



**APPLICATION FOR DEVELOPMENT APPROVAL:  
PLANNED DEVELOPMENT REVIEW AND APPROVAL**

This form is to be used for all special use planned development applications to be heard by the Village of East Dundee. To complete the form properly, please review the accompanying *Village of East Dundee Instruction Manual for Application for Development Review*. **Failure to complete this form properly will delay its consideration.**

**PART I. GENERAL INFORMATION**

**A. Project Information**

- 1. Project/Owner Name: \_\_\_\_\_
- 2. Project Location: \_\_\_\_\_
- 3. Brief Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Project Property Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. Project Property Size in Acres and Square Feet: \_\_\_\_\_
- 6. Current Zoning Status: \_\_\_\_\_
- 7. Current Use Status: \_\_\_\_\_
- 8. Surrounding Land Use Zoning: \_\_\_\_\_  
\_\_\_\_\_
- 9. Parcel Index Numbers of Property: \_\_\_\_\_

**B. Owner Information**

- 1. Signature: \_\_\_\_\_
- 2. Name: \_\_\_\_\_
- 3. Address: \_\_\_\_\_
- 4. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**C. Billing Information** (Name and address all bills should be sent to)

- 1. Name/Company: \_\_\_\_\_
- 2. Address: \_\_\_\_\_
- 3. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## PART II. APPLICATION REQUIREMENTS

The following table provides the type and quantity of materials required to be submitted with a planned development application. The number associated with each material corresponds with the number used in Part II of the *Village of East Dundee Instruction Manual for Application for Development Approval* where each material is described in greater detail. **Applicants are encouraged to familiarize themselves with the Village Code Planned Unit Development Section 157.245(D)(4)(b).**

Please note that when two quantities of drawings are required (such as: 5/15), the first number indicates the number of full-size drawings to be submitted (at a scale of at least 1" = 20' and no larger than 30" x 42") and the second number indicates the number of reduced (11"x17") copies to be submitted as well as, an electronic file of the document should be submitted either via email, jump drive or CD. At least one of the original full-size drawings should be signed and sealed by the preparer.

The required materials and number of copies shown below are the minimum necessary to submit a complete application. Village staff, consultants, review agencies, commissions, and boards may require additional materials and/or copies as necessary to fully evaluate the proposed project. A pre-application conference with the Plan Commission is required. At the meeting, the Plan Commission may add or delete items from this list as they deem appropriate.

### Official Use Only

Item # <sup>(a)</sup>	Application Material	Initial Application		Revisions		Second Set of Revisions	
		# Copies Required	# Copies Received	# Copies Required	# Copies Received	# Copies Required	# Copies Received
1.	Completed Development Application AND a) Agreement to Pay Costs Incurred and Hold the Village Harmless b) Affidavit of Ownership & Control c) Affidavit & Disclosure d) Findings of Fact	1					
2.	Project Narrative	1					
3.	Basic Application Fee	X					
4.	Property Owners within 250 feet	X					
5.	General Location Map	3/1					
7.	Survey / Legal Description	3/1					
9.	Photos of Existing Property & Area	1					
11.	Site Plan	3/1 And electronic file					
12.	Building Elevations	3/1 And electronic file					
13.	Floor Plans	3/1 And electronic file					
14.	Roof Plan	3/1 And electronic file					
15.	Color Rendering	1 And electronic file					
17.	Landscape Plan	1/3 And electronic file					
23.	Utility Impact Report <sup>(b)</sup>	3 And electronic file					
24.	Utility Improvement Plan <sup>(b)(c)</sup>	3/1 And electronic file					
25.	Traffic Study <sup>(b)</sup>	4 And electronic file					

<sup>(a)</sup> Please see *Village of East Dundee Instruction Manual* for complete description of item.

<sup>(b)</sup> Applies only to projects with more than 15,000 sq. ft. of commercial/industrial floor area or more than 25 residential units.

<sup>(c)</sup> Applies only to projects proposing to remove or construct public utilities.

<sup>(d)</sup> Applies only to projects proposing to modify access points, landscaping, or other improvements on state right-of-way.

**PART III. JUSTIFICATION OF THE PROPOSED PLANNED DEVELOPMENT**

Please answer all questions but be concise and brief in your answers. If additional pages are needed to complete your answers, please be sure to include the appropriate and complete question number for each response. **Applicants are encouraged to refer to drawings or other application materials as necessary to add clarity to their answers.**

- 1. Do the plans submitted comply with the PUD Standards?

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- 2. Are the plans consistent with the Comprehensive Plan. Particularly regarding the consistency of the entire proposal and its density and intensity with the intent and actual text, maps, and drawings of the Village of East Dundee Comprehensive Plan?

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- 3. What are the existing uses and zoning district classifications of the application site and the nearby property?

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- 4. Is the property suitable to the uses permitted under the existing zoning district classifications?

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5. Please give the length of time the property has been vacant as zoned, and how long there have been developed parcels in the vicinity of the applicants property?

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6. Are there any changes or changing conditions in the vicinity of the subject property, or in the Village generally, that make the proposal reasonable and necessary to the promotion of the public health, safety, morals and general welfare?

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7. Are there adequate public facilities including, but not limited to, schools, parks, police and fire protection, roads, sanitary and storm sewers, water utility lines that exist of can be provided prior to the development of the proposed project?

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8. Will this project : (If YES please explain below)

- a. Substantially lessen or impede the suitability for the permitted use and development of other property in the immediate vicinity? (YES/NO)
- b. Be injurious to the use and enjoyment of other property in the immediate vicinity? (YES/NO)
- c. Substantially diminish or impair the value of other property in the immediate vicinity? (YES/NO)
- d. Be Incompatible with other property in the immediate vicinity? (YES/NO)

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9. Planned developments are intended to allow for greater design flexibility than is permitted by the standard district regulations for tracts of land where the planned development would better utilize the topographic and natural character of the site and would produce a more economical and stable development. Planned developments are intended to be consistent with the spirit of the zoning ordinance and conform with the general character of the Village or the immediate neighborhood(s).

In the table below, provide all of the proposed modifications to the standards in the underlying zoning district for the planned development. Additionally, provide the justification, based on the intent for planned developments as described in the Village of East Dundee Zoning Ordinance Section 157.241, for these proposed changes.

Please note: Any items or changes needed that are not requested below and explicitly approved by the Planning and Zoning Commission and the Village Board will not be allowed.

<b>Code Standard</b>	<b>No Modification Requested</b>	<b>Modification Requested</b>
<b>Uses</b>		
<b>Total Lot Area/ Dimensions</b>		
<b>Lot Area per Unit/Density</b>		
<b>Floor Area</b>		
<b>Front Setback</b>		
<b>Side Setback</b>		

<b>Rear Setback</b>		
<b>Building Height</b>		
<b>Open Space/ Lot Coverage</b>		
<b>Accessory Structures</b>		
<b>Signage</b>		
<b>Parking</b>		
<b>Landscaping</b>		

FOR EACH ITEM CHECKED AS A MODIFICATIO REQUESTED PLEASE FILL OUT -----.

**THIS SET OF QUESTIONS MUST BE FILLED OUT FOR EACH MODIFICATION NEEDED.**

**IF YOU HAVE MORE THAN ONE MODIFICATION PLEASE MAKE COPIES OF THIS PAGE.**

All proposed modifications to the regulations of the underlying zoning district, zoning code, and subdivision code must provide justification by answering all of the following questions for EACH proposed modification.

- a. Have you provided sufficient mitigation such that the protection of the use and enjoyment of neighboring properties is equal to or greater than that afforded were the regulations not modified?

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- b. Have you provided sufficient mitigation such that the protection of the use and enjoyment of lots and sites within the development is equal to or greater than that afforded were the regulations not modified?
- c. Applicants are required to provide one or more of the flowing amenities in excess of what would otherwise be required by Village codes in a sufficient quality or quantity that, on the whole, would provide greater community benefits than if the modification was not granted.

**Please answer each of the all of the following questions on a separate sheet of paper for each modification you are requesting.**

- (i) Have you enhanced transportation amenities including, but not limited to: off street trails, bike and pedestrian amenities, or transit-oriented improvements including school, public, or para-transit shelters?

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- (ii) Have you enhanced open space areas, recreation facilities, environmental/natural preservation areas, or recreation land dedications;

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- (iii) Have you enhanced community facilities or provision of public services beyond those necessary to serve development within the PUD?

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- (iv) Do you have other amenities in excess of the minimum standards required by Village codes that the Village Board specifically finds provide sufficient community benefit

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(v) Do you have outstanding environmental, landscape, architectural or site design?

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(vi) Have you enhanced buffering, screening and/or integration as appropriate, with surrounding development (both existing and planned)?

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**APPLICATION AGREEMENT  
TO PAY COSTS INCURRED AND HOLD THE VILLAGE HARMLESS**

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The Undersigned applicant acknowledges that the Village of East Dundee may seek advice and counsel from professional sources outside the employee staff of the Village of East Dundee in consideration of the application submitted to the Village of East Dundee by the applicant, including the services as those provided by the Village Staff, Village Attorney, Village Engineer, Planner and Fire Protection District.

The applicant further acknowledges that testimony of all witness at Public Hearings may be recorded before a court reporter and that full transcripts of the proceedings may be prepared and retained by the Village of East Dundee as part of the official record concerning the said applicant and the applicant's costs.

As an express condition in making the said application and the consideration thereof by the Village of East Dundee, the undersigned, both personally and on behalf of the applicant, agrees to hold the Village harmless and agrees to pay forthwith the costs and expenses that may be incurred by the Village of East Dundee for such professional services, including the costs and expenses of recording and transcribing any testimony at Public Hearings in connection with the said application.

The owner hereby authorizes, support and consents to this request for variation, and further authorizes, agrees and consents to allow the temporary installation and display by the Village of East Dundee of Public Notice (signage) upon the subject property.

The applicant, having read this application and fully understanding the purpose thereof, declares that the proceeding statement made are true and that the information provided herein is complete to the best of the applicant's knowledge and belief.

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Individually and for the Applicant Date

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Address Phone Number

Project Description:

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**Affidavit of Ownership & Control**

I (We), \_\_\_\_\_ do hereby certify or affirm that I am the owner(s), contract purchasers, or beneficiary(s) of the title holding trust for the aforesaid described property and hereby make application of such.

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

Owner: \_\_\_\_\_

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

\_\_\_\_\_, \_\_\_\_\_

Phone: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(NOTARY SIGNATURE)

\_\_\_\_\_  
(NOTARY STAMP)



## Affidavit & Disclosure Agreement

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To cover the Village expenses relating to applications for site plans, Subdivisions, Annexations, Zoning Amendments, Special Uses, Variations and the like:

Applications shall deposit the sum required based on the type and extent of the applicants project. Any bills received by the village and any costs incurred by the Village related to the project will be billed to the applicant. Upon payment of all bills to the Village the applicant will receive their deposit back.

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

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

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