

village of woodridge

business resource guide

Site Selection

**Development
Review**

**Construction
& Renovation**

Licenses

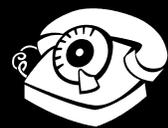
Regulations

**Village Services
& Support**

**Contact
Information**

Resources

**A Step-by-Step Guide for Owning,
Operating or Starting a Business in
the Village of Woodridge**



Have questions or need assistance?

**Call the Community Development
Department at (630) 719-4750.**



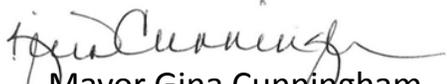
introduction

The Village of Woodridge is committed to attracting and retaining business. This “Business Resource Guide” is intended to serve as a comprehensive reference manual to business owners who are opening a new business, operating or expanding an existing business, or relocating a business to the Village of Woodridge.

The Village codes, regulations and policies establish standards that provide for the general health, safety and welfare of our community. This booklet summarizes important local requirements for business owners. For complete details on Village policies and regulations, please obtain the Village Zoning Ordinance and Building Code (see page 9 for further direction).

We hope this resource increases your understanding of the Village’s business-oriented services and regulations. We recognize that the information provided here cannot discuss every potential concern or question that may arise. Various contacts have been included to assist you in obtaining additional detailed information. These contacts are noted at the top of each page and in Appendix A. In addition, a definitions section has been included to familiarize you with common concepts and terms. Terms contained in the definitions section are bolded throughout the document.

Through your success the Village prospers. May this guide help with your business venture. We know you have a choice where you locate your business. Thank you for choosing Woodridge.


Mayor Gina Cunningham

introduction	1
1 frequently asked questions	7
2 site selection	
Things to Consider	15
Transportation	16
Zoning Districts	17
Real Estate Transfer Tax	18
3 development review	
Development Review Applications	21
Development Review Process	23
Public Hearing Process	24
Plan Commission	25
Village Board	26
4 construction & renovation	
Building Permit Review Process	29
Inspections	30
Building Permits	31
Occupancy Permits	32
J.U.L.I.E.	33
5 licenses	
Business Licenses	37
Liquor Licenses	38
6 regulations	
Fences	41
Health Department	42
Home Occupations	43
Outdoor Sales, Display & Storage	44
Overweight & Overdimension Truck Permits	45
Parking of Vehicles	46
Refuse Disposal	47
Signage	48

table of contents

Streets & Public Right-of-Ways	49
Traffic Regulation Agreements	50
Utilities	51
7 village services & support	
Shop Local Shop Woodridge	55
Chamber630	56
Police Department	57
Fire Protection Districts	58
appendix a—contact information	
Village of Woodridge	63
Townships	63
Counties	63
Health Departments	63
Fire Protection Districts	64
Utility Companies	64
Transportation	64
appendix b	
Site Selection Resources	67
appendix c	
Technical Assistance	71
Business Registration	71
Insurance & Taxes	71
Workforce Development	72
Workforce Housing	72
appendix d	
State Financial Resources	75
Federal Financial Resources	78
appendix e	
Definitions	81
index	87



**frequently
asked
questions**

1

Questions? Call the Community Development Department at (630) 719-4750.



Where can I find information on available locations for my business?

The Community Development Department keeps an inventory of available space and property for sale or lease within the Village and can help you find an appropriate location. You can also check out the Economic Development tab on the Village's website (www.vil.woodridge.il.us) for information about available office, retail and industrial space.

Where can I find information on expanding my business?

If you are interested in expanding your current business facility or operations, you should contact the Community Development Department to discuss options for on-site expansion or relocation to a larger facility.

What should a business owner do before signing a lease or purchasing property?

Prior to signing a lease or purchasing property, you should contact the Community Development Department to confirm that your business use is permitted at that location and to discuss any site limitations. If you are leasing or purchasing an existing space or building, you should also contact the Community Development Department to schedule a pre-inspection of the property to determine whether improvements are necessary or possible to bring the building into compliance with the Village Code. Finally, you will need to obtain a business license. See page 39 for more information on business licenses.

How do I find out whether my business is a permitted use?

The easiest way to determine whether your business is a **permitted use** at a particular location is to contact the Community Development Department. Staff will assist you in making this determination and, if necessary, can direct you to other locations in the Village where your business may be permitted.

If I want to make changes to the interior of the building, what do I do?

To construct most interior improvements, you will need to obtain a building permit from the Community Development Department. Prior to beginning any construction or renovation work, contact the Community Development Department to determine whether a building permit is required. For more information on building permits, see pages 29-33.

How do I find out whether my existing building meets safety and fire code requirements?

At your request, the Community Development Department will conduct an inspection of your building or tenant space and provide you a summary of what improvements may be necessary to bring it into compliance with the Village Code.

frequently asked questions

general



Questions? Call the Community Development Department at (630) 719-4750.

Where can I find economic and demographic data?

The Community Development Department has a variety of economic and demographic data available, including demographic information for the Village of Woodridge, DuPage County and the State of Illinois. The United States Bureau of the Census (www.census.gov) provides extensive data collections at no charge to the public. Environmental Systems Research Institute (ESRI) (www.esri.com) also provides various demographic and market reports at minimal cost.

How do I determine in which township my business is located?

The easiest means of determining your township is to review your tax bill. If you do not have a tax bill, the Assessor's Office for the County where your business is located will be able to provide you township information. See Appendix A for contact information for DuPage and Will Counties.

How do I contact my local post office?

Most of the Village of Woodridge is served by our local post office branch. If you have questions about local postal service, visit the United States Postal Service website at: www.usps.com or contact our local post office branch below:

Two Plaza Drive
Woodridge, IL 60517
(800) ASK- USPS

Where can I find information on insurance and taxes?

For contact information on where to obtain necessary insurance and tax information, please see Appendix C.

Where can I find information on registering my business?

For more information on registering your business locally, with the State of Illinois and with the federal government, please see Appendix C.

Whom do I contact if there is a power outage?

All power outages should be reported to ComEd by calling 1-800-334-7661. Regardless of the duration, frequency or the cause, the outage must be reported to ComEd immediately so they can assess the problem and respond appropriately. In addition, please contact the Village's Public Works Department to report this information so we are able to monitor ComEd's response to your concerns.

frequently asked questions

business promotion

Questions? Call the Community Development Department at (630) 719-4750.



Who can help me promote my business?

Chamber630 serves as the voice of the business community. The Chamber provides various events and opportunities for business promotion. See page 56 for more information on the Chamber630. The Chamber, produces the annual Community Guide and Business Directory, which contains a listing of all Chamber members. Directories are distributed to all Village residents to encourage residents to shop locally.

What are various ways I can advertise my business in the community?

There are a variety of ways for you to advertise and promote your business locally. In addition to mainstream radio and television advertising, you may consider advertising with local radio stations (such as the College of DuPage, Joliet Junior College, or College of Wheaton), the local newspaper ([The Bugle](#)), online, in church bulletins, at trade shows, or consider participating in various community events. For more information on these various advertising venues, contact the specific provider. For more information on participating in Village events, contact the Administration Department.

I would like additional signage to promote my business. How do I find out what type of signage is permitted?

The size, number and type of signage permitted varies by zoning district and individual developments. For general information on signage, see page 48. For more detailed information on signage and applying for sign permits, contact the Community Development Department.

Am I allowed to hold outdoor promotional events and activities?

You may be permitted to hold outdoor promotional events or activities depending on the zoning district and location of your business. Contact the Community Development Department for more information on conducting outdoor events and activities.

Where can I find money or other financial assistance for my business?

For information on a variety of state and federal agencies that provide loans and grants to businesses, please see Appendix D.

frequently asked questions

general



Questions? Call the Community Development Department at (630) 719-4750.

When do I need to hire a contractor?

You may be able to perform some construction work yourself. However, licensed contractors must complete all plumbing and electrical work. Contractors must be insured. Some subcontractors, such as plumbers, electricians and roofers must be licensed and bonded with the Village of Woodridge. Contact the Community Development Department for more information.

What types of improvements require a building permit?

For a comprehensive list of improvements that require a **building permit**, see page 31.

How long does the building permit process take?

The length of the review depends on the size and complexity of the project. It also depends on the time of year. More people apply for **building permits** in the spring and summer, and thus it may take longer to complete the review process during these busier times.

How can I make the building permit process move faster?

There are two primary ways to make the review process move more quickly. First, Village staff recommends hiring professional consultants and/or contractors to help you complete the project design and permitting process. Second, make sure the application information you submit is complete.

How long is the building permit valid?

Work authorized by a permit must begin within three months of the date of the permit and be completed within one year of permit issuance. Permits may be extended beyond the one year deadline at the Zoning Officer's discretion.

What is a "Stop Work" order?

A "Stop Work" order is issued for construction work that is not being completed in accordance with the approved plans or for work that was started without a permit.

What do I do if I want to make changes to my plans during construction?

Prior to making any changes to your approved permit plans, consult with the Community Development Department.

What do I do with the permit placard I was given?

The permit placard should be displayed in a window of your business so it is clearly visible from the street.



What inspections are required?

Required inspections are listed on the permit. For more information on inspections, see page 30.

If I want to make changes to the site, what do I do?

Many exterior improvements also require development review and approval. Prior to beginning any exterior construction work, you should contact the Community Development Department to determine whether development review is required.

How long does the development review process take?

The length of the development review process depends on what approvals are required for your project. Some approvals may be granted at the staff level, while others require consideration by the Plan Commission and approval by the Village Board. Additionally, other factors such as consultant response time to staff review comments, or required approval from outside agencies, may increase development review time. On average, the development review process takes four to eight months. During your preliminary meeting with the Community Development Department, staff will provide you with an estimate of the process length based on your project specifications.

Where can I get copies of the Village's Building Code and Zoning Ordinance?

The Village Code, which contains the Building Code (Title 8) and the Zoning Ordinance (Title 9), is available free of charge on the Village website at: www.vil.woodridge.il.us. You may also purchase a copy of the Building Code and Zoning Ordinance at Village Hall.

What do I do if I want to dig on my property?

Before starting any excavation work on your property, contact the Community Development Department to determine whether a **building permit** is required. Also, contact J.U.L.I.E. (Joint Utility Locating Information Service for Excavators). See page 35 for more information regarding J.U.L.I.E.

If I am going to be selling/serving food, whom do I need to contact?

The local county health departments are responsible for monitoring food distribution. Contact the county health department for more information on its policies and regulations.

Whom do I contact to connect my telephone, gas, electric and water service?

You must contact the individual service provider to connect to each of these services. More information on utility service is provided on page 51, and contact information for service providers is provided in Appendix A.



**site
selection**

2

Questions? Call the Community Development Department at (630) 719-4750.



The Village of Woodridge offers a variety of commercial, office research and industrial areas, including traditional shopping districts, high visibility industrial corridors along I-55 and I-355 and several business parks.

Important Things to Consider When Selecting a Site

Annexation

If the site you are considering is currently unincorporated, consider annexation to the Village of Woodridge. Annexation has several benefits, including access to Village services such as utilities and local police protection. For more information on annexation, contact the Community Development Department.

Zoning & Rezoning

The Village has seven commercial/office research/industrial **zoning district** classifications. Prior to purchasing or leasing a site, you should contact the Community Development Department to inquire about the **zoning** designation for the site to ensure that your use is permitted in that location. If the site you are considering does not have the proper **zoning** designation for your use, you may want to explore whether **rezoning** is an option.

Infrastructure/Utility Access

To determine whether the site you are considering is able to meet your infrastructure and **utility** needs, contact the respective service provider or the Community Development Department for assistance.

Natural Resources

Natural resources include the overall site terrain, soil, trees and other vegetation, animal life, and wetlands. Many of these natural resources are protected and this will affect the development of the site. The Village of Woodridge, for example, has a tree preservation ordinance. Wetlands are protected by the federal government and subject to county regulation. Before developing the site, you may be required to submit applications to various governmental entities verifying, for example, that no endangered species exist on the site. If you have questions or concerns regarding natural resource issues, you should contact the Illinois Department of Natural Resources or the Community Development Department at the Village of Woodridge for assistance.

Road Access

Some uses such as commercial and church uses should not be located along residential streets, which are not large enough to handle the traffic generated by the use. Please contact the Community Development Department for more information regarding appropriate road access.

site selection

transportation



Questions? Call Pace Suburban Bus Customer Service at (847) 364-7223.

For businesses whose employees may require the use of public transportation, it's important to consider the location and frequency of public transit service. The Village's primary source of public transportation is the Pace Suburban Bus System, which has over 240 routes, serving more than 220 communities in the six-county area.

Buses

Pace currently has three routes, Route 821, 825 and 834, which serve the Woodridge community. For a current copy of the route map, please contact Pace or visit their website at: www.pacebus.com.

Vanpool Programs

Pace also offers several vanpool programs to serve both employers and employees.

Traditional

Employees that live and work near each other and share similar schedules may form a vanpool. Each rider pays a monthly fare based on the distance and number of participants. This fee covers the costs of the vanpool, including fuel, maintenance, insurance, tolls, roadside assistance and van washes. For more information on monthly fees, please contact Pace.

Employer Shuttle

This shuttle is a convenient way to transport employees between the office and any of the following:

- CTA "L" stations
- CTA or Pace bus terminals
- Park 'n' Ride lots
- Metra Stations
- Airports
- Other worksites

The Employer Shuttle is available to companies located in or bordering Pace's six-county region for a monthly fee. For more information on the Employer Shuttle Program, please contact Pace.

Metra Feeders

This program allows for a Pace Vanpool Van to be parked at a Metra station near the worksite, so that five to thirteen participants can take the train and then use the van to complete the commute. To qualify for the program, at least half of the participants must purchase a Metra monthly pass or 10-ride ticket. For more information on this program, please contact Pace.

Questions? Call the Community Development Department at (630) 719-4750.



A zoning district is a specifically delineated area within which uniform regulations and requirements govern the use, placement, spacing and size of land, buildings and structures.

B-1 Neighborhood Shopping District

This is the least intense of the commercial zoning districts and includes uses such as banks, beauty salons, non-clothing related retail shops, medical offices, and other service related uses.

B-2 Community Shopping District

This is a moderately intense commercial district that includes uses such as apparel and clothing stores, banks, discount stores, markets, business and medical offices, rental services, restaurants, specialty stores, and other service related uses.

B-3 Highway and Service Business District

This district is designed for intense uses such as gas stations, automobile repair shops, appliance sales, restaurants, and other commercial uses.

OSB Office and Service Business District

This district permits office and business uses that provide services, such as banks, business and professional offices, medical offices, office supply sales, and restaurants. Retail businesses are generally not permitted in this district.

ORI Office, Research and Light Industrial District

This is the least intense of the industrial districts and permits uses such as banks, business and professional offices, corporate offices, engineering and testing facilities, light manufacturing, research facilities, and warehousing and distribution facilities.

M-1 Manufacturing District

This district is designed for the most intense uses in the Village, including light manufacturing, offices, warehousing, storage facilities, and wholesaling establishments.

RBC Regional Business Center District

This district was created especially for, and applies only to, Internationale Centre Business Park. It permits a wide array of uses including many of those uses permitted in the B-1, B-2 and B-3 zoning districts.

Note: For more information on permitted and special uses within various zoning districts, please see Title 9 of the Village Code.

site selection

real estate transfer tax



Questions? Call the Finance Department at (630) 852-7000.

Each time property within the Village is sold, a real estate transfer tax must be paid to the Village.

General Facts About the Real Estate Transfer Tax

- The seller pays \$2.50 per \$1,000 of the sale price for each piece of property sold
- Before the transfer tax stamp is released, all debts due and owed to the Village with respect to the property must be paid in full, including the water bill
- A final water reading must be scheduled and you must provide a deposit of the greater of \$75.00 or the average of the last 2 billing cycles

Real Estate Transfer Tax Form

A copy of the Real Estate Transfer Tax form may be obtained from the Finance Department or downloaded from the Village website at: www.vil.woodridge.il.us.



**development
review**

3

Questions? Call the Community Development Department at (630) 719-4750.



After selecting your business site or deciding to alter your existing structure or site, but prior to entering into a lease, purchasing the site, or starting construction, contact the Community Development Department to schedule a pre-application meeting. In this meeting staff will:

- Discuss your business use
- Discuss any development or use constraints related to your selected site
- Tell you what approvals your use/site modifications may require
- Review the applications for these approvals
- Explain the development review process

Village Applications

Each application form provides a detailed description of the materials that must be submitted with the application. Application forms are available on the Village website at www.vil.woodridge.il.us or in hardcopy at Village Hall. The following types of applications/approvals are required and are granted by the Village of Woodridge:

<i>Annexation</i>	Required when you wish to incorporate property into the Village
<i>Map Amendment</i>	Required when you wish to rezone a property
<i>Text Amendment</i>	Required when you wish to amend the regulations as set forth in the Village Zoning Code; i.e. to permit a particular use in a zoning district
<i>Variance</i>	Required when you wish to seek relief from a requirement set forth in the Zoning Ordinance or Subdivision Regulations
<i>Site Plan Review or Amendment</i>	Required for any action that requires the issuance of a building permit . Minor interior improvements are often excluded from this requirement
<i>SDA Review or Amendment (Site Development Area Review)</i>	A type of Site Plan Review required for all lots in Internationale Centre Business Park in place of the application for Site Plan Review, for any action that requires the issuance of a building permit

development review

development review applications



Questions? Call the Community Development Department at (630) 719-4750.

***Preliminary or Final
Plat of Subdivision***

This is required when you wish to subdivide a parcel of land into two or more lots

***Reimbursement of Fees
Agreement***

Required with all applications to cover the additional expenses incurred by the Village as part of the review process, including the Village Attorney, publication of required notices, court reporter fees, and recording fees

***Traffic Regulation
Agreement***

Required when undertaking any site modifications so that the Police Department may enforce traffic regulations on private property

Village Applications: Special Use Permits

Special Use Permit

Required when you wish to seek approval of a use (SUP) that is designated as a special use within a zoning district, including the approval of all planned unit developments. A definition for a SUP is provided in the definitions section

***Preliminary/Final Plan & Plat of a
Planned Unit
Development (PUD)***

A PUD provides additional flexibility in the development process for parcels over two acres in size

***Minor or Major
Amendment to
Preliminary or Final
Plan & Plat of PUD***

When you seek to modify a PUD which has already received Village Board approval, you will be required to amend the existing SUP and may also be required to amend the PUD—the Village Zoning Ordinance provides definitions for minor vs. major amendments

***Preliminary/Final Plan & Plat of
Regional
Planned Unit
Development (RPUD)***

You may choose to seek a RPUD to provide additional flexibility in the development process if your property is over 125 acres in size

***Amendment to
Preliminary/Final Plan
of a RPUD***

When you seek to modify a RPUD for which you have already received Village Board approval, you will be required to amend the existing RPUD—the Village Zoning Ordinance provides definitions for a minor vs. major amendment

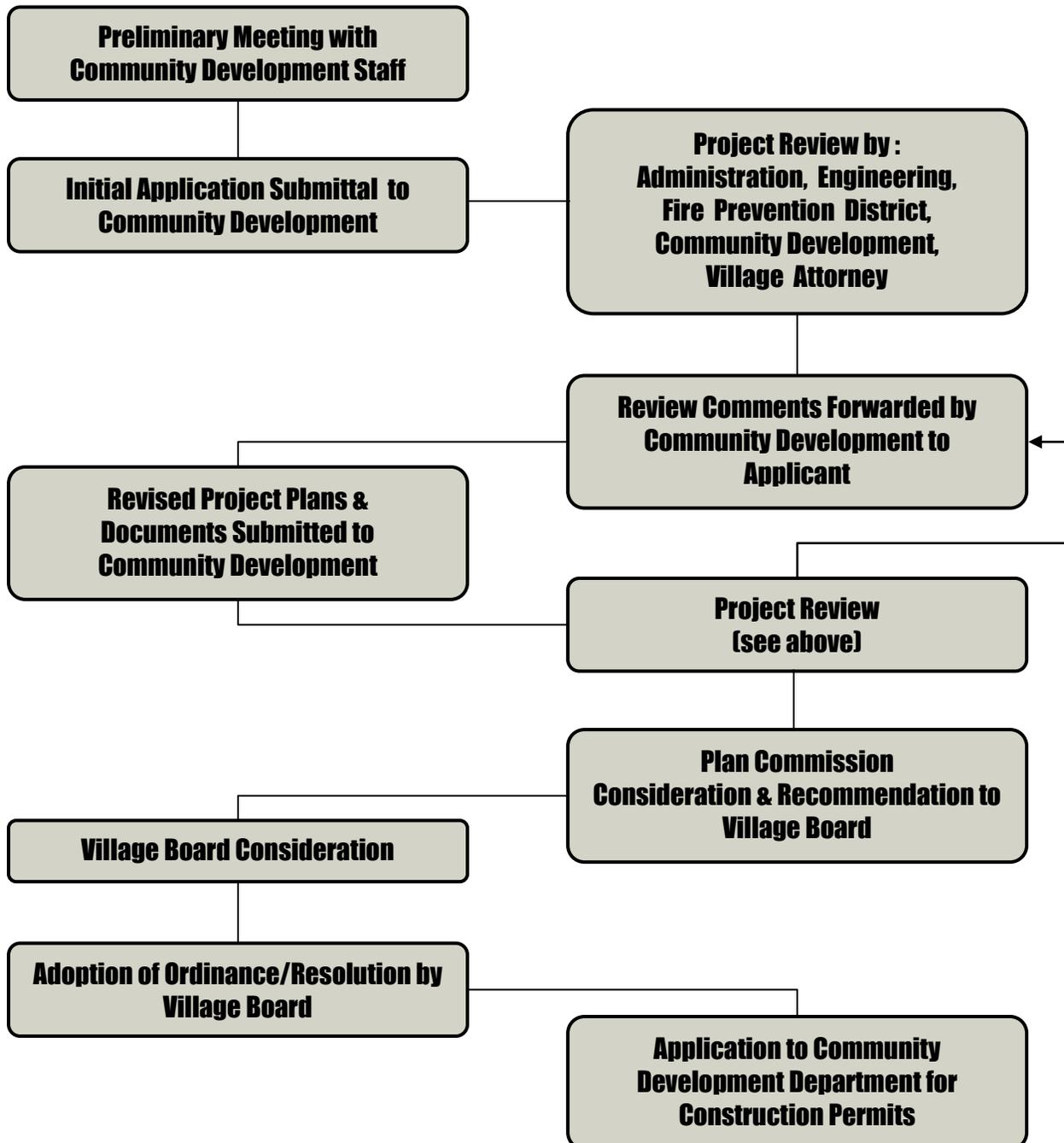
development review

development review process

Questions? Call the Community Development Department at (630) 719-4750.



After you have submitted your application(s) to the Community Development Department, the staff review process begins. This typically lasts 4-8 months and involves the following process:



development review

public hearing



Questions? Call the Community Development Department at (630) 719-4750.

A public hearing is a meeting advertised in advance and open to the public, with the public given an opportunity to comment and participate. Public hearings are often required before the adoption or approval of projects that will have an effect on the public.

Requests Which Require a Public Hearing By the Plan Commission

- Special Use Permit
- Map Amendment/Rezoning
- Text Amendment to the Zoning Ordinance
- Special Use Permit for a Planned Unit Development (PUD)
- Special Use Permit for a Regional Planned Unit Development (RPUD)
- Variance

Note: Public hearings are required for annexation agreements and recapture agreements and are held by the Village Board.

Public Notice Requirements

The Village requires that three forms of notice be given for **public hearings**. These notices must be provided 15-30 days before the hearing date and include:

1. **Publication of a legal notice in a local newspaper:** The Village will draft this notice and forward it to the newspaper. The applicant is responsible for bearing the publication cost of the legal notice.
2. **Written notice to adjacent property owners*:** As part of your application, you will be required to submit a list of all property owners within 250' of the property in question, excluding public right-of-way. This list can be obtained from the County Assessor's Office or from a title company. Staff will provide you with a copy of the written notice, and you will be responsible for mailing the notices "Certified Mail—Return Receipt Requested" and providing the proof of mailing and return slips to the Community Development Department upon your receipt of them.
3. **A sign notifying the public of the hearing placed at the site*:** The Village will provide and post this sign at no cost to the applicant.

Note: Depending on the location of your project, you may be required to provide notice to other governmental agencies, such as the township or local library district. The Community Development Department staff will assist you in determining the notices required and will facilitate this process.

This form of notice is not required for **public hearings regarding annexation agreements, recapture agreements and text amendments.*



General Facts About the Plan Commission

- The Plan Commission is appointed by the Mayor and is made up of seven officials from the Woodridge community
- It is an advisory body only and makes recommendations on proposed developments and zoning regulations to the Village Board
- The Plan Commission reviews all site plan review cases except for those sites located in Internationale Centre Business Park
- The Plan Commission meets on the first and third Mondays of each month at 7:30 p.m. in the Werch Board Room in Village Hall

Consideration of Development Proposals

1. The Community Development Department staff will present your development proposal to the Plan Commission.
2. You are expected to attend the **Plan Commission** meeting to respond to a questions the Commissioners have regarding your proposal.
3. The **Plan Commission** will discuss the project and vote to recommend to the Village Board either approval or denial of the proposal.
4. In order for the **Plan Commission** to make a favorable recommendation, there must be a simple majority in favor of the proposal.
5. Following a recommendation by the **Plan Commission**, the proposal will be forwarded to the Village Board for consideration.

development review

village board



Questions? Call the Administration Department at (630) 719-4705.

The Village of Woodridge operates under a Mayor/Trustee form of government.

General Facts About the Village Board

- The Village Board is made up of a Mayor and six trustees who are elected at-large for overlapping terms of four years
- As the policy-making body of the Village, the Board approves ordinances and adopts resolutions
- The Village Clerk, also elected for a four-year term, keeps all official records and maintains minutes of all Board meetings
- The Village Board meets on the first and third Thursdays of each month at 7:30 p.m. in Werch Board Room in Village Hall

Consideration of Development Proposals

1. Your proposal will be presented to the Village Board by the Director of Community Development, along with the recommendation made by the Plan Commission.
2. The Board will then discuss the project, ask any questions it may have and vote to either approve the proposal or deny the proposal.
3. If the Village Board approves your proposal, you will be eligible to apply for the required building permits.



**construction
&
renovation**

4

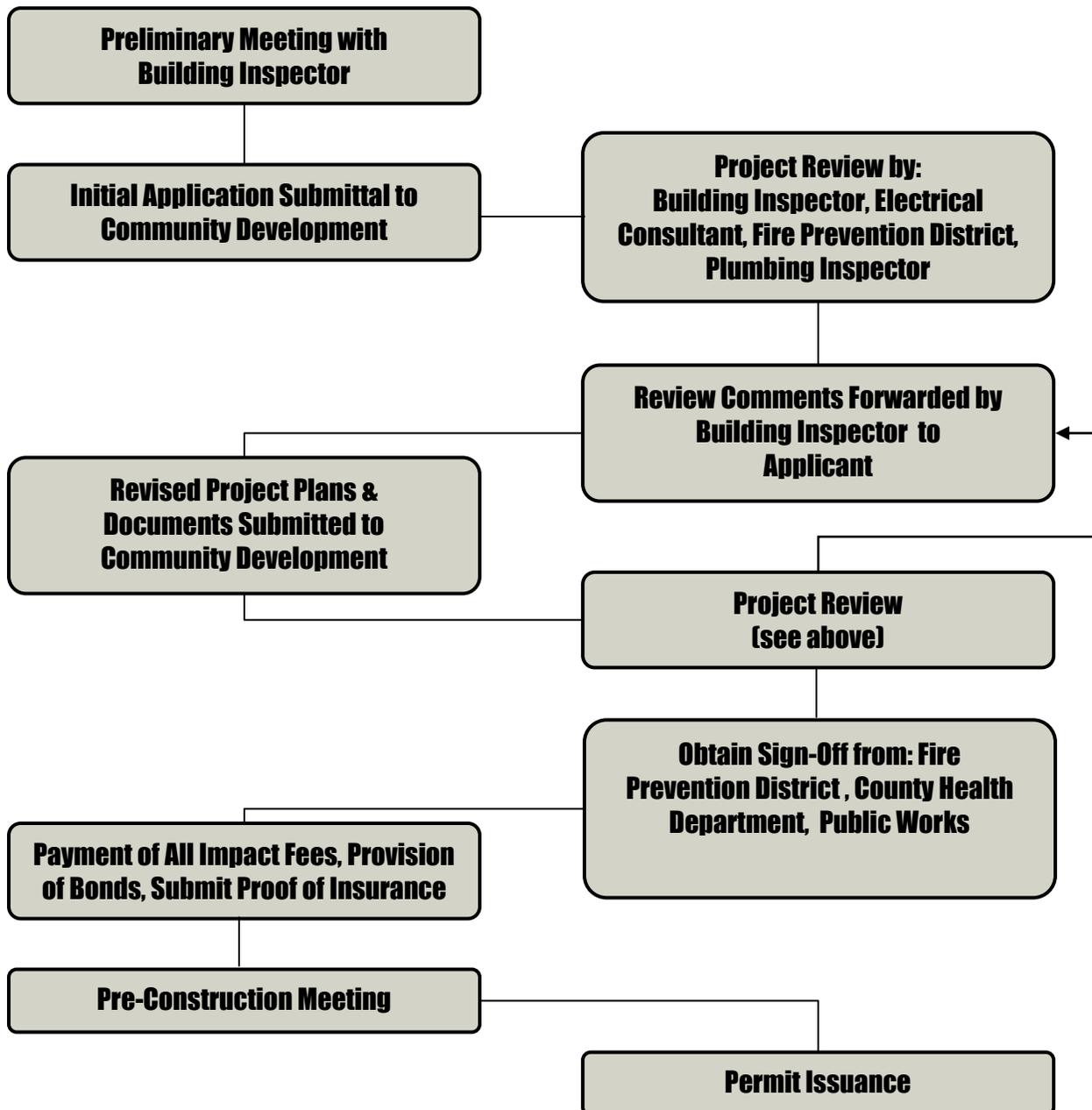
construction & renovation

building permit review

Questions? Call the Community Development Department at (630) 719-4750.



After you have submitted your application(s) to the Community Development Department, the staff review process begins. This process may be performed concurrently with the development review process. The building permit review process typically takes several weeks and involves the following:



construction & renovation inspections



Questions? Call the Community Development Department at (630) 719-4750.

Building inspections are conducted by a building inspector or contractor of the Village. The purpose of inspections is to review construction work completed by business owners and contractors to ensure safety, compliance with Village Code requirements and quality construction.

General Facts About Inspections

- Inspections of new construction are mandatory while work is in progress to ensure that construction complies with approved plans and code regulations
- Inspections cannot be scheduled for a specific time; however, they can be scheduled for the “morning” or “afternoon” as available
- All work must be ready before you call for an inspection—you will be charged for failed inspections
- Refundable bonds will not be returned until all final inspections have been approved
- A final inspection is required before an occupancy permit is issued

Required Inspections Include

- Footings
- Foundation walls
- Sanitary sewer and domestic water service
- Under slab plumbing, electrical and HVAC
- Damp proofing/drain tile/backfill
- Electrical service
- All pre-pour concrete basement, garage, all slabs on grade, etc.
- Rough plumbing, framing, HVAC, electrical and insulation
- Topographic survey inspection
- Final inspection (occupancy permit)
- Fire suppression and alarm systems
- Parking lot improvements
- Other exterior site improvements

Note: Depending on the project, additional inspections may be required to ensure proper installation and safety.



The Village recommends that you do not make final payment to your contractors until you have passed your inspections.

Questions? Call the Community Development Department at (630) 719-4750.



A building permit is written permission issued by the Village for the construction, repair, alteration of, or addition to a structure.

A Building Permit is Required For

- Demolition of a structure
- Electrical work
- Excavation work
- Fence installation/replacement
- Fire alarm system
- Fire suppression & sprinkler systems
- Furnaces
- Installation of air conditioning units
- Landscaping & lawn irrigation
- Mechanical work
- New construction
- Parking lot & driveway work
- Plumbing work
- Remodeling
- Re-roofing
- Structural changes
- Sign installation/replacement

General Facts about Building Permits

- Applications for permits must be submitted with the authority of the property owner or his or her authorized agent
- Most permits are issued within 2-3 weeks

An application for a **building permit** may be obtained from the Community Development Department or from the Village website at www.vil.woodridge.il.us.



You must call J.U.L.I.E. before you undertake any digging on your property. See page 33 for more information.

construction & renovation occupancy permits



Questions? Call the Community Development Department at (630) 719-4750.

All businesses must obtain an occupancy permit. An occupancy permit indicates that the business space has passed its final inspection and is ready to be used. This permit is required before the building shall be occupied and is not transferable to another location. The Community Development Department issues two types of occupancy permits. They are “permanent occupancy” and “temporary occupancy” permits.

An Occupancy Permit is Required to Occupy

- Newly constructed buildings
- Newly constructed additions to existing buildings
- Buildings that have been remodeled
- Buildings that have been relocated

Permanent Occupancy Permit

A permanent occupancy permit is issued once all work is completed and the premises have been inspected by the Community Development Department. If a building passes final inspection, a permanent occupancy permit is issued. If the building does not pass inspection, the Community Development Department will notify the owner in writing of the incomplete items.

Temporary Occupancy Permit

Pending the issuance of a permanent occupancy permit, and at the discretion of the Community Development Department, a temporary occupancy permit may be issued for a period not to exceed 6 months. The applicant is required to provide the Village a cash bond equal to 150% of the Village’s estimate of the cost of work yet to be completed.



J.U.L.I.E.

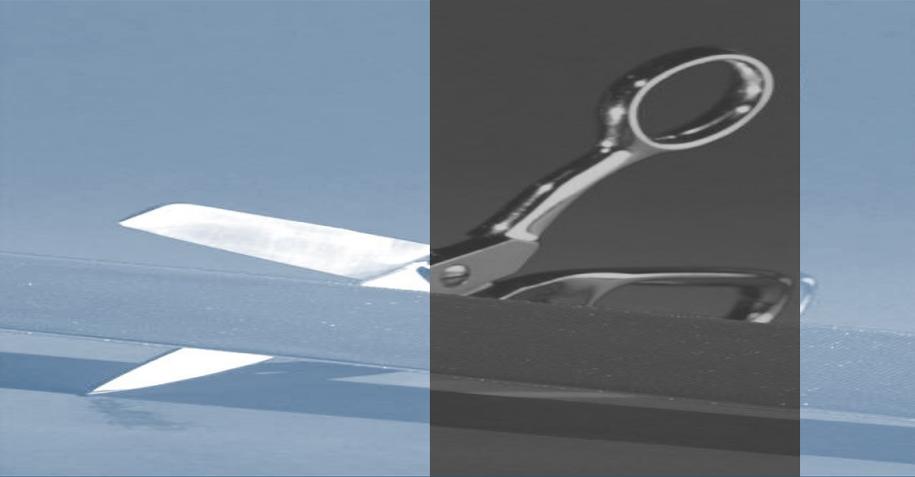
Joint **U**tility **L**ocating **I**nformation for **E**xcavators

How it Works

1. You call J.U.L.I.E. at least 48 hours, but no more than 2 weeks prior to commencing work (excluding weekends and holidays).
2. The J.U.L.I.E. locating service staff will notify all **utility** companies that have infrastructure located on your site.
3. **Utilities** will then mark their underground pipes, wires and cables with stakes, flags and/or paint at no cost to you.

Why it's Important

The Village of Woodridge is a member of J.U.L.I.E. Illinois State law requires that you call J.U.L.I.E. prior to digging or excavating on your property. You bear the financial responsibility of repairing the damage to any existing infrastructure caused by your construction.



licenses

5



Questions? Call the Administration Department at (630) 719-4705.

A business license is authorization from the Village stating that you may operate your business. All businesses* are required to obtain a business license from the Village before operating the business. Business licenses are administered by the Administration Department.

Note: Approved **home occupations (see page 43) and those businesses licensed by the State of Illinois (see Chapter 225 of the Illinois Compiled Statutes at www.ilga.gov/legislation/ilcs/ilsc.asp) do not require a business license.*

A New Business License is Required When

- Starting a new business
- Expanding an existing business
- Relocating an existing business
- A change in ownership occurs

General Facts About Business Licenses

- An inspection of your business premises will be required prior to obtaining a business license
- Your business license is valid from May 1st of each year until April 30th of the following year and must be renewed annually
- You are required to post your business license at your business—it must be visible at all times from outside the main entrance of your business
- In addition to your primary business license, you may need additional business licenses based on the conduct of your business (see below)

Additional Business Licenses

In addition to your primary business license, you will need additional business licenses if your business is engaged in any the following activities:

- Ambulance service
- Amusement devices**
- Athletic contests or exhibitions
- Scavengers
- Taxicabs and limousines
- Vending machines
- Gasoline/automobile service stations
- Golf course/driving range
- Outdoor storage facility
- Outdoor Christmas tree sales
- Peddlers**
- Commercial solicitors
- Tobacco products
- Sale or distribution of liquor
- Yard waste

Applications

Contact the Administration Department for an application for a business license or visit the Village website at: www.vil.woodridge.il.us and click on “forms”.

licenses

liquor licenses



Questions? Call the Village Clerk's Office at (630) 719-4712.

A retail liquor license is required to sell or give away liquor.

General Facts About Liquor Licenses

- There are sixteen classifications of licenses based on how you wish to distribute liquor (e.g. daily, restaurant, retail, etc.)
- Applications for liquor licenses may be obtained from the Village Clerk
- The application fee ranges from \$25—\$4,000 depending on the classification of license issued
- All liquor licenses, except daily licenses, are valid for a period of one calendar year
- If the holder of a liquor license relocates the business, the owner must obtain approval from the Village to transfer the license to the new address
- The Village Clerk must be notified prior to changing the type of distribution
- Criminal background checks are conducted on all applicants
- State law requires persons selling, serving or dispensing liquor to be at least twenty-one years of age
- The Liquor Commissioner has the final authority on issuance of licenses

Application

To apply for a liquor license, please contact the Village Clerk's Office.



Be sure to check with the Village Clerk's Office to ask whether a liquor license in your classification is available.



regulations

6

Questions? Call the Community Development Department at (630) 719-4750.



A fence is an artificially constructed barrier of any material or combination of materials erected to enclose, screen or separate areas. The Village classifies fences into two types, “open fences” and “closed fences.”

Open Fence

A fence, including gates, which has a ratio of open area to closed area of 4:1 with the open area distributed uniformly over the entire height and length of the fence. Open fences include split rail, horizontal rails, post and board fences, and fences with chain-link, woven mesh or other similar designs.

Closed Fence

A fence is not considered an “open fence,” provided that it provides a solid visual barrier between uses located on a lot and all other surrounding uses.

A Fence is Required

- To screen all dumpsters and refuse areas
- To screen all generators
- To enclose all outdoor storage areas

General Facts About Fences

- A building permit is required to construct, replace or remove any fence
- Fences are regulated by type, height and location
- The finished side of all fences must face away from the interior of the property that is fenced
- Fences shall not be constructed with barbed wire or other hazardous material
- Electrically charged fences are prohibited
- Fences must be maintained in a safe, attractive and sound structural condition at all times
- An open fence may be erected in side and rear yards of any business district to a maximum height of 6' above existing grade

Application

In order to construct a fence on commercial property, you are required to obtain Site Plan Approval from the Village Board. For more information on the development review process, see page 23, or contact the Community Development Department.



Questions? Call the DuPage County Health Department at (630) 682-7400.

The County Health Department is responsible for monitoring the food industry. If you are planning on opening a restaurant or catering business, your business will be required to adhere to the County Health Departments policies and restrictions. Because the majority of commercial enterprises in the Village of Woodridge are located in DuPage County, we have provided detailed information on the DuPage County Health Department review requirements below. Please contact the Will County Health Department if your business is located in Will County (see Appendix B for contact information).

What To Do

The DuPage County Health Department provides a *“How to Open a Restaurant Guide”* as well as a *“Food Service Design and Construction Manual”* to guide you through the process of opening a food service business. To assist you in opening your restaurant, the DuPage County Health Department recommends the following:

- Contact the DuPage County Health Department to obtain copies of the “Food Service Design and Construction Manual” and Plan Review Form
- Submit one set of building plans with the completed Plan Review Form, one copy of the proposed menu and the plan review fee to the DuPage County Health Department
- The Construction Coordinator at the Health Department will review the plans
- The Health Department will contact you whether it needs additional information or if changes must be made to the plans
- The Health Department will notify you when the plans are approved
- The following inspections will be scheduled with the Health Department Construction Coordinator:
 1. Plumbing rough-in
 2. Pre-final/Pre-open (stocking)
 3. Construction final
 4. Operations opening



Prior to constructing/opening your restaurant, you must also receive all necessary development and **building permit** approvals from the Village of Woodridge.

Questions? Call the Community Development Department at (630) 719-4750.



A home occupation is any activity carried out by a resident for economic gain and conducted in the residents dwelling unit.

General Facts About Home Occupations

- Not more than one person other than members of the immediate family residing in the home may be employed on the premises
- No sign advertising the presence or conduct of the occupation is permitted
- The home may not be structurally altered so as to change its character from that of a dwelling unit
- Not more than 25% of the gross floor area of one story of any home may be devoted to the occupation
- No **outdoor storage** is permitted
- The occupation must be conducted completely within the home
- No **home occupation** may be operated so as to cause a nuisance

Permitted Home Occupations*

- Beauty, barber or electrolysis shops—limited to two operators and one of the operators must reside in the home
- Babysitting services/day cares
- Instruction in music, dance, home crafts, arts and sciences—the maximum class size may not exceed four students at any one time
- Studios and/or workrooms for artists, authors, composers, photographers, sculptors, dress designers, needle workers, seamstresses and tailors and various home crafts
- Offices for various consulting services such as attorneys, medical and dental practices, travel agents, etc.



While **home occupations** do not require a Village business license, many are required to be licensed by the State of Illinois. For more information on professional licenses and certification, see Appendix C.

Note: Please see Section 9-5-3 of the Village Code for more information regarding **home occupations.*

regulations

outdoor sales, display & storage



Questions? Call the Community Development Department at (630) 719-4750.

Outdoor storage includes the keeping in an unenclosed area any goods, junk, material, merchandise, or vehicles in the same place for more than 72 hours.

Outdoor sales includes the display and sale of products and services outside of a building or structure, including vehicles, garden supplies, flowers, shrubs, and other plant materials, propane, tires, motor oil, food and beverages, etc.



Outdoor sales, display and storage of merchandise is generally prohibited in the Village.

Business Districts (B-1, B-2, B-3, OSB, RBC)

The following business uses located with business zoning districts may be allowed to conduct outdoor sales, display and storage of merchandise:

- Gas Stations
- Home improvement supply stores
- Hardware stores
- Garden and lawn supply stores
- Pharmacy
- Grocery stores greater than 20,000 SF

Provided they meet the following regulations:

- Merchandise may not be displayed in any parking stalls, loading berths, drive aisles, landscape areas, required building setbacks, etc. All merchandise must be displayed on an impervious surface. If merchandise is displayed on pedestrian walkways, a minimum of five feet (5') in width must be maintained free and clear except as otherwise provided for in section 9-6-1E of this title.
- The outdoor display shall be restricted to private property and no display shall be permitted on public property.
- The outdoor display shall not exceed eight feet (8') in height.
- The square footage of the area in which outdoor display occurs may not exceed ten percent (10%) of the total gross square footage of the principal structure up to a maximum of five hundred (500) square feet, whichever is less.
- For gas stations: In addition to the standards outlined in this section, outdoor display and sales may only occur immediately adjacent to the principal structure and underneath the fuel pump canopy.

regulations

overweight & over-dimension truck permits

45

Questions? Call the Public Works Department at (630) 719-4753.



The Village of Woodridge requires a travel permit for overweight vehicles. A fee is assessed for the permit based on the weight and dimension of the vehicles, as well as whether the vehicle is making a single trip, round trip, or multiple trips.



All trucks traveling through the community must be in conformance with all applicable regulations.* For more information on these regulations, contact the Public Works Department or visit the Village website at: www.vil.woodridge.il.us.

General Facts about Overweight & Over-Dimension Truck Permits

- You must obtain the permit prior to the vehicle traveling within the Village
- You must submit your permit application and permit fee at least 24 hours prior to your travel date
- Failure to obtain a permit prior to travel in the Village may result in the assessment of potentially significant fines and penalties

Permit Applications

Applications for overweight and over-dimension truck permits may be obtained from the Village website at: www.vil.woodridge.il.us or at the Public Works Department. Applications should be submitted to the following address:

Village of Woodridge
Public Works Department
One Plaza Drive
Woodridge, IL 60517

**Application regulations refers to Illinois Compiled Statutes chapter 625, act 5, sections 15-102 (width), 15-103 (height), 15-107 (length) and 15-111 (weight).*

regulations

parking of vehicles



Questions? Call the Community Development Department at (630) 719-4750.

The Village of Woodridge defines a commercial vehicle as any vehicle operated for the transportation of persons or property in the furtherance of any commercial or industrial enterprise, for hire or not for hire, but not including a commuter van, a vehicle used in a ridesharing arrangement when being used for that purpose, or recreation vehicle not being used commercially.

General Facts About the Parking of Vehicles

- ❑ Vehicles must be parked completely within striped lines designating the approved parking space
- ❑ Trucks/Trailers may only be parked within docks, striped loading areas or spaces specifically designated as truck parking on an approved site plan
- ❑ Vehicles may not be stored in any front yard
- ❑ Vehicles stored in side or rear yards must be appropriately screened, as required by the Village Zoning Ordinance
- ❑ Vehicles may only be parked and/or stored on the property where the business operations are located

Note: Alternative parking provisions apply to businesses located in Office, Research & Light Industrial (ORI) or Regional Business Center (RBC) zoning district classifications. If your business is located in one of these zoning classifications, please contact the Community Development Department for more information.

Handicap Parking Regulations

Any facility offering parking for employees or visitors must provide accessible parking for people with disabilities. An accessible parking space consists of a vehicle space and striped access aisle. The entire space must be kept clear of obstructions at all times. Accessible parking must be placed on level pavement on the shortest accessible route to an accessible entrance. Each space must be 16' wide, with either an 8' or a 5' wide diagonally striped access aisle. The access aisle may be located on either side of the accessible space. High quality yellow paint, manufactured especially for pavement striping, must be used.

For more information on handicap parking regulations, including the number of spaces required or where to purchase signs, contact the Office of the Illinois Attorney General at (312) 814-5684 or visit www.IllinoisAttorneyGeneral.gov.



Property owners are responsible for installing all handicap **signage** and ensuring that the correct fine amount is posted. Please contact the Police Department for more information. Contact information for the Police Department is provided in Appendix A.



Refuse disposal refers to the ultimate disposition of unwanted or discarded material that cannot be salvaged or recycled.

General Facts About Refuse Disposal

- Individual businesses may select their own scavenger service or may contract with the company selected by the Village for residential refuse collection
- Individual businesses may only contract with companies that hold valid Village commercial scavenger licenses
- Individual businesses may negotiate their own rates and terms of service with the scavenger company selected
- All refuse must be stored in screened refuse containers or in an enclosed building
- Refuse must be removed at least once a week
- Large bulk items that do not fit in refuse containers may be placed next to the containers only on the day of refuse collection
- The open burning of refuse is prohibited

Refuse Containers Must

- Be constructed of an impervious material
- Be fully screened (enclosed on three sides)
- Have a tight-fitting cover (rodent and fly proof)
- Be designed to be emptied into a "packer-type" vehicle
- Be provided by the scavenger company providing the waste removal service
- Be kept sanitary, and lids must be closed at all times

Note: Refuse shall not be stored so as to constitute a fire hazard

Location of Refuse Containers

- For shopping centers — in areas designated by the owner of the center
- In areas designated on the approved site plan
- Refuse containers shall not be located on the curb
- Containers should be located in exterior or side yards whenever possible
- Containers shall not face the street

Contact the Administration Department to obtain more information regarding current commercial scavenger license holders.

regulations

signage



Questions? Call the Community Development Department at (630) 719-4750.

A sign is any object, device, display, or structure, or part thereof, situated outdoors or indoors, that is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination, or projected images.

General Facts About Signage

- Most permanent & temporary signs require a permit from the Village
- A sign permit is required to construct, replace or alter a permanent sign
- Signs are regulated by type, number, size, height, and location
- The Village conducts annual **signage** inspections of all existing business signs

Promotional Signs

Promotional **signage** is permitted for grand openings, special sales and temporary activities and may not be used for more than 16 weeks per calendar year. Please see Section 9-11-10 of the Village Code or contact the Community Development Department for more information. Contact information for the Community Development Department is provided in Appendix A.

Construction Signs

A maximum of two signs are allowed and do not require a sign permit, provided:

- The signs only identify the architects, engineers, contractors or other individuals or firms involved in the construction, and announce the character or purpose of the building or enterprise
- The total **sign surface area** does not exceed 100 SF
- The signs are removed within 14 days after the issuance of an occupancy permit



The following types of signs are prohibited in the Village*: commercial billboards and other off-premise commercial signs; flashing, projecting or signs incorporating attention getting devices; and signs located in the public **right-of-way** on vehicles, boats, trailers, or roofs of buildings.

**Note: See Section 9-11-3 of the Village Code for a complete listing of prohibited signs*

Applications

An application for a sign permit may be obtained from the Community Development Department or from the Village website at www.vil.woodridge.il.us.

Questions? Call the Public Works Department at (630) 719-4753.



The right-of-way (ROW) is a strip of land intended for, or currently occupied by, a street, crosswalk, railroad, electric transmission line, oil or gas pipeline, water line, sanitary or storm sewer, or other similar uses. The ROW may be under the jurisdiction of different governmental entities, including but not limited to, the Village of Woodridge, the Township, the County, the State, or utility companies.



In order to undertake any work in Village public **right-of-ways**, you first need permission from the Village of Woodridge. Depending on the location of the work, you may also need permission from other governmental entities.

Jurisdiction

The following streets are under the jurisdiction of the Illinois Department of Transportation:

- Interstate 55
- Interstate 355 (Illinois State Toll Highway Authority)
- Joliet Road
- Route 53

The following streets are under the jurisdiction of DuPage County:

- Hobson Road
- Lemont Road
- Portions of Woodward Avenue
- 63rd Street
- 75th Street

Curb Cut

If you would like to construct, repair, alter or change any curb or curb cut on a public street, or make any changes to the parkway, please contact the Public Works Department.

Tree Planting

If you would like to plant additional trees in the public **right-of-way** adjacent to your property, you must apply for a permit from the Public Works Department. Certain species of trees are prohibited, and there may be limitations on where you may locate trees. Contact the Public Works Department for more information.

regulations

traffic regulation agreement



Questions? Call the Community Development Department at (630) 719-4750.

A Traffic Regulation Agreement allows the Village Police Department to enforce traffic control signage on private property. Many shopping centers, office buildings and businesses have entered into a Traffic Regulation Agreement with the Village.

General Facts About Traffic Regulation Agreements

- The agreement is between the property owner and the Village of Woodridge
- The agreement must be approved by the Village Board
- The document is recorded at the County Recorder's Office
- Any changes to the parking configuration, access or traffic signage on the site, requires a new Traffic Regulation Agreement with the Village

Examples of Traffic Control Signage

- Pavement striping (parking stalls, arrows, stop bars, loading zones, handicap parking, etc.)
- Handicap **signage**
- "Yield" signs
- "STOP" signs
- "No Parking" signs
- "Fire Lane" signs
- "Enter" and "Exit" signs

Traffic Regulation Agreement Forms

The Traffic Regulation Agreement form may be obtained from the Community Development Department or from the Village website at www.vil.woodridge.il.us.



The Village is served by Lake Michigan water under two separate systems.

Water Service Providers

- Your service provider is Illinois American if your business is located south of I-55
- Your service provider is the Village of Woodridge if your business is located north of I-55

If the Village of Woodridge serves your business, you will receive your water bill from the Village's Finance Department. For more information about water billing, contact the Finance Department. If you have questions about water service or water quality, contact the Public Works Department.

Water Service: Turn On/Shut Off

If your water service provider is Illinois American, you should contact them directly for information about turning on or shutting off water service. For Illinois American's contact information, see Appendix A. If your water service provider is the Village, you should contact the Finance Department.

Sanitary Sewer Regulations

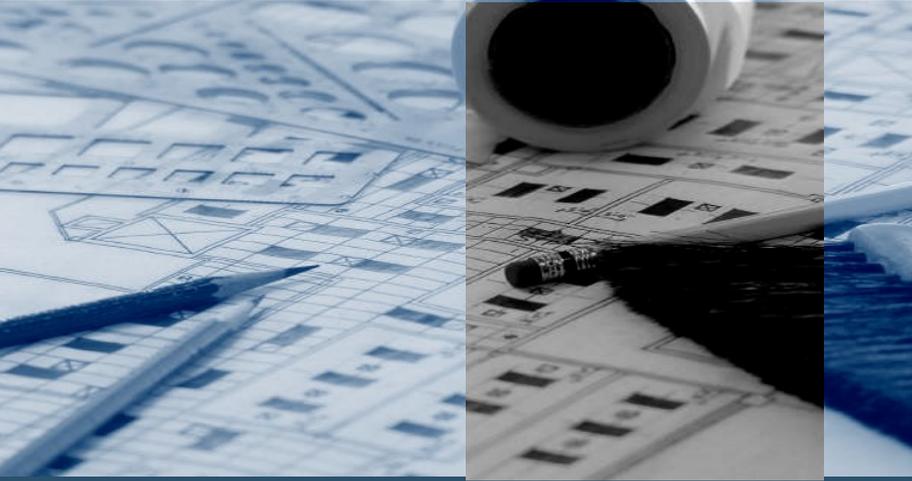
The Village enforces the following regulations in order to maintain sanitary sewer service and to avoid unnecessary waste water flow into the sewerage system:

- Draining any water from swimming pools, sump pumps, gutters, downspouts or similar service water into sanitary sewers is prohibited
- Draining or dumping into a storm sewer any material intended for a sanitary sewer is prohibited
- Draining into any sanitary sewer excessive fats or oils, grease, gasoline, fuel oil, or other flammable or explosive liquid, garbage, sand, mud, straw, metal, glass, plastics, wood, acids, or any other material which would cause obstructions to the flow of water, or internal damage to pipes or to the sewer system is prohibited

Village Utilities



You will be required to connect to Village **utilities** if your property is located within 400' of existing **utility** lines. For more information on determining how your business can be served by water, sanitary sewer and storm sewer, contact the Public Works Department.



**village
services
& support**

7





The Village of Woodridge is committed to attracting and retaining business. We wish to work together with local business owners to foster success of local business enterprises. In furtherance of the at effort, the Village works diligently to raise the visibility and profile of businesses within the community.

Shop Local Shop Woodridge

Shop Local Shop Woodridge is a grassroots community-wide initiative to help support the businesses in our community. Its goal is to raise awareness and to educate consumers of the importance of shopping and buying at Woodridge businesses. A portion of money spent at local stores stays in the local economy which helps to retain our vibrant community.

For more information, please visit: www.shopwoodridge.net.

Why Shop Local?

Woodridge is home to some of the most dynamic retailers, restaurants, service providers, markets and specialty stores in the area. Family-owned businesses, national retailers, entrepreneurial enterprises. Our shops are as diverse as the people who live, work, and visit our community.

This is a challenging economic time for everyone, regardless of the size of your household or business. *Shop Local Shop Woodridge* is designed to help bolster businesses at a time when they need our patronage the most.

Keep tax dollars in the local economy. Every time you make a purchase at a Woodridge business, you are helping to provide funding for necessary Village services like public safety, street sweeping, and infrastructure improvements.

Create and maintain local jobs. Patronizing local stores helps to keep the doors of those stores open and employees on the payroll.

Help save the environment. Why drive to nearby communities when chances are we have everything you need right here in Woodridge? Shopping at Woodridge stores helps to reduce automobile usage and associated pollution.

Save time and money. Why spend time you don't have driving all over to find what you need? By shopping in Woodridge, you will save time as well as gas money.

village services & support

Chamber630



Questions? Contact Chamber630 at chamber@chamber630.com

Chamber630 works closely with the business community and citizens to promote a favorable climate for business. Chamber630 offers programs that maintain and improve the community infrastructure and promote a strong and growing community.

What is Chamber630?

In 2014, the Downers Grove Area Chamber of Commerce & Industry and the Woodridge Area Chamber of Commerce integrated into one new chamber entity, Chamber630. As your partner in business, Chamber630 helps you build and maintain a strong, prosperous business. The Chamber offer resources, education and support to increase exposure and improve your profitability. Their goal is to promote and strengthen the business community. The Chamber fosters economic development by encouraging industrial and commercial growth, which enriches our communities as a whole.

How does the Chamber 630 Work for its Members?

- Members have access to one of the most efficient, effective networking systems available to promote their businesses and expand their customer base.
- Chamber membership can boost community image and increase sales. A recent national survey found that consumers are 63% more likely to buy from Chamber members; and when business decision-makers believe that a business is a Chamber member, they are 59% more likely to buy goods and services from it.
- The Chamber works tirelessly to promote members and can provide members with resources and referrals to grow their businesses.
- The Chamber provides its members with networking opportunities, marketing opportunities, educational and professional development opportunities, human resource benefits, and a civic & regional commitment.



www.chamber630.com

Chamber630 Woodridge Office
 5 Plaza Drive, Suite 212
 Woodridge, IL 60517
 630-960-7080 Phone
 630-852-2316 Fax



The Woodridge Police Department is comprised of 51 sworn officers, 15 non-sworn employees and 4 part-time crossing guards. The Police Department offers a variety of community outreach programs.



The Police Department non-emergency phone number is (630) 719-4740 and is answered Monday—Friday 8:00 a.m.—4:30 p.m. For all calls requesting a police officer respond, or for calls after hours, please dial 9-1-1.

Crime Prevention Unit

The Woodridge Police Department Crime Prevention Unit offers a wide variety of services to the community. These include:

- Crime Prevention Presentations on specific topics for residents, organizations and Businesses
- Neighborhood Watch Programs
- Residential Security Inspections
- Police Department Tours
- Block Party Visits

Please contact the Village's Crime Prevention Officer for more information at (630) 719-4730.

Automatic Protection Device

In order to install and operate an automatic protection device or signaling device, you must obtain an alarm permit from the Village of Woodridge. This permit must be renewed annually.

False Alarms

Each time an alarm is activated without due cause, a fine will be assessed to the business owner. The fee for up to four false alarms is \$30 per alarm. The fifth and any subsequent false alarm carry a fee of \$40 each.

The Police Department maintains a record of all false alarms transmitted and may revoke or suspend the permit for the operation of an automatic protection device or signaling device involved in the transmission of twelve false alarms in any twelve month period.

village services & support

fire protection districts



Questions? Call the Community Development Department at (630) 719-4750.

The Village is served by three Fire Protection Districts including: the Daren-Woodridge Fire Protection District, the Lemont Fire Protection District and the Lisle-Woodridge Fire Protection District. The Fire Protection District serving your business is determined by your business location. Refer to the map on the next page to determine the Fire Protection District serving your business.

Contact information for each Fire Protection District is provided in Appendix A.

Fire Protection Districts

The goal of the Fire Prevention Districts is to prevent fires and accidents from happening, or if they should occur, to allow for the occupants to safely escape. Districts inspect thousands of facilities each year, including multi-family buildings, shopping centers, industrial and office buildings. The Fire Prevention Bureau reviews the plans of any new public building or building undergoing renovation, to make certain it will be constructed according to the fire codes.

Through an intergovernmental agreement between the Village and the Fire Protection Districts, the Districts participate in plan reviews, inspection of existing development sites, and the inspection of new construction and major renovations.

Annual Inspections

Through an intergovernmental agreement with the Village, the Fire Protection Districts also make annual inspections of all business with a valid Village-issued business license. During these inspections, inspectors enforce life-safety concerns, such as:

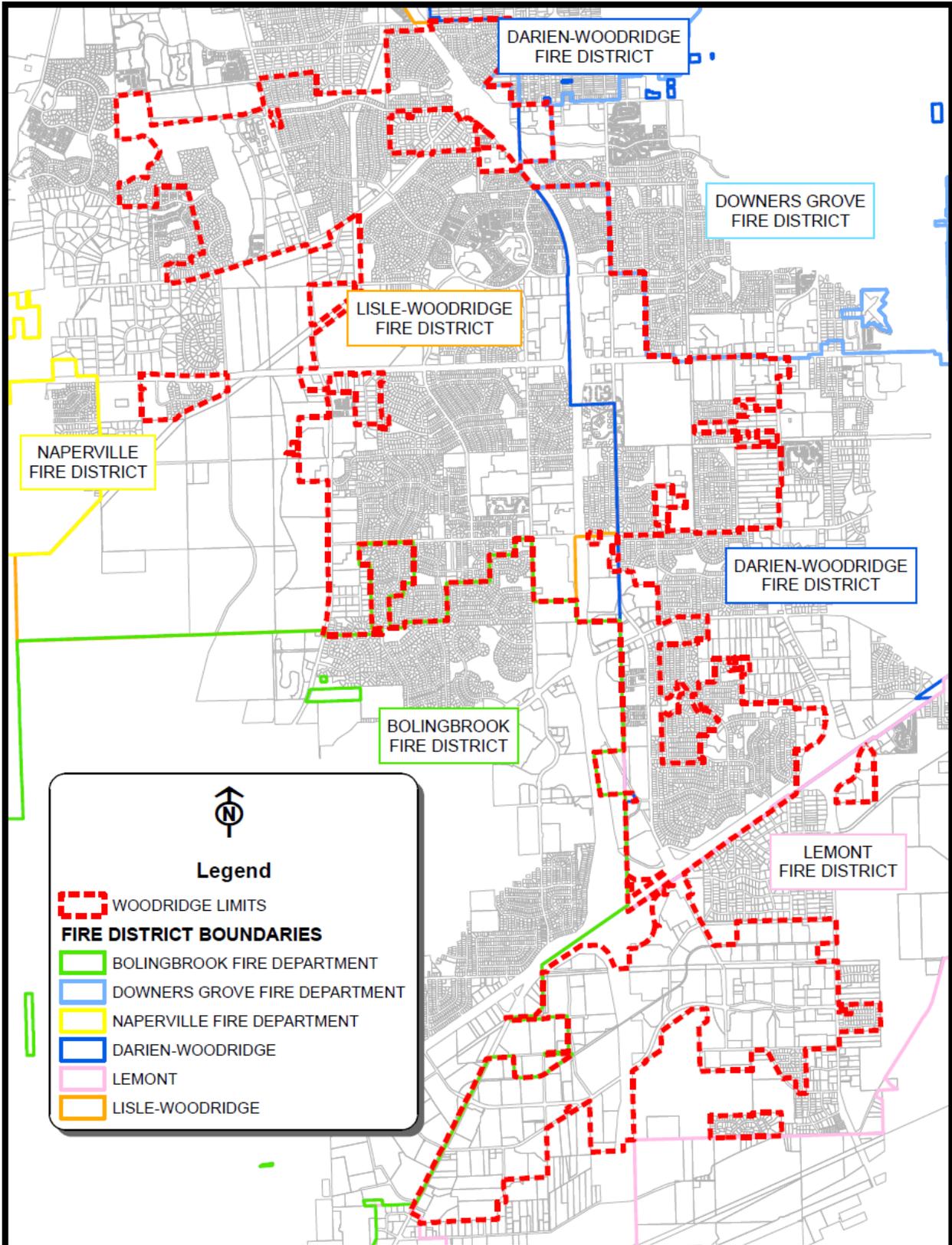
- Alarm systems
- Combustible storage
- Emergency lighting
- Emergency access points
- Fire extinguishers
- Fire wall penetration
- Storage to sprinkler heads

For more information on fire codes and fire prevention, contact the Community Development Department.

village services & support

fire protection districts map

Questions? Call the Community Development Department at (630) 719-4750.





appendix

a

Village Departments www.vil.woodridge.il.us

Village Hall
Five Plaza Drive
Woodridge, IL 60517

Administration Department
(630) 719-4706

Community Development Department
(630) 719-4750

Finance Department
(630) 852-7000

Village Clerk
(630) 719-4712

Police Department
One Plaza Drive
Woodridge, IL 60517
(630) 719-4740

Public Works Department
One Plaza Drive
Woodridge, IL 60517
(630) 719-4753

Township

Downers Grove Township
4340 Prince Street
P.O. Box 222
Downers Grove, IL 60515
(630) 968-0451
www.twp.downers-grove.il.us

Lisle Township
4721 Indiana Avenue
Lisle, IL 60532
(630) 968-1236
www.lisletownship.com

DuPage Township
241 Canterbury Lane
Bolingbrook, IL 60440
(630) 759-1317
www.dupagetownship.com

Counties

DuPage County
421 North County Farm Road
Wheaton, IL 60187
(630) 407-6500
www.co.dupage.il.us

Will County
302 North Chicago Street
Joliet, IL 60432
(815) 722-5515
www.willcountyillinois.com

County Health Departments

DuPage County Health
Department
111 North County Farm Road
Wheaton, IL 60187
(630) 682-7400
www.dupagehealth.org

Will County Health Department
701 Lockport Street
Plainfield, IL 60544
(815) 727-8480
www.willcountyhealth.org

appendix a

contact information

Fire Protection Districts

Darien – Woodridge Fire
Protection District
7550 Lyman
Darien, IL 60561
(630) 985-0003
www.dwfd.org

Lemont – Woodridge Fire
Protection District
15900 New Avenue
Lemont, IL 60439
(630) 257-2376
www.lemontfire.org

Lisle – Woodridge Fire Protection District
1005 School Street
Lisle, IL 60532
(630) 964-2233
www.lwfd.org

Utilities (Non-Village)

Electricity

Commonwealth Edison
Customer Care Center
P.O. Box 805379
Chicago, IL 60680
1-800-334-7661
www.comedservice.com

Water/Sewer

Illinois American
1000 Internationale Parkway
Woodridge, IL 60517
1-800-422-2782
www.illinoisamerican.com

Gas

NICOR
1844 Ferry Road
Naperville, IL 60563
1-888-642-6748
www.nicor.com

Phone/Internet

AT&T/SBC
225 Randolph Street, Floor 27A
Chicago, IL 60606
1-800-660-3000
www.sbc.com

Transportation

Pace
(847) 364-7223
www.pacebus.com

METRA
(312) 322-6777
www.metrarail.com

DuPage Airport
(630) 584-2211
www.dupageairport.com

O'Hare International Airport*
www.ohare.com

Midway Airport*
www.ohare.com/midway/home.asp

Burlington Northern Santa Fe Railway
1-800-795-2673
www.bnsf.com

Norfolk Southern
1-800-635-5768
www.nscorp.com

Union Pacific
1-402-544-5000
www.up.com

*For information on airline services and flights, please contact the respective airline carrier.



appendix

b

The Village of Woodridge provides a variety of resources to business owners to assist them in selecting an appropriate location. This assistance includes the publication of several documents and maps, as described below. Copies of the following documents may be obtained from the Community Development Department at Village Hall at no charge or downloaded from the Village website at: www.vil.woodridge.il.us.

Available Sites Web Page

If you are interested in expanding your business or relocating elsewhere in Woodridge, the Village maintains an available sites database which you may search on the Village's website. The Available Sites Search tool is an easy to use interactive map that offers contact information, square footage, and property types that are currently available in the Village. Visit the Village's available site page by selecting "Economic Development" at www.vil.woodridge.il.us

Community Guide and Business Directory

Chamber630 publishes this booklet. The booklet provides general information on the Woodridge and Downers Grove communities, municipal services and Chamber630. It also provides a listing of Chamber members. Chamber630 is provided to all Woodridge residents, businesses and Chamber members. Through the Chamber you do have the opportunity to purchase additional advertising space within the directory. Contact Chamber630 for additional information. See page 56 for contact information for the Chamber.

appendix b

site selection resources

Copies of the following documents may be obtained from the Community Development Department at Village Hall at no charge or downloaded from the Village website at: www.vil.woodridge.il.us. Please note that the "Market Profiles" are not available online.

Development Site Sheets

These informational sheets are available for select development times throughout the Village. The site sheets typically include the following information:

- Location
- Parcel Index Number (P.I.N.)
- Acreage
- Parcel Dimension
- Zoning
- Land Use Status
- Adjacent Land Uses
- Contact Person
- Access to Transportation
- Utilities
- Fire Insurance Rating
- Direction of Drainage
- Floodplain
- Terrain
- Natural Resource Features
- Comprehensive Plan Designation

Opportunity Newsletter

This newsletter is published and distributed via mail to the Woodridge business community, as well as local developers. The newsletter highlights information that is particularly pertinent to local businesses, including information on Village projects and improvements and new and upcoming developments.

Market Profiles

Village staff routinely obtains current demographic and economic statistics on the Woodridge community, as well as various trade areas (one, five and 10 mile radii). These reports are obtained from an independent source and based on figures gathered by the United States Bureau of the Census and other market data. Reports are available for several locations throughout the Village.

Economic Development Website

The Village website contains useful demographic and economic data about the Village. It also contains information regarding available spaces for rent and available land for development. Information on public services, amenities, access to transportation, the local labor force, and important contact information is also included.



appendix

C

General

"Starting a Business in Illinois"

Click "Business" at: www.state.il.us

Illinois Department of Commerce and Community Affairs

www.commerce.state.il.us

Business Registration

Federal and State Registration

Secretary of State
Office of the Secretary of State
Department of Business Services
17 North State, Suite, 1137
Chicago, IL 60602
(312) 793-3380
www.cyberdriveillinois.com/departments/business-services.home.html

Illinois State Business Registration

Illinois Department of Revenue
100 West Randolph Street, Suite C-300
Chicago, IL 60601
(217) 524-4772
www.revenue.state.il.us

Professional Certification

Illinois Department of Professional
Regulation
100 W. Randolph Street, 9th Floor
Chicago, IL 60601
(312) 814-4500
www.idfpr.com

Federal Tax Registration

Federal Taxpayer Service
Internal Revenue Service
230 South Dearborn, 17th Floor
Chicago, IL 60604
1-800-829-1040
www.irs.ustreas.gov

Insurance & Taxes

Unemployment Insurance & New Hire Reporting

Illinois Department of Employment
Security Unemployment Insurance
Revenue Division
1-800-247-4984
www.eeoc.gov

Workers Compensation Insurance

Illinois Industrial Commission
(202) 693-6420
www.dol.gov

Income Tax Withholding

Immigration Reform and Control Act
and Work Eligibility
U.S. Citizenship & Immigration Services
(USCIS)
1-800-375-5283
www.uscis.gov

Workforce Development

Illinois workNet Center

Illinois workNet Center is a one-stop service center designed to link Illinois employers with qualified job seekers. Illinois workNet Center is committed to developing the workforce in their respective communities by helping employers meet their human resource needs. They provide employment insurance, recruitment, counseling, outplacement, training and information services.

For additional information visit their website at www.illinoisworknet.com.

Workforce Housing

Employer assisted housing programs are an excellent way to help workers locate and finance housing closer to work.

Regional Employer-Assisted Collaboration for Housing (REACH)

The Regional Employer-Assisted Collaboration for Housing (REACH) is a network of nonprofit housing experts around the six-county region. REACH partners work directly with homebuyers, eliminating the need for businesses to administer a housing assistance program in-house. REACH provides homebuyers with credit counseling and other assistance through the home buying process.

Illinois Affordable Housing Tax Credit Program

The Illinois Affordable Housing Tax Credit Program provides a \$.50 tax credit on income tax liability for every \$1 in cash, land or property donated for affordable housing creation or invested in Employer-Assisted Housing (EAH). Eligible programs include down payment assistance, reduced interest mortgages, individual development accounts and rental subsidies to help employees find and finance homes near work. For additional information on these programs, contact:

Metropolitan Planning Council
25 E. Washington Street, Suite 1600
Chicago, IL 60602
(312) 922-5616
www.metroplanning.org



appendix

d

Department of Commerce and Economic Opportunity (DCEO) www.commerce.state.il.us/dceo

The DCEO is Illinois' leading economic development agency, and has a wide range of programs and services. DCEO provides information, assistance and advocacy to facilitate business expansion in, and relocation to, Illinois. Enhancing business access to capital is a top priority for the State of Illinois administration and the Illinois Innovation Council. The Brookings Institution recently noted more than 95% of new jobs are derived from business expansion or start up activity.

The DCEO website offers additional information that you may want to consider as you think about expanding your business. A summary of some of the programs offered are provided here .

To view additional information visit: <http://www.illinois.gov/dceo>

Advantage Participation Loan Program

The Participation Loan Program provides credit enhanced financial assistance to Illinois small businesses that provide employment opportunities to Illinois citizens. Through banks, development corporations and other lenders, DCEO may participate in business loans up to 25% of the total amount of a project (between \$10,000—\$750,000). DCEO's terms will typically match those of the participating financial institutions in regard to interest rate and maturity. Funds can be used for the purchase of the land and buildings, construction or renovation, purchase and installation of machinery and equipment and working capital. There are three derivatives of the Participation Loan Program: Minority, Women and Disabled Participation Loan Program; Development Corporation Participation Loan Program; and Enterprise Zone Financing Program.

Illinois Economic Development for Growing Economy (EDGE)

The EDGE program is a tax incentive program that provides tax credits for businesses that create and/or retain jobs and make capital investment in Illinois. The program can provide tax credits to qualifying companies equal to the amount of state income taxes withheld from the salaries of employees in the newly created jobs. The non-refundable credits can be used against corporate income taxes to be paid over a period not to exceed 10 years. To qualify, a company must provide documentation that attests to the fact of competition among a competing state, and agree to make an investment of at least \$5 million in capital improvements and create a minimum of 25 new full-time jobs in Illinois. For a company with 100 or fewer employees, the company must agree to make a capital investment of \$1 million and create at least 5 new full-time jobs in Illinois.

appendix d

state financial resources

Revolving Line of Credit Program

The RLOC program can provide qualifying businesses with a subordinated line of credit through banks and other conventional lending institutions at affordable interest rates.

Community Service Block Grant Loan Program

The CSBG Loan Program is administered jointly by the Illinois Department of Commerce and Economic Opportunity (DCEO), statewide Community Action Agencies (CAAs) and Illinois Ventures for Community Action (IVCA). The Program provides long-term, fixed-rate financing to new or expanding small businesses in exchange for job creation and employment for low-income individuals. CSBG funds usually make up between 20-49% of the entire loan project and have a low interest rate of 5% to 7.5%.

Advantage Illinois Capital Access Program

The Illinois Capital Access Program (CAP) is designed to encourage financial institutions to make loans to small and new businesses that do not qualify under conventional lending policies. CAP is a form of loan portfolio insurance that provides additional reserve coverage to the lender on loan defaults. By participating in CAP, lenders have available to them a proven financing mechanism to meet the needs of financial institutions and Illinois small businesses.

Employer Training Investment Program

The Employer Training Investment Program (ETIP) helps keep Illinois workers' skills in pace with new technologies and business practices, which, in turn, helps businesses increase productivity, reduce costs, improve quality and boost competitiveness. ETIP grants can reimburse new or expanding companies for up to 50 percent of the cost of training their employees. Trainees must be employed by the company prior to implementation of the training program. Instructors may be plant workers, public educators, private consultants, or others possessing the required expertise. Grants may be awarded to individual businesses, original equipment manufacturers sponsoring multi-company training for employees of their Illinois supplier companies, and to intermediary organizations operating multi-company training projects.

Illinois State Treasurer's Office www.treasurer.il.gov

The Illinois State Treasurer's Office offers a number of programs that provide access to capital and financing at affordable rates. The State Treasurer's Office offers a number of programs that are designed to assist the Illinois business community in order to promote economic development activities that create and retain jobs within the state.

100 West Randolph Suite 15-600 Chicago, IL 60601 (312) 814-1700	Capitol Building 219 Statehouse Springfield, IL 62706 (217)782-2211
--	--

State Treasurer's Economic Program (STEP)

The STEP Program is a loan program for Illinois companies creating or retaining permanent jobs. For each permanent full-time job that is created or retained, the Treasurer may deposit up to \$25,000 at below market cost into the borrower's financial institution. The borrower must have the financial ability to carry out the project, demonstrate the State will gain long term benefits and create a minimum of 5 full-time jobs.

Illinois Finance Authority (IFA) www.idfa.com

The Illinois Finance Authority (IFA) is a self-financed state authority principally engaged in issuing taxable and tax-exempt bonds, making loans, and investing capital for businesses, non-profit corporations, agriculture and local government units statewide. IFA finances about \$3 billion each year, helping generate economic growth and job creation.

180 N. Stetson Suite 2555 Chicago, IL 60601 1-800-717-6066	427 E. Monroe St. Suite 202 Springfield, IL 62701 1-800-406-4332
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Illinois Ventures for Community Action (IVCA) www.ilventures.org

The majority of loans provided by IVCA are through the Community Service Block Grant (CSBG) Loan Program. The Program provides long-term, fixed-rate financing to new or expanding companies in exchange for job creation and employment for low-income individuals. CSBG funds usually make up between 20-49% of the entire loan project and have a low interest rate of 5% to 7.5%. For additional information, contact:

3301 Constitution Drive
P.O. Box 9285
Springfield, IL 62707
(217) 522-4553

appendix d

federal financial resources

Small Business Administration

The United States Small Business Administration (SBA) has a number of services available. They include training and educational programs, advisory services, publications, financial programs and contract assistance. The agency also offers specialized programs for female business owners, minorities, veterans, international trade and rural development. Contact information for the SBA is provided below, along with a description of a few of their financing programs.

500 W. Madison
Suite 1250
Chicago, IL 60661
(312) 353-4528
www.sba.gov/il

511 W. Capital Ave.
Suite 302
Springfield, IL 60704
(217) 492-4416
www.sba.gov/il

7(a) Loan Guaranty Program

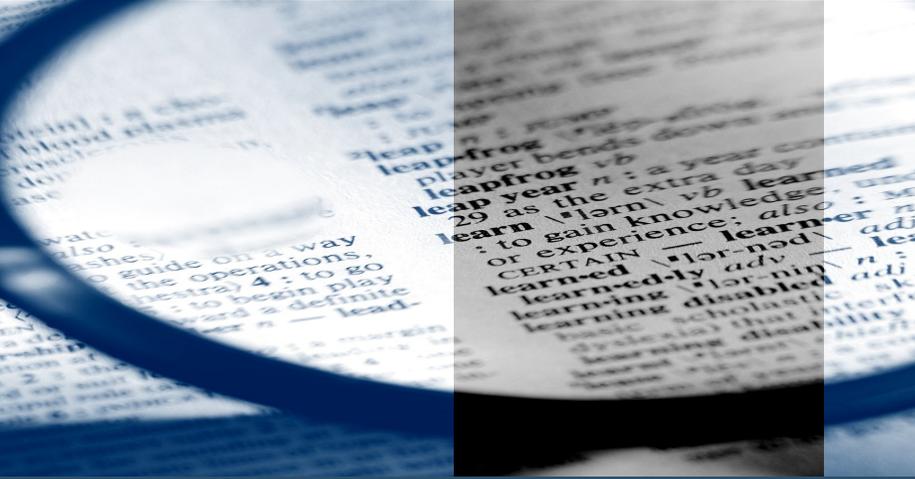
The 7(a) Loan Guaranty Program is the SBA's primary loan program. The SBA reduces the risk to lenders by guaranteeing major portions of loans made to small businesses. This enables the lenders to provide financing to small businesses when funding is otherwise unavailable on reasonable terms. The eligibility requirements and credit criteria of the program are very broad in order to accommodate a wide range of financing needs.

Low Documentation Loan (LowDoc)

LowDoc offers a simple, one-page SBA application form and rapid turnaround on approvals for loans up to \$150,000 (for loans over \$50,000, you must also provide a copy of U.S. Income Tax Schedule C or the front page of the corporate or partnership returns for the past three years). The SBA will guarantee up to 85% of the loan amount. Completed applications are processed quickly by the SBA, usually within two or three business days. Proceeds may not be used to repay certain types of existing debt. Business start-ups, as well as businesses with average annual sales for the past three years not exceeding \$5 million and with 100 or fewer employees, including affiliates, are eligible.

Certified Development Company (504) Loan Program

The 504 Certified Development Company (CDC) Program provides growing businesses with long-term, fixed-rate financing for major fixed assets, such as land and buildings. Proceeds from 504 loans must be used for fixed asset projects, such as purchasing land and improvements, including existing buildings, grading, street improvements, **utilities**, parking lots and landscaping, construction of new facilities, or modernizing, renovation or converting existing facilities, or purchasing long-term machinery and equipment. The 504 Program cannot be used for working capital or inventory, consolidation, repaying debt, or refinancing.



appendix

e

Amusement Devices: Any coin or token-operated machine or device, whether mechanical, electrical or electronic, that is ready for play by the insertion of a coin or token and operated by the public for use as a game, entertainment or amusement.

Annexation: The incorporation of land into an existing community with a resulting change in the boundaries of that community.

Building Inspector: An individual designated by the Village to enforce the provisions of the Building Code and Zoning Ordinance.

Building Permit: Written permission issued by the Village for the construction, repair, alteration, or addition to a structure.

Commercial Vehicle: Any vehicle operated for the transportation of persons or property in the furtherance of any commercial or industrial enterprise, for hire or not for hire, but not including a commuter van, a vehicle used in a ridesharing arrangement when being used for that purpose or recreation vehicle not being used commercially.

Comprehensive Plan: A master long-range plan intended to guide the growth and development of a community or region for a set period of time and which typically includes inventory and analytic sections leading to recommendations for the community's land use, economic development, housing, recreation and open space, transportation, community facilities, and community design, all related to the community's goals and objectives for these elements.

Concept Plan: A schematic or conceptual design for land development, prepared for informal review purposes, in some instances it may carry vesting rights or obligations on any party.

Contiguous: Next to, abutting, or touching, and having a common boundary.

Fence, Closed: A fence not considered an "open fence," provided that it provides a solid visual barrier between uses located on a lot and all other surrounding uses.

Fence, Open: A fence, including gates, which has a ratio of open area to closed area of 4:1 with the open area distributed uniformly over the entire height and length of the fence. Open fences include split rail, horizontal rails, post and board fences and fences with chain-link, woven mesh or other similar designs.

appendix e

definitions

Floor Area, Gross: The sum of the horizontal areas of each floor of a building, measured from the exterior walls or from the centerline of walls separating two buildings. The gross floor area measurement includes elevator shafts and stairwells, interior balconies and mezzanines, enclosed porches, accessory buildings, floor space used for mechanical equipment,* attic floor space,* basement space.*

Floor Area, Net: For the purpose of determining off-street parking and loading requirements, the net floor area of a building or buildings shall mean the sum of the net horizontal floor area of the several floors of a building measured from the interior faces of the exterior walls or from the centerline of party walls separating two buildings. The net floor area calculation excludes: area occupied by mechanical, telephone and electrical equipment, stairwells, escalators and elevator shafts, attic space,* public restrooms, interior off-street parking and loading, basements,* entrance lobbies, and interior covered common areas designed primarily for pedestrian circulation.

Home Occupation: Any activity carried out by a resident for economic gain and conducted in the residents dwelling unit.

Legal, Non-Conforming Use: A use or activity that was lawful prior to the adoption, revision or amendment of the zoning ordinance but that fails by reason of such adoption, revision or amendment to conform to the present requirements of the zoning district.

Letter of Credit (LOC): A letter issued by a bank permitting the person or agency named in it to draw a certain amount of money from another specified bank. A LOC may be used for ensuring the installation or construction of all required improvements.

Outdoor Storage: The keeping of any goods, junk, material or merchandise in an unenclosed area for more than 72 hours.

Outdoor Sales: The display and sale of products and services outside of a building or structure, including vehicles, garden supplies, flowers, shrubs and other plants and plant materials, gas, tires, motor oil, food and beverages, etc.

Parked Vehicle: A vehicle which remains on a parcel for a time period not to exceed 96 consecutive hours.

Peddler: Someone who sells or solicits orders for goods or services, or distributes, disseminates, or gathers information by written or spoken word upon streets, sidewalks, or alleys, or by going from place to place whether by foot or by other means of transportation.

**Under certain circumstances. See the definition for "Floor Area, Gross" in Title 9 of the Village Code.*

Permitted Use: Any activity allowed in a zoning district and subject to the restrictions applicable to that zoning district.

Plan Commission: The duly designated planning board of the Village of Woodridge. The Plan Commission is responsible for reviewing and making recommendations to the Village Board for most applications for development.

Planned Unit Development: A tract of land which, at its time of development, is developed under single ownership or unified control, which includes two or more principal buildings or uses, is a minimum of two acres, and adheres to the provisions set forth in Title 9 of the Village Code.

Public Hearing: A public hearing is a meeting advertised in advance and open to the public, with the public given an opportunity to comment and participate. Public hearings are often required before the adoption or approval of projects that will have an effect on the public.

Refuse Disposal: The ultimate disposition of unwanted or discarded material that cannot be salvaged or recycled.

Regional Planned Unit Development: A tract of land which, at its time of development, is developed under single ownership or unified control, which includes two or more principle buildings, is a minimum of 125 acres, and adheres to the provisions set forth in Title 9 of the Village Code.

Rezoning: The change in the zoning classification (see *zoning district*) of particular lots or parcels of land. Also referred to as a *map amendment*.

Right-of-Way (ROW): A strip of land acquired by reservation, dedication, prescription, or condemnation and intended to be occupied by a street, crosswalk, railroad, electric transmission lines, oil or gas pipeline, water line, sanitary storm sewer, or other similar uses.

Sign(age): Any object, device, display, or structure, or part thereof, situated outdoors or indoors, that is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination, or projected images. See Section 9-2-2 of the Village Code for a detailed definition of “sign.”

appendix e

definitions

Sign Surface Area: The total exposed surface (sum of both sides) devoted to the signs message, excluding the support structure.

Special Use: An activity allowed in a zoning district when it is shown that such use in a specified location will comply with all the conditions and standards for the location or operation of the use as specified in the Zoning Ordinance and by the Village Board of Trustees.

Special Use Permit: A permit issued by the Village Board of Trustees that must be acquired before a special use can be implemented.

Stored Vehicle: A vehicle which remains on a parcel for more than 96 consecutive hours.*

Subdivision: The partitioning or dividing of a parcel or tract of land.

Traffic Control Signage: Any sign, pavement marking, bollard, or similar device used to direct vehicular traffic. Examples include: traffic lights, stop signs, yield signs, fire lane signage, enter and exit signage, pavement striping for parking stalls, loading zones, turn arrows, etc.

Utility/Utilities, Private or Public: Any agency that, under public franchise or ownership, or under certificate of convenience and necessity, or by grant of authority by a governmental agency, provides the public with electricity, gas, heat, steam, communication, transportation, water, sewage collection, or other similar service.

White Goods: According the Illinois Environmental Protection Agency, any items that contain chlorofluorocarbon refrigerant gases and other environmental contaminants. This term includes: refrigerators, washers, dryers, freezers, air conditioners, furnaces, dishwashers, stoves, water heaters, humidifiers and dehumidifiers.

Zoning: The delineation of districts and the establishment of regulations governing the use, placement, spacing, and size of land and buildings.

Zoning District: A specifically delineated area or district in a municipality within which uniform regulations and requirements govern the use, placement, spacing and size of land and buildings.

**In the Office, Research and Light Industrial (ORI) and Regional Business Center (RBC) zoning districts, a vehicle is considered "stored" if it remains on a parcel for more than 72 consecutive hours.*



index



Alarm System	57
Amusement Devices	37,81
Annexation	15,21,81
Automatic Protection Device	57
B-1 Zoning District	17
B-2 Zoning District	17
B-3 Zoning District	17
Building Code	9
Building Permit	7-9,31,81
Building Permit Review Process	29
Bus	16
Business Land Development Sites Map	67
Business License	37
Business Retention	55
Certified Development Company (504) Loan Program	78
Chamber630	56
Commercial Vehicle	46,81
Community Directory	67
Community Service Block Grant Loan Program	76
Comprehensive Plan	81
Concept Plan	81
Contact Information	63-64,71-78
County	63
Curb Cut	49
Definitions	81-84
Demographic Data	10
Department of Commerce and Economic Opportunity (DCEO)	75
Development Review Applications	21-22
Development Review Process	23
Development Site Sheets	68
Dumpsters	47
Economic Development Brochure	68
Employee Housing	72
Employer Training Investment Program	76

False Alarms	57
Federal Financial Resources	78
Fences	41,81
Financial Resources	75-78
Fire Prevention	58
Fire Protection District	58
Fire Protection District Map	59
Floor Area, Gross	82
Floor Area, Net	82
Frequently Asked Questions	7-11
Garbage Disposal	47
Handicap Parking Requirements	46
Health Department	42
Home Occupation	43
Housing, Employee	72
Illinois Capital Access Program	76
Illinois Affordable Housing Tax Credit Program	72
Illinois Economic Development for Growing Economy (EDGE)	75
Illinois Employment Training Center (IETC)	72
Illinois Finance Authority	77
Illinois State Treasure’s Office	77
Illinois Venture for Community Action	77
Insurance	71
Introduction	1
Inspections	30
J.U.L.I.E.	33
Legal, Non-Conforming Use	82
Legal Notice	24
Letter of Credit	82
Liquor License	38
Location	7,15,67-68
Low Documentation Loan (LowDoc)	78
M-1 Zoning District	17
Opportunity Newsletter	68

Map Amendment	15,21,83
Market Profile	68
Municipal Code	9
Occupancy Permit	32
ORI, Office Research and Light Industrial Zoning District	17
OSB, Office Service Business Zoning District	17
Outdoor Display	44
Outdoor Sales	44
Outdoor Storage	44
Over-Dimension Truck Permits	45
Overweight Truck Permits	45
Overweight Vehicle	45
Pace Bus System	16,64
Parked Vehicle	82
Parking	46
Participation Loan Program	75
Peddler	37,82
Permit	29,31,81
Permit Placard	8
Permitted Use	7,83
Plan Commission	25
Planned Unit Development	22,83
Police Department	57
Post Office	10
Power Outage	10
Public Hearing	24,83
Public Hearing Process	24
Public Notice	24
Public Transportation	16
RBC, Regional Business Center Zoning District	17
Real Estate Transfer Tax	18
Refuse Disposal	47,83
Regional Planned Unit Development	22,83
Regional Employer-Assisted Collaboration for Housing (REACH)	72

Registration	71
Retail Opportunity Directory	67
Revolving Line of Credit Program	76
Rezoning	15,21,83
Right-of-Way (ROW)	49,83
Road Access	15,49
RPUD	22,83
SDA, Site Development Area Review	21
Sewer Service	51
Shoplifting	57
Signage	11,48,83
Sign Surface Area	84
Site Development Area (SDA) Review	21
Site Selection	15,67-68
Small Business Administration	78
Special Use/Special Use Permit	22,84
State Financial Resources	75-77
State Treasurer's Economic Program (STEP)	77
Stop Work Order	8
Storm Sewer	51
Stored Vehicle	46,84
Stormwater	51
Streets	49
Subdivision	22,84
Taxes	18,71
Text Amendment	21
Township	10,63
Traffic Control Signage	50,84
Traffic Regulation Agreement	50,84
Trash	47
Tree Planting	49
United States Post Office	10
Utilities	51,64,84
Variance	21

Village Board	26
Village Code	9
Water Billing	51
Water Service	51
White Goods	84
Workforce Housing	72
Zoning	15,84
Zoning Classification	15,17
Zoning Districts	15,17,84
Zoning Ordinance	9
7(a) Loan Guaranty Program	78

Have questions or need assistance?

**Call the Community Development
Department at (630) 719-4750.**



**Village of Woodridge
Five Plaza Drive
Woodridge, IL 60517
www.vil.woodridge.il.us**

**Administration Department
(630) 719-4705**

**Community Development
Department
(630) 719-4750**

**Finance Department
(630) 852-7000**

**Police Department
(630) 719-4740**

**Public Works Department
(630) 719-4753**