



## *Community Development Department*

418 Main Street · Lemont, Illinois 60439

phone 630-257-1595 · fax 630-257-1598

lemont.il.us

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# **Planned Unit Development (PUD) Preliminary Plan/Plat Information & Application Packet**

## Introduction

This information packet was created to assist anyone who is considering applying for a Planned Unit Development (PUD) preliminary plan/plat. The packet presents an overview of the procedures and requirements for PUD preliminary plan/plat applications. It also includes all forms and information necessary to compile a complete application. However, this packet does not have any statutory standing and should not be considered a substitute for the actual law, ordinances, codes, or policies of the Village of Lemont. At a minimum, those considering a PUD preliminary plan/plat application should consult section 17.08.070 of the Lemont Unified Development Ordinance. Also, any person who intends to apply for a PUD preliminary plan/plat (applicants) should consider a meeting with Community Development Department staff prior to submitting an application.

## What is a PUD Preliminary Plan/Plat?

The Village of Lemont Unified Development Ordinance (UDO) establishes the zoning and land development regulations for all properties within the Village. PUDs are a type of special use in the UDO; Chapter 17.08 allows for PUDs to deviate from the normal zoning standards. As stated in UDO Section 17.08.010, this flexibility is allowed in order to “encourage a development that is more environmentally sensitive, economically viable, and aesthetically pleasing than might otherwise be possible under strict adherence to the underlying zoning district’s standards.” In order to receive this flexibility, the PUD needs to meet the requirements of UDO Section 17.08.030. In reviewing PUDs, the Planning & Zoning Commission and Village Board ensure that the PUD preliminary plan/pat application meets these requirements. Also, PUDs are intended to achieve the objectives identified in UDO Section 17.08.010.

Chapter 17.08 of the UDO requires that any PUD within the Village receive preliminary and final plan/plat approvals. Approval of a preliminary plan/plat is not a final Village approval; approval of a preliminary plan/plat is only intended to serve as a guide for the creation of final development plans.

## Application, Review, and Approval Process

Prior to formally submitting a PUD preliminary plan/plat application, the applicant must request a concept review by the Technical Review Committee. The Technical Review Committee is comprised of the Community Development Department staff, Village Administrator, Public Works Director, Village Engineer, Village Attorney, and representatives of all taxing bodies within Lemont. See the attached *Application for Concept Plan Review* for the appropriate application form and required materials. The Technical Review Committee will review the proposed PUD plan/plat within 45 days of receipt of a complete application; the Technical Review Committee will provide verbal comments to the applicant at the Committee meeting and in written comments after the meeting.

Once the applicant has received concept plan review from the Technical Review Committee, the applicant may submit an application for PUD preliminary plan/plat approval. To apply for a PUD preliminary plan/plat, the applicant must submit all of the items listed on the attached *PUD Preliminary Plan/Plat Application Checklist of Required Materials* to the Community Development Department. The Community Development Department staff will review the application for completeness. If the application is incomplete, the applicant will be notified and no further action will be taken by the Community Development Department staff until the application has been completed. If the application is not completed within 90 days, the application may be considered withdrawn.

If the application is complete, the Community Development staff will schedule the preliminary plan/plat for review by the Planning & Zoning Commission. The Planning & Zoning Commission is an advisory board appointed by the Village Mayor. At the conclusion of its review, the Planning & Zoning Commission will recommend approval or denial of the preliminary plat. The recommendation will be forwarded to the Village Board.

*Note: PUD preliminary plan/plat applications within the Downtown zoning district do not require review by the Planning and Zoning Commission. The Village Board conducts the public hearings on PUD preliminary plan/plats in the Downtown zoning district. In this circumstance, the following public notice requirements must be completed prior to the public hearing held at the Village Board meeting.*

Prior to the public hearing, the applicant must fulfill the public notice requirements detailed in the attached *PUD Preliminary Plan/Plat Public Notice Requirements*. Failure to complete the required public notice could result in cancellation or postponement of the public hearing. At the conclusion of the public hearing, the Planning & Zoning Commission will recommend approval or denial of the PUD preliminary plan/plat. The recommendation will be forwarded to the Village Board.

PUD preliminary plan/plat requests are generally required to be presented at a Committee of the Whole meeting prior to the Village Board meeting. The Committee of the Whole is comprised of all members of the Village Board; it is an informal, working session for the Board. No official action is taken at this meeting.

At the Village Board meeting, the Village Trustees will either approve or deny the PUD preliminary plan/plat request. If the request is approved, it will be approved by the adoption of an ordinance.

Once a PUD preliminary plan/plat has been approved by the Village Board, the applicant has 12 months to submit a complete PUD final plan/plat application. If a complete PUD final plan/plat application is not submitted within 12 months, the PUD preliminary plan/plat approval shall lapse and be of no further effect. For more information regarding PUD final plan/plat applications, please refer to the Community Development Department's *PUD Final Plan/Plat Information & Application Packet*.

Attachments:

1. PUD Preliminary Plan/Plat Application Form
2. PUD Preliminary Plan/Plat Application Checklist of Required Materials
3. PUD Preliminary Plan/Plat Packet Requirements
4. PUD Preliminary Plan/Plat Public Notice Requirements
5. Affidavit of Public Notice
6. Application for Concept Plan Review

**PUD Preliminary Plan/Plat  
Application Form**

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**APPLICANT INFORMATION**

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Applicant Name

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Company/Organization

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Applicant Address

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Telephone & Fax

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E-mail

**CHECK ONE OF THE FOLLOWING:**

- Applicant is the owner of the subject property and is the signer of this application.
- Applicant is the contract purchaser of the subject property.
- Applicant is acting on behalf of the beneficiary of a trust.
- Applicant is acting on behalf of the owner.

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**PROPERTY INFORMATION**

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Address of Subject Property/Properties

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Parcel Identification Number of Subject Property/Properties

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Size of Subject Property/Properties

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**REQUIRED DOCUMENTS**

See Form 507-A, *PUD Preliminary Plan/Plat Application Checklist of Required Materials*, for items that must accompany this application.

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**FOR OFFICE USE ONLY**

Application received on: \_\_\_\_\_ By: \_\_\_\_\_

Application deemed complete on: \_\_\_\_\_ By: \_\_\_\_\_

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

Fee Amount Enclosed: \_\_\_\_\_ Escrow Amount Enclosed: \_\_\_\_\_

**PUD Preliminary Plan/Plat  
Application Form**

**Village of Lemont**

**APPLICATION FEE & ESCROW**

**Application Fee:**

**\$500 for properties less than 10 acres, \$750 for properties 10 acres or larger**

**AND**

**If the PUD includes a preliminary plat of subdivision, the following fee applies (based on size of property and number of proposed and/or existing dwelling units):**

< 3 acres = \$300, plus \$50 per existing and/or proposed dwelling unit

3 to <5 acres = \$600, plus \$50 per existing and/or proposed dwelling unit

5 to <10 acres = \$1000, plus \$50 per existing and/or proposed dwelling unit

10 acres or more = \$1200, plus \$50 per existing and/or proposed dwelling unit

Fee is non-refundable.

**Required Escrow = \$2,000**

At the time of application, the applicant shall submit a check for the establishment of an escrow account. The escrow money shall be used to defray costs of public notice, consultants, or other direct costs incurred by the Village in association with the PUD preliminary plan/plat application. After completion of the review process, any unused portion of the escrow account will be refunded upon request.

**AFFIRMATION**

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. I permit Village representatives to make all reasonable inspections and investigations of the subject property during the period of processing of this application. I understand that as part of this application I am required to establish an escrow account to pay for direct costs associated with the approval of this application, such as the fulfillment of public notice requirements, removal of the public notice sign, taking of minutes at the public hearing and fees for consultants hired by the Village to evaluate this application. I understand that the submitted fee is non-refundable and that any escrow amount leftover upon project completion will be refunded upon request.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
State

\_\_\_\_\_  
County

I, the undersigned, a Notary Public in and for the aforesaid County and State, do hereby certify that \_\_\_\_\_ is personally known to me to be the same person whose name is subscribed to the foregoing instrument, and that said person signed, sealed and delivered the above petition as a free and voluntary act for the uses and purposes set forth.

\_\_\_\_\_  
**Notary Signature**

Given under my hand and notary seal this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_.

My commission expires this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_.

# PUD Preliminary Plan/Plat Application Checklist of Required Materials

## PUD Preliminary Plan/Plat Materials Required at Submittal of Application

A complete application for preliminary plan/plat must include **all** of the following items. Any application that does not include all of the following items will not be considered complete. The Community Development Department **will not** schedule a preliminary plan/plat request for Planning & Zoning Commission review until a complete application has been submitted.

\_\_\_\_\_ **Application Form.** One original copy of the attached *PUD Preliminary Plan/Plat Application Form*, signed by the applicant and notarized.

\_\_\_\_\_ **Application Fee.** A non-refundable fee in the appropriate amount.

\_\_\_\_\_ **Escrow Account.** Any unused portion may be refunded upon request after completion of the final plan/plat review process.

\_\_\_\_\_ **Proof of Ownership & Applicant Authorization.** One copy of a deed that documents the current ownership of the subject property/properties. If the applicant is the owner, this is the only documentation necessary. If the applicant is not the owner, the following are required in addition to a copy of the deed:

- If the applicant is the contract purchaser of the property, a copy of the contract must be attached.
- If the applicant is acting on behalf of the beneficiary of a trust, a notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries must be attached. The letter must also provide the name, address and percentage of interest of each beneficiary.
- If the applicant is acting on behalf of the owner, a notarized letter of consent from the owner must be attached.
- If the property owner is a company, a disclosure of the principals of the company must be included in the application materials. For example, an LLC may submit a copy of the LLC Management Agreement.

\_\_\_\_\_ **Title Search.** Current Title Search, Title Commitment, or Title Policy for all subject properties shall be submitted.

\_\_\_\_\_ **Legal Description.** A legal description of the subject property.

\_\_\_\_\_ **Submittal Packet at time of Application.** 6 complete and collated submittal packets must be provided for staff and Planning and Zoning Commission review. One digital copy of the submittal packet must also be provided. See Form 507-B, *Preliminary Plan/Plat Packet Requirements* for required packet contents. These packets shall contain full-size copies of all plans. Plans and drawings shall be at a minimum scale of 1 inch = 60 feet, unless otherwise indicated on Form 507-B.

## **PUD Preliminary Plan/Plat Materials Required prior to Ordinance Approval**

\_\_\_\_\_ **Ordinance Approval Submittal Packet.** After review by the Planning and Zoning Commission and COW, the preliminary plan/plat is formally presented to the Village Board of Trustees for approval. 3 complete, collated, and full-size submittal packets must be provided. The full-size sets of plans shall be drawn at a scale of 1 inch = 60 feet or greater. One digital copy of the submittal packet must also be provided.

The ordinance approval submittal packets shall include the following:

- Preliminary Plan/Plat
- Plat of Annexation (if applicable)
- Site Plan (if applicable)
- Engineering Plans
- Landscape Plans, to include tree preservation measures
- Building Elevations (if applicable)
- Samples of Exterior Building Materials and Colors
- Other documents as required by the Community Development Director

# Form 507-B – PUD Preliminary Plan/Plat Packet Requirements

All packets shall:

- Be collated and bound;
- Contain a table of contents;
- Contain all documents listed on the checklist below, with all large maps/plans folded; and
- Be tabbed and labeled with exhibit numbers. See below for the desired sequence of exhibits.

All maps and plans shall contain the following information:

- North arrow or other indication of true north or map north;
- Date of map/plan preparation;
- Name of person preparing map/plan; and
- Scale. Scale may be expressed verbally (e.g. 1 inch equals 60 ft.). Other forms of scale, while not required, are desirable (e.g. bar scale or ratio such as 1:24,000).

| <b>PUD PRELIMINARY PLAN/PLAT REQUIRED PACKET MATERIALS</b> |   |                                |
|--|---|--------------------------------|
| <b>EXHIBIT</b>   | <b>DESCRIPTION</b>  | <b>OFFICE<br/>USE<br/>ONLY</b> |
| <b>A</b>   | <b>APPLICATION FORM</b><br>Copy of the completed and signed application.  |                                |
| <b>B</b>   | <b>PROJECT SUMMARY</b><br>Provide a written overview of the proposed project. This statement should include how the proposal responds to comments received at the Technical Review Committee meeting, if applicable. Additionally, provide a quantitative summary that includes the following: <ul style="list-style-type: none"> <li>• Acreage and/or square footage of subject site</li> <li>• Square footage of commercial space</li> <li>• Proposed residential density (dwelling units / gross site area)</li> <li>• Total square footage covered by structures</li> <li>• Total square footage covered by roads and other impervious surfaces</li> <li>• Total square footage of commonly owned and maintained open space</li> <li>• Number of off-street parking spaces</li> </ul> |                                |
| <b>C</b>   | <b>RESTRICTIONS &amp; COVENANTS (if applicable)</b><br>Draft of any proposed protective restrictions and covenants or existing restrictions and covenants.  |                                |
| <b>D</b>   | <b>DECLARATION OF EASEMENTS</b><br>A statement of any easements that will be required for public improvements (ie: water service), and whether easements have been obtained.  |                                |
| <b>E</b>   | <b>TRAFFIC STUDY</b>  |                                |



|          |  |  |
|----------|--|--|
|          | <p>A traffic impact study prepared by a qualified traffic analyst. The traffic study shall indicate the volume of traffic to be generated by the PUD or a phase of it and also indicate any special engineering or design features and/or traffic regulation devices needed to ensure the proper safety of traffic circulation to, through, and around the PUD. The requirement for a traffic impact study may be waived by the Community Development Director when he/she determines that the nature and scope of the development will be unlikely to have significant traffic impacts on the surrounding area. This waiver shall be obtained in writing, prior to submission of the submittal packet, and the written waiver approval shall be included as an exhibit in lieu of the traffic study. Note that this waiver does not preclude Village staff, the Planning &amp; Zoning Commission, or the Village Board from requesting a study once the PUD review is underway.</p> |  |
| <b>F</b> | <p><b>MARKET RESEARCH STUDY</b></p> <p>If a shopping center development is planned, adequate evidence to establish the need for and feasibility of such development shall be provided. The evidence shall be in the form of a market research report. The requirement for a market research study may be waived by the Community Development Director when he/she determines that the nature and scope of the development will be unlikely to have significant impacts on the surrounding area or Village. This waiver shall be obtained in writing, prior to submission of the submittal packet, and the written waiver approval shall be included as an exhibit in lieu of the traffic study. Note that this waiver does not preclude Village staff, the Planning &amp; Zoning Commission, or the Village Board from requesting a study once the PUD review is underway.</p>   |  |
| <b>G</b> | <p><b>ECONOMIC IMPACT STUDY</b></p> <p>A tax impact study detailing the impact which the PUD will have upon taxing bodies and the expected number of students that will be generated by any residential portion of the development. The requirement for an economic impact study may be waived by the Community Development Director when he/she determines that the nature and scope of the development will be unlikely to have significant economic impacts on the surrounding area or Village. This waiver shall be obtained in writing, prior to submission of the submittal packet, and the written waiver approval shall be included as an exhibit in lieu of the traffic study. Note that this waiver does not preclude Village staff, the Planning &amp; Zoning Commission, or the Village Board from requesting a study once the PUD review is underway.</p>   |  |
| <b>H</b> | <p><b>PLAT OF SURVEY/ EXISTING CONDITIONS MAP(S)</b></p> <p>A map or series of maps, as appropriate, drawn at a scale of 1 inch equals 100 ft. or greater, that indicates the location of the subject site and the territory within 200 ft. of the subject property and includes the following:</p> <ul style="list-style-type: none"> <li>• Corporate and County boundaries</li> <li>• Current roads or public rights of way</li> <li>• Addresses and/or PINs of immediately adjacent properties and names, as they appear on most current tax records of the county, of the property owners</li> <li>• Existing buildings on site and within 200 ft. of the site</li> </ul>  |  |

|          |   |  |
|----------|---|--|
|          | <ul style="list-style-type: none"> <li>Existing topography of site shown at intervals no greater than two feet</li> <li>Wetland areas</li> <li>Portions of the site in any floodway and/or floodplain fringe area</li> <li>Streams, drainage ditches, culverts, and standing water</li> <li>Soil problem areas based upon a soil survey</li> </ul>  |  |
| <b>I</b> | <p><b>SITE PLAN</b></p> <p>A site plan indicating the arrangement and location of proposed:</p> <ul style="list-style-type: none"> <li>Structures</li> <li>Setbacks of all structures</li> <li>Right-of-way alignments, widths and names of streets</li> <li>Off-street parking and service areas</li> <li>Areas to be dedicated for recreation, schools, or open space</li> <li>Pedestrian circulation system, including sidewalks and trails</li> <li>Lot subdivision</li> <li>Easements</li> <li>Topographic features</li> </ul> |  |
| <b>J</b> | <p><b>ENGINEERING PLANS</b></p> <p>The preliminary engineering plans for all public or private support facilities including roads, sidewalks, drainage ditches, culverts and water retention areas, sanitary sewers, storm sewers, water supply lines, and illumination.</p>  |  |
| <b>K</b> | <p><b>PHOTOMETRIC PLAN</b></p> <p>The proposed photometrics (level of illumination) of the site as well as the specific design details of all exterior light sources including:</p> <ul style="list-style-type: none"> <li>light color</li> <li>height of light fixtures</li> <li>illustration of fixtures</li> <li>screening of illumination</li> </ul>  |  |
| <b>L</b> | <p><b>LANDSCAPE PLANS</b></p> <p>A landscape plan prepared in the same scale as the site plan. See Chapter 17.20 of the Unified Development Ordinance for landscape plan requirements.</p>  |  |
| <b>M</b> | <p><b>TREE PRESERVATION PLAN</b></p> <p>The tree preservation plan shall consist of a tree survey that graphically shows the location of trees on site, identifies those trees to be preserved, and details efforts to protect those trees during construction. See Unified Development Ordinance Section 17.20.130 for more information on tree preservation plans.</p>  |  |
| <b>N</b> | <p><b>BUILDING ELEVATIONS</b></p> <p>Architectural renderings of all elevations of all proposed buildings, including trash enclosures, or perspective drawings of the same. All exterior materials and colors should be indicated.</p>  |  |
| <b>O</b> | <p><b>SIGN PLAN (if applicable)</b></p> <p>Elevations of the sign face(s) shall be prepared, to scale, and shall indicate sign design, dimensions, materials, colors, and method of illumination.</p>   |  |
| <b>P</b> | <p><b>Additional information as required by the Community Development Director</b></p>  |  |

# PUD Preliminary Plan/Plat Public Notice Requirements

The applicant is responsible for meeting the public notice requirements of Section 17.04.050 of the Unified Development Ordinance (UDO). Public Notice must include written notice and notice by sign, as detailed below. A sample written notice and a sample sign are provided on the following pages. The applicant must submit the following to the Community Development Department once the notice requirements have been met:

- a signed and notarized Affidavit of Public Notice;
- a copy of the written notice; and
- a list of all addresses to which the applicant sent the written notice.

**Written Notice.** The applicant shall serve written notice in person or by registered mail, return receipt requested, to the owners of the subject property and to owners of all property within 250 feet of the property lines of the subject property. The property owners shall be those as recorded in the relevant county's Office of the Recorder of Deeds. Land occupied by public roads, streets, alleys, and other public ways shall be excluded in computing the 250 ft. requirement. The notice must be served not less than 15 days and not more than 30 days prior to the scheduled public hearing. The written notice must contain:

- The common street address of the subject property;
- The scheduled time, date and venue of the public hearing;
- A description of the nature, scope, and purpose of the application;
- The name and address of the applicant;
- A statement that additional information concerning the hearing or application can be obtained from the Community Development Department;
- and
- The address and contact information for the Community Development Department.

If, after a bona fide effort to provide written notice, the property owner of the property on which the notice is served cannot be found at their last known address, or the mailed notice is returned because the property owner cannot be found at their last known address, the written notice requirements will be deemed satisfied.

Effective January 15, 1998, the Lemont Township Office will compile the required list of property owners and addresses for PUD preliminary plan/plat petitions. The fee for such service is \$25.00 and must be paid in advance. Please allow five days for the Township to compile the information. The Township office is located at 1115 Warner Avenue in Lemont. The phone number is (630) 257-2522.

**Notice by Sign.** The applicant shall ensure that a readable sign is posted on the subject property not less than 15 days and not more than 30 days prior to the scheduled public hearing. The applicant shall ensure that the sign remains posted until the scheduled public hearing. The applicant must remove the sign no later than 10 days after the completion of the public hearing. If the applicant fails to remove the sign within 10 days of completion of the public hearing, the Village may remove the sign and charge the applicant for such removal or deduct the cost of the removal from the applicant's escrow account. The applicant shall be responsible for all costs associated with the sign.

The sign shall be placed near the public right of way and shall be visible from the public right of way. If no public right of way exists, the sign shall be placed on the subject property where it will receive the maximum exposure to neighboring residents and passersby.

The size and appearance of the sign must be consistent with the sample sign provided on the following pages. The sign must include the following information:

- The scheduled time, date, and venue of the public hearing;
- A description of the nature, scope, and purpose of the application;
- A statement that additional information concerning the hearing or application can be obtained from the Community Development Department;  
and
- The address and contact information for the Community Development Department.

# SAMPLE PUBLIC NOTICE LETTER

*Insert Date*

Dear Property Owner:

You are listed within the *(insert applicable County or Township name)* official tax records as the owner of a parcel of land within 250 feet of property that is subject to a petition for a *(insert application type)*. The petition concerns the property that is generally located at *(insert street address)*. The requested special use will *(insert general description of the application request)*. In accordance with the provisions of the Village of Lemont Unified Development Ordinance, the petitioner hereby notifies you of the scheduled public hearing on this petition.

The Lemont Planning & Zoning Commission will hold a public hearing on this petition on *(insert date)* at *(insert time)* p.m. The public hearing will be held in the Village Board Chambers of the Lemont Village Hall, 418 Main Street, Lemont, IL 60439.

All interested parties will be given the opportunity to speak at the public hearing. Interested persons may present either written or verbal comments at the public hearing. If the public hearing is not concluded on *(insert meeting date)*, it may be continued to another Planning & Zoning Commission meeting date. If the hearing is continued, another written notice will not be sent.

If you have any questions regarding this petition you may contact the Lemont Community Development Department by phone at (630) 257-1595, or in person at Village Hall, 418 Main Street, Lemont, IL 60439.

*Insert Applicant Name & Address*

# SAMPLE PUBLIC NOTICE SIGN

## **NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN FOR A PUBLIC HEARING  
CONCERNING A LAND USE APPLICATION FOR THIS PROPERTY.

HEARING FOR: **[INSERT WHAT APPLICATION IS FOR]**

VENUE OF HEARING: VILLAGE HALL, 418 MAIN ST., LEMONT  
(UPSTAIRS CHAMBER ROOM)

HEARING BODY: PLANNING AND ZONING COMMISSION

DATE AND TIME OF HEARING: **[INSERT DATE AND TIME]**

PUBLIC ATTENDANCE AND COMMENTS INVITED:

FOR ADDITIONAL INFORMATION CONTACT:  
VILLAGE OF LEMONT  
COMMUNITY DEVELOPMENT DEPARTMENT  
418 MAIN STREET  
(630)257-1595

### **Sign Size/Appearance Requirements:**

- **At least 36 inches in height and 48 inches in width.**
- **Must have a white background.**
- **Must have 1.5-inch high black block letters, except the words “NOTICE OF PUBLIC HEARING” must appear in 3-inch high capital red block letters.**

# Affidavit of Public Notice

The undersigned \_\_\_\_\_, being duly sworn on oath states as follows:

1. That he/she is the \_\_\_\_\_ that is subject of the  
*(owner of record, contract purchaser, authorized agent, etc.)*  
petition to \_\_\_\_\_ by

\_\_\_\_\_  
*(Designate petitioner(s); and, if applicable, designate Trust numbers and all beneficiaries*

\_\_\_\_\_ for

property located at and commonly known as \_\_\_\_\_

2. That the attached Public Notice, marked as Exhibit A, was served on all of the parties whose names and addresses are identified on the attached Exhibit B, by one of two means listed below.

*Indicate by checkmark the applicable box and enter any requested information:*

- By mailing a copy of said notice by certified mail, return receipt requested, via United States Mail at the following location:

\_\_\_\_\_

OR:

*City and State*

- By delivering said notice in person to the individual homes or offices and obtaining the signature of each recipient with name and address on a separate sheet of paper to be submitted as Exhibit C.

3. That the designated delivery took place on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
*(indicate whether owner, contract purchaser, agent, etc.)*

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

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

My commission expires on \_\_\_\_\_

(Notary Seal Here)

Village of Lemont

**Application for Concept Plan  
Review (TRC Review)**

**Planning & Economic Development  
Department**  
418 Main Street  
Lemont, Illinois 60439  
phone (630) 257-1595  
fax (630) 257-1598

**APPLICANT INFORMATION**

Applicant Name

Applicant Address

Telephone / Fax / e-mail

**PROPOSAL INFORMATION**

Proposal Address

PINs

Description of Proposal (e.g. 12-unit townhouse development)

**STATEMENT OF UNDERSTANDING**

I understand that this application is for concept plan review by the Technical Review Committee (TRC) and that the TRC offers a design and code review intended to help developers better understand the requirements and issues a project would raise if formally submitted for land use approval. Furthermore, I understand that the TRC is advisory in nature; its recommendations are compiled and communicated to the Planning and Zoning Commission and/or Village Board.

**Signature of Applicant**

**Date**

**SUBMISSION REQUIREMENTS--ALL PLANS MUST BE FOLDED**

- (1) 6 copies of site plan/engineering plans showing: contours, location of existing buildings, location of proposed buildings, utilities, preliminary grading and drainage
- (2) 6 copies of architectural elevations of proposed buildings
- (3) 6 copies of preliminary landscape plans
- (4) Site location map showing surrounding properties and identifying PINs of subject property and the surrounding properties

**FOR OFFICE USE**

Application received on:

By:

Application reviewed and deemed complete on:

By: