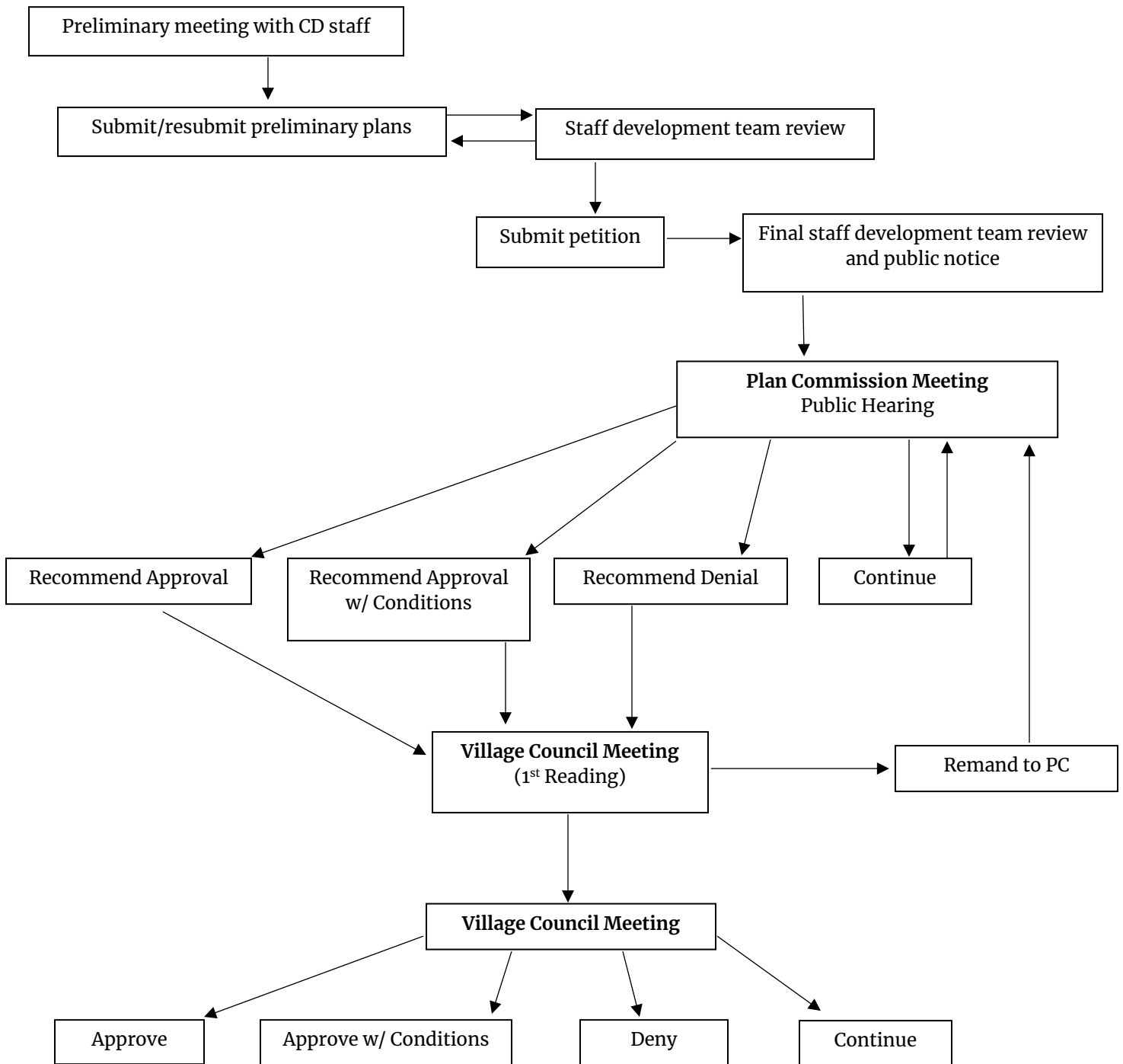




Process – Plan Commission

1. **Preliminary Meeting with Community Development Staff:** A preliminary meeting with Community Development (CD) staff should be scheduled to discuss the proposed project and to outline the Plan Commission process. At this meeting the petitioner will receive preliminary feedback of the proposal based on the planning documents and policies of the Village of Downers Grove. A concept plan consisting of scaled sketches, and existing and proposed site data should be available for review by CD staff.
2. **Submittal of Preliminary Plans:** Following the preliminary meeting with staff, the petitioner should submit their application and associated documents through the Village’s online portal.
3. **Staff Development Team Review:** Within three weeks of receiving your complete preliminary submittal, the Staff Development Team will review your petition and send you a written summary of suggested revisions or additional information that is required to proceed through the Commission process. You may then be required to resubmit additional information and/or revised plans for further review.
4. **Final Submittal for Public Hearing:** Prior to submitting all application materials, the petitioner may choose to submit one complete set of application materials and plans via the online portal to CD to ensure that they are in compliance with submittal requirements. The petitioner shall complete the Review and Approval Criteria fillable pdf form for every relevant review section. Following the Staff Development Team review, final revised plans must be submitted no less than one month prior to the anticipated public hearing (contact CD staff for hearing date).
5. **Plan Commission Hearing:** When issues from all departmental reviews are resolved, a Plan Commission hearing is scheduled and noticed. The Village will place a notification sign on the subject property, place a public hearing notice in the local newspaper and mail notification letters to all property owners within 250 feet of the property. The Community Development Staff Report will be available prior to the Plan Commission Meeting. The Plan Commission holds a Public Hearing at which the petitioner makes a formal presentation to the Commission and answers any questions concerning the proposal (see General Procedures for Public Hearing). The Plan Commission will make a motion forwarding findings and a recommendation to the Village Council.
6. **Village Council Meeting:** For those petitions requiring Village Council action, following the recommendation by the Plan Commission, the petition is scheduled for a first reading at a Village Council Meeting (typically three to five weeks after the Plan Commission hearing). An ordinance/resolution is drafted and forwarded to the Village Council for review along with copies of all application materials and minutes of the Plan Commission hearing. At the first reading, staff will present an overview of the project and Plan Commission findings to the Village Council. The applicant will have a chance to respond to questions from the Village Council. Following the first reading, the petition will be placed on the active agenda at a Village Council Meeting for final consideration. The Village Council makes the final decision on the proposal and is the only Village body that can legally do so. If the request is approved, the applicant may prepare construction drawings and submit applications for building permits.

Development Process Flowchart



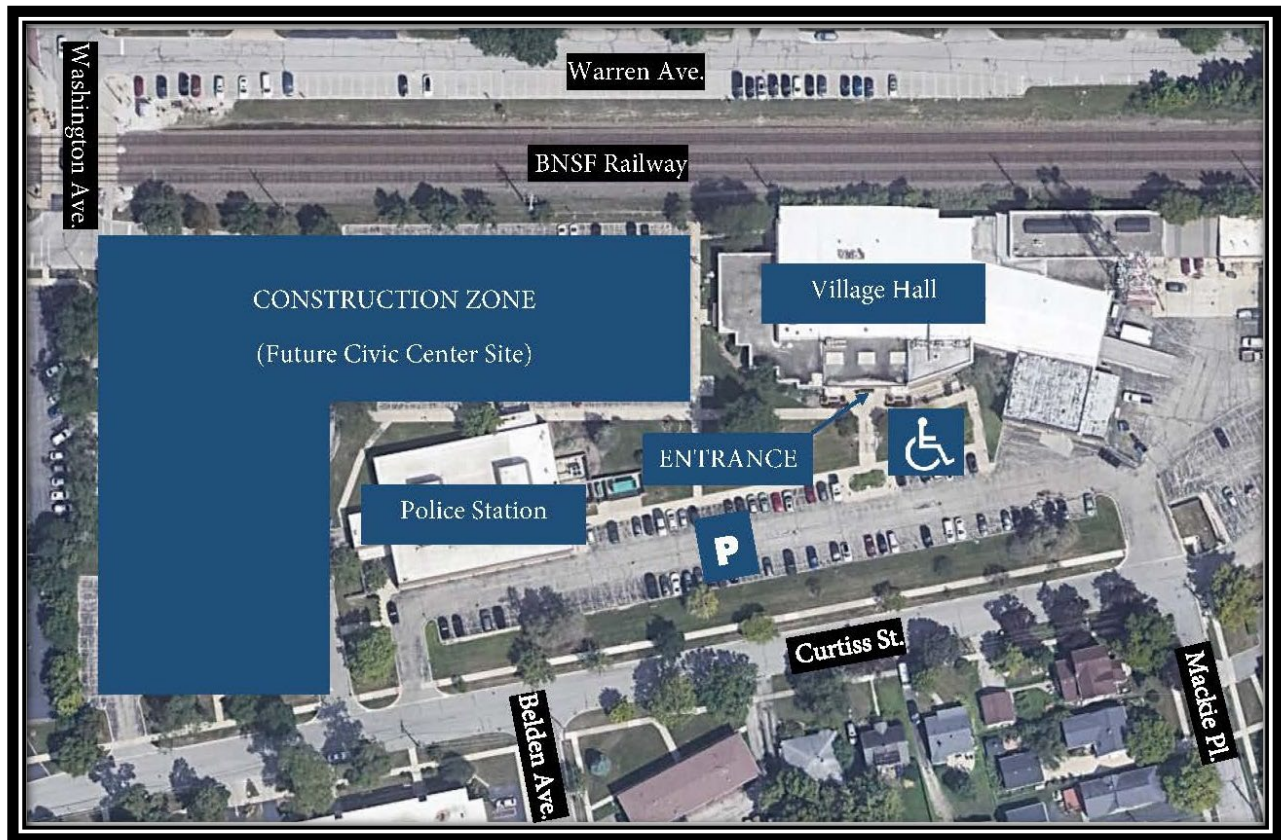
Meeting Schedule

Plan Commission

The Village of Downers Grove Plan Commission generally meets on the First Monday of each month at 7:00 P.M. in the Village Hall Council Chambers, 801 Burlington Avenue, Downers Grove, IL 60515.

Village Council

The Village of Downers Grove Village Council meetings are held on the First, Second and Third Tuesdays of each month at 7:00 P.M. in the Village Hall Council Chambers, 801 Burlington Avenue, Downers Grove, IL 60515.



General Procedures for Plan Commission Public Hearings

Anyone wishing to speak must be sworn in. Those speaking are asked to use the microphone and to speak clearly. Please begin by stating your name, address and note if you have been sworn in. Being sworn in does not obligate you to speak, but you must be sworn in should you decide to speak tonight.

The Hearing Body (e.g. Plan Commission, Zoning Board of Appeals, Village Council, etc.) may impose reasonable limitations on evidence or testimony, such as time limits and barring repetitious, irrelevant or immaterial testimony. Time limits, if imposed, shall be fair and equally administered.

The following process will be followed for each petition on the agenda:

1. The public hearing will be called to order.
2. Anyone wishing to speak will be sworn in.
3. The Petitioner will present testimony regarding their petition, after which the Hearing Body may question the Petitioner and any of the Petitioner's witnesses.
4. Members of the public may question the Petitioner and/or any of the Petitioner's witnesses and offer any sworn testimony (comments, opinions, etc.).
5. After the public has completed its commentary, the Hearing Body may question any member of the public who has spoken regarding their testimony.
6. The Petitioner may then cross-examine any member of the public who has spoken.
7. Village Staff will present their report regarding the petition, after which the Hearing Body may ask questions of the Staff.
8. The Petitioner is afforded an opportunity to make a closing statement.
9. Motion.
10. Deliberation by the Hearing Body.
11. Clarifying or summary comments by each member of the Hearing Body (optional).
12. Roll Call Vote.

Note: These general guidelines are provided to help those in attendance at public hearings to follow and participate in the process. These guidelines are not binding and may be amended or deviated from as the Hearing Body determines to be necessary.



Petitioner’s Submittal Checklist: Plan Commission

Form #PCO

Project Title and Address: _____

Submittal Guidelines:

This is a general checklist. Other items pertaining to your case may be necessary. The Plan Commission and/or Village Council may request additional information. All petitioners are urged to review plan commission materials and chapters 20 (Subdivision) and 28 (Zoning) of the municipal code. Petitions for Planned Unit Development must be filed in accordance with Chapter 28.12.040 of the Municipal Code.

- Digital application uploaded through the Village’s portal.
- Electronic plans must be uploaded to the Village’s portal in PDF format.
- Each drawing shall include the following basic information:
 - Project name
 - Drawing title and sheet number
 - Scale, both in numerals and graphic
 - North arrow
 - Date of creation and latest revision date, as applicable
 - Name of person(s) preparing the drawing, professional registration or affiliation, address and phone number
 - Name, address, and phone number of the property owner and/or applicant

Attach the following for all petitions (as required):

Required	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	1. <u>Petition for the Plan Commission</u> This is the online application completed through the Village’s portal.
<input type="checkbox"/>	<input type="checkbox"/>	2. <u>Proof of Ownership</u> If the applicant does not own the subject property or if an agent is designated, a Letter of Authorization from the Owner of Record is required. A LAND TRUST DISCLOSURE FORM (Form #HP12) must be included, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	3. <u>Application Fee</u> Fees are listed on the Village’s online portal and are based on the type(s) of petition(s) requested. Payment of School and Park District Donations are to be made to the village prior to the signing of the plat or issuance of construction permits. If the request is modified and re-publication and mailing of the public hearing notice is required, additional fees may apply.
<input type="checkbox"/>	<input type="checkbox"/>	4. <u>Legal Registered Surveyor’s Plat of Survey</u> A current plat of survey prepared by a surveyor including: <ul style="list-style-type: none"> a. Legal Description of the site b. Acreage/Site Area c. Dimensioned Boundaries of the Subject Site d. Property lines e. Easements, if any f. Adjacent public rights-of-way g. Overhead and Underground Utilities (sanitary sewer, water main, storm sewer, electric, telephone, gas, cable television and street lights)

- 5. Project Summary/Narrative Letter**
A written overview of the project and summary of evidence must be submitted in the form of a cover letter that makes reference to submitted plans and exhibits. The letter must contain a written description of any requested relief and include a summary of the evidence which the petitioner proposes to offer in order to demonstrate compliance with the review and approval criteria.
- 6. Review and Approval Criteria**
A written response to all applicable standards must be typed into the REVIEW AND APPROVAL CRITERIA (Form #PC01, #PC02, #PC03, #PC04) fillable pdf form(s) and must specify in detail why each of the standards is or is not met. Applicable sections of the Municipal Code; Special Use (28.12.050.H), Planned Unit Development (28.12.040.C.6 & 28.12.030.I), Zoning Map Amendment/Rezoning (28.12.030.I), Variation in conjunction with Planned Unit Development or Special Use (28.12.090.G) and/or Subdivision Exception (20.602). The Municipal Code can be found at www.downers.us/govt/municipal-code.
- 7. Certification of Public Notice Information and List of Surrounding Property Owners**
A list of property owners within 250 feet of the perimeter of the site, **not including public right-of-ways less than 150 feet in width**, must be submitted. The list must include the Property Index Number (PIN) of the properties and the billing name and billing address of the owners according to the last available tax records of the County – this information may be retrieved from the respective Township Assessor’s Office. **Mailing labels must be provided if the list includes more than 30 names.** Additionally, the CERTIFICATION OF PUBLIC NOTICE INFORMATION (Form #020) must be completed and submitted with the complete application packet.
- 8. Preliminary and Final Plat of Subdivision**
Plats shall be drawn to the scale of not more than one hundred (100) feet to one (1) inch, shall be prepared and certified by a registered Illinois land surveyor and contain the following:
- a. Proposed name of the subdivision and date of preparation.
 - b. Legal description of the property including references to the section, township, and range or by any other legal descriptions.
 - c. All lands to be dedicated to the public use.
 - d. All required certificates and easements. (Five foot side and ten foot rear yard easements are required for all new and consolidated lots. The required easement language and certificates are available upon request from the Community Development Department.)
 - e. Boundary line of proposed subdivision indicated by solid heavy line and the total approximate acreage encompassed thereby. (A north arrow, existing permanent buildings, watercourses, easements and other existing features pertinent to property subdivision should also be depicted on the plat.)
 - f. Location, widths and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way, permanent easements, and section, half sections, and corporation lines, within or adjacent to the tract.
 - g. Known permanent monuments. **Please note the April 17, 1995 Village Council Policy, [Policy on Street Names](#), when determining the name for any new street or right-of-way.**
 - h. All restrictions imposed by deed upon the subdivision.
 - i. Layout, numbers, area calculations, dimensions of lots and setback lines.
 - j. All wooded areas and trees with a twelve-inch breast height diameter or greater shall be shown.
 - k. Identify all resulting setback dimensions for lot reconfigurations with structures to remain.
- 9. Downers Grove Sanitary District Approval Letter**
Must provide an authorized letter from the Downers Grove Sanitary District approving proposed changes or extensions.

- 10. Plan Sets**
 Must include the following:

 - a. Preliminary/Final Plat of Subdivision (if applicable).
 - b. Detailed Site Plan indicating all site improvements including items such as sign locations, screened trash container areas, loading docks, fire lanes, site lighting/photometric plan, parking, accessible parking, all dimension and project data; i.e., building area, land area, FAR, lot coverage, parking calculations, setbacks, parking dimensions and drive aisle width, etc. (see attached sample zoning analysis).
 - c. Engineering Site Plans.*
 - d. Floor Plans.*
 - e. Building elevations indicating height, grade and building materials.*
 - f. Building section (multi-floor structures only).*
 - g. Landscape Plan prepared on a separate sheet indicating species (Latin and common name), plant location, quantity, size at planting and spacing.
 - h. Sign Elevations

**All architectural plans must be at least design development drawing. Engineering plans must be at least 75-80% preliminary drawings. Please note additional sets of plans may be required if revisions are requested prior to the Plan Commission Hearing.*

- 11. Color Renderings**
 Color renderings or elevations of a proposed project should be provided prior to Plan Commission consideration.

- 12. Declarations of Easement**
 A draft of any declarations of easement relating to public improvements, common elements or facilities must be provided.

- 13. Traffic Study**
 A traffic impact study prepared by a registered professional engineer, qualified in traffic analysis, shall be required when the proposed use is likely to generate peak hour traffic volume or greater than one hundred (100) vehicles per hour or when otherwise requested by Staff (e.g., projects proposing new drive-through lanes, car washes or requesting parking or parking lot design variations). See Traffic and Parking Criteria for Development Review.

- 14. Downers Grove Sanitary District Review**
 One (1) set of plans shall be submitted to the [Downers Grove Sanitary District](#) for conceptual approval. The applicant must provide the Village with a conceptual approval letter from the District prior to placement on the Plan Commission agenda.

- 15. Ecological Compliance Assessment (EcoCAT)**
 A natural resource review must be completed by the State of Illinois Department of Natural Resources using the Ecological Compliance Assessment Tool (EcoCAT). The tool can be accessed [online](#). Forward one copy of the completed report to the Department of Community Development prior to placement on the Plan Commission agenda.

- 16. Kane-DuPage Land Use Opinion Application**
 Send the [application, materials and fee to the Kane-DuPage Soil and Water Conservation District \(SWCD\)](#). Allow 30 days for processing. Forward one copy of the completed report to the Department of Community Development prior to placement on the Plan Commission agenda.

Attach the following for **Zoning Map Amendment** (rezoning) and **Planned Unit Development** petitions:

- 17. Neighborhood Meeting**
 A neighborhood meeting with adjacent property owners within 250 feet of the subject property must be held in accordance with Section 28.12.010.F.3 of the Municipal Code. The summary of the neighborhood meeting must be submitted to staff at least one week prior to the Public Hearing date.

Attach the following for **Right of Way Vacation** petitions:

- 18. Legal Description
A location/legal description of the street/alley to be vacated must be provided.
- 19. Signatures of Adjoining Property Owners
A list of printed names and signatures of the property Owners of Record abutting the street/alley to be vacated must be provided. Adjacent property owners shall provide written documentation regarding their desire to purchase their portion of the right-of-way in question.
- 20. Verification of Public Utilities
A list of any public service facilities over, under or upon the street/alley to be vacated must be provided. Please note CD staff will verify the presence of utilities.
- 21. Plat of Vacation
A Plat of Vacation will be required to be prepared by registered Illinois land surveyor and submitted at a later date to be determined by Staff. Please note CD staff will inform petitioners when to submit a plat of vacation.

Attach the following for **Annexation** petitions:

- 22. Annexation of Plat and Petition
If the site is located partially or wholly outside the Village boundaries, a plat of annexation shall be prepared by a registered Illinois land surveyor. Please note that a separate Annexation Petition application is required for any proposed annexation. Contact the Department of Community Development for further information.
- 22. Previous Year Tax Bill
The previous year’s tax bill for the subject property is required for the calculation of the Fire Protection Debt Service, payable to the Village prior to Council consideration.

PLAN COMMISSION CASE FEE SCHEDULE	
Annexation	(\$505)
Zoning Map Amendment/Re-Zoning	(\$610)
Special Use	(\$610 Residential, \$1,180 Nonresidential)
Special Use – Minor Amendment	(\$260)
Variation in Conjunction with Special Use	(\$505 Residential, \$610 Nonresidential)
Planned Unit Development/Planned Unit Development Amendment	(\$2,020)
Planned Unit Development Site Plan Approval	(\$260)
Plat of Subdivision	(\$960, \$260 if Preliminary Plat approved and valid)
With Exception(s)	(\$128 per exception, not to exceed \$640)
Lot Consolidation/Reconfiguration	(\$260 – Administrative)
Lot Consolidation	(\$530 – Plan Commission/Village Council Review)
With Exception(s)	(\$128 per exception, not to exceed \$640)
Right-of-Way Vacation of Street or Alley	(\$300)
Appeal from Administrative Decision	(\$610)

If after reviewing this checklist you have additional questions about the Plan Commission process, please call the Department of Community Development at 630-434-5515.



Certification of Public Notice Information

Form #020

Address of Project Site: _____

I, _____, attest, as the petitioner or authorized representative of the petitioner and as part of a complete application for the Village to consider the proposed project at _____ (address/property location), that due care was given to identifying the most current list of property owners that are required to be notified per the [Municipal Code](#) (Section 28.12.010.F), including their respective mailing addresses and Property Index Numbers (PINs), and that this complete and accurate list is hereby transmitted to the Village as an attachment to this Certification in sufficient time to ensure public notification.

Attest: _____
Printed Name of Petitioner or Authorized Representative

Signature of Petitioner or Authorized Representative

Date



Benchmark Data

The following requirements apply to all topographic surveys and grading plans which require review by the Village of Downers Grove:

Datum	All topographic maps or exhibits, and record drawings shall be tied to the North American Vertical Datum of 1988 (NAVD 88) of the National Spatial Reference System (NSRS) as maintained by the United States National Geodetic Survey (NGS). The methods used by an Illinois Professional Land Surveyor to establish NAVD 88 elevations shall achieve a national NSRS vertical network accuracy of 0.15 of a U.S. Survey foot (5 centimeters) or better to be in compliance with FEMA requirements, as specified in the FEMA document "Guidelines and Specifications for Flood Hazard Mapping Partners" dated April 2003. The surveyor shall use one of the following two methods to achieve vertical network accuracy.
Benchmark Quantity	Each project shall reference two DuPage County benchmarks on the site plan.
Benchmark Source	Elevation reference mark information may be obtained online from DuPage County via http://gis.dupageco.org/dupagemaps/Viewer.aspx .
Plan Info	The datum, benchmark numbers, benchmark descriptions and benchmark elevations shall be clearly noted on the grading plan and or plan set cover sheet.



Traffic and Parking Criteria

The following basic guidelines are to be used in determining what typical traffic-related issues are typically evaluated and when a formal traffic assessment would be required. This list is not exhaustive, and not all items apply to each development. Depending on the complexity of the development, additional tasks/actions may be asked of the petitioner.

1. Preliminary Submittal Review

- a. Provide general site plan showing existing and proposed structures
- b. Show number and location of existing and proposed driveway locations
- c. Identify adjacent street system
- d. Calculate proposed parking spaces, compare to Village Zoning Ordinance requirement for number, size, location
- e. State if shared parking is proposed
- f. State expected traffic from this development (low, moderate, high, no change)

2. Final Submittal Review

Engineering detailed site plan drawings or separate reports showing:

- a. Parking stall layout including ADA requirements
- b. Driveway dimensions, corner radii
- c. Internal vehicle storage
- d. Design vehicle for circulation
- e. Striping and signing plan
- f. Signal plan as appropriate
- g. Loading/unloading dock design and location
- h. Calculations and discussion for shared parking
- i. Adequate sight distance
- j. Pedestrian and sidewalk circulation
- k. External project impacts; i.e., adjacent parking and congestion
- l. Detour route during construction
- m. Transportation system improvements; i.e., widening, turn lanes, etc.

3. Traffic Impact Study or Assessment*

- a. For any development generating >100 new vehicle trips**
- b. Areas of concern, controversial conditions
- c. For all institutional lands (schools, churches, hospitals, etc.)
- d. For all special uses
- e. For all planned unit developments
- f. For all commercial/industrial developments >5,000 gross square feet in size

**Prepared by a qualified traffic engineering firm/consultant*

***Taken from the latest edition of ITE's Trip Generation Manual*



Form #HP12

Land Trust Disclosure

Address of Project Site: _____

The property to which this application relates is/is not the subject of a land trust as defined in Section 765 ILCS 405 of the Illinois Compiled Statutes, "The Land Trust Beneficial Interest Disclosure Act." If the foregoing statement was completed in the affirmative, the following statement shall be completed and verified:

I, _____, as trustee/beneficiary of

Trust Number _____, pursuant to Section 765 ILCS 405 of the Illinois Compiled Statutes, being first duly sworn, hereby state and represent that the person/persons, Body/Bodies Politic, corporation/corporations or other entity/entities below designated is/are the beneficiary/beneficiaries of said land trust, that the beneficiary/beneficiaries designated by a checkmark hold/holds the power of direction created therein, and that no beneficiary holds a beneficial interest as nominee for a person, Body Politic, corporation or other entity not named herein.

NAME	ADDRESS	INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sworn and subscribed before me this
_____ day of _____, 20____ Trustee/Beneficiary

Notary Public



Sample Zoning Analysis Table

Project Name	SAMPLE ZONING ANALYSIS				
Address:	Butterfield Rd & IH-355				
PIN(s):	12-34-567-890				
Zoning District:	B-3				
Existing Use:	Vacant Commercial				
Proposed Use:	Multi-Family Development				
Petition Type:	Planned Unit Development				
Deviations:	Reduced number of on-site parking spaces				
<i>Requirement</i>	<i>Factor</i>	<i>Required</i>	<i>Proposed/Existing</i>	<i>Meets Req.?</i>	<i>Difference</i>
Lot Frontage	Minimum	200'	200'	Yes	+ 600'
Lot Area*	Minimum	11.95 acres (520,542 sq ft)	16.25 acres (707,850 sq ft)	Yes	+ 187,308 sq ft (4.3 acres)
Lot Width	Minimum	80' (or 75%)	964'	Yes	+ 884'
Street Yard	Minimum	63'	190'	Yes	+ 127'
Rear Yard	Minimum	95'	142'	Yes	+ 47'
Side Yard	Minimum	80'	196'	Yes	+116'
Height	Maximum	94.8'	91'	Yes	- 3.8'
Open Space	Minimum	40% (283,140 sq ft)	60.06% (425,134.7 sq ft)	Yes	+ 141,994.7 sq ft
FAR	Maximum	0.75 (530,088 sq ft)	0.51 (361,359 sq ft)	Yes	+ 169,529 sq ft
Parking	Minimum	2 space/du (588)	1.75 space/du (531)	No	- 57 spaces
Donations*	Minimum	\$494,580.90	Estimate only	N/A	N/A

REMARKS:

*Based on unit type/count
 165 – studio/1 bedrooms units
 129 – 2 bedroom units
 Deviation requested for parking spaces

The data used for this sample was based on previous zoning regulations. It is provided as an example of the type of information required for project proposals.



School and Park District Donations

Per Acre Value = \$545,000

Unit Type (as defined in Ch. 28)	Total to District 58 (Grades K-8)	Total to District 99 (Grades 9-12)	Total to Park District	Total Donation
Detached Houses				
2 Bedroom	\$1,911.13	\$227.48	\$6,045.96	\$8,184.57
3 Bedroom	\$5,677.39	\$2,092.80	\$8,689.75	\$16,459.94
4 Bedroom	\$8,724.24	\$4,094.61	\$11,282.59	\$24,101.44
5 Bedroom	\$6,300.50	\$3,412.17	\$11,300.58	\$21,013.25
Attached Houses and Two Unit Houses				
1 Bedroom	\$0.00	\$0.00	\$3,576.02	\$3,576.02
2 Bedroom	\$1,431.53	\$432.21	\$5,965.03	\$7,828.77
3 Bedroom	\$3,005.37	\$671.06	\$7,170.02	\$10,846.45
4 Bedroom	\$4,989.17	\$1,967.69	\$9,427.14	\$16,384.00
Apartment/Condominium				
Efficiency	\$0.00	\$0.00	\$3,878.77	\$3,878.77
1 Bedroom	\$31.49	\$11.37	\$5,269.61	\$5,312.47
2 Bedroom	\$1,342.52	\$523.20	\$5,737.22	\$7,602.93
3 Bedroom	\$3,753.23	\$1,342.12	\$9,151.37	\$14,246.72

Refer to [Section 20.300 for the Downers Grove Municipal Code](#)