



## **Land Development Application Packet**

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# Village of Montgomery

## Summary of the Development Application Review Process

### MEETING TIMES

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Plan Commission.....Meets the First Thursday of the month  
Committee of the Whole.....Meets the 1<sup>st</sup> Tuesday after the Plan Commission meeting of the month  
Village Board.....Meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month

### PRE-APPLICATION

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#### *Conference with Development Review Team*

Every petitioner is required to participate in a pre-application conference to initiate the review process for each new development. The pre-application conference allows the petitioner to familiarize themselves with the Village's development objectives and procedures, and to learn about any special circumstances that may exist or be applicable to the subject property. The petitioner will meet with our Development Review Team, which meets every Wednesday afternoon beginning at 1:30 p.m. Each Petitioner must call and schedule an appointment with Community Development Staff in advance for the discussion of their project. The Petitioner must provide copies of the plans for the meeting as well as PDF's of the plans via email in advance of the meeting. Please contact the Community Development Staff to set up an appointment.

#### *Planning Council*

The Planning Council, made up of Village Staff, Consultants, and representatives of other local agencies (i.e. Fire, School, and Park Districts, Kane or Kendall County, etc.) meets on the morning of the first Thursday of the month. Each Petitioner will be given an estimated start time to present the proposed project and answer any questions the Council may have. The Petitioner must submit a PDF of the plan which must show subject property and all adjacent properties and any roads ten (10) days prior to the meeting to be included on the agenda. Following the meeting the Village issues a summary memo of comments from the Planning Council which the application to the Plan Commission should address. Following are development requests that are required to be taken before the Planning Council: Any Concept Plan, Annexation, Special Use for a PUD, and Preliminary Plan (when no Concept Plan is approved). At the time of the Development Review Team conference, the Petitioner will be scheduled for the next Planning Council meeting.

### APPLICATION SUBMITTAL. & REVIEW

#### *APPLICATION SUBMITTAL*

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You must schedule an appointment to submit your application. The date the applications are due, time will be set aside for scheduled appointments. Appointments will be scheduled after 1 p.m. Allow 15 minutes for an appointment. If you want to schedule an appointment for the date the application is due, you must make an appointment by 4:30 p.m. on Monday of that week. If you would like to submit earlier please call and set up an appointment to do so. No application will be accepted without a scheduled appointment, as well as required application documents and fees.

#### *STAFF REVIEW*

If a public hearing is required in connection with the application, the Village will publish the notice (at the Petitioner's cost), provided the application is complete. Following is a list of development requests that require a public hearing: Special Use, Zoning/Rezoning, PUD's, Zoning Amendment, Comprehensive Plan Amendment, Zoning Text Amendment and Variation.

# Village of Montgomery

## Summary of the Development Application Review Process

Note that the Petitioner is responsible for sending certified letters to all owners of property residing within 250 feet of the proposed development site. Certified mailing receipts must be submitted to Community Development Staff on or before the date that the petition is reviewed by the Plan Commission along with an affidavit of property owners and addresses the letters were sent to.

All time spent by the consultants reviewing their application will be billed in accordance with the deposit ordinance 1811. Additionally, Village Staff time is compensated by an administrative fee to the engineering invoices.

The Village Staff is responsible for obtaining compliance with all the Village's technical requirements and identifying ways to achieve or improve upon the Village's development goals and objectives. The staff and consultants have no authority to vary the requirements of the Ordinances, these only come from the Zoning Board of Appeals and Plan Commission recommendations and ultimately from Village Board approval.

### ***PLAN COMMISSION REVIEW***

The Planning Commission is responsible for interpreting the Village's development goals and objectives and making recommendations concerning land use and land development in Montgomery to the Village Board. The Plan Commission relies upon the recommendations of the Village Staff and consultants and the input of the public in determining its course of action on each development application. The Plan Commission may accept, reject, or modify any staff recommendation. It is the petitioner's responsibility to demonstrate that the criteria for approving or granting the requested application have been satisfied.

### ***VILLAGE BOARD REVIEW***

The final approval decision for each development application rests with the Village Board. The Village Board may accept, reject or modify the Planning Commission recommendation, as provided in the Ordinances. The Village Board's action is final.

Community Development Staff updates the Village Board of the Plan Commission's action at the Committee of the Whole meeting. The Board discusses the proposal and takes action at the following Village Board Meeting.

### ***STAFF REVIEW OF REVISED PLANS BASED ON BOARD'S CONDITIONAL APPROVAL***

After the Board's conditional approval, revised plans, per staff, consultant and other agency reports and comments, must be resubmitted for review. All plans, including site, engineering, plat and landscape plans, must be resubmitted in one submittal, including any additional required documents per staff comments made in their reports. Once revised plans have been submitted, three weeks will be allowed for staff review of revised plans. Staff will produce reports based on the revised plans and the Community Development Department will distribute those reports back to the Petitioner. The Petitioner is then responsible for revising the plans according to staff's reports; the cycle will continue in this manner until all comments and issues have been satisfied. Plats will not be recorded and building/grading/stormwater permits will not be issued until all plans have been revised per staff comments based on the conditional approval from the Village Board.

### **NOTE**

Petitioners must submit all required documents and applications by all required deadlines to allow staff review and consultation. The Village reserves the right to remove a Petitioner from a scheduled meeting if the deadlines are not met; the application is not complete, or the required fees and deposits are not submitted. Meeting dates are subject to change. Petitioners will be notified of any meeting date changes.

# Village of Montgomery

## Land Development Application

Case Number:

Date Filed:

The undersigned respectfully petitions the Village of Montgomery to review and consider granting the following approval on the land herein described. *(Check all that apply)*

- Amendment
- Annexation *(attach original copy of the annexation petition to this application)*
- Planned Unit Development (PUD)
- Rezoning from \_\_\_\_\_ to \_\_\_\_\_
- Site Plan Review
- Special Use Permit

**Stage of Planning Process** *(if applicable):*

- Concept Plan
- Preliminary Plan
- Final Plan

### Applicant Information

**Applicant** *(Please Print or Type)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Contact Person** *(If different from Applicant)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Is the applicant the owner of the subject property?  Yes  No

*(If the Applicant is not the owner of the subject property, a letter from the Owner authorizing the Applicant to file the **Land Development Application** must be attached to this application).*

Is the applicant and/or owner a trustee or a beneficiary of a land trust?  Yes  No

*(If the Applicant and/or Owner of the subject property is a Trustee of a land trust or beneficiary(ies) of a land trust, a disclosure statement identifying each beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the Trustee and shall be attached hereto).*

# Village of Montgomery

## Land Development Application

### Property Information

Name of Proposed Development: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Parcel Index Number(s): \_\_\_\_\_

Area of Parcel(s) in Acres: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Comprehensive Plan Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

The subject property is located in which **Fire Protection District**? \_\_\_\_\_

The subject property is located in which **Park District**? \_\_\_\_\_

The subject property is located in which **School District(s)**? \_\_\_\_\_

The subject property is located in which **Library District**? \_\_\_\_\_

A legal description of the property must be attached to this application.

I, \_\_\_\_\_, hereby apply for review and approval of this application. The plans, documents and information submitted are accurate and complete and comply will all Village ordinances to the best of my knowledge including but not limited to the Zoning Ordinance, Subdivision Control Ordinance, Stormwater Ordinance, Erosion and Sedimentation Control Ordinance, Code of Ordinances and Naturalized Stormwater Planting Guidelines as well as the Village's Comprehensive Plan and Sub-Area Plans.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Land Development Checklist

	Amendment		Annexation <i>(with Agreement)</i>		Planned Unit Development		Rezoning		Site Plan Review		Special Use Permit	
	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted
Application <i>(pages 3-4)</i>	X		X		X		X		X		X	
Application Fee <i>(see page 7)</i>	X		X		X		X		X		X	
Application Deposit with Signed Agreement <i>(see page 9)</i>	X		X		X		X		X		X	
Written Statement of Intent	X				X		X		X		X	
Notification to Surrounding Property Owners with Certified Mailing Receipts and Affidavit of Notification	X		X		X		X				X	
Legal Description of Property	X		X		X		X		X		X	
Proof of Ownership	X		X		X		X		X		X	
Petition for Annexation <i>(2 Full Sized Copies &amp; PDF)</i>			X									
Plat of Annexation <i>(6 Full Sized Copies &amp; PDF)</i>			X									
<b>Plan Set: 6 Full Sized Copies &amp; PDF Required</b>												
Plat of Survey/ALTA			X		<i>Refer to Planning Process Checklist</i>		X		X <sup>2</sup>		X <sup>3</sup>	
Site Plan/ Preliminary Plan			X <sup>1</sup>		<i>Refer to Planning Process Checklist</i>		X <sup>1</sup>		X <sup>2</sup>		X <sup>3</sup>	
Final Landscape Plan					<i>Refer to Planning Process Checklist</i>				X <sup>2</sup>		X <sup>3</sup>	
Final Engineering Plan					<i>Refer to Planning Process Checklist</i>				X <sup>2</sup>		X <sup>3</sup>	
Color Elevations					<i>Refer to Planning Process Checklist</i>				X		X	
Photometric Plan					<i>Refer to Planning Process Checklist</i>				X <sup>2</sup>		X <sup>3</sup>	
Material Board					<i>Refer to Planning Process Checklist</i>				X		X	
Sign Package					<i>Refer to Planning Process Checklist</i>				X <sup>2</sup>		X <sup>3</sup>	

<sup>1</sup> 30 Reduced Size Copies (11 x 17) are also required

<sup>2</sup> Auto Cad Format is also required

<sup>3</sup> 30 Reduced Size Copies (11 x 17) and Auto Cad Format are also required

## Land Development Checklist (Cont.)

	Amendment		Annexation <i>(with Agreement)</i>		Planned Unit Development		Rezoning		Site Plan Review		Special Use Permit	
	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted	Required	Accepted
<b>Additional Forms: 1 Copy &amp; PDF</b>												
NRI Kendall County Report or Land Use Opinion Application Kane/Dupage County					X				X		X	
IDNR Endangered Species Sign Off Letter					X				X		X	
Wetland Determination Report by Qualified Kane County Wetland Specialist <b>(2 Copies)</b>					X				X		X	
Illinois Historic Preservation Agency Sign Off Letter					X				X		X	
Army Corp of Engineers Jurisdictional Determination - Chicago or Rock Island District					X				X		X	
U.S Fish and Wildlife Service Sign Off Letter Kane County/Barrington Office or Kenndall County/Rock Island Office					X				X		X	
Kane County Stormwater Permit <b>(4 Copies)</b>					X				X		X	

## Planning Process Checklist

*All Submitted Plans Must Include 6 Full Size Copies, 30 Reduced Size Copies (11 x 17), and a PDF*

	Concept Plan <i>(Planning Council)</i>		Preliminary Subdivision or PUD Plan		Final Subdivision or PUD Plan	
	Required	Accepted	Required	Accepted	Required	Accepted
Plat of Survey/ALTA			X		X	
Site Analysis	X					
Site Plan/Preliminary Plat	X		X			
Preliminary Landscape Plan	X		X			
Preliminary Engineering Plan			X			
Final Landscape Plan					X	
Final Engineering Plan					X	
Final Plat of Subdivision or PUD						
Color Elevations	X		X		X	
Sign Package			X		X	
Fiscal Impact Study <i>(If requested by staff, 2 Copies)</i>			X		X	
Traffic Impact Analysis <i>(If requested by staff, 2 Copies)</i>			X		X	
<i>These Plans must also be submitted in Auto Cad Format</i>						

# Village of Montgomery

## Plan Commission Fee Sheet

Item	Cost	Amounts Due
Amendment	\$400*	\$ _____
Annexation	\$400	\$ _____
Planned Unit Development	\$400	\$ _____
Rezoning	\$400	\$ _____
Site Plan Review	\$400	\$ _____
Special Use	\$400	\$ _____

Planning Process

Concept Plan	No Fee	N/A
Final Plat	\$400	\$ _____

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**TOTAL AMOUNT DUE:** \$

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**NOTE**

As required by Ordinance 1811, it is the responsibility of the Petitioner to pay all administrative, professional consulting and public hearing expenses, incurred by the Village in processing and acting upon petitions or requests (of any of the above actions).



# Village of Montgomery

## Deposit Account Fee Sheet

Item	Cost	Amounts Due
Rezoning	\$2,000	\$ _____
Special Use Permit (not as part of PUD)	\$5,000 (with assistance from Village of Consultants)	\$ _____
Special Use Permit (not as part of PUD)	\$1,000 (without assistance from Village of Consultants)	\$ _____
Special Use/Planned Unit Development	\$10,000	\$ _____

**Subdivision Plats**

1 acre or less	\$2,000	\$ _____
From 1 to 10 acres	\$5,000	\$ _____
From 10 to 35 acres	\$10,000	\$ _____
Over 35 acres	\$20,000	\$ _____

**Annexation Agreements**

1 acre or less	\$2,000	\$ _____
From 1 to 10 acres	\$5,000	\$ _____
From 10 to 35 acres	\$10,000	\$ _____
Over 35 acres	\$20,000	\$ _____

**Site Plan Review**

1 acre or less	\$2,000	\$ _____
From 1 to 10 acres	\$5,000	\$ _____
From 10 to 35 acres	\$10,000	\$ _____
Over 35 acres	\$20,000	\$ _____

**TOTAL AMOUNT DUE:**

\$ \_\_\_\_\_

**NOTE**

As required by Ordinance 1811, it is the responsibility of the Petitioner to pay all administrative, professional consulting and public hearing expenses, incurred by the Village in processing and acting upon petitions or requests (of any of the above actions).

# Village of Montgomery

## DEVELOPER'S AGREEMENT WITH RESPECT TO LAND DEVELOPMENT FEES AND DEPOSITS

Case Number:

Date Received:

### Exhibit A

The undersigned Developer/Petitioner acknowledges that he/she has filed a \_\_\_\_\_ (type of action requested) and acknowledges he/she has received a copy of Ordinance No. 1811 and accepts the terms thereof. The Developer, in consideration of the Village undertaking review of the Developer's request, agrees to be bound by the terms of such Ordinance and herewith submits an initial deposit of:

\_\_\_\_\_ Dollars (Written amount). \$\_\_\_\_\_ (Numeric Amount)

Developer further acknowledges that said amount is an estimated amount only, and is to be held as security for monthly payments of invoiced expenses. If invoices are not paid, or said deposit is exhausted, the Developer acknowledges that his/her application shall be held and not processed further until said amounts are satisfied or brought current. Developer may be required to replenish said amount if the deposited funds are exhausted.

Developer Name (printed) \_\_\_\_\_

Authorized Signature for Developer: \_\_\_\_\_ Date: \_\_\_\_\_

#### Invoice Information for Developer *(Please Print or Type)*

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

#### Office Use Only

Project Name: \_\_\_\_\_

RECEIPT OF INITIAL FEE DEPOSIT ACKNOWLEDGED BY FINANCE DEPARTMENT EMPLOYEE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This form must be executed and accompany all Development Applications. No Application will be accepted or processed without this completed form.***

# Village of Montgomery

## Notification/Information Letter Example

**DO NOT RETURN THIS TO THE VILLAGE – IT IS FOR YOUR USE IN DRAFTING LETTERS**

(On Petitioner's Letterhead)

Notice for Public Hearings

*Every petitioner for Rezoning, Special Use and Planned Unit Development, is required to notify adjoining **property owners** of his/her intent to develop property in the Village of Montgomery. Petitioners should provide the adjoining property owners with a brief description of the proposed development and a copy of the development plan to help adjoining property owners better understand what is being proposed in their neighborhood.*

### EXAMPLE OF NOTIFICATION/INFORMATION LETTER

*Dear Neighbor:*

(Petitioner Name) has submitted an application to the Village of Montgomery for (type of application) to allow (describe project, use of land, number of units, etc.) on the property located at \_\_\_\_\_.

A copy of the site plan is enclosed for your information. The staff at the Village of Montgomery is currently reviewing our application material, including the site plan. If you have any concerns or questions about the proposed development of the property, you are encouraged to call (contact for the Petitioner) at (Contact's telephone number), or Jerad Chipman, Planner at 630-896-8080 ext 9022 before (date of Plan Commission/Zoning Board of Appeals). You will also have an opportunity to comment about the proposed development at the Montgomery Planning Commission meeting scheduled for (date of Plan Commission/Zoning Board of Appeals) at 7:00 p.m located at the Montgomery Village Hall at 200 N. River Street Montgomery, IL.

Sincerely,

(Petitioner)