

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,
PHONE #	FAX #	E-MAIL ADDRESS
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	LAND USE
	JURISDICTION (VILLAGE OR COUNTY)	
NORTH		
SOUTH		
EAST		
WEST		

SPECIAL NOTE TO PETITIONERS:

- A. Once all staff comments have been addressed, the applicant must submit 20 full sized copies and one (1) 11" x 17" reduced copy of the site plan, landscape plan, building elevations and signs for the Village Board agenda packet.
- B. Once the process is complete, as determined by the Village, and any outstanding bills have been paid, the \$1,000 Security Deposit will be returned to the petitioner per the terms of the Professional Fee Agreement.

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 "Professional Fee Agreement" form and payment of the \$1,000 Security Deposit.
- 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.
- Non-refundable fee for landscape plan review

0-3 acres	\$500
3.01-5 acres	\$500 plus \$50 per acre or fraction thereof
5.01-10 acres	\$750 plus \$25 per acre or fraction thereof
10.01-acres or more	\$1000 plus \$10 per acre or fraction thereof
- 6 complete sets of civil drawings (folded to 9" x 12").
- 6 full-sized landscape plans (folded to 9" x 12") and one (1) copy reduced to 11" x 17".
- 6 full-sized lighting/photometric plans (folded to 9" x 12").
- 2 full-sized fire truck study plans (folded to 9"x12") that meet the attached "Turning Performance Analysis" specifications.
- 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)

Revised Jan. 4, 2011

the
Village of New Lenox
Home Of Proud Americans

SITE PLAN REVIEW CHECKLIST

NOTE: *This checklist is intended to help applicants submit a complete set of plans according to the Village Ordinances. It is not a substitute for reading all Village Ordinances. Please consult Article 13, Section 18-326 Site Plan Review for the complete set of guidelines and submittal requirements. The Village makes no guarantee this is a comprehensive list.*

General Information on Site Plan:

- Plans at standard engineering scales (no larger than 1" = 100').
- Date, scale and north arrow.
- The names and addresses of the persons responsible for preparing the plan.
- Date of all plan preparations and / or revisions.
- The present / requested zoning of the site and adjoining properties.
- Total acreage of the site.

Existing Conditions:

- Location, dimensions, size, name and height of streets, alleys, easements, utilities, buildings, tree cover, terraces, retaining walls, driveways, entrances, exits, parking areas, sidewalks.
- 2-foot contours.
- If applicable, any flood plains, water courses, wetlands, open / recreational spaces, hydric soils, significant geological features, contaminated soils, underground storage tanks.
- General alignment and lengths of all streets and all property lines.
- All building restriction lines, highway setback lines, easements, covenants, reservations and rights-of-way.
- If any existing trees are to be preserved, a tree survey will be necessary.

Proposed Conditions (can be a separate plan from existing conditions):

- An indication of those improvements that are to remain and those which will be removed.
- Proposed building setback lines, with dimensions.
- Gross floor area, height and number of stories of buildings and structures, with entrances and exits identified. If more than one structure, the distances between buildings must be noted.

Site Plan Review Checklist

- Any location intended for the outdoor display, seasonal sales or storage of goods and merchandise. If permitted, outside storage must be completely screened from any public right-of-way and adjacent properties.
- Data Table indicating items such as the number of dwelling units per building or square-footage of non-residential structures, required & proposed number of parking, loading and stacking spaces (if applicable) for each proposed use. The total open space and impervious surface must also be noted.
- Architectural renderings of all building elevations (label building height, materials, colors and include an elevation scale), including any accessory structures. The building elevations must also include all proposed wall signs, with dimensions labeled for each. The square-footage for a proposed wall sign is determined by dimensioning the smallest rectangular area around the wall sign, even if the wall sign includes one word above or below another word.
- Please consult the CD entitled "Essential Components for Townhouse and Condominium Development" and / or the CD entitled "Essential Design Components for Commercial Development" for guidance (CD's can be accessed from the Planning Department). A reduced 8.5" x 11" or 11" x 17" colored rendering of the building should be submitted in order to view the proposed color scheme.
- Site plan must show the location of any proposed free-standing sign. Detailed (height, dimensions, materials, illumination) and colored sign renderings are also required. In most cases, monument style signs, with a brick base that matches the principal building, are required.
- Landscaping plans that meet all requirements of the Landscape Code (Chapter 106, Article IX of the Zoning Ordinance). The plans must include a separate table for each required landscape area such as perimeter areas, interior parkway, exterior parkway trees, storm water areas, building foundation areas, etc. Trash enclosure details must also be provided.
- The final engineering details (e.g. topographical lines, grade changes, retaining wall, etc.) must be overlaid on the landscape plan.
- If the proposed development is adjacent to an existing residential use, then cross-section exhibits and elevations must be submitted that show the visual perspective (e.g. screening, grade changes, etc.) looking into the development and looking away from the development. Attach this exhibit to the landscape plan.
- A lighting / photometric plan that shows foot-candles at all property lines, cut-sheet details for each proposed full cut-off exterior or wall mounted light fixture, and a note stating that the lighting plan shall comply with the current standards of the Illuminating Engineering Society of North America (IESNA).
- An internal traffic control plan that identifies the location and labels all traffic controlling devices such as stop signs / stop bar lines, yield signs, handicapped signs, directional signs, pavement markings, cross-walks / accessible walkways from public sidewalks to the building, stacked vehicles for drive-thru's, etc.. Depending on the size and usage, some projects may require a traffic study.
- A fire truck study is required (see attached "Turning Performance Analysis" for specifications).
- A fiscal impact analysis may be required.
- A location map identifying the site in relation to the nearest intersection of two or more streets at a scale that can be easily traced.
- On a separate site plan sheet, indicate the approximate number and location of anticipated construction office and / or storage trailers to be used during construction.



NEW LENOX FIRE PROTECTION DISTRICT CHECKLIST

NOTE: *This checklist is intended to help applicants submit plans that address items to be reviewed by the New Lenox Fire Protection District. For more information on these items or for any further questions, please contact the New Lenox Fire Protection District at 815-463-4530.*

For developments north of Summerfield Road, contact the Homer Township Fire Protection District at 708-301-0391 for its particular requirements (may be similar as shown below)

For developments south of Delaney Road, contact the Manhattan Fire District at 815-478-3187 for its particular requirements (may be similar as shown below).

Site Review Items for New Construction:

- Submit architectural drawings showing that the truck study has been applied and complies with the wall to wall turning analysis (see attached "Turning Performance Analysis").
- Fire hydrants shall be located along fire apparatus access roads so that no portion of a building or facility will be more than 300 feet from a hydrant.
- Fire hydrants shall be located within 75 feet to any fire sprinkler or standpipe connection.
- Additional hydrants may be required by the code official.

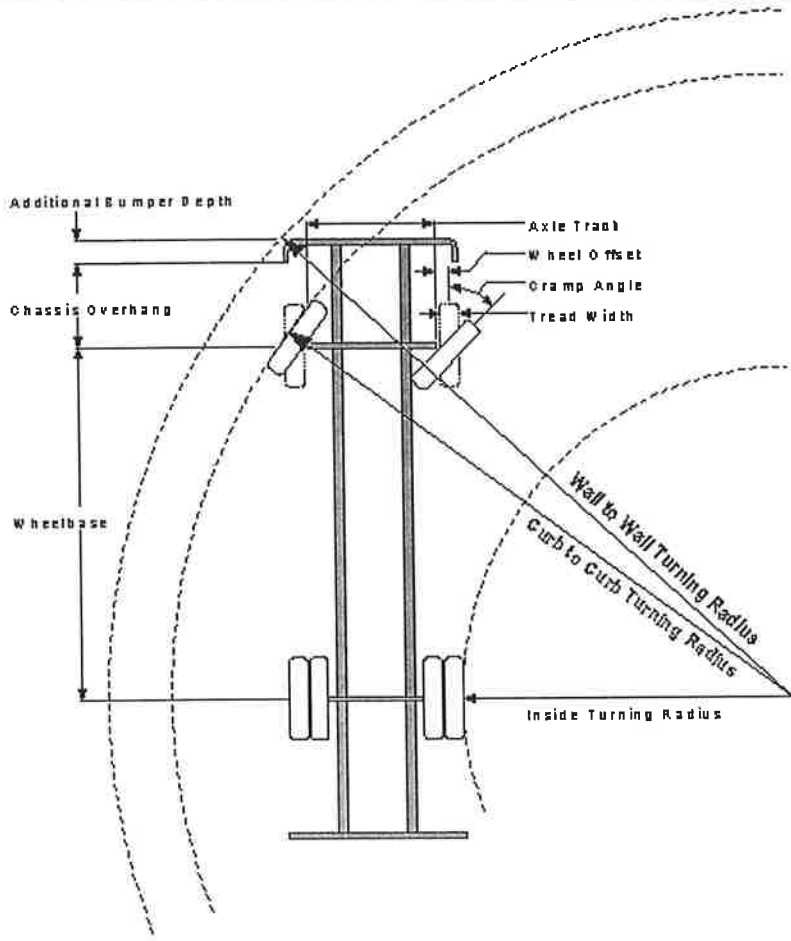
Turning Performance Analysis

1. The distance from the centerline of the front axle to the end of the basket is 142 inches.
2. The distance from the centerline of the rearmost rear axle to end of the bumper is 167 inches.
3. The distance between the centerlines of the two rear axles is 53 inches.



Turning Performance Analysis

11/12/2007



Parameters:

Inside Cramp Angle:	45.00 °
Axle Track:	82.92 in.
Wheel Offset:	4.68 in.
Tread Width:	12.60 in.
Chassis Overhang:	65.99 in.
Additional Bumper Depth:	22.00 in.
Front Overhang:	143.60 in.
Wheelbase:	274.00 in.

Calculated Turning Radii:

Inside Turn:	21 ft. 11 in.
Curb to Curb:	38 ft. 5 in.
Wall to Wall:	46 ft. 5 in.

Comments:

Aerial Application
 New Lenox Fire Protection District Turning Radius report

Components	PRIDE #	Description
Front Axle	0018453	Axle, Front, Oshkosh TAK-4, Non Drive, 22,800 lb, DLX/Enf/Qtm/AXT
Front Wheels	0019611	Wheels, Frt, Alum, Alcoa, 22.50" x 12.25" (425/ & 385/)
Front Tires	0031623	Tires, Michelin, 12R22.50 16 ply all position XZE
Chassis	0060025	Lance-2000 Chassis, PAP/SkyArm/Midmount
Front Bumper	0012246	Bumper, 22" extended - all chassis'
Aerial Device	0022160	Aerial, 100' Pierce Platform

Notes:

Actual Inside Cramp Angle may be less due to highly specialized options.

Curb to Curb turning radius calculated for a 9.00 inch curb.



Definitions:

Inside Cramp Angle	Maximum turning angle of the front inside tire.
Axle Track	King-pin to king-pin distance of the front axle.
Wheel Offset	Offset from the center-line of the wheel to the king-pin.
Tread Width	Width of the tire tread.
Chassis Overhang bumper depth.	Distance from the center-line of the front axle to the front edge of the cab. This does not include the bumper depth.
Additional Bumper Depth	Depth that the bumper assembly adds to the front overhang.
Wheelbase	Distance between the center lines of the vehicle's front and rear axles.
Inside Turning Radius	Radius of the smallest circle around which the vehicle can turn.
Curb to Curb Turning Radius	Radius of the smallest circle inside of which the vehicle's tires can turn. This measurement assumes a curb height of 9 inches.
Wall to Wall Turning Radius	Radius of the smallest circle inside of which the entire vehicle can turn. This measurement takes into account any front overhang due to the chassis, bumper extensions and/or aerial devices.

AFFIDAVIT OF OWNER'S CONSENT

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

I, _____, being the owner of record of property located at _____, hereby grant permission to _____ to file (a) petition(s) for _____ with the Village of New Lenox Planning Department for proposed development concerning the above-referenced property.

Dated this _____ day of _____, 20____.

Signature

Subscribed and sworn to before me this this _____ day of _____, 20____.

Notary Public

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. _____

- b. _____
- c. _____
- d. _____

Note: If your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each such entity.

VI. PERSON MAKING THIS DISCLOSURE ON BEHALF OF THE PETITIONER:

NAME		CAPACITY
ADDRESS		
CITY	STATE	ZIP CODE

VERIFICATION

I, _____, 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 herein are true in both substance and fact.

BY: _____

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

NOTARY PUBLIC

(Seal)

PROFESSIONAL FEE AGREEMENT

This Agreement entered into this _____ day of _____, 20__, between the **VILLAGE OF NEW LENOX**, a Home Rule Illinois Municipal Corporation (hereinafter referred to as "VILLAGE") and _____ (hereinafter individually and collectively referred to as "DEVELOPER").

WHEREAS, as a result of the DEVELOPER's project, which is _____, the VILLAGE must have its professional staff analyze, review and comment upon and perform other services solely on the VILLAGE's behalf from the time of the inception of the project through its completion; and

WHEREAS, the DEVELOPER acknowledges it should pay the VILLAGE's costs and expenses for professional staff services rather than impose the costs upon the VILLAGE residents.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein and other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged by the parties by the execution hereof, it is hereby agreed as follows:

SECTION ONE: PROFESSIONAL FEES. The DEVELOPER shall pay the VILLAGE any and all professional staff fees, costs and expenses incurred by the VILLAGE as a result of or in conjunction with the DEVELOPER's project from this date and prior thereto, through the project's completion as determined by the VILLAGE and/or the VILLAGE's acceptance of all public improvements associated with the project, whichever occurs last.

The VILLAGE's professional staff includes, but is not limited to, its attorneys, engineers, land planners, landscape architects, arborists, traffic and transportation consultants.

Fees shall include, but not be limited to, all time associated with any review, analysis, discussions, meetings, inspections, planning and all other work or services performed on behalf of the VILLAGE in conjunction with the project.

The VILLAGE's professional staff fees shall be billed to the DEVELOPER in the amount as authorized by the VILLAGE to be paid for such services.

SECTION TWO: SECURITY. Prior to the start of any work on the DEVELOPER's project, the DEVELOPER shall post with the VILLAGE cash or certified funds as security for the DEVELOPER's payment of such professional staff fees, costs and expenses, the sum of i) \$500 for residential variances; ii) \$5,000 for preliminary subdivision plats, preliminary planned unit development plats, final subdivision plats and final planned unit development plats; or iii) \$1,000 for all other types of requests. The VILLAGE is specifically authorized to apply this

security in payment of such fees, costs and expenses in the event the DEVELOPER fails to make timely payments to the VILLAGE as required under this Agreement. The DEVELOPER is obligated to continuously maintain the original deposit amount with the VILLAGE until the project's completion.

SECTION THREE: PAYMENT. The VILLAGE shall provide the DEVELOPER with an itemized statement of fees. The DEVELOPER shall pay the VILLAGE within thirty (30) days upon receipt of the statement from the VILLAGE. If the DEVELOPER does not pay the statement within the thirty (30) day period, interest shall accrue on the unpaid balance at the rate of one and one half percent (1 1/2%) per month. The VILLAGE may also direct that all professional staff and Village staff cease work on the project of the DEVELOPER until all statements are paid in full.

SECTION FOUR: COOPERATION. The DEVELOPER shall fully cooperate with the VILLAGE, its officials and professional staff with respect to its project.

SECTION FIVE: REPRESENTATION OF VILLAGE ONLY. The DEVELOPER acknowledges that the VILLAGE's in-house and professional staff solely represent the VILLAGE and the VILLAGE's interest and do not represent the DEVELOPER.

SECTION SIX: CONFLICT. If any of the terms and provisions of this Agreement conflict with any ordinance of the VILLAGE or agreement between the parties, the terms and provisions of this Professional Fee Agreement shall supersede and control any other terms and provisions.

SECTION SEVEN: ATTORNEY'S FEES. In the event any suit or other action is brought to enforce or which otherwise affects this Agreement, or any of its provisions, the DEVELOPER, in addition to all other costs and expenses shall pay the VILLAGE's attorney's fees, expert witness fees, costs and any other associated expenses.

SECTION EIGHT: SEVERABILITY. The invalidity of any paragraph or subparagraph of this Professional Fee Agreement shall not impair the validity of any other paragraph or subparagraph. If any provision of this Agreement is determined to be unenforceable, such provision shall be determined severable and the Agreement may be enforced with such provision severed or as modified.

SECTION NINE: ENTIRE AGREEMENT. This Agreement embodies the entire agreement and understanding between the parties and there are no other agreements, representations or understandings, oral or written, between the parties with respect to the subject matter of this Agreement. No alteration, modification, amendment or change of this Agreement shall be valid unless agreed to by the parties in writing.

Dated at New Lenox, Will County, Illinois, on the date written above.

VILLAGE OF NEW LENOX, a Home Rule
Illinois Municipal Corporation

(Corporate Seal)

BY: _____
Mayor

ATTEST:

BY: _____
Village Clerk

DEVELOPER

BY: _____
Its President

ATTEST:

BY: _____
Its Secretary