION/DEVELOPMENT NAME:

PETITIONER INFORMATION:		
PRIMARY CONTACT	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER # (CELL)
SITE INFORMATION:		
SITE ADDRESS OR LOCATION	ACRES	PROPERTY ID # (PIN)
EXISTING LAND USE		CURRENT ZONING
PERCENT IMPERVIOUS SURFACE COVERAGE		PERCENT OPEN SPACE
BRIEF DESCRIPTION OF DEVELOPMENT (EXISTING STRUCTURES AND PROPOSED IMPROVEMENTS) .*		

* Attach additional sheets if necessary

OTHER APPLICANT & INTERESTED PARTIES:				
	NAME	COMPANY	MAILING ADDRESS	PHONE # & FAX #
PETITIONER				
OWNER				
DEVELOPER(S)				
LAND PLANNER				
ENGINEER				
AGENT/ATTORNEY				

SURROUNDING ZONING AND LAND USE		
ZONING	JURISDICTION (VILLAGE OR COUNTY)	LAND USE
NORTH		
SOUTH		
EAST		
WEST		

SPECIAL NOTE TO PETITIONERS:

- A. Once all staff comments have been addressed, the applicant must submit 10 full sized copies and ten (10) 11" x 17" reduced copies of the site plan, landscape plan, building elevations and signs for the Village Board agenda packet.
- B. The applicant will be responsible for paying all fees incurred by the Village through its use of consultants. The applicant will be billed for these fees. All fees accounted for must be paid prior to a building permit being issued for a commercial or industrial project, or prior to final plat approval for a residential development.

CHECKLIST OF REQUIRED SITE PLAN REVIEW APPLICATION ITEMS:

- One (1) original completed "Site Plan Review Application" form and 15 copies.
- 15 full-sized site plans (folded to 9" x 12") and one (1) copy reduced to 11" x 17".
- Completion of the "Third Party Review Agreement" form.
- 15 full-sized building elevations (folded to 9" x 12") and one (1) copy reduced to 11" x 17".
- 15 colored renderings of all proposed signs.
- Payment of the \$250 review fee.
- 8 complete sets of civil drawings (folded to 9" x 12").
- 5 full-sized landscape plans (folded to 9" x 12") and one (1) copy reduced to 11" x 17".
- 5 full-sized lighting/photometric plans (folded to 9" x 12").
- Completion of the "Affidavit of Owner's Consent" form. (If petitioner is not the owner of record.)
- Completion of the "Disclosure of Beneficiaries" form and submit 2 originals and 1 copy.

I, _____, the Petitioner, hereby appeal to the corporate authorities of the Village of New Lenox, Will County, Illinois, for a site plan review in accordance with the information provided in this petition. I certify that the information and statements contained in this petition and the documents submitted herewith are true and factual to the best of my knowledge.

I understand that all correspondence from the Village staff, including Village consultants, will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the petition.

BY: _____
PETITIONER

Signed and sworn to before me on this _____ day of _____, 20 _____.

NOTARY PUBLIC

(SEAL)

P Robin L. Ellis, AICP
L Planning Administrator
A
N Jeff Smith
N Planner
I
N David Batson
G Planner/GIS Technician

DISCLOSURE OF BENEFICIARIES

I. PETITIONER _____
NAME COMPANY

ADDRESS

CITY STATE ZIP CODE

II. NATURE OF BENEFIT SOUGHT: _____

III. NATURE OF APPLICANT (please circle one of the following):

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

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

V. If your answer to Section 3 was letter b, c, d, e or f, identify by name and address each person or entity who 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 a joint venture, or who otherwise has a proprietary interest, interest in profits and losses, or right to control such entity:

NAME ADDRESS INTEREST

a. _____