



SITE PLAN APPLICATION

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 all staff comments have been addressed, the applicant must submit twenty (20) 11” x 17” reduced copies of the site plan, landscape plan, building elevations, and signs for the Village Board agenda packets.
- B. For multiple requests filed simultaneously, only one Security Deposit is required, and the highest Security Deposit shall apply. Once the process is completed, as determined by the Village, and all outstanding bills have been paid, the Security Deposit will be returned to the Petitioner per the terms of the Professional Fee Agreement.
- C. Engineering review and inspection fees will be determined by the Community Development Department based upon the estimated cost of public improvements and use of in-house Staff and/or outside consultants.

Checklist of Required Site Plan Application Items

- One (1) original completed "Site Plan Application" form and 30 copies.
- Fifteen (15) full-sized site plans (folded to 9" x 12") and two (2) copies reduced to 11" x 17".
- Fifteen (15) full-sized building elevation plans (folded to 9" x 12") and two (2) copies reduced to 11" x 17".
- Fifteen (15) 11" x 17" colored renderings of proposed building elevations.
- Fifteen (15) 11" x 17" colored renderings of all proposed signs.
- Six (6) full-sized landscape plans (folded to 9" x 12") and two (2) copies reduced to 11" x 17".
- Six (6) full-sized photometric/site lighting 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.
- Six (6) complete sets of civil engineering plans (folded to 9" x 12"), which include the parkway tree plan, along with the following documents (if applicable):

1. Two (2) Engineer's of Probable Cost Estimate	4. Two (2) Storm Sewer Sizing Calculations
2. Two (2) Detention Calculations	5. Two (2) Off-site Easement Plats (if applicable)
3. Two (2) Drainage Area Plans	6. Two (2) colored Field Tile Surveys/Plans
- Four (4) full-sized fire truck study plans (folded to 9" x 12") and two (2) copies reduced to 11" x 17".
- Review Fee: \$250
- Landscape plan review fee:
 - 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 = \$1,000 plus \$10 per acre or fraction thereof.
- Completion of the "Professional Fee Agreement" form and payment of the \$1,000 Security Deposit. (See Note B on page 1 if filing multiple requests).
- Completion of the "Affidavit of Owner's Consent" form (if the petitioner is not the owner of record).
- One (1) original completed "Disclosure of Beneficiaries" form and 1 copy.

I, _____, the Petitioner, hereby appeal to the Corporate Authorities of the Village of New Lenox, Will County, Illinois, for site plan approval 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 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_____.

(Seal)

 Notary Public



SITE PLAN 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.
- 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 REQUIREMENTS



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) 463-4500.

For developments north of Summerfield Road, contact the Homer Township Fire Protection District at (815) 838-5006 for its particular requirements (may be similar as stated below).

For developments south of Delaney Road, contact the Manhattan Fire District at (815) 478-3197 for its particular requirements (may be similar as stated below).

Site Plan Review Requirements:

- Submit architectural drawings showing that the fire truck turning study has been applied and complies with the wall to wall turning analysis (see attached Turning Performance Analysis)
- **HYDRANT FOR SPRINKLER & STANDPIPE SYSTEMS.** Buildings equipped with a sprinkler or standpipe system shall be installed in accordance with section 905 shall have a fire hydrant within 100 feet (30 m) of the fire department connections.
- The fire department connection shall be a 5" Storz with a 30-degree down turn. The fire department connection shall be located within 100' of a fire hydrant.
- Fire department connections shall be located at the nearest point of fire department apparatus accessibility or at a location approved by the authority having jurisdiction.
- Fire hydrants shall be located along a fire apparatus access road so that no portion of a building or facility will be more than 300 feet from any hydrant. At least two hydrants shall be located within 300 feet of each building. Additional hydrants and mains shall be provided where required by the code official.
- **LOCATION.** With respect to hydrants, driveways, buildings and landscaping, fire department connections shall be so located that fire apparatus and hose connected to supply the system will not obstruct access to the buildings for other fire apparatus. Fire department connections shall be located within 100 feet of a fire hydrant at a location approved by the code official.
- Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 85,000 pounds.

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 the end of the bumper is 167 inches.
3. The distance between the centerlines of the two (2) rear axles is 53 inches.



Turning Performance Analysis

11/12/2007

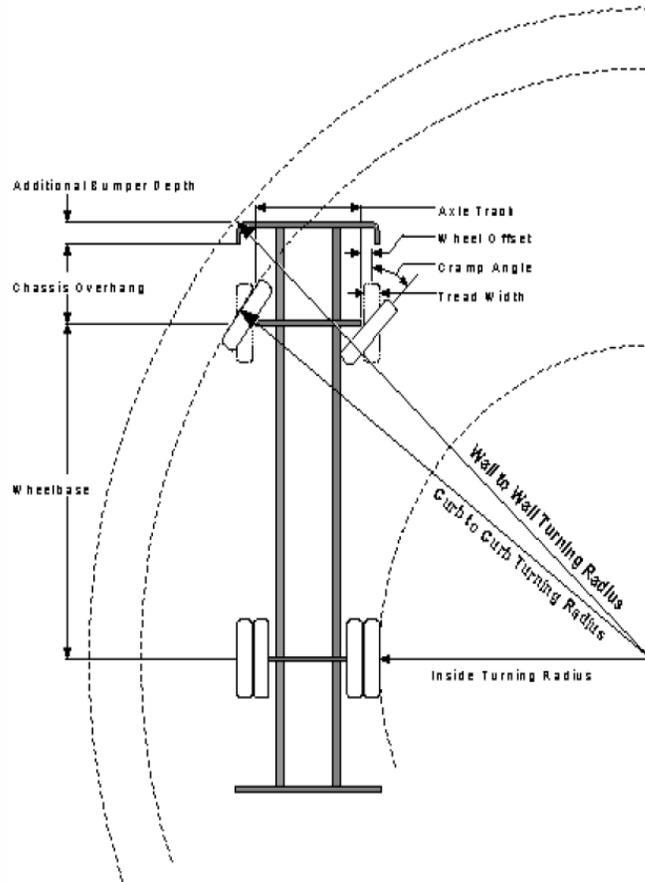
Definitions:

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	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.



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.



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



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
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- 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