



### FINAL P.U.D. PLAT APPLICATION

New Final P.U.D. Plat

Amendment to an Existing Final P.U.D. Plat  
(Requires Public Hearing)

**Development Name and/or Address:** \_\_\_\_\_

**Petitioner Information:**

Primary Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Site Information:**

Site Address or Location: \_\_\_\_\_ Acres: \_\_\_\_\_ Property ID # (PIN): \_\_\_\_\_  
Existing Land Use: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Brief Description of the Proposed Development (Attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Applicant and Interested Parties:**

Name	Company	Address	Phone # / Email
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 the process is completed, as determined by the Village, and all outstanding bills have been paid, the \$5,000 Security Deposit will be returned to the petitioner per the terms of the Professional Fee Agreement.
- B. Subsequent to the approval of the final subdivision plat, the Village Board will set the surety amount for the public improvements associated with the development. Once approved, the final plat is valid for 120 days. Within that 120-day period, the petitioner must submit the surety, pre-pay all water and sewer tap-on fees, and obtain all necessary signatures on the plat. The petitioner must record the final plat within 30 days of execution by the Village. This process is coordinated through the Village’s Engineering Division.
- C. Once the Final Plat has been recorded, a Mylar copy along with a digital file (PDF format) and AutoCAD files shall be submitted to the Community Development Department.

## Checklist of Required Final P.U.D. Plat Application Items

- One (1) original completed "Final P.U.D. Plat Application" form and 30 copies.
- Fifteen (15) full-sized plats (folded to 9" x 12") and two (2) copies reduced to 11" x 17".
- Fifteen (15) full-sized building elevation plans, as may be required, (folded to 9" x 12") and two (2) copies reduced to 11" x 17".
- Fifteen (15) full-sized landscape plans (folded to 9" x 12") and two (2) copies reduced to 11" x 17".
- Fifteen (15) reduced 11" x 17" colored building elevations.
- Fifteen (15) reduced 11" x 17" colored renderings of all proposed signs.
- Eight (8) full-sized (folded to 9" x 12") civil engineering plans, which include the parkway tree plan, along with the following documents:
  - 1. Two (2) Engineer's of Probable Cost Estimate
  - 2. Two (2) Detention Calculations
  - 3. Two (2) Drainage Area Plans
  - 4. Two (2) Storm Sewer Sizing Calculations
  - 5. Two (2) Off-site Easement Plats (if applicable)
  - 6. Two (2) colored Field Tile Surveys/Plans
- Six (6) full-sized lighting/photometrics plans (folded to 9" x 12") and two (2) copies reduced to 11" x 17". In addition, submit six (6) detailed cut sheets for all lighting fixtures.
- Four (4) full-sized fire truck studies (folded to 9" x 12") and two (2) copies reduced to 11" x 17", if applicable.
- One (1) 11" x 17" reduced copy indicating only streets, lot lines and lot numbers for addressing purposes.
- Five (5) copies of the proposed construction schedule.
- Five (5) copies of the proposed covenants.
- List of names and addresses of each adjacent property owner within 250 feet as found at the Will County Recorder's Office (158 N. Scott Street, Joliet, IL 60432).
- Legal description of the property. The Village requires a legal description in Microsoft Word format and e-mailed to the Community Development Department at [jsmith@newlenox.net](mailto:jsmith@newlenox.net) and/or [lmartin@newlenox.net](mailto:lmartin@newlenox.net).
- Payment of the \$1,000 + \$5 per lot review fee.
- Payment of the \$150 + \$25 per lot engineering review fee.
- Landscape plan review fee:
  - Exterior parkway tree plan = \$100.
  - Storm water detention facility landscape plan = \$750 per detention facility.
  - Perimeter landscape area plan = \$500 per 500 lineal feet of perimeter area or fraction thereof.
- If the property is being subdivided, payment of \$50 per lot final plat review fee.
- Completion of the "Public Hearing Acknowledgement" form.
- Completion of the "P.U.D. Plat proposed Development Details" form and 30 copies.
- Completion of the "P.U.D. Plat Open Space and Required School, Park and Village Donations" form and 30 copies.
- A complete list of all proposed deviations from the Village Code (Zoning, Subdivision, etc.).
- Completion of the "Affidavit of Owner's Consent" form (if the petitioner is not the owner of record).
- Completion of the "Professional Fee Agreement" form and payment of the \$5,000 Security Deposit.
- One (1) original completed "Disclosure of Beneficiaries" form and one (1) copy.

I, \_\_\_\_\_, the Petitioner, hereby appeal to the Corporate Authorities of the Village of New Lenox, Will County, Illinois, for a final planned unit development in accordance with the information provided in this application. I certify that the information and statements contained in this application and the documents submitted herewith are true and factual to the best of my knowledge.

I further understand that it is the Petitioner's responsibility to notify adjacent land owners within 250 feet at least 10 days prior to the public hearing via certified mail with return receipt of the time, place and date of any Plan Commission hearings regarding this application. I realize that the date of the meeting will be established and the Primary Contact will be notified after a complete application is accepted by the Community Development Director or designee.

I understand that all correspondence from 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 application.

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

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

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

(Seal)



## PRELIMINARY AND FINAL P.U.D. PLAT

### PROPOSED DEVELOPMENT DETAILS

#### General Land Use Data

	Res.	Office	Comm.	Ind.	Park	School	Other	Total
<b># of Acres</b>								
<b>% of Total</b>								

#### Residential Density

	# of Units	Gross Acres	Gross Density	Net Acres	Net Density	Lot Size		
						Min.	Max.	Ave.
<b>Single-Family</b>								
<b>Duplex</b>								
<b>Multi-Family</b>								

Gross Acres = land area designated for use, including open space and right-of-way

Gross Density = number of dwelling units divided by the gross acres

Net Acres = land area designated for use, excluding open space and right-of-way

Net Density = number of dwelling units divided by the net acres

A. Describe any non-residential portion of the development: \_\_\_\_\_

\_\_\_\_\_

B. Maximum height of buildings measured from the ground at the front wall of the building to the highest point of the coping of a flat roof, to the deck line of a mansard roof, or to the mean height level between eaves and the ridge for a gable, hip or gambrel roof \_\_\_\_\_

\_\_\_\_\_

C. Description of building façade materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Proposed setbacks:  
Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_

E. List any deviations being requested from the standards of the underlying zoning district, such as parking, setbacks, density, uses, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. List any deviations from the Subdivision Ordinance, such as right-of-way width, easements, sidewalks, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PRELIMINARY AND FINAL P.U.D. PLAT**

**OPEN SPACE**

	<b>Acres to be Dedicated</b>	<b>Homeowners Association (acres)</b>	<b>Other (acres)</b>	<b>Total (acres)</b>
<b>Park Site</b>				
<b>Village Site</b>				
<b>School Site</b>				
<b>Private Facility</b>				
<b>Common Areas</b>				
<b>TOTAL</b>				

**REQUIRED SCHOOL, PARK AND VILLAGE DONATIONS**

- A. Required Elementary School District donation of \_\_\_\_\_ acres will be met by:  
 \_\_\_\_\_ Land      \_\_\_\_\_ Cash      \_\_\_\_\_ Land and Cash
- B. Required High School District donation of \_\_\_\_\_ acres will be met by:  
 \_\_\_\_\_ Land      \_\_\_\_\_ Cash      \_\_\_\_\_ Land and Cash
- C. Required Park District donation of \_\_\_\_\_ acres will be met by:  
 \_\_\_\_\_ Land      \_\_\_\_\_ Cash      \_\_\_\_\_ Land and Cash
- D. Required Village donation of \_\_\_\_\_ acres will be met by:  
 \_\_\_\_\_ Land      \_\_\_\_\_ Cash      \_\_\_\_\_ Land and Cash
- E. Private open space or recreational facilities include \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

and will be maintained by \_\_\_\_\_.



## **PUBLIC HEARING FEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, being the petitioner of the \_\_\_\_\_  
\_\_\_\_\_ request for the property located at \_\_\_\_\_  
\_\_\_\_\_, hereby acknowledge that I am responsible to pay all invoices related to the  
public hearing (newspaper publications/public hearing signs) for the application requested with the  
Village of New Lenox Community Development Department. I also acknowledge that my Security  
Deposit for the application will not be returned until all public hearing fee invoices are paid.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Signature

Subscribed and sworn to before me this this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

(Seal)

Notary Public



**AFFIDAVIT OF OWNER’S CONSENT**

I, \_\_\_\_\_, being the owner of record of property located at \_\_\_\_\_, hereby grant permission to \_\_\_\_\_ to file (an) application(s) for \_\_\_\_\_ with the Village of New Lenox Community Development 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\_\_.

(Seal)

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



## **CERTIFICATION OF NEIGHBORHOOD NOTIFICATION**

I, \_\_\_\_\_, hereby certify that I have met the neighborhood notification requirements of the Village of New Lenox. All property owners within 250 feet have been notified (via certified mail) of my intentions to petition the Village of New Lenox for the following request(s):

\_\_\_\_\_

with regard to the property located at:

\_\_\_\_\_

As evidence of such notification, copies of the notification letters and returned receipts mailed to said property owners are attached, along with the return receipt certifications.

I understand that if such evidence is not submitted to the Village prior to the scheduled Plan Commission or Zoning Board of Appeals meeting, the application will not be heard at the scheduled meeting date. I also understand that if the appropriate property owners are not notified, no action will be taken on my application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **NOTICE TO ADJOINING PROPERTY OWNERS**

### **(SAMPLE LETTER)**

DATE

NAME  
ADDRESS  
CITY, STATE, ZIP CODE

RE: P.I.N. NUMBER OF SUBJECT PROPERTY \_\_\_\_\_

DEAR PROPERTY OWNER:

PLEASE BE ADVISED THAT THE OWNERS OF \_\_\_\_\_ HAVE  
PETITIONED THE VILLAGE OF NEW LENOX FOR A \_\_\_\_\_  
REQUEST. THIS APPLICATION HAS BEEN SUBMITTED BY \_\_\_\_\_  
\_\_\_\_\_.

A PUBLIC HEARING IS SCHEDULED TO BE HEARD BEFORE THE NEW LENOX (PLAN  
COMMISSION OR ZONING BOARD OF APPEALS) ON DATE \_\_\_\_\_ AT TIME  
\_\_\_\_\_ AT THE NEW LENOX VILLAGE HALL, 1 VETERANS PARKWAY, NEW LENOX,  
ILLINOIS.

A COPY OF SAID APPLICATION MAY BE EXAMINED AT THE OFFICE OF THE VILLAGE  
DIRECTOR OF COMMUNITY DEVELOPMENT, 1 VETERANS PARKWAY, NEW LENOX,  
ILLINOIS. ALL PERSONS DESIRING TO APPEAR AND BE HEARD FOR OR AGAINST THE  
SUBJECT OF THIS HEARING MAY APPEAR AND BE HEARD THEREON.

\_\_\_\_\_  
SIGNATURE



## PARKWAY TREE GUIDELINES

For all residential final subdivision plats, the landscape and parkway tree plans must conform to the requirements specified in the Zoning Ordinance and Subdivision Code. In order for the parkway tree plan to be effectively implemented, the following criteria are emphasized:

1. The Subdivision Code and Zoning Ordinance require one tree for each 40 lineal feet of street length. After making this calculation, the exact number of required parkway trees will be known for the subdivision.
2. Trees planted shall be at least two and one-half (2½) inches in caliper measured six inches above grade. The species must be chosen from the list specified in the Subdivision Code.
3. The Subdivision Code and Zoning Ordinance require that trees be planted halfway between the curb and sidewalk, no less than 30 feet apart, at least 10 feet from all driveways and fire hydrants, and 30 feet from all streetlights. In order to provide for adequate intersection visibility, the Zoning Ordinance also requires that no tree be planted closer than 40 feet to the intersection of two right-of-way lines and/or edge of private road easements. The required number of parkway trees must then conform to these spacing and location requirements.
4. In order to ensure that the required number of parkway trees will meet the spacing and location requirements, the submitted parkway tree plan must overlay the utilities (e.g. water line, sewer line, manholes, fire hydrants, street lights, etc.) and proposed driveway / driveway apron locations. The Zoning Ordinance requires a minimum 20-foot wide driveway, but if larger driveways are anticipated, then these widths and aprons should be reflected on the parkway tree plan. The landscape architect may then need to coordinate the parkway tree plan with the engineer for the proposed subdivision.
5. After overlaying the utilities and driveways, the required number of parkway trees may not fit within the subdivision. However, this does not mean that the developer will not have to comply with the required number of parkway trees. The developer will have to then contact Village staff in order to discuss alternative planting areas, such as within the right-of-way along any required park sites and/or detention areas (if room is available).
6. In terms of parkway tree installation, the Subdivision Code mandates that on an annual or semiannual basis, the developer shall contract for the installation of parkway trees for all lots requiring parkway trees and that have received certificates of occupancy during that year. Planting will be done in the spring and/or fall of each year. Since the parkway trees are covered through the approved letter of credit, the Subdivision Code states that the developer is responsible for the planting. The planting responsibility cannot be transferred to the individual lot owners or home buyers.

The above guidelines are not an exhaustive list, as all of the requirements of both the Subdivision Code and Zoning Ordinance must be followed. If you have any questions, please contact the Community Development Department at (815) 462-6490.



## 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.

**DEVELOPER's Billing Address:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**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 represents 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