

**PLANNED UNIT DEVELOPMENT (PUD)
SPECIFIC IMPLEMENTATION PLAN (SIP)
APPLICATION**

Part A: Contact Information.

Property Addresses (List all...): _____

Date that current zoning became effective on this property

(In other words—when was the GDP approved?): _____

1. Owner's Name and Address _____

Owner's Phone number: _____ Fax Number: _____

2. Applicant's Name and Address (if different from Property owner): _____

Applicant's Phone: _____ Fax: _____

3. Architect/Engineer/Surveyor/Attorney Name and Address: _____

Architect/Eng/Surveyor/Attorney Phone: _____ Fax: _____

4. Who from above is the primary contact for this application? (Who should receive correspondence/letters?)

_____ Primary Contact E-mail: _____

Part B: Submission Requirements.

Submittal Due Date: The first week of the month for consideration by the Plan Commission the following month.

U Checklist—See the Attached Sheet for All Specific Implementation Plan Submission Requirements.

For Village Staff Only:

Initial Application Received: _____

Technical Review Committee date: _____

Complete Application Received: _____

Fees paid – Amount and Date: _____

Receipt #: _____

MEETING DATES

Tentative Date for Plan Commission Review of proposed SIP: _____

NOTES:

Specific Implementation Plan (SIP) Submission Requirements Checklist

Initial Applications Must Include the Following:

- U Completed “Specific Implementation Plan” Application Form
- U Proof of ownership
OR letter of consent from property owner (if the applicant is not the property owner)
- U Current legal description of the property from a licensed engineer, surveyor or attorney
- U 15 copies of a Map (11” x 17”) showing
 - The subject property for which the Specific Implementation Plan is proposed and illustrating its relationship to the nearest street intersection
 - All lands within 600 feet of the boundaries of the subject property
 - The current zoning for the subject property and all lands within 600 feet of its boundaries
 - All lot dimensions for the subject property
 - Graphic scale and north arrow
- U 15 copies (8 ½” x 11”) of a Written Description of the proposed SIP, including
 - Specific project themes and images
 - Specific residential densities and non-residential intensities as described by dwelling units per acre and floor area ratio
 - The specific treatment of natural features
 - The specific relationship to nearby properties and public streets
 - An explanation that demonstrates the full consistency of the SIP with the approved General Development Plan (GDP), including the date of the GDP approval
 - An explanation of any and all variations between the requirements of the applicable PUD/GDP zoning district and the proposed SIP development
- U 15 copies (22” x 34” ANSI ‘D’) of a Specific Implementation Plan Drawing, at a minimum scale of 1” = 100’ of the proposed project showing at least the following information in sufficient detail:
 - A SIP Site Plan (see attached sheet “Site Plan Requirements”...) conforming to all requirements of Section 10-1-174.
 - Location of recreational and open space areas and facilities specifically describing those that are to be reserved or dedicated for public acquisition and use
 - Statistical data on minimum lot sized in the development, the precise areas of all development lots and pads, density of various parts of the development, floor area ratio, and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Plan Commission or Village Board
 - Notations relating the written information from the Written Description (above) to specific areas on the Precise Implementation Plan drawing.
- U 15 copies (22” x 34” ANSI ‘D’) of a Detailed Landscape Plan for the subject property, specifying the location, species, and installed size of all trees and shrubs. Include a chart which provides a cumulative total for each species, type, and required location (foundation, yard, street, paved area, and buffer yard) of all trees and shrubs.
- U 15 copies of a Stormwater Management Plan for the proposed project. Please see the Village’s “Requirements for Erosion Control and Stormwater Management Plans” document.
- U 3 full size (22” x 34” ANSI ‘D’) copies and one reduced size (11” x 17”) copy of a Grading and Erosion Control Plan of the subject property. Please see the Village’s “Requirements for Erosion Control and Stormwater Management Plans” document.

- U 3 copies of a Utility Plan for the proposed project, showing all proposed utilities, the location of electrical transformers, gas and electric meter banks (if any), and any utilities that are abandoned, if any.
- U 3 full size (22" x 34" ANSI 'D') copies and one reduced size (11" x 17") copy of a Utility Plan of the subject property, showing existing utilities to be abandoned and how new utilities (water, sewer, electrical...) will be provided.
- U 15 copies of Building Elevations for the entire exterior of all buildings in the PUD, including detailed notes as to the materials and colors proposed.
- U 15 copies of a General Signage Plan including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes which are proposed to vary from Village standards or common practices
- U 15 copies (8 1/2" x 11") of a general outline of the intended Organizational Structure for a property owners association, if any; deed restrictions and provisions for private provision of common services, if any
- U 15 copies (8 1/2" x 11") of Proof of Financing Capability pertaining to construction and maintenance and operation of public works elements of the proposed development.
- U This Checklist (or a photo-copy of this check-list)

Final Applications Must Include the Following:

- U Consultant engineering, legal and planning fee deposit of: TBD

Please note: At the time the applicant files the petition, the applicant shall pay a deposit in an amount to be set by the Village Board to be drawn upon in the event that the fees and costs incurred by the Village in reviewing and processing the petition are not timely paid by the applicant. The owner shall also execute an agreement requiring the owner to reimburse the Village for costs incurred by outside consultants as part of the PUD review process.

Please note also: Any portion of the deposit that is *not* used by the Village will be returned to the applicant.

- U 15 reduced-size copies (11" x 17" minimum) AND 3 full-size copies (22" x 34" ANSI 'D') of the Precise Implementation Plan Drawing, showing any changes required by staff.
- U 15 reduced-size copies (11" x 17" minimum) AND 3 full-size copies (22" x 34" ANSI 'D') of the Landscape Plan, showing any changes required by staff.
- U 15 reduced-size copies (11" x 17" minimum) AND 3 full-size copies (22" x 34" ANSI 'D') of the Building Elevations, showing any changes required by staff.
- U 15 reduced-size copies (11" x 17" minimum) of the General Signage Plan, showing any changes required by staff.
- U One set of Mounted Display Copies (22" x 34" minimum) of the Precise Implementation Plan, Landscape Plan, and of the Building Elevations for use at the public hearing. Color copies are preferred, if possible.

The following checked items are also required:

- U Lighting plan
- U Landscaping plan
- U Grading plan
- U Storm water management plan
- U Utility plan
- U Sediment and Erosion Control plan (for during construction period)

- U Fence details and screening plans for mechanical equipment, dumpsters, etc...
- U Sign plans/elevations/details
- U Traffic study
- U Travel Demand Management (TDM) plan
- U Other: _____

The following checked fees are also required:

- U Park dedication fee
- U Sewer connection fee
- U Water Connection fee
- U
- U Other: _____

Format Requirements—all plan submittals must meet the following format requirements:

- A **Title Block** stating the name of the applicant & address/location of the project is required.
- A **Date** is required on the plans, including the **date** of any revisions/changes to the plans
- A **North Arrow** is required.
- The **Scale** must be appropriate for the size of the project.
(1 inch = 10 feet or 1 inch = 20 feet is preferred in most cases. Minimum scale of 1 inch = 100 feet...)

SITE PLAN REQUIREMENTS

FOR SUBMISSIONS OF SPECIFIC IMPLEMENTATION PLAN

Property Site Plan drawings shall include:

Full size = **22" x 34" ANSI 'D'**
Reduced size = **11" x 17" or 8½" x 11"**

- A title block which indicates the name, address, and phone/fax numbers of the current property owner and/or agents (developer, architect, engineer, surveyor...) for the project
- The date of the original plan and the latest date of revision to the plan
- A north arrow and a graphic scale not smaller than One inch to 100 feet. (One inch to 10 feet or One inch to 20 feet is preferred.)
- A legal description of the subject property
- All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled
- All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose
- All required building set-back lines
- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls
- The location and dimension (cross-section and entry throat) of all access points onto public streets
- The location and dimension of all on-site parking (and off-site parking provisions if they are to be utilized), including a summary of the number of parking stalls provided versus required by the Zoning Code
- The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas
- The location of all outdoor storage areas and the design of all screening devices
- The location, type, height, size and lighting of all signage on the subject property
- The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property
- The location and type of any permanently protected green space areas
- The location of existing and proposed drainage facilities
- In the legend, data for the subject property on:
 - Lot area
 - Floor area
 - Floor area ratio (b/a)
 - Impervious surface area
 - Building height