

**SUBMISSION REQUIREMENTS AND APPLICATION  
FOR A PLANNED DEVELOPMENT IN THE CITY OF  
WAUKEGAN, ILLINOIS**



**SUBMIT TO:** City of Waukegan Department of Planning and Zoning, 100 N. Martin Luther King, Jr. Avenue, prior to the 15<sup>th</sup> of the month in typed, signed, completed and notarized form in order to be placed on the agenda for the following month. The following are required to be submitted to the Plat Administrator:

1. Forty-two (42) sets of **TYPED, COMPLETED, SIGNED** and **NOTARIZED** applications are **REQUIRED**. Re-typed forms are **NOT** acceptable. Included with each of the applications will be the proposed site plan **AND** survey of the subject property showing ALL existing structures, proposed structures, parking arrangements, sidewalks, landscaping, loading/unloading spaces, fences, easements, sewer and water facilities, lighting and other information as required by the Department of Planning and Zoning (8½" x 14" maximum).
2. Application fee, payable to the "City of Waukegan" (see page 23 of the Zoning Ordinance for Fee Schedule).

\$ \_\_\_\_\_ .00

3. Three (3) Plats of Survey of the property (done by a State of Illinois Registered Land Surveyor).
4. A Lake County tax map(s) showing ALL properties within 300 feet of the subject property. Copies of the map can be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois (847) 377-2373. A red line must denote the 300-foot limit and the boundary of the subject property.
5. A typed listing of all **CURRENT** property owners, including full names, mailing addresses and the Parcel Identification Number (P.I.N.) of all properties, which are partially or entirely within 300 feet from the edge of the subject property proposed for a Planned Development. This information can be obtained from the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois (847) 377-2373.

**PROCEDURE:**

1. Pre-Development Conference. Prior to filing a formal application for approval of a planned development, a pre-development conference with the City Engineer and Zoning Administrator is required prior to considering submitting an application for a Planned Development. The purpose of such conference is to allow the developer to present a general concept of his proposed development prior to the preparation of detailed plans. The scheduling of a pre-development conference does not guarantee approval. For this purpose, the conference presentation shall include, but not limited to, the following:
  - a. Written "letter of intent" from the developer establishing his intentions as to development of the land.
  - b. Topographic survey and location map.
  - c. Sketch plans and ideas regarding land use, dwelling type and density, street and lot arrangement, and tentative lot sizes.
  - d. Tentative proposals regarding water supply, sewage disposal, surface drainage, and street improvements.The Zoning Administrator shall advise the developer of the zoning requirements and City plans, which might affect the proposed development as well as procedural steps for approval.
2. Submittal Conference. The developer **MUST** request a submittal conference with the Plat Administrator at least two (2) weeks prior to the application deadline to review documents. The purpose of such conference is to confirm that the application is complete and to allow adequate time to obtain any missing information before the deadline elapses. If materials are missing, this gives the petitioner additional time before the submission deadline passes.
3. Preliminary Plan. The preliminary plan of the planned development shall be filed with the Zoning Administrator, who shall in turn forward the copies, within 10 days, to the Development Commission for its consideration and public hearing. The Development Commission may request review of the planned development by, and recommendations from, appropriate city departments and other public offices.
4. Following the public hearing and review of the preliminary Planned Development and supporting data, the Development Commission shall send its findings and recommendations to the City Council, which shall approve, approve with modifications, or disapprove the plan.

5. Approval of a preliminary Planned Development plan shall not constitute approval of the final plan; rather it shall be deemed an expression of approval of the layout submitted on the preliminary plan as a guide to the preparation of the final plan or plans. The final plan shall be submitted by the developer no later than 180 days (or such additional time, as may be authorized by the Development Commission from time to time) after approval of the preliminary plan.
6. Upon approval of the preliminary plan by the City Council, a record shall be prepared, including findings of fact, recommendations of the city departments and offices, exceptions or bonuses granted, conditions applied, and modifications ordered.
7. Final Plan. The final plan of the Planned Development plan shall conform substantially to the preliminary plan as approved. And if desired by the developer, it may be submitted in stages with each stage reflecting a portion of the approved preliminary plan which is proposed to be recorded and developed; provided, however, that such portion conforms to all requirements of these regulations. The required procedure for approval of a final plan shall be:
  - a. The final plan and supporting data shall be filed with the Zoning Administrator and forwarded by him to the Development Commission for certification that the final plan is in conformity with these regulations and in agreement with the approved preliminary plan.
  - b. All final plans shall be accompanied by a written construction schedule for the development.
8. After review of the final plan and supporting data, the Development Commission shall send its findings and recommendations to the City Council, which shall approve or disapprove the plan within 45 days after receipt of such findings and recommendations. Disapproval of the final plan shall include a clear statement of the reasons therefore.
9. Applicant is responsible for and is **REQUIRED** by the Zoning Ordinance to post notification of the Development Commission's public hearing in a conspicuous place on the subject property facing the nearest improved street, not more than 45 days nor less than 15 days before the public hearing. This notification shall be posted on forms provided by the City of Waukegan Planning and Zoning Department.
10. Notice of the time and place of the Development Commission hearing for the proposed Planned Development will be published in a local newspaper (The News-Sun). All property owners within 300 feet of the subject property will be mailed notice of the proposed Planned Development and the time and place of the Development Commission hearing.
11. The applicant or his agent is **REQUIRED** to attend the Development Commission's public hearing whenever the proposed Planned Development is scheduled to be heard (the second Tuesday of the month after the application is received (if received prior to the 15<sup>th</sup> of the previous month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM. The Development Commission will do one of the following at the public hearing:
  - a. Recommend approval of the petition to the City Council.
  - b. Recommend denial of the petition to the City Council.
  - c. Hold the petition over until the next meeting.
12. Once "10a" or "10b" is made, the issue will be placed on the next Judiciary Committee meeting of the City Council (consisting of 5 of the 9 aldermen, which meets at 6:30 PM on the first Monday of the month, in the Council Chambers). Applicants are **REQUIRED** to attend to answer any potential questions the Judiciary Committee members may have. The Judiciary Committee at this meeting will do one of the following:
  - a. Recommend approval of the petition to the City Council.
  - b. Recommend denial of the petition to the City Council.
  - c. Hold the petition in Committee.
13. Once "11a" or "11b" is made, the issue will go before the full City Council, which meets at 8:00 PM the same night. The City Council will do one of the following:
  - a. Make a motion to have Corporation Counsel draft an appropriate ordinance to approve the petition for Planned Development.
  - b. Deny the petition for Planned Development.
  - c. Hold the petition over until the next meeting.
  - d. Send the petition back to the Judiciary Committee for further consideration.
14. If "12a" is made, the drafted ordinance will come before the full City Council at the next meeting (normally 8:00 PM on the third Monday of the same month). At this meeting, the City Council will do one of the following:
  - a. Adopt the ordinance as drafted.
  - b. Hold the item until the next meeting.
  - c. Send the item back to the Judiciary Committee.

- d. Deny the ordinance for Planned Development.
- 15. If the item is adopted as an ordinance, the Planned Development has been finalized. At this point, the "new" zoning requirements and uses are legal and the petitioner can proceed to establish the permitted uses, including applying for building permits.
- 16. Notice of the time and place of the Development Commission hearing for the proposed Planned Development will be published in a local newspaper (The News-Sun). All property owners within 300 feet of the subject property will be mailed notice of the proposed Planned Development and the time and place of the Development Commission hearing.

## **SPECIFIC CONTENT OF PLANNED DEVELOPMENT PLANS**

Planned Development plans and supporting data shall include at least the following information:

### I. Preliminary Plan Stage

- a. Detailed plan. A drawing of the Planned Development shall be prepared at a scale of not less than 1" = 100' for developments of 200 acres or less, and 1" = 200' for developments over 200 acres, and at a size appropriate for reduction for recording purposes; and shall show such designations as proposed streets (public and private), buildings and their use, common open space, recreation facilities, parking areas, service areas, and other facilities to indicate the character of the proposed development. In no event shall individual sheet or drawing size exceed 30 inches by 42 inches (30" x 42"). The submission may be composed of one or more sheets and drawings and shall include:
  - Boundary lines: Bearings and distances.
  - Easements: Location, width and purpose (including fire lanes).
  - Streets on, and adjacent to, the tract: Street name, right-of-way width, existing or proposed centerline elevations, pavement type, walks, curbs, gutters, culverts, etc.
  - Utilities on, and adjacent to the tract: Location, size, and invert elevation of sanitary and storm sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone lines and street lights; direction and distance to, and size of, nearest water mains and sewers adjacent to the tract showing invert elevation of sewers.
  - Ground elevations on the tract: For land that slopes less than one-half (1/2) percent, show one (1) foot contours; show spot elevations at all breaks in grades, along all drainage channels of swales, and at selected points not more than 100 feet apart in all directions. For land that slopes more than one-half (1/2) percent, show two (2) foot contours.
  - Surface and subsurface conditions of the tract, as provided by the Soil and Water Conservation District of the Soil Conservation Service, Lake Zurich Illinois. Location and results of tests made to ascertain subsurface soil, rock, and ground water conditions; depth to ground water unless test pits are dry at a depth of five (5) feet; location and results of soil percolation tests if individuals sewage disposal systems are proposed.
  - Pertinent conditions on adjoining land: Approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of major buildings, railroads, power lines, towers, and other nearby non-residential land uses or adverse influences.
  - Proposed public improvements: Highways or other major improvements planned by public authorities for future construction on or near the tract (Information to be supplied by City staff).
  - Zoning on, and adjacent to, the tract.
  - Uses of each building or structure, as well as the specific overall land-use of the premises.
  - Title and certificates: Present tract designation according to official records in offices of the County Recorder of Deeds; title under which the proposed development is to be recorded, with the names and addresses of owners, and notation stating acreage.
  - Names: The names and addresses of the persons to whom notices of hearings hereunder may be sent including the subdivider, developer or the designer of the subdivision or development.
  - Open space. All parcels of land intended to be dedicated for public use or reserved for use of all property owners with the purpose indicated.
  - General location, purpose, and height of each building, other than single-family residences on individuals lots.
  - Landscape Plan, detailing all the proposed landscaping and type of plantings to be provided on site, with both common and botanical names.
  - Map data, including name of development, north point, scale, and date of preparation.
  - Character. Explanation of the character of the planned development and the reasons why it has been planned to take advantage of the flexibility of these regulations.
  - Ownership. Statement of present ownership of all land within the project.
  - Schedule. Development schedule indicating:

- Stages in which the project will be built with emphasis on area, density, use, and public facilities such as open space to be developed with each stage. Overall design of each stage shall be shown on the plan and through supporting graphic material.
- Approximate dates for beginning.
- Covenants. Proposed agreements, provisions, or covenants which will govern the use, maintenance, and continued protection of the planned development and any of its common open space.
- Density. Provide information on the density of residential uses, including dwelling units per acre.
- Nonresidential use. Provide information on the type and amount of ancillary and nonresidential uses in a residential development, including the amount and location of open space.
- Service facilities. Provide information on all service facilities and off-street parking facilities.
- Architectural plans. Preliminary architectural renderings for all primary buildings shall be submitted in sufficient detail to permit an understanding of the style of the development, the design of the building, and the number, size, and type of dwelling units.
- Facilities plans (including street profile plans) for:
  - √ Roads, including classification and width of pavement.
  - √ Sidewalks.
  - √ Sanitary sewers.
  - √ Storm drainage.
  - √ Water supply system.
  - √ Underground lighting program.
  - √ General landscape planting plan.

## 2. Final Plan Stage

- a. Final detailed plan. A final plan, suitable for recording with the County Recorder of Deeds shall be prepared. The purpose of the Planned Development plan is to designate with particularity the land subdivided into conventional lots as well as the division of other lands, not so treated, into common open areas and building areas, and to designate and limit the specific internal uses of each building or structure, as well as of the land in general. The final plan of the Planned Development shall include, but not limited to:
  - An accurate legal description of the entire area under immediate development within the Planned Development.
  - If subdivided lands are included in the Planned Development, a subdivision plat of all subdivided lands in the same form and meeting all the requirements of a normal subdivision plat.
  - An accurate legal description of each separate unsubdivided use area, including common open space.
  - Designation of the exact location of all buildings to be constructed, and a designation of the specific uses to which each building shall be put.
  - Certificates, seals and signatures required for the dedication of land and recording of the document.
  - Tabulations on each separate unsubdivided use area, including land area, number of buildings, number of dwelling units per acre.
- b. Common open space. All common open space, at the discretion of the City, shall be conveyed to a municipal or public corporation, or conveyed to a not-for-profit corporation or entity established for the purpose of benefiting the owners and residents of the Planned Development or adjoining property owners or any one or more of them; or guaranteed by a restrictive covenant describing the open space and its maintenance and improvements, running with the land for the benefit of residents of the Planned Development or adjoining property owners and/or both.
- c. Public facilities. All public facilities and improvements made necessary as a result of the Planned Development shall be either constructed in advance of the approval of the final plan, or, at the discretion of the City, escrow deposits, irrevocable letters of credit in a form approved by the City, or performance bonds shall be delivered to guarantee construction of the required improvements.
- d. Covenants. Final agreements, provisions, or covenants shall govern the use, maintenance, and continued protection of the Planned Development. Such instruments of agreement shall include, where applicable, a surety bond favoring the City, in the amount of the estimated cost of such proposed site improvements as pools, fountains, landscaping and other features.

**TO BE COMPLETED BY APPLICANT**

Application is hereby made by:

Full Name of Petitioner: \_\_\_\_\_

Street Address: \_\_\_\_\_  
(Suite or Apt. #)

City, State and Zip: \_\_\_\_\_  
(City) (State) (Zip)

Phone Number with Area Code: (\_\_\_\_) \_\_\_\_\_

Proof of Standing. Subject to the provisions of the City of Waukegan Zoning Ordinance, provide proof of ownership for the property for which the Planned Development is being sought. A copy of the **most current** deed or title insurance policy will be sufficient. Proof of ownership **must** be attached to this petition in a form acceptable to the City Attorney. If the owner is not filing the petition, then proof that the owner(s) have granted permission for the filing along with their ownership documents **must** be attached to this petition and verified by the owners. The petitioners must state their relationship with the owner(s) in this petition (i.e. contract buyers, option holders, etc.).

Petitioner is: \_\_\_\_\_ Title Holder  
\_\_\_\_\_ Contract Purchaser  
\_\_\_\_\_ Agent or Attorney  
\_\_\_\_\_ Other (Attach necessary verification)

Street Address or General Location of Subject Property: \_\_\_\_\_

**FULL** Legal Description of Property (attach separate sheet if necessary): \_\_\_\_\_

Lake County Permanent Identification Number(s) (P.I.N.) List **ALL**:

Existing Zoning Classification: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_  
(Vacant - Residence - Store - Office - Factory - Etc.)

Lot Size: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Area (sq. ft.): \_\_\_\_\_ Acres: \_\_\_\_\_

Proposed Planned Development Request: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

Proposed Use of Property: \_\_\_\_\_

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

Please describe the reasonable actions that will be taken to enforce the Conditional Use's conformity to the applicable regulations of the district it is located in and adjacent to: \_\_\_\_\_

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

I (We) \_\_\_\_\_ certify that all of the above statements and the  
(typed name)

statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

\_\_\_\_\_  
Name of Applicant  
(Print name)

\_\_\_\_\_  
Signature of Applicant - Date

\_\_\_\_\_  
Name of Property Owner  
(Print name)

\_\_\_\_\_  
Signature of Property Owner - Date

**SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE PLANNED DEVELOPMENT PROCESS AS OUTLINED IN THE ZONING ORDINANCE AND THIS APPLICATION.**

Subscribed and sworn to before \_\_\_\_\_, a Notary Public in and  
for \_\_\_\_\_ County, State of \_\_\_\_\_, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

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

