



VB/S

RESOLUTION NO. 2015 - 09

RESOLUTION ADOPTING AN AMENDED POLICY AND PROCEDURES MANUAL FOR LAND USE AND DEVELOPMENT IN WINFIELD

WHEREAS, Title 1 – Administrative, Chapter 6 – Village Officers and Employees, Section 4 – Village Manager, Subsection A – Chief Administrator; Powers and Duties, Paragraph 13 of the Village Code provides that the Village Manager shall:

*Administrative Procedures: Develop and implement such procedures, with the approval of the corporate authorities, as may be necessary to ensure that the affairs of the village are handled on a professional and businesslike basis; and*

WHEREAS, in 2007 the Plan Commission and the Village Manager recommended a policy and procedure manual governing land use and development for the Village Board’s consideration and the Village Board adopted said policy and procedure manual by Resolution 2007-27; and

WHEREAS, in 2015 the Village Manager and Development Coordinator recommended certain amendments to the policy and procedures regarding the Concept Presentation requirement.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WINFIELD, DU PAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The amended policy and procedures manual governing land use and development in the Village, which is outlined in Exhibit A to this resolution is adopted.

SECTION TWO: This resolution shall be in full force and effect from and after its passage and approval of the corporate authorities now holding office as provided by law.

ROLL CALL:

“AYES”: *Bajo Gru Hagan McCurdy Mustafa Borzaty*

“NAYS”: *None*

ABSENT: *None*

PASSED: *August 20, 2015*

APPROVED: *August 20, 2015*

PUBLISHED: *August 21, 2015*

*Erik Spande*  
Erik Spande, Village President

ATTEST:

*Anne Mareachen*  
Anne Mareachen, Village Clerk

**EXHIBIT A**



**Village of Winfield  
Policy and Procedures for  
Land Use and Development**

**Adopted by the Village of Winfield October 4, 2007  
Amended August 20, 2015**



## LAND USE AND DEVELOPMENT POLICY

It is the stated policy of the Village of Winfield Board of Trustees that development and re-development that occurs within the community will reflect the vision established in the Village's General Development Plan, Zoning Ordinance, and other development related regulations found in the Village Code.

The Village's Plan Commission and Zoning Board of Appeals provide recommendations to the Village Board on most petitions for approval of plans and or variances presented to the Village, upon which the Village Board will take action, either positively or negatively.

In addition to Village staff, the Village of Winfield utilizes a number of consultants to provide comments and approvals on development proposals as provided by the Village Code.

***The Village Board will not grant approval to any final plan that has not been subject to having its final engineering plans approved by the Village and any other pertinent governmental agency, and will only waive this requirement if the required engineering change is determined by the Board to be inconsequential.***

***In addition, the Plan Commission will not vote to recommend approval unless the petitioner provides each piece of information required by the Village Code.***

***Accordingly, developers need to be cognizant of this requirement and plan accordingly. Village Staff will ensure that submittals are complete prior to submitting them to the Plan Commission or Village Board.***

The Village of Winfield encourages public involvement in the planning and development process. Notice as to the time and place of the public hearing for any proposed variance, special use, zoning amendment, annexation or planned unit development shall be posted by the petitioner and Village in accordance with Section 10-11-6 of the Village of Winfield Zoning Ordinance. It is the responsibility of the petitioner to erect a public notice sign on the subject property and to notify all neighbors within 250 feet of the subject property by certified mail at least 15 days but no more than 30 days prior to the public hearing. The petitioner will be required to provide the addresses to the Village of the residents that were mailed notices. The Village will also list the public hearing notice on its website, [www.villageofwinfield.com](http://www.villageofwinfield.com).

It is the responsibility of all applicants to learn and comprehend the Village Code as it pertains to all development related issues in the community. Village Staff and consultants are available to answer questions relating to matters of interpretation, enforcement and related issues. The Village's Development Coordinator should be the contact point for questions, at 630-933-7117.

This document is intended to provide instructional assistance to and greater predictability for persons seeking land use action or desiring to develop or improve real property within the Village. No rights shall attach from the language or information contained herein, and the same is subject to revision by the Village at any time without notice. Nothing contained in this document is intended or implied to guarantee approval for any requested action. ***While this document has been adopted by the Village as a guideline for land development and zoning, in the event any language or information contained herein is in conflict with any provision of the Municipal Code of the Village of Winfield, as amended, the Municipal Code shall control.***

The Village Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. The Plan Commission meets on the 1<sup>st</sup> Wednesday of each month. The Zoning Board of Appeals meets on the 4<sup>th</sup> Thursday of each month.

This document addresses the following types of land use matters:

<b>Topic</b>	<b>Page Number</b>
• Zoning Variance.....	3
• Rezoning.....	5
• Annexation of property.....	7
• Special Use Permit.....	19
• Planned Unit Development – (PUD) and site plans.....	21
• Subdivision of Land.....	28
• Answers to Common Questions about Development.....	32
• Appendix - Applications and Forms.....	34

## **ZONING VARIANCE:**

In some cases of building a structure on a lot (including primary buildings, accessory uses, and other structures) there may be practical difficulties or particular hardships in following the strict letter of the zoning provisions. Those provisions include set back requirements, density, building height, infrastructure construction standards, sign sizes, parking requirements, and so forth. Relief from these standards can be recommended by the Zoning Board of Appeals and granted by the Village Board, within defined standards of the Village Zoning Ordinance. To be approved, a variance must be caused by unique circumstances, and not alter the basic character of the site or area. More detailed information about the standards for approval of variances is located in the Village of Winfield Zoning Ordinance Section 10-11-3.

**Information to provide the Village:** The following information must be provided to the Village upon application for variances(s):

- Application;
- Project narrative;
- Ownership of record and/or disclosure of other beneficial interest;
- Legal description;
- Current plat of survey locating lot lines and existing structures;
- Existing zoning of property and within 200 feet;
- Proposed variance;
- One copy of 11" x 17" site plan; and
- Responses to Standards for Variances. (see below)

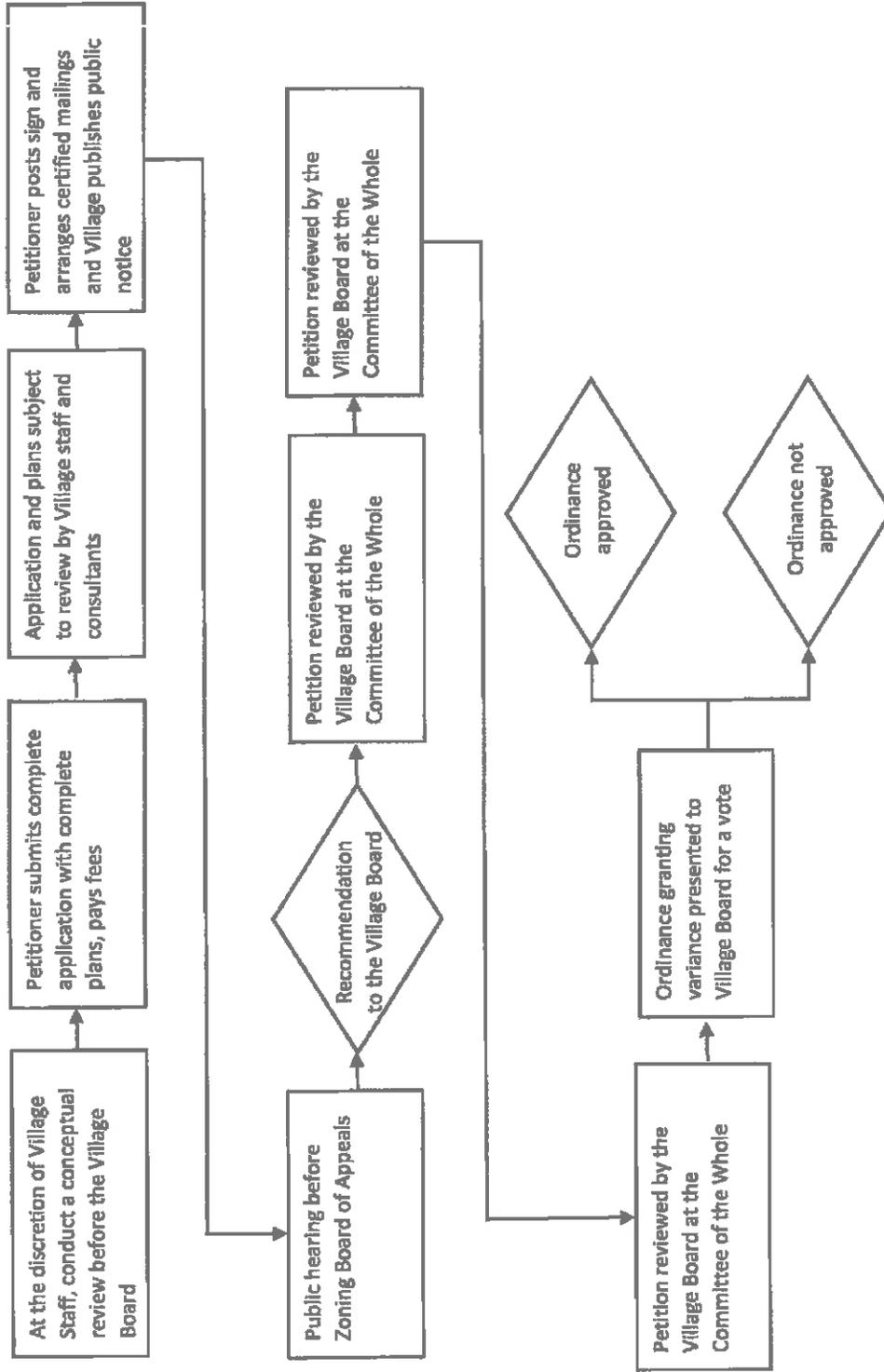
**Standards for Variances:** As directed by the Village of Winfield Zoning Ordinance (Section 10-11-3F), a variance may be recommended by the Zoning Board of Appeals to the Village Board if the following criteria are met:

1. How might the variance alter the essential character of the area?
2. How is the problem requiring the variance due to unique circumstances?
3. Is the purpose of the variance based exclusively upon a desire to make more money out of the property?
4. How do the physical surroundings, shape, or topographic conditions of the property create a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out?
5. How might the condition upon which the petition for variance apply to other properties within the same zoning classification?
6. Has the problem or hardship been created by any person having an interest in the property?
7. Will the proposed variance be detrimental to the public welfare or unduly injurious to other property or improvements in the neighborhood in which the property is located?
8. Will the proposed variance impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood?

**Zoning Board of Appeals:** A public hearing on a variance request will be held at the Zoning Board of Appeals meeting, and the ZBA will make a recommendation to the Village Board.

**Village Board:** The Village Board can approve, deny or amend the recommendation for the variance. Any appeals should be submitted specifying the grounds to the Village within 45 days after the Village Board decision.

Zoning Variance Process  
Village of Winfield



## **REZONING:**

Rezoning is required in cases where the current zoning does not comply with the Village's Comprehensive Land Use Plan or a proposed development does not match the land use designated in the Zoning Ordinance. A rezoning can only be granted in cases where the action is in the public interest, and not solely to the benefit of the owner. This judgment is made based on the proposed development's compatibility with other uses in the area and conformance with the Comprehensive Plan. Typically, rezoning occurs concurrently with annexation and the consideration of a planned unit development, site plan, or a subdivision.

More detailed information about the standards for approval of rezoning is located in the Village of Winfield Zoning Ordinance Section 10-11-5.

**Information to Provide the Village:** The following information must be provided to the Village upon application for rezoning:

- Application;
- Project narrative;
- Ownership of record and/or disclosure of other beneficial interest;
- Legal description;
- Current Plat of survey locating lot lines and existing structures;
- Existing zoning of property and within 200 feet;
- Proposed zoning and land use of the subject property; and
- Responses to the Standards for Rezoning.

**Standards for Rezoning:** As directed by the Village of Winfield Zoning Ordinance, in considering a rezoning, Plan Commission will consider the following matters:

1. What impacts does the proposed use have on existing uses of property within the general area?
2. How does the proposed use fit with the zoning classification of properties in the general area?
3. Is the property in question suitable for the uses permitted under the existing zoning classification?
4. Does the trend of development, if any, in the general area support the proposed rezoning?
5. Does the proposed rezoning conform to the officially adopted plans of the Village?

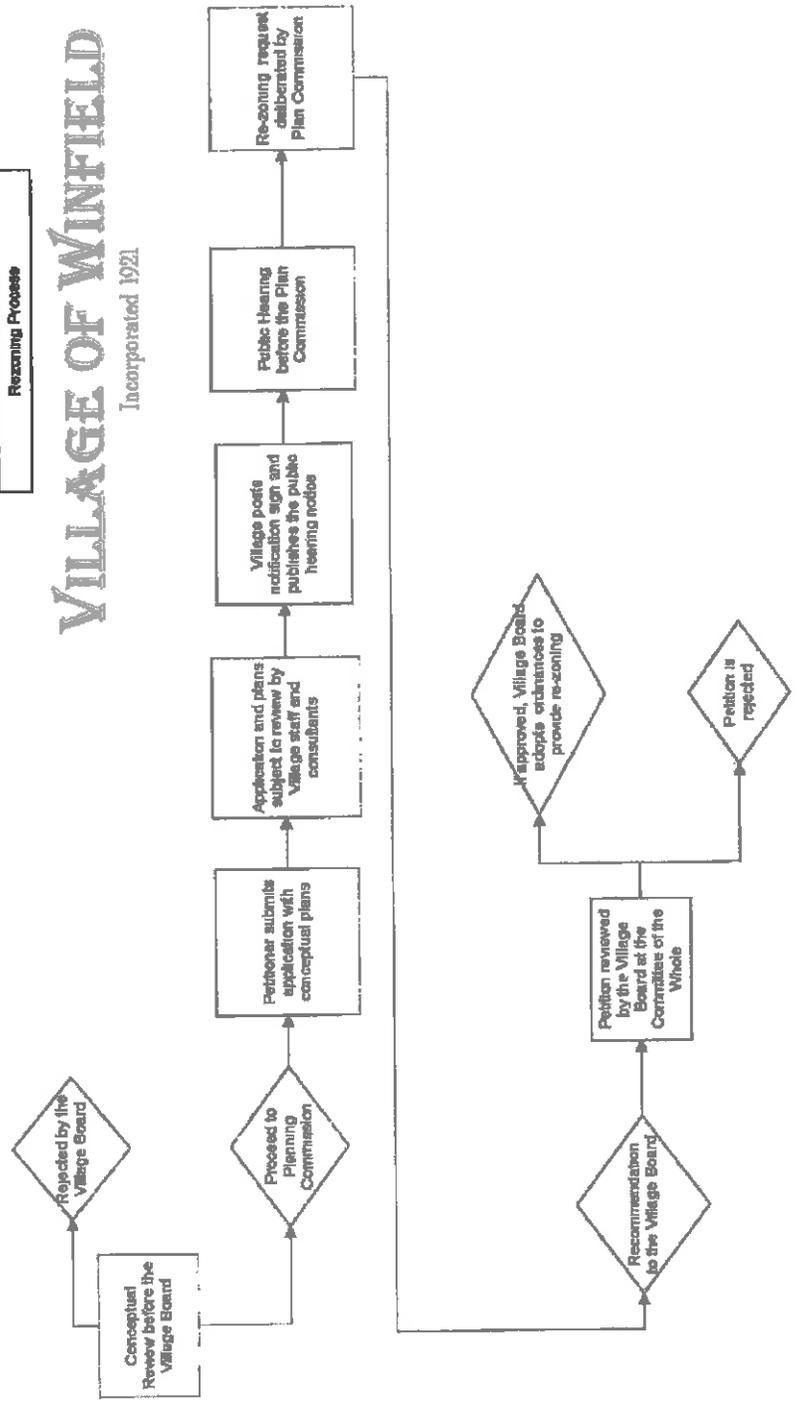
**Plan Commission:** A public hearing will be held at the Plan Commission meeting and the Plan Commission will make a recommendation to the Village Board.

**Village Board:** The Village Board can approve, deny or amend the recommendation for the re-zoning. Any appeals should be submitted specifying the grounds to the Village within 45 days after the Village Board decision.

Rezoning Process

# VILLAGE OF WINFIELD

Incorporated 1921



## **ANNEXATION:**

The annexation policies and guidelines described herein are intended to facilitate the orderly annexation of unincorporated areas into the Village of Winfield. The policy is designed to provide guidance and to aid in the necessary procedural and decision making processes that are required when reviewing annexation proposals.

It is not the intent of this policy, nor would it be practical or equitable, to provide a standardized equation with present results by which all annexation proposals are evaluated. While there are certain similarities from one annexation proposal to another, the differences between annexation cases are significant enough to warrant a case-by-case analysis.

**Disclaimer:** Any process or standards set forth in this statement that are based on State of Illinois law or rulings from courts of competent jurisdiction may be subject to change before the policy statement can be updated.

## ***VOLUNTARY ANNEXATIONS:***

The following statements form the core of the annexation policy:

The purpose of the voluntary annexation policies and guidelines described herein are to allow the Village to:

- Advance the goals and objectives of the Village of Winfield General Development Plan.
- Incrementally work toward or expand the Village to its desired final boundaries.
- Provide for a planned, rational, and integrated pattern of land uses and lot configurations in those areas adjoining the Village.
- Protect residential, business, commercial, office, and industrial areas within the Village from encroachment by incompatible unincorporated uses and ensure that land allocated to a class of uses shall not be usurped by other inappropriate unincorporated uses.
- Provide a more rational pattern of relationships between incorporated and unincorporated land uses for the mutual benefit of residents, patrons, and employees.
- Eliminate, isolate, or control the location of unavoidable, nuisance-producing unincorporated uses.  
*Nuisance* uses include but are not limited to:
  - Businesses with operations or by-products that are found to be offensive to adjacent current and future residents, such as businesses or persons engaged in composting of organic waste; manure; tree, grass or shrub clippings; grease; bio-solids, or other similar material on any property within the except for composted material that is utilized directly on the property from which it is composted or tire storage, other than by a bona fide commercial entity, engaged in the retail sale of used tires,
  - Animal husbandry, except where permitted by zoning regulations;
  - Uses that promote or otherwise allow the growth of recognized noxious weeds or diseased vegetation;
  - Operation of an adult entertainment business in proximity to planned or existing residential areas; and
  - Maintenance of land uses that are strongly inconsistent with the General Development Plan.

- Promote the recognition of aesthetics as a value and a standard throughout and around the Village.
- Conserve and or expand the taxable value of land and improvements throughout the Village.
- Avoid and prevent the overcrowding of unincorporated land, thereby ensuring proper living, shopping, and working conditions within such areas.
- Lessen and avoid congestion on public streets and highways.
- Ensure the provision of public necessities, such as water, sewers, streets and parks for land within the Village limits.
- Improve the quality of services provided to those areas on the periphery of the Village through annexation.
- Protect its interest and maintain control of the uncompensated demands made upon the Village facilities and/or services from unincorporated areas.
- Avoid the inappropriate development of unincorporated lands and provide for adequate drainage, curbing of erosion, and reduction of flood damage. The limits of potential annexation to the Village are set forth in the Winfield General Development Plan.

Any annexation of developed land shall be accompanied by any zoning, site plan, or plat approvals granted under the former governmental body, or if none, by an accurate plat of survey or site plan for the property. If the territory to be annexed is not in conformance with any Village code or ordinance, at the discretion of the Village Board, the property owner may be required to seek the necessary variances, site plan or zoning approvals through the Zoning Board of Appeals public hearing process.

The Village will not require existing residential areas to bring their public facilities into conformance with standards required for new development. Further, the Village is amenable to both rural and standard suburban subdivision designs.

Larger parcels are generally more desirable to annex than smaller parcels due to the advantages of continuity in the provision of service to, and the control of development in, contiguous areas.

#### **Access to Village Utility Services**

**Sanitary Sewer Service:** The Village will not permit connection to the Village's sanitary sewer collection system without the execution of an annexation or pre-annexation agreement.

**Water Service:** The Village will not permit connection to the Village's water supply system without the execution of an annexation or pre-annexation agreement.

Parties that are not situated within the corporate limits of the Village are subject to paying a fifty-percent (50%) surcharge on utility costs.

#### **Contiguity and Mapping Details**

In any annexation, there are several provisions of the Illinois Municipal Code that must be considered when outlining the boundaries of lands to be annexed to the Village. These are as follows:

- A. Unincorporated. The area to be annexed must not be within the corporation limits of another municipality, located within the township.
- B. Contiguous. The area must be "contiguous" to the Village. (Real estate owned by any school district need only be "adjacent.")
- C. Boundary to include all highways and bike paths. The new boundary shall extend to the far side of any adjacent highway or bike path and shall include all portions of every highway within the annexed area.
- D. Toll Highways. Parcels across a toll highway from one another or separated by an overpass bridge over a toll highway are considered to be contiguous. However, a strip annexation of rights-of-way for the purpose of reaching a distant parcel does not meet the meaning of "contiguity".
- E. Railroad or Public Utility Rights-of-Way. If a parcel is separated from the Village by a railroad or public utility right-of-way, that parcel shall be considered contiguous to the Village for the purposes of annexation. However, upon such annexation, the area included within such right-of-way shall not be considered to be annexed to the Village.

#### **Pre-Annexation and Annexation Agreements**

Except for involuntary annexations and annexations of other governmental territory, all proposed annexations to the Village of Winfield should include an annexation agreement between the Village and the owner or developer of the property petitioning for land annexation. Illinois law provides that property may be annexed to a municipality subject to certain conditions specified in an annexation agreement between a municipality and owners of record of the property to be annexed.

#### **Purpose of Pre-annexation and Annexation Agreements**

The provisions of the Illinois State Statutes that govern annexation agreements do not create a specific additional method of annexing property to the Village. Any property that is the subject of an annexation agreement must be annexed to the community pursuant to one of the available statutory methods. An annexation agreement may be incorporated as part of any annexation of areas to the Village. Thus, an annexation agreement can be included as part of a voluntary petition between the property owner and the Village. It can also be incorporated as part of an annexation where the owner of record and the electors present a petition of annexation to the Circuit Court. Conceivably, it can also be used along with the forced annexation provisions, although the motive to do so would be very slight on the part of the Village. The Village can also enter into agreements with owners of non-contiguous property though the territory may not be annexed and municipal control may not be applied until contiguity is achieved. In counties greater than 3,000,000 in population, municipal control over territory may not occur until the territory is annexed and contiguous.

An annexation agreement provides a means by which the property owners and the Village may enter into a contract that will control various aspects of the use and development of that property after it is annexed. An annexation agreement in its contractual form holds much more weight with the court than does a condition of a zoning approval. Therefore, such agreements should be required whenever the property owners in, or the developers of, the annexed territory agree to provide improvements as a condition of annexation.

The contract between the property owner and the Village defines the various duties and responsibilities of both parties with respect to the property. Although an annexation agreement can be used in any annexation of existing developed property, it is specific for the development of raw land.

The annexation agreement is especially attractive from the perspective of the owner-developer since the contract typically provides that the property will not be rezoned during the length of the agreement. This is crucial for the development of a large tract of land when the construction planned will take several years.

The development of any large tract of land requires substantial investment of both time and money by the developer and the various public bodies. Both parties have an interest in the "proper" development of the land, although these interests are frequently not identical. The annexation agreement provides a vehicle for detailed negotiation and compromise between the respective parties to reach a point of mutual agreement.

#### **Pre-annexation and Annexation Agreements Contents**

Each agreement may include the following:

A. A provision that the area will be annexed according to the applicable sections of the Winfield Municipal Code and/or Village ordinances.

B. A provision that various Village ordinances will be continued in effect, be amended, or continue in effect as amended. These ordinances can include any ordinance relating to subdivision controls, zoning, official plan, and building, housing and related restrictions. Any public hearing required by law to be held before the adoption of any ordinance amendment, as specified in the annexation agreement, will be held prior to the execution of the agreement, and all ordinance amendments provided in the agreements shall be enacted according to law.

C. Any matter of environmental quality or control.

D. A provision that the owner shall contribute either land or monies, or both, to the Village and to other Village corporations having jurisdiction over all or part of the land.

E. A provision granting utility franchises for the land.

F. A provision allowing any other matter not inconsistent with the provisions of the Winfield or Illinois Municipal Code, nor forbidden by law that the Village may contract as a non-home rule unit.

G. The parties to the annexation agreement must be the Village and one or more of the owners of record of the area to be annexed which will be subject to the provisions of the contract. Moreover, the agreement is binding on the successor owners of record of the land which is the subject of the agreement and upon successor Village Boards of Trustees. This ensures that the annexation agreement will bind the development corporation or other purchasers who have options on the property at the time that the owner of record enters into the agreement. This provision also protects the owner of the property from subsequent changes of the corporate authorities who might be unwilling to abide by the decisions of a previous administration. Both sides are protected from any changes due to the subsequent sale of the land or election of other officials for the term of the annexation agreement. The annexation agreement or a memorandum of the agreement should be recorded with the DuPage County Recorder of Deeds. This will

ensure against the real or manufactured surprise of a subsequent purchaser of the property who discovers he or she has bought the agreement along with the land.

H. Term and Amendment of the Agreement. The length of the pre-annexation agreement is limited by Illinois State Statute to twenty (20) years. The relatively long length of the term of the pre-annexation agreement ensures that the provisions stipulated in the agreement will probably not lapse until the development of the entire parcel is completed and or the property becomes contiguous.

I. Any party to the agreement may bring a civil action, mandamus or other proceeding to enforce and compel performance of the agreement. Declaratory relief under the Declaratory Judgment Act has been held to be an appropriate remedy for determining the right of the parties under an annexation agreement.

## **Provisions in Pre-annexation and Annexation Agreements**

### **1. Recital of Purposes:**

- A. Description of intent of parties in entering into a contract.**
- B. Description of bargaining objectives, including a listing of public benefits.**
- C. Description of detriments which are likely to occur if any party should become in default of the contract.**

### **2. Contract Enforcement Provisions:**

- A. Effective date conditioned upon specific events.**
- B. Definition of terms.**
- C. Performance of covenants.**
- D. Procedures for declaring a default and remedies for default or failure of conditions.**
- E. Arbitration procedures, if any.**
- F. Procedures for enforcing covenants to be attached upon the conveyance of deeds.**
- G. Procedures for providing required notices.**
- H. Conditions for assignment of obligations.**
- I. Amendment procedures.**
- J. Agreements to execute specified documents.**
- K. Declaration of governing laws.**
- L. Severability of terms in the event any are declared illegal or void.**

### **3. Land Use Provisions:**

- A. Zoning designation(s) upon annexation.**
- B. Number, location and type of units to be permitted.**
- C. Topographical features, including flood plains and slopes.**
- D. Preservation of existing features.**
- E. Proposed roadways, parking areas, recreational and other public facilities, water and sewer lines, and retained open space.**
- F. Deeding and dedication of land, water rights, rights-of-way, and easements for public purposes.**
- G. Status of non-conforming uses or site characteristics (setbacks, etc.) grandfathered, legal non-conforming, variance required.**

### **4. Specific Responsibilities for Public Improvements:**

- A. Public improvements required by and not required by the developer.**
- B. Public improvements to be made by the Village.**
- C. Municipal services to be provided by the Village.**
- D. Schedule of public improvements.**
- F. Agreements to phase development to public improvements.**

5. Financial Agreements:

- A. Taxation.
- B. Fees, including Village consultants, inspections, permits, utility taps, site plan review, and annexation processing.
- C. Schedule of expected fiscal impacts on Village's operating and capital budgets.
- D. If applicable, cost sharing for public improvements, including public financing, and development contributions.
- E. Performance bonds and alternative forms of performance security.

6. Environmental and Construction Provisions:

- A. Stormwater management facilities.
- B. Grading standards.
- C. Sediment control during construction.
- D. Use, stockpiling and transportation of sand and gravel.
- E. Storage of construction debris.
- F. Use and location of construction trailers.
- G. Access routes to construction sites.
- H. Retention/replacement of trees.
- I. Landscaping along rights-of-way.
- J. Buffers and visual screens for transition between uses.

7. Special Provisions:

- A. Conditions to which contract duties are assigned.
- B. Agreements to cooperate in obtaining approvals required by other governmental bodies.
- C. Agreements to provide additional municipal services.
- D. Acknowledgments of needs or conditions about which the parties are unable to make commitments.
- E. Contributions to off-site improvements or programs.

8. Exhibits:

- A. Maps.
- B. Property descriptions.
- C. Schedules.
- D. Staff/consultant reports.
- E. Authorizations to enter into agreement.

9. Miscellaneous:

- A. Other items or statements as may be desirable or necessary from time to time.
-

## ***INVOLUNTARY ANNEXATION***

The Village of Winfield reserves the right to use its authority as provided under state statute to involuntary annex territory contiguous to the Village corporate limits, bounded by existing Village territories or other recognized features that create the ability to use involuntary annexation.

The purpose of the annexation policies and guidelines for involuntary annexation described herein allow the Village to:

- Advance the goals and objectives of the Village of Winfield General Development Plan;
- Incrementally work toward or expand the Village to its desired final boundaries;
- Provide for a planned, rational, and integrated pattern of land uses and lot configurations in those areas in and adjoining the Village;
- Eliminate islands, e.g. unincorporated territories less than 60 acres in area completely surrounded by the Village or otherwise bounded by public land exempt from annexation that form a closed border or prohibit annexation by any other municipality;
- Protect residential, business, commercial, office, and industrial areas within the Village from encroachment by incompatible unincorporated uses and ensure that land allocated to a class of uses shall not be usurped by other inappropriate unincorporated uses;
- Provide a more rational pattern of relationships between incorporated and unincorporated land uses for the mutual benefit of residents, patrons, and employees;
- Eliminate, isolate, or control the location of unavoidable, nuisance-producing unincorporated uses. Nuisance uses include but are not limited to:
  - Businesses with operations or by-products that are found to be offensive to adjacent current and future residents, such as businesses or persons engaged in composting of organic waste; manure; tree, grass or shrub clippings; grease; bio-solids, or other similar material on any property within the except for composted material that is utilized directly on the property from which it is composted or tire storage, other than by a bona fide commercial entity, engaged in the retail sale of used tires,
  - Animal husbandry, except where permitted by zoning regulations;
  - Uses that promote or otherwise allow the growth of recognized noxious weeds or diseased vegetation;
  - Operation of an adult entertainment business in proximity to planned or existing residential areas; and
  - Maintenance of land uses that are not strongly inconsistent with the General Development Plan;
- Promote the recognition of aesthetics as a value and a standard throughout and around the Village;
- Conserve and or expand the taxable value of land and improvements throughout the Village;
- Avoid and prevent the overcrowding of unincorporated land, thereby ensuring proper living, shopping, and working conditions within such areas;
- Lessen and avoid congestion on public streets and highways;
- Ensure the provision of public necessities, such as water, sewers, streets and parks for land within the Village limits;

- Improve the quality of services provided to those areas on the periphery of the Village through annexation;
- Protect its interest and maintain control of the uncompensated demands made upon the Village facilities and/or services from unincorporated areas; and
- Avoid the inappropriate development of unincorporated lands and provide for adequate drainage, curbing of erosion, and reduction of flood damage. The limits of potential annexation to the Village are set forth in the Winfield General Development Plan.

Involuntary annexations can be initiated by the Village under 65 LLC5 5/7-1-13. Under this Section of the Municipal Code, the territory that can be annexed must have the following characteristics:

1. It must be 60 acres in size or less; and
2. It must be wholly bounded by:
  - a. One or more municipalities;
  - b. One or more municipalities and a creek in a county with a population of 400,000 or more or one or more municipalities and a river or lake;
  - c. One or more municipalities and the Illinois state Boundary line;
  - d. One or more municipalities and a property owned by the State of Illinois except highway right-of-way owned in fee by the state;
  - e. One or more municipalities and a forest preserve district; or
  - f. If the territory is a triangular piece of less than ten acres, one or more municipalities and an interstate highway owned in fee by the state and bounded by a frontage road.

This statute cannot be used when a tract larger than the maximum of 60 acres is wholly bounded, and any attempt to annex less than 60-acre portions of the wholly bounded territory will be invalid even when the tract is under single ownership.

**Questions to be considered in reviewing an annexation request.**

- A. Are the residents and property owners involved in the annexation ready, willing and able to deal with the new government jurisdiction?
- B. Is the area surrounded or nearly surrounded by Winfield and, therefore, most likely to be annexed to the Village assuming all unincorporated lands will eventually be annexed to some municipality?
- C. Does the area contain vacant lands which if not annexed will develop under county zoning regulations and if annexed in the future will not meet the Village's zoning and subdivision regulations?
- D. Is the area a small section of a larger unincorporated area that should be annexed as whole rather than piecemeal annexations that will lead to poor street extension, poor utility layouts, complicated recapture agreements, complex roadway maintenance and jurisdiction problems, odd and unrelated lot configurations, and so forth?

E. Is the area composed of existing or vacant single-family subdivisions which would be better served by annexing as a whole to facilitate special service area or similar neighborhood improvement financing programs?

G. Does the area include existing development that has long been maintained improperly that the Village would like to upgrade for the benefit of the adjoining properties?

H. Has the area been surveyed to determine if any existing uses, lot sizes, setbacks, and so forth do not meet the Village's zoning or subdivision standards? If they do not, will the area become legal non-conforming or will the necessary variances be sought?

I. Is the area separated by physical and natural features such as railroad tracks, streams, major utility easements, and the like that would make it difficult to service or identify with the remainder of the Village?

J. Does the requirement for annexing to the far side of the roadway cause the Village to take jurisdiction over partial roadways, substandard roadways, inadequate rights-of-way, and so forth?

L. Is the zoning upon annexation the most appropriate zoning for the parcel or should the Village require rezoning as part of the annexation of the area?

M. If the area is in a separate library, school, or park district, has the feasibility been investigated of altering the boundaries to include the land in the district that most of the Village's residents are in?

N. Are there any health or safety concerns that may be eliminated through annexation? (e.g. failing septic systems, needed roadway improvements)

O. Does the existing tax base of the area to be annexed outweigh any minor negatives associated with the annexation?

P. Will there be any new industry or new development anticipated in the area that will increase the tax base in the future or provide adequate jobs of the type needed by residents of the Village?

Q. Is the area proposed for annexation subject to a boundary agreement with another municipality?

#### **Evaluation of annexation – Costs and Benefits**

It is important for both the Village and the annexing property owner alike to carefully weigh the costs and benefits they will incur from an annexation. When considering such a cost/benefit analysis, the cost or benefits - though accrued in the future, should be compared in present dollar values for the year in which the annexation is reviewed. The following is a summary of those factors which should be evaluated in considering each annexation proposal.

#### **1. Costs**

##### **A. Incurred by the Village:**

(1) Provision of necessary infrastructure improvements and maintenance costs:

(a) Rights-of-Way/Parkway Trees

- (b) Streets
- (c) Street lighting
- (d) Sidewalks/Bike paths
- (e) Sanitary sewers
- (f) Storm sewers/drainageways
- (g) Water mains
- (2) Provision of police protection
- (3) Potential reduction of public non-resident fees, if any
- (4) Alienation of property owners, if annexation if forcible

**B. Incurred by Annexing Property Owner:**

- (1) Village property taxes
- (2) Village utility fees
- (3) Business permits and licenses, when applicable
- (4) Other permits and licenses, when applicable

**2. Benefits**

**A. Received by the Village:**

- (1) Increased tax revenue
  - (a) Utility taxes
  - (b) Intangible, utility franchise, etc.
- (2) Impact fees:
  - (a) Utility infrastructure fees and/or improvements
  - (b) Park donations and/or improvements
  - (c) Other donations and/or improvements
- (3) Increased revenue from licenses and permits:
  - (a) Village building, sign, and zoning permits, when applicable
  - (b) Village business permits, when applicable
  - (c) Beer and liquor licenses, when applicable
  - (d) Fines and forfeitures
- (4) Increased revenue from utility fees:
  - (a) Water and sewer fees
- (5) Intergovernmental revenues:
  - (a) State grants and revenue sharing based on population and/or area
- (6) Land use control:
  - (a) Ability to control and regulate the extent and quality of development in the annexed area

**B. Received by Annexing Property Owners:**

(1) Direct financial benefits:

- (a) Fire insurance premium will generally be smaller
- (b) Homeowner's insurance premiums will usually be smaller
- (c) Water and/or sewer rates may be reduced
- (d) Paying Village taxes will normally result in larger federal and state income tax deductions

(2) Benefits through the provision of services:

- (a) More responsive fire protection
- (b) Increased police protection/security
- (c) More responsive infrastructure maintenance
- (d) Street and right-of-way improvements
- (e) Street lighting
- (f) Water service
- (g) Sewer service
- (h) Village library
- (i) Increased political representation, voting power
- (j) Various other municipal services

**Information to Provide the Village:** The following information must be provided to the Village upon application for annexation:

- Application;
- Project narrative;
- Proposed zoning and land use of the subject property;
- Ownership of record and/or disclosure of other beneficial interest;
- Plat of survey including legal description of property;
- Plat of Annexation; and
- Draft Pre-Annexation Agreement using the Village's standard format if the property is not contiguous with the current corporate limits.

**The Annexation Agreement:** Under some circumstances, it may be in the interest of the Village and petitioner to enter into an annexation agreement. An annexation agreement is a contract that provides the conditions under which the property may be developed, and specifies the commitments of each party. Each annexation agreement is different, depending on the circumstances surrounding a particular property. The Village's draft annexation agreement standard format can be obtained from the Community Development Department.

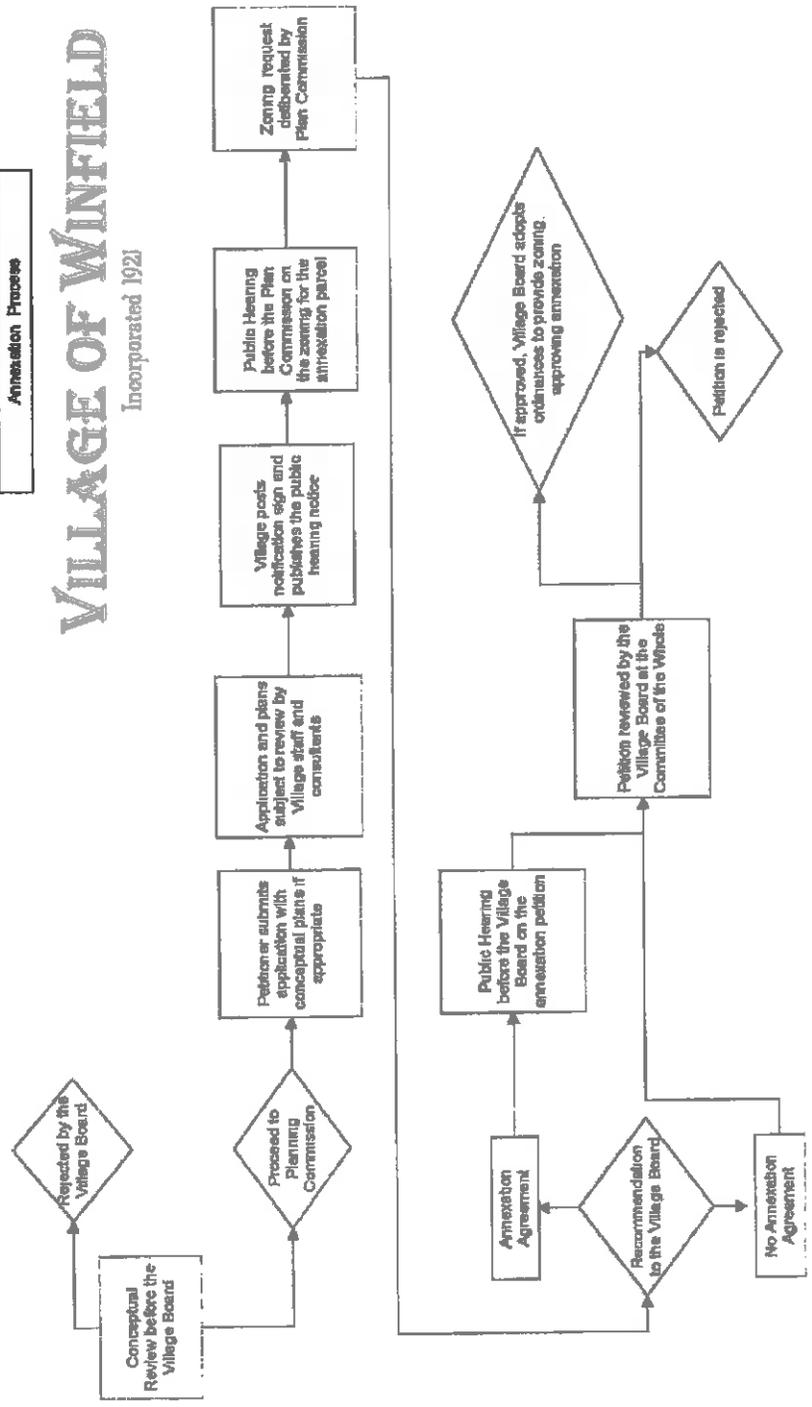
**Plan Commission:** A public hearing on the zoning proposed for the area to be annexed will be held at the Plan Commission meeting and the Plan Commission will make a recommendation to the Village Board.

**Village Board:** A public hearing will be held at the Village Board meeting on the matter of appropriateness of the annexation. The Village Board will vote on the annexation at the following meeting. In order to annex the property, the Village Board will be required to approve the annexation agreement and two ordinances, one that authorizes the annexation and the other to approve the zoning for the annexed territory.

Annexation Process

# VILLAGE OF WINFIELD

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## **SPECIAL USE PERMIT**

Through its Zoning Ordinance, the Village is divided into districts. Within these districts the uses of land and requirements for structures are generally uniform. However, there are cases where because of unique characteristics some uses and activities require special consideration as to their impact on neighboring uses - these are "special uses". More detailed information about the standards for approval of a special use permit is located in the Village of Winfield Zoning Ordinance Section 10-10-4.

**Information to Provide the Village:** The following information must be provided to the Village upon application for a special use:

- Application;
- Legal description and common address of the subject property;
- Current plat of survey locating lot lines and all existing structures;
- Existing zoning on the subject property and within one hundred feet;
- Proposed zoning and land use;
- Ownership or disclosure of beneficial interest;
- Site plan;
- Tree survey and preservation plan; and
- Written statement addressing anticipated adverse impacts to adjacent properties including, but not limited to, increased traffic and noise, blockage of views, and increased lighting.

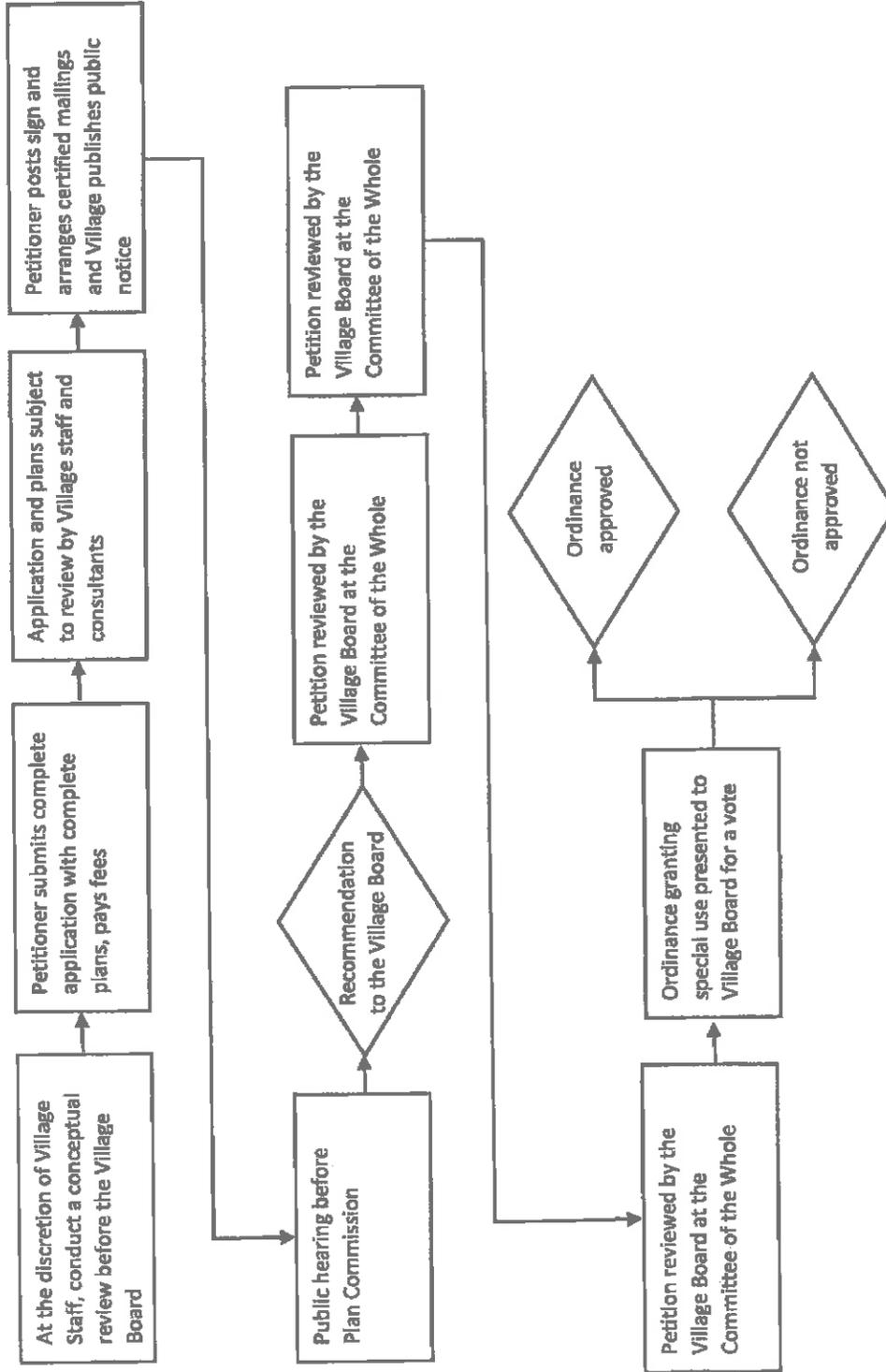
**Standards for Special Use:** As directed by the Village of Winfield Zoning Ordinance, in considering a rezoning, the Plan Commission will consider the following matters:

1. What impacts does the proposed use have on existing uses of property within the general area?
2. How does the proposed use fit in with the zoning classification of properties in the general area?
3. Is the property in question suitable for the uses permitted under the existing zoning classification?
4. Does the trend of development, if any in the general area support the proposed rezoning?
5. Does the proposed rezoning conform to the officially adopted plans of the Village?

**Plan Commission:** A public hearing will be held at the Plan Commission meeting and the Plan Commission will make a recommendation to the Village Board.

**Village Board:** The Village Board may grant or deny an application for a special use provided, however, that in case of a written protest against any proposed special use signed and acknowledged by the owners of twenty percent (20%) of the frontage proposed to be altered, or by the owners of twenty percent (20%) of the frontage immediately adjoining or across an alley there from, or by the owners of twenty percent (20%) of the frontage directly opposite the frontage proposed to be altered, is filed with the Clerk of the Village, the special use shall not be passed, except by a favorable vote of two-thirds (2/3) of the Trustees then holding office.

**Special Use Process  
 Village of Winfield**



## PLANNED UNIT DEVELOPMENT

A site can be developed as a Planned Unit Development (PUD) in order to take advantage of unique site qualities or to allow for exceptional design. The process is flexible in that the development may depart from strict conformance with some zoning requirements. However, the development must conform to the PUD regulations in the Village's Zoning Ordinance, including; 1) conform to the Village's Comprehensive Plan, 2) be under single ownership or control, and 3) be compatible with surrounding properties. The specific information that must be included on all PUD submissions is listed in the Village of Winfield Zoning Ordinance and Subdivision Regulations.

A site plan approval may be sought where a project complies with all of the zoning regulations, i.e. no variances are required. This type of project will be processed the same as PUDs.

**Preliminary Plan:** Twenty-five (25) copies of the following information must be provided to the Village upon submitting an application for Planned Unit Development:

- Location map.
- The proposed site plan shall contain all the information required at the pre-application stage, as well as the following:
  1. Location of the subject site by section, town and range, or by other approved legal description;
  2. Name and address of the site planner, engineer, architect and landscape architect;
  3. Name and address of the owner and/or trust beneficiary;
  4. Site data, including (as applicable):
    - a. Total acreage, and acreage of each proposed lot, outlot, and open space, preservation or recreation areas;
    - b. Acres and percent of the planned development devoted to each land use;
    - c. Percent of land devoted to streets and public rights of way;
    - d. Percent of land covered by buildings and parking;
    - e. Percent of the site devoted to active and passive recreational "open space", as defined by the Village Code;
    - f. Percent of the site devoted to non-recreational open space for the purpose of preserving environmentally sensitive and/or aesthetic natural features;
    - g. Net acreage of developable land, as defined by the Village Code;
    - h. Minimum lot size and/or net lot area, as defined by the Village Code; and
    - i. Existing zoning on and adjacent to the site;
  5. Existing topography and proposed grading;
  6. Existing and proposed zoning, including zoning on adjacent properties within two hundred feet (200') of the subject property;
  7. Park and school districts within which the project is located;
  8. Utility easements;
  9. Proposed lot creation and footprints of all nonresidential structures;
  10. Maximum lot coverage by buildings and other impervious surfaces, for all uses within the planned development;
  11. Off-street parking and loading areas, including number and dimensions of parking spaces, drive aisles, and loading zones;
  12. Configuration and acreage of all land proposed to be dedicated as open space and all sites to be conveyed, dedicated, or reserved for parks, playgrounds, school sites, public buildings, and similar public and quasi-public uses;
  13. Pedestrian and/or bicycle circulation systems;
  14. Proposed phasing of the development;

15. Location of trash bins and enclosures for all multiple-family residential and nonresidential uses, if any; and
  16. All other information determined necessary by the Plan Commission to clearly show the proposed elements of the planned development.
- **Grading Plan:** The grading plan shall show both existing and proposed contours and elevations and shall identify all areas proposed for excavation and/or filling of the property.
  - **Tree Survey and Preservation Plan:** The Tree Survey and Preservation Plan shall be superimposed on the grading plan, and shall include the following:
    1. Location of existing trees greater than six inches (6") in caliper, as measured twelve inches (12") above grade;
    2. Species of existing trees greater than six inches (6") in caliper, as measured twelve inches (12") above grade; and
    3. Base elevation of existing trees greater than six inches (6") in caliper, as measured twelve inches (12") above grade.
  - **Landscape Plan:** The landscape plan shall be superimposed on the grading plan, and shall include the following:
    1. Any proposed fences, walls, berms and entry monuments;
    2. Contours for any landscaped berms;
    3. One or more sections through the site to illustrate the relationship between the landscape materials, the land form, proposed buildings, and nearby properties;
    4. Location of all trees and shrubs, keyed into a plant list that identifies species, sizes and quantities for proposed plantings;
    5. Method of screening trash collection facilities and enclosures; and
    6. Utility and public drainage easements.
  - **Photometric Plan:** The photometric plan shall be superimposed on the site plan, for all nonresidential planned development, and shall:
    1. Identify the location and heights of all light standards;
    2. Identify foot-candle intensities on the site of the planned development, and ten feet (10') beyond proposed property lines; and
    3. Include specifications for proposed lighting, including wattage, method of illumination, and color of light standards and luminaries.
  - **Development Schedule:** A development schedule shall be submitted which addresses the following:
    1. Approximate dates for initiating project construction;
    2. Phasing, and anticipated date of completion for public improvements for each phase;
    3. The area and location of open space and other recreational areas to be provided with each phase; and
    4. The mix of uses proposed for implementation within each phase of a mixed use planned development.
  - **Architectural Drawings:** Preliminary architectural drawings for all primary buildings shall be submitted that include the following:
    1. Typical elevations (front, rear and side) for proposed residential and nonresidential buildings, which identify materials and color styling proposed for all exterior elements of the building;
    2. Gross floor area for all nonresidential buildings;
    3. Minimum habitable floor areas for residential buildings, excluding garages, basements, porches and patios;
    4. Proposed building heights;
    5. Roof plan for all nonresidential structures that shows the proposed location and top elevation of all roof-mounted mechanical equipment; and

6. Cross sections of all nonresidential structures that show the relation of the roof structure and/or parapet wall to the proposed roof-mounted mechanical equipment.
- **Proposed Covenants:** Proposed covenants shall be prepared and submitted which include the following:
    1. Architectural controls for residential dwellings, including:
      - a. Minimum floor area, excluding garages, basements, porches and patios;
      - b. Maximum lot coverage, as defined by the Village Code;
      - c. Minimum yards;
      - d. Materials;
      - e. Anti-monotony code;
      - f. Landscaping for individual lots; and
      - g. Maintenance of common facilities.
    2. Tenant sign controls for all nonresidential, multi-tenant developments; and
    3. Provisions for dedication and maintenance of all open space, such as preservation and recreation areas, as well as other public and/or semipublic areas including, but not limited to, entryway and cul-de-sac open space/landscaping.
  - **Utility Plan:** A proposed utility plan shall be superimposed on the proposed site plan and shall show the following:
    1. Approximate location and dimensions of all sanitary sewer, storm sewer, and water lines;
    2. Drainage ditches, culverts, water retention areas, and utility easements; and
    3. Written documentation from the petitioner's engineer attesting to the capability of existing water and sewer systems to service the proposed development.
  - **Traffic Impact Study:** A traffic study, prepared by a professional engineer licensed in the State, when deemed appropriate by the Village Manager shall be submitted to:
    1. Identify anticipated volumes of traffic to be generated by each phase of the planned development; and
    2. Identify required public roadway improvements and/or traffic regulation devices needed to ensure the proper safety of traffic to, through and around the planned development.
  - **Written Statement:** A written statement shall be submitted by the petitioner that describes the following:
    1. Why the petitioner is processing the project as a planned development;
    2. How the proposed planned development meets the objectives of the Comprehensive Development Plan and the purpose statement from the Village Code section 10-10A-1;
    3. How the project is compatible with adjacent development or planned land uses;
    4. How the project will economically benefit or otherwise affect the Village, including information regarding additional public facilities and/or services that will be needed as a result of the proposed project; and
    5. A comprehensive list of all requested exceptions to applicable Village ordinances.
  - The Plan Commission may also require preparation and submittal of the following for review and evaluation:
    1. Tax impact study, detailing the estimated cost which the planned development will have on all taxing bodies, and anticipated revenues which will be realized from each phase of development;
    2. A projected school population study, in accordance with estimating the number of students, by age group that will be generated by the development; and
    3. Other information that is deemed necessary for evaluation of the proposed development in comparison with Village plans, policies, ordinances and existing conditions.

**Action by the Winfield Plan Commission:** The Plan Commission will conduct a public hearing for the preliminary plan and plat submittal and will recommend approval if it is in substantial compliance with

the Planned Development Ordinance. The Plan Commission recommendation may include such additional conditions as may be appropriate, based on the documentation submitted.

**Action by the Village Board on the Preliminary Plan:** The Village Board will approve, approve with modifications, or disapprove the special use for planned development and preliminary plan for the proposed planned development. The preliminary plan may be referred back to the Plan Commission for additional review of specified items, by motion of the Village Board. If the preliminary plan and special use are approved, the Village Board will prepare a planned development ordinance for the preliminary plan which will identify all applicable exhibits and support documentation upon which Village Board action is based, and shall include any conditions of approval.

**Final Plan:** Within eighteen (18) months of the adoption of the planned development ordinance, the petitioner shall file all required final plan submittals for applicable phases of construction with the Village Manager. The submittal shall address all conditions of approval that are set forth in the preliminary plans and development ordinance. Required plans and documentation shall be submitted no later than fifteen (15) working days before the next scheduled meeting of the Plan Commission to assure adequate time for review. The petitioner shall provide 25 copies of the following information:

- An accurate legal description of the entire area under immediate development within the planned development, including the name of the proposed development to be recorded on the planned development special use permit and the final plat recorded with the County.
- A final site plan that includes the following:
  1. Identification of all use areas, including open space;
  2. Approved building setbacks and separation;
  3. Footprints of all nonresidential buildings; and
  4. The name of the proposed development to be recorded on the planned development special use permit and the final plat recorded with the County.
  5. An accurate legal description of each separate unsubdivided use area, such as open space and greenbelts.
  6. Tabulations of each use area, including land area, and number of dwelling units per acre, if any.
  7. Final landscape plan, superimposed on a grading plan.
  8. Final utilities and drainage plan.
  9. Final agreements, bylaws, provisions, or covenants that govern the use, maintenance, and continued protection of the planned development and its open space, greenbelts, or other recreational facilities.
  10. Final development and construction schedule.
  11. Detailed elevations of buildings.
  12. Final engineering drawings.
  13. A certificate from the County that documents that no delinquent taxes exist, and that all special assessments constituting a lien on the whole or any part of the property of the planned development have been paid.
- A written statement verifying that the final plans meet all applicable standards of the DuPage County Stormwater Management Ordinance, as well as all other County, State and Federal requirements.

**Action by the Winfield Plan Commission:**

- The Plan Commission will review the final plan and plat submittal and will recommend approval if it is in substantial compliance with the Planned Development Ordinance and Preliminary Plan. The Plan Commission recommendation may include such additional conditions as may be appropriate, based on the final documentation submitted.

- If the final plan and plat are substantially different from the approved preliminary plan, the Plan Commission shall either:
  1. Recommend disapproval of the final plan submittal; or
  2. Recommend to the Village Board that a new public hearing be held in conformance with the procedures established for approval of a preliminary plan.
- With a recommendation of approval, the Plan Commission shall submit to the Village Board a written statement of findings of fact and recommendations that:
  1. Confirms that final plan submittals are in conformity with the Planned Development Ordinance; and
  2. Identifies any additional conditions of approval.

**Action by the Village Board:** Village Board approval of the final development plan shall be by ordinance. The Village Board may grant the petitioner additional time to remedy any deficiencies.

No plats shall be recorded, and no building permits issued, until final plan submittals have been approved by the Village Board. Final plats shall be recorded by the petitioner within thirty (30) days of the date of final plan approval. Failure to do so will result in a penalty and the Village will record the document at the applicant's expense.

**Change in a Planned Unit Development after final approval:** Changes to an approved planned development may be made as either a major, minor or incidental field change, and the classification of a proposed change shall be determined by the Village Manager and approved by the Village Board in accordance with the following provisions:

**Major Changes:**

- a. Changes that alter the concept or intent of the planned development may be approved by the Village Board only by submission of a new final plan and final plats of subdivision for the planned development. All revisions shall be reviewed by the Plan Commission at a public hearing.
- b. Major changes include, but are not limited to, the following:
  - (1) Increases in density.
  - (2) Increases in the heights of buildings.
  - (3) Reductions in approved open space areas or facilities.
  - (4) Modifications to the approved uses, and a change by more than ten percent (10%) in the acreage allocated to each use.
  - (5) Rearrangement of lots, blocks, and building tracts.
- c. Major changes that are approved for the final planned development shall be recorded as amendments to the recorded copy of the final plat of subdivision(s).

**Minor changes:** Minor changes may be approved by the Village Board, after review and recommendation of the Plan Commission at a public meeting, provided said changes do not alter the spirit and intent of the approved planned development. Minor changes include the following:

- a. Minor modifications to the location of buildings, provided all setbacks established for the planned development are met.

b. Minor changes to the location and configuration of streets and rights of way that are made to preserve natural features.

c. Minor changes to the location, configuration or size of approved open space areas or facilities, due to circumstances that were not foreseen at the time the final plans were approved.

d. Minor changes to the location, configuration or size of approved easements.

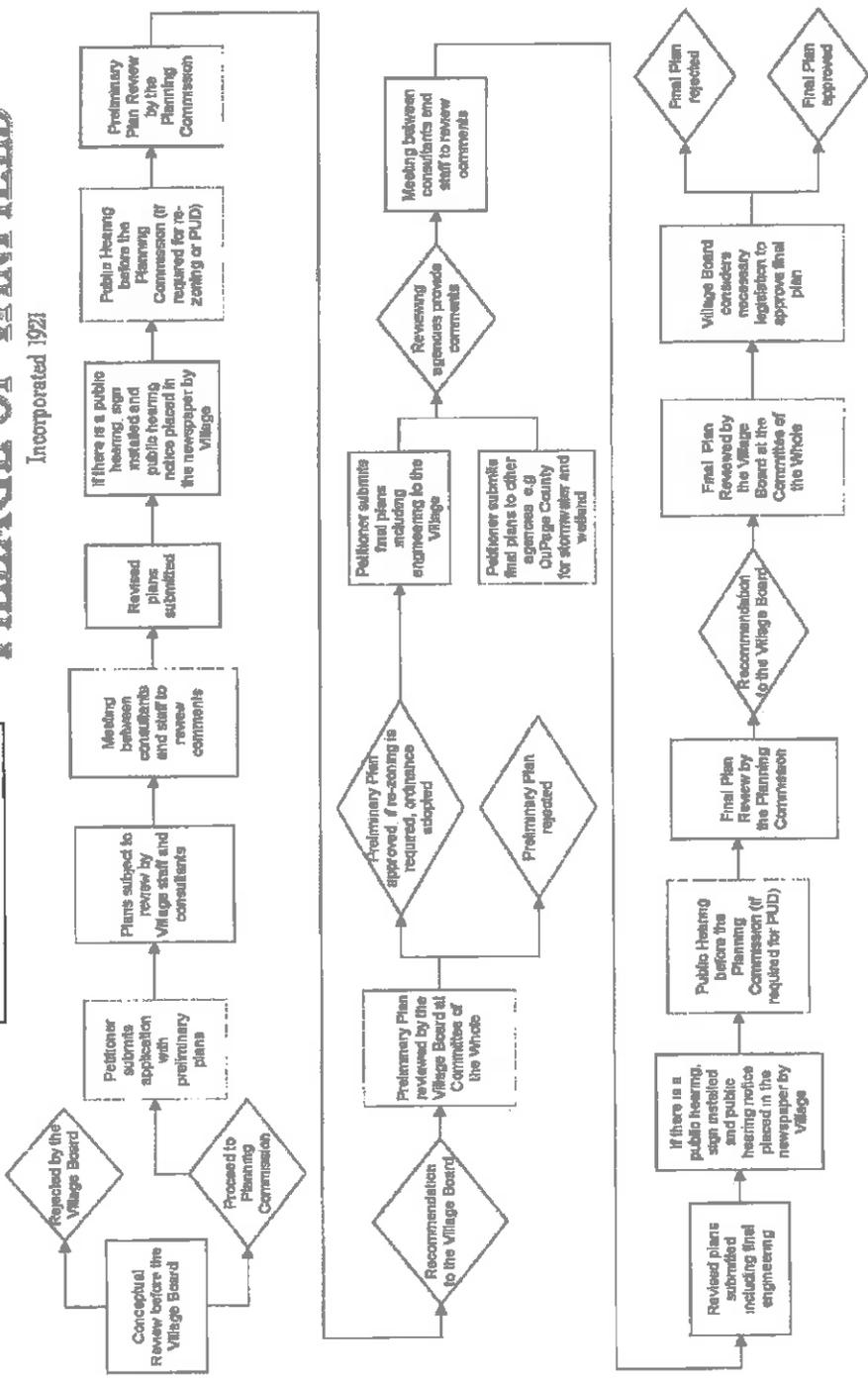
**Incidental Field Changes:** Incidental field changes may be approved by the Village Manager, after review by appropriate Village and/or consultant staff.

The Village Board shall be the final authority on the determination of the classification of proposed changes to an approved planned development as either a major, minor or incidental changes.

# VILLAGE OF WINFIELD

Incorporated 1921

## Project Approval Process



## **SUBDIVISION OF LAND**

Dividing a parcel of land into two or more pieces must be done in compliance with the Village's subdivision regulations. This includes cases where the parcel is being split with the intent of transferring ownership or developing the land. This process also applies to cases where the petitioner wishes to build more than one dwelling on a single parcel.

**Preliminary Plat:** The preliminary plan shall provide the following information:

1. Original fully executed Plat of Subdivision Application;
2. Applicable zoning fee payable to the Village of Winfield;
3. The survey of boundaries of the proposed subdivision and the distances between the corners; and the total acreage contained therein certified by a registered land surveyor;
4. The name of the proposed subdivision; and the name of the surveyor who prepared the plat;
5. The location of existing corporate boundary lines at or near the proposed subdivision;
6. The character of the lands immediately adjoining the proposed subdivision showing the subdivision thereof, if subdivided, and the location and dimensions of public streets, alleys, public utility easements, street pavements, sanitary sewer mains, storm water mains, water supply mains, if any, adjoining the proposed subdivision;
7. The current zoning classification under the Zoning Ordinance of the Village or the County of DuPage;
8. The location, within the proposed subdivision, of existing public streets, alleys, public utility easements, street pavements, sanitary sewer mains, storm sewer mains, water supply mains, watercourses, wetlands, floodplains, woodlands, and freestanding trees with diameters of twelve inches (12") or more, bridges, culverts and similar facilities;
9. The names, locations, widths, and other dimensions of proposed streets, alleys, easements, parks, playgrounds and other open spaces proposed to be dedicated for public use (proposed street names should not duplicate the name of any street currently used in the Village; if such street is an extension of or is in line with an already named street, that name shall be used);
10. The blocks and lots into which the project is proposed to be subdivided, with the dimensions thereof;
11. Contours at vertical intervals of not more than one foot (1'), except when specifically not required by the Village Board;
12. Summary of all restrictions intended to be imposed by the final plat or by deeds of conveyance as to the use of all property within the subdivision, including the area of buildings for residence use, if any;
13. A letter of intent executed by the owner(s) of the property stating the desires of the owner(s) to annex to the Village if said property is not presently within the corporate limits;
14. A brief description of the type and nature of proposed improvements within said subdivision;
15. General basis of design for the sanitary sewer, watermain, stormwater runoff control, and flood control facilities roadway cross-sections, and street lighting needed.
16. Proposed density including number of dwelling units for residential subdivision and proposed building height in stories and feet;
17. Such other information or data that the Village Board may require for the full and complete consideration of the proposed plan of subdivision;
18. A landscape plan showing approximate placement of required trees and other required landscape improvements, including landscaped earth berms on private property adjacent to major roadways where required, and landscaping associated with open spaces and storm water detention or retention facilities.
19. A watershed map of the proposed subdivision shall be submitted.

All maps shall include a scale, north point arrow and date of preparation. The preliminary plan shall be signed by the owner, surveyor and engineer for the subdivider.

**Action by the Winfield Plan Commission:** When all of the necessary information has been submitted and found to be complete, the Plan Commission will review the preliminary plat. Any variances will be directed to the Zoning Board of Appeals for review prior to the Plan Commission review.

**Preliminary Plan review by Plan Commission and Village Board:** At a regularly scheduled meeting, the Plan Commission will conduct a public hearing. The Plan Commission uses the testimony when making a recommendation that is forwarded to the Village Board. The Plan Commission shall approve or disapprove the application for preliminary plat approval within ninety (90) days from the date of the application or the filing by the applicant of the last item of required supporting data, whichever date is later, unless such time is extended by mutual consent. The applicant and the Plan Commission may mutually agree to extend the thirty (90) day period. If such plan is disapproved, then within said ninety (90) days, the Plan Commission shall furnish the applicant and the Village Board a written statement setting forth the reason for disapproval and specifying with particularity the aspects in which the proposed plan fails to conform to the ordinances including Official Map. When the preliminary plan of subdivision is finally approved, the original plat and one print or copy of the plat shall be submitted to the Village Board endorsed by the Plan Commission as follows:

*The proposed plan of subdivision as shown on this plat and accompanying documents, has received preliminary approval by the Plan Commission of the Village of Winfield and said Plan Commission is now ready to receive the final plan for consideration.*

*Dated \_\_\_\_\_ Plan Commission of the Village of Winfield*

*By: \_\_\_\_\_ Chairperson*

**Action by the Village Board:** Upon receipt of the Plan Commission recommendation, the Village Board will review the preliminary plat. The Village Board shall accept or reject said plat within thirty (30) days of its next regular meeting date following the action of the Plan Commission. The applicant and the Village Board may mutually agree to extend the thirty (30) day period.

Upon the approval of the Village Board, the Village Board will endorse four copies with a statement of approval. One endorsed copy of the preliminary plat shall remain on file with the Plan Commission, one endorsed copy will be returned to the subdivider; and two endorsed copies shall be filed with the Village Clerk.

**Final Plat:** Final plat shall be drawn in black ink on cloth, Mylar, or comparable material to a scale suitable to legibly depict the plans. It shall specifically show the following:

1. The name or names of the owners of the property;
2. The name of the registered land surveyor who prepared the plat, and the date thereof and his certificate that all regulations enacted hereunder have been complied with in the preparation of said plat;
3. The legal description of the property subdivided;
4. Boundary of the plat, based on accurate traverse, with angular and linear dimensions;
5. Accurate location of all monuments, which shall be pipes or steel rods three-fourths inch diameter by eighteen inch length (3/4" x 18") set at each corner or angle on the outside boundary, at the corners of each lot and block, at angle points and at the ends and at suitable intervals along curves. All U.S., state, county or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.
6. All other measurements, dimensions, data and certifications required by 65 Illinois Compiled Statutes, 205/1, plats, of the state of Illinois.
7. Copies of proposed deeds and commitments for policies of title insurance for all public lands and open space required by this title to be conveyed to the village, the appropriate park district, or the appropriate school district.
8. All required public easements and rights of way shall be shown on the final plat as dedicated and granted to the village in a form approved by the village in its sole discretion.

Five (5) sets of each supporting document and data shall be submitted to the village with the final plat:

1. Detailed plans, specifications, general contract conditions, etc., for all street, storm sewer, sanitary sewer, water distribution, electric distribution, gas distribution improvements, a lot and block grading plan showing all grading and proposed floor elevation for each lot, and a landscape plan. All plans and specifications shall be signed and sealed by a registered professional engineer and be approved by the village prior to submission with final plat.
2. Profile studies as required under the plat act shall consist of a reproducible Mylar drawn at the same scale as the final plat, reflecting original signatures and containing the information set forth below, shall be submitted to the village for review, approval and permanent filing:
  - a. All elevations shall be references to the United States geological survey datum,
  - b. Existing contours at one foot (1') contour intervals shall be shown and notations indicating the locations and elevations of benchmarks used to determine said contours,
  - c. Finished grade contours and elevations at one foot (1') intervals of the proposed site,
  - d. Rim and invert elevations of all existing and proposed drainage structures within the development,
  - e. Size, slope and location of all storm sewers,
  - f. Size, shape, invert and location of downstream receiving drainage structures, and
  - g. Certification by subdivider and subdivider's engineer in conformance to the plat act.
3. An itemized estimate of cost for the construction or installation of all such improvements.
4. The subdivider shall make available to the Village adequate funds (the "security funds") to ensure that all required public improvements can be satisfactorily completed within a reasonable time without cost to the village. The amount of the security funds shall be equal to one hundred twenty percent (120%) of the final estimate of the cost of construction of all proposed public improvements as certified by the village engineer. During construction of the subdivision improvements, the amount of the security funds guaranteeing the satisfactory completion of said improvements may be reduced periodically upon approval of the village board. However, the remaining security funds amount shall never be less than one hundred twenty percent (120%) of the estimated cost of the improvements remaining to be completed as determined by the village engineer, plus twenty percent (20%) retainage of the total cost of improvements found to be complete for maintenance of said improvements.

After approval by the Plan Commission and the Village Board of the preliminary plan, the subdivider shall, within six (6) months thereafter, file with the Village a final plan of subdivision, in final form for recording, which shall be in strict accordance with the preliminary plan as approved by the Village Board.

If the final plan is not submitted within six (6) months time, the period may be extended after request by the petitioner and by motion of the Village Board.

If desired by the subdivider, the final plan may constitute only that portion of the approved preliminary plan that the subdivider proposes to record and develop at the time; provided, that such portion conforms in all respects to all matters and things included in the preliminary plan and supporting engineering data, calculations, and drawings submitted with the preliminary plan and approved by the Village insofar as they pertain to the portion of the entire subdivision which is desired to be developed at that time.

**Action by the Winfield Plan Commission:** When a person submitting a final plan of subdivision or re-subdivision for approval has supplied all drawings, maps and other documents required by the municipal ordinances to be furnished in support thereof, and if all such material meets all municipal requirements, the Plan Commission shall approve the final plan within thirty (30) days from the date of filing the last required document or other paper or within thirty (30) days from the date of filing application for approval of the final plan, whichever date is later. The applicant and the Plan Commission may mutually agree to extend the thirty (30) day period.

When the Plan Commission has approved the final plan, the following shall be written or stamped upon the final plan and the two (2) prints or copies thereof:

*Approved by the Plan Commission of the Village of Winfield, this \_\_\_\_\_ day of \_\_\_\_\_, A.D.*

\_\_\_\_\_ *Chairman*

After such approval, the Plan Commission shall then transmit the approved final plat, and one copy or print thereof, and the final plan documents to the Village Board, together with a letter of transmittal calling the board's attention to all variances (if any) approved by the Plan Commission and setting forth its reasons for approving such variances. One approved print or copy of the final plat and one copy of all supporting documents submitted therewith shall remain on file with the Plan Commission.

**Action by the Village Board:** When and if the Village Board is satisfied with the final plan and with all improvements, conditions and documents pertaining to the subdivision, the board shall, within thirty (30) days from the date the final plan was approved by the plan commission, by resolution, approve the said plan and authorize and direct the president and clerk to sign the final plan for and in the name of the Village and attach thereto the corporate seal. The applicant and the Village Board may mutually agree to extend the thirty (30) day period.

**Recording of Final Plat:** The Village Clerk shall retain such final plan and plat, so approved, and upon payment by the subdivider to the clerk of the estimated cost of recording the plat and any deeds required and any review fees then due and unpaid, shall direct the Community Development Coordinator to record the plat in the office of the recorder of deeds of DuPage County, Illinois, and shall order a certified copy thereof. The supporting documents transmitted with the final plat to the Village Board shall be filed in the office of the Village Clerk. A certified copy of the final plat, after recording, shall remain on file in the office of the Village Clerk.

## ANSWERS TO COMMON QUESTIONS ABOUT DEVELOPMENT

### 1. What's the development approval process and how long will the process take?

The development approval process is one way the Village fulfills its charge to promote the health, safety, and general welfare of its residents. This process ensures that developments meet standards that make structures safe to occupy, and that developments are compatible with neighboring uses and the Village as a whole.

The length of time involved in the process varies depending on what is to be accomplished. Certainly a building permit will take less time than approval for an entire subdivision. Projects with complex issues of environmental concern or large differences from the Comprehensive Plan or Zoning Ordinance will take the longest. The steps in each process are outlined later in this packet. The Village department with which you file an application can give you the best estimate of how long the process will take.

### 2. What costs are attached to the process?

In processing the application, the Village incurs a number of expenses, primarily the personnel required to facilitate the process. To help offset those costs, the petitioner is required to pay certain fees and contributions at various times in the development review process. A summary of fees for the various types of applications is included in the "Fee Schedule and Standard contributions" attached to this booklet. Note that these charges change periodically and may differ slightly from those listed.

### 3. What documents explain developments in the Village?

*The General Development Plan* describes the desired future development pattern of the Village. The current plan was completed in 2001. It is a compilation of local policies for growth and development and serves to help the Village make decisions. In addition, Special Area Plans have been created to address future development along important roadways. The General Development Plan also contains design and development guidelines for various types of land development. This plan is available for review at the Village Hall, and may be purchased from the Village at a nominal fee.

*The Zoning Ordinance* is the legal control through which the Village designates specific locations and characteristics for development. It also regulates such matters as the height of buildings, how far they must be from lot lines, and minimum sizes of lots. All development must adhere to these regulations or receive a variance from the Village. Additionally, the Zoning Ordinance stipulates the requirements of the landscape regulations. The Zoning Ordinance is available for review at the Village Hall on the Internet at [www.villageofwinfield.com](http://www.villageofwinfield.com), and may be purchased from the Village at a nominal fee.

*The Subdivision Regulations* define the process and requirements for subdivision of land. It includes the standards to which roads and other public improvements must be constructed. Any parcel of land split into two or more parts for the purpose of development must follow these controls. The Subdivision Regulations are available for review at the Village Hall, and may be purchased from the Village at a nominal fee.

*The Building Code* includes regulations for the construction of buildings and focuses on ensuring that the buildings are safe to occupy. All construction in the Village must adhere to these regulations. The current building code is available for review at the Community Development Department in the Village Hall.

*The Floodplain Regulations* control development in designated floodplain areas to protect new buildings from flood damage, and assure that they do not increase the potential of flood damage to other properties. To review the most recent floodplain maps, contact the Community Development Department. The floodplain regulations are available for review at the Village Hall.

**4. How do I contact the Village Hall?** The Village Hall is open Monday, Tuesday, Wednesday and Friday from 8:00 a.m. to 4:30 p.m. and Thursday from 8:30 a.m. to 5:30 p.m. The phone number for the Village Hall is (630)933-7100. The fax number is (630) 665-1767

**5. What happens at a Public Hearing?** The agenda of a Village Board meeting typically includes a range of issues related to the general functions of the Village. The Plan Commission and Zoning Board of Appeals, on the other hand, meet almost exclusively on matters of growth and development. In both cases, the meetings are open to the public and may contain an opportunity for public input during a public hearing. In cases where public hearings are conducted, the process works as follows:

- The Village staff outlines their findings as to the appropriateness of the request and any background or analysis they have conducted to facilitate an informed decision about the petition. Depending on the type of petition, staff reports may include a review by the Village engineer, attorney, and/or planner.
- The petitioner makes a presentation about their request. This presentation may include the information from any experts (architect, planner, engineer, market analyst, etc.) the petitioner feels will help to make the intent and function of their project clear.
- The Village Board or Plan Commission/Zoning Board of Appeals members have the opportunity to ask questions of either the petitioner or staff in order to clarify their understanding of the project and its impact on the Village.
- Members of the audience have the opportunity to ask questions and make comments about the petition.
- Upon conclusion of the public discussion about the petition the hearing is closed. Then, the Village Board or Plan Commission/Zoning Board of Appeals act on the matter. If all questions have been clarified they will vote on whether or not to accept, amend, or deny the proposal.

In some instances, these discussions take place in a “Workshop Session.” The workshop, while still open to the public, is not a public hearing, and provides a less formal forum for the Village Board to meet in and discuss development proposals. Though these sessions follow a similar format they are primarily informational for the Village Board and do not require any formal approval or denial of the project.

**6. Who is responsible for making sure that all the necessary information is provided to the Village?** The Village staff facilitates the development process. They will answer any questions and ensure that the appropriate Village agency or staff member understands the request. The lists of materials to be submitted are identified in this packet. Ultimately, the petitioner is responsible for seeing that all necessary materials are submitted to the Village in a timely manner.

***Exhibits***

- General Plan Commission/Zoning Board of Appeals Application - Exhibit A
- Zoning Variance Application and Checklist – Exhibit B
- Subdivision Application and Checklist – Exhibit C
- Planned Unit Development and Checklist – Exhibit D
- Rezoning Application and Checklist – Exhibit E
- Annexation Application and Checklist – Exhibit F
- Special Use Permit Application and Checklist – Exhibit G
- Fee Schedule – Exhibit H

*Village of Winfield*  
27W465 Jewell Road  
Winfield, Illinois 60190  
630-933-7117

**General Plan Commission/Zoning Board of Appeals Application**

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**Applicant(s)**

**Property Owner(s) (if other than Applicant)**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

If the property is in a Trust? Give name, address and number of Trust.

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

I hereby apply for the following: (check as appropriate).

Subdivision \_\_\_\_\_

Rezoning \_\_\_\_\_

PUD \_\_\_\_\_

Annexation \_\_\_\_\_

Variance \_\_\_\_\_

Pre-Annexation \_\_\_\_\_

Special Use Permit \_\_\_\_\_

1. Common address or location of subject property:

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

2. Legal Description (Attach additional sheet if necessary):

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

3. Permanent Index Number: \_\_\_\_\_

4. Parcel Size (sq. ft. or acres): \_\_\_\_\_

5. Applicant is (check one):  
 Property Owner  Attorney  Contract Purchaser \*  Agent  Other (specify)

\* Provide one copy of the executed sales contract

6. What are the current land uses and zoning on and around the site?

	<u>Current Zoning</u>	<u>Land Uses</u>
On Site	_____	_____
North of Site	_____	_____
South of Site	_____	_____
East of Site	_____	_____
West of Site	_____	_____

7. Describe any existing structures on the site

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

I hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Applicant)

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Property Owner)

<b>(For Office use only)</b>	
Fee Paid:	_____
Publication Date:	_____
Hearing Date:	_____



## **Zoning Variance Checklist**

---

**Information to provide the Village:** The Following information must be provided to the Village upon submitting application for variances(s).

- Application;
- Project narrative;
- Ownership of record and/or disclosure of other beneficial interest;
- Legal description;
- Current plat of survey locating lot lines and existing structures;
- Existing zoning of property and within 200 feet;
- Proposed variance;
- One copy of 11" x 17" site plan; and
- Appropriate Fee/Deposit Account

*Village of Winfield*  
27W465 Jewell Road  
Winfield, Illinois 60190

**Plat of Subdivision Application**

---

**1. PROJECT TEAM:**

- a. **Developer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_
- b. **Attorney:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_
- c. **Engineer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_
- c. **Engineer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_
- d. **Architect:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**2. VARIANCES (if any):**

List and justify any requested variance(s) from the Zoning Ordinance and Subdivision Ordinance (attach additional pages if necessary):

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

3. What is the projected time frame for build-out of this development? \_\_\_\_\_

4. How many lane miles of new public roads will be constructed as part of this project? \_\_\_\_\_

5. How many new cul-de-sacs will be constructed as part of this project? \_\_\_\_\_

6. Identify the school, park, library, and fire districts that will serve this project.



The location, within the proposed subdivision of existing public streets, alleys, public utility easements, street pavements, sanitary sewer mains, storm sewer mains, water supply mains, watercourses, wetlands, floodplains, woodlands, and freestanding trees with diameters of twelve inches (12") or more, bridges, culverts and similar facilities;

The names, locations, widths, and other dimensions of proposed streets, alleys, easements, parks, playgrounds and other open spaces proposed to be dedicated for public use (proposed street names should not duplicate the name of any street currently used in the Village; if such street is an extension of or is in line with an already named street, that name shall be used);

The blocks and lots into which the project is proposed to be subdivided, with the dimensions thereof;  
Contours at vertical intervals of not more than one foot (1'), except when specifically not required by the Village Board;

Summary of all restrictions intended to be imposed by the final plat or by deeds of conveyance as to the use of all property within the subdivision, including the area of buildings for residence use, if any;

A letter of intent executed by the owner(s) of the property stating the desires of the owner(s) to annex to the Village if said property is not presently within the corporate limits;

A brief description of the type and nature of proposed improvements within said subdivision;

General basis of design for the sanitary sewer, watermain, stormwater runoff control, and flood control facilities roadway cross-sections, and street lighting needed.

Proposed density including number of dwelling units for residential subdivision and proposed building height in stories and feet;

A landscape plan showing approximate placement of required trees and other required landscape improvements, including landscaped earth berms on private property adjacent to major roadways where required, and landscaping associated with open spaces and storm water detention or retention facilities.

A watershed map of the proposed subdivision.

All maps shall include a scale, north point arrow and date of preparation. The preliminary plan shall be signed by the owner, surveyor and engineer for the subdivider.

**Final Plat:** The Following information must be provided to the Village upon submittal for Final Plat of Subdivision:

The name or names of the owners of the property;

The name of the registered land surveyor who prepared the plat, and the date thereof and his certificate that all regulations enacted hereunder have been complied with in the preparation of said plat;

The legal description of the property subdivided;

Boundary of the plat, based on accurate traverse, with angular and linear dimensions;

Accurate location of all monuments, which shall be pipes or steel rods three-fourths inch diameter by eighteen inch length (3/4" x 18") set at each corner or angle on the outside boundary, at the corners of each lot and block, at angle points and at the ends and at suitable intervals along curves. All U.S., state, county or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.

All other measurements, dimensions, data and certifications required by 65 Illinois Compiled Statutes, 205/1, plats, of the state of Illinois.

Copies of proposed deeds and commitments for policies of title insurance for all public lands and open space required by this title to be conveyed to the village, the appropriate park district, or the appropriate school district.

All required public easements and rights of way shall be shown on the final plat as dedicated and granted to the village in a form approved by the village in its sole discretion.

Detailed plans, specifications, general contract conditions, etc., for all street, storm sewer, sanitary sewer, water distribution, electric distribution, gas distribution improvements, a lot and block grading plan showing all grading and proposed floor elevation for each lot, and a landscape plan. All plans and specifications shall be signed and sealed by a registered professional engineer and be approved by the village prior to submission with final plat.

Profile studies as required under the plat act shall consist of a reproducible Mylar drawn at the same scale as the final plat, reflecting original signatures and containing the information set forth below:

a. All elevations shall be references to the United States geological survey datum,

- b. Existing contours at one foot (1') contour intervals shall be shown and notations indicating the locations and elevations of benchmarks used to determine said contours,
  - c. Finished grade contours and elevations at one foot (1') intervals of the proposed site,
  - d. Rim and invert elevations of all existing and proposed drainage structures within the development,
  - e. Size, slope and location of all storm sewers,
  - f. Size, shape, invert and location of downstream receiving drainage structures, and
  - g. Certification by subdivider and subdivider's engineer in conformance to the plat act.
- \_\_\_\_\_ An itemized estimate of cost for the construction or installation of all public improvements.

Exhibit D

*Village of Winfield*  
 27W465 Jewell Road  
 Winfield, Illinois 60190

**Planned Unit Development Application**

---

**1. PROJECT TEAM:**

- a. **Developer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State & Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_
  
- b. **Attorney:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State & Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_
  
- c. **Engineer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State & Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_
  
- d. **Architect:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State & Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_
  
- d. **Landscape Architect:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State & Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**2. PUD INFORMATION:**

a. **Land Use Breakdown:**

	Residential	Commercial	Industrial	Open Space	Institutional	Other	Total
No. of acres							
Percentage of total							

b. **Residential Density:**

Type of Unit	Number of	Net acres	Net density	Gross acres	Gross density
--------------	-----------	-----------	-------------	-------------	---------------

	units				
Single-family					
Townhome					
Condominium					
Apartments					
Total					

Net acres = land development for that land use type not including right-of-way

Net density = number of units/net acres

Gross acres = land designated for that land use type including right-of-way

Gross density = number of units/gross acres

**3. VARIANCES:**

List and justify and requested variance(s) from the Zoning Ordinance and Subdivision Ordinance (attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

8. What is the projected time frame for build-out of this development? \_\_\_\_\_

9. How many miles of new public roads will be constructed as part of this project? \_\_\_\_\_

10. How many new cul-de-sacs will be constructed as part of this project? \_\_\_\_\_

11. Identify the school, park, library, and fire districts that will serve this project.

- Elementary School District \_\_\_\_\_
- Junior High School District \_\_\_\_\_
- Senior High School District \_\_\_\_\_
- Park District \_\_\_\_\_
- Library District \_\_\_\_\_
- Fire District \_\_\_\_\_

Please note that the Planned Unit Development will not be reviewed until this petition has been fully completed and all required plans and other materials have been satisfactorily submitted to the Community Development Department.

In consideration of the information contained in this petition as well as supporting documentation, it is requested that approval be given to this Plat of Subdivision.

Petitioner: \_\_\_\_\_  
 (Print or type name) (Petitioner's signature) (Date)

Attest: \_\_\_\_\_

Owner(s): \_\_\_\_\_  
 (Print or type name) (Petitioner's signature) (Date)

Attest: \_\_\_\_\_

## Planned Unit Development Checklist

---

**Application for Plat of Subdivision:** The Following information must be provided to the Village upon submitting application for Plat of Subdivision.

- \_\_\_\_\_ Application;
- \_\_\_\_\_ Project narrative;
- \_\_\_\_\_ Ownership of record and/or disclosure of other beneficial interest;
- \_\_\_\_\_ Legal description;
- \_\_\_\_\_ Concept Plan;
- \_\_\_\_\_ Appropriate Fee/Deposit Account

**Preliminary Plan:** The Following information must be provided to the Village upon submittal for Preliminary Plan for Planned Unit Development:

**Site Plan including:**

- \_\_\_\_\_ Location of the subject site by section, town and range, or by other approved legal description.
- \_\_\_\_\_ North arrow, scale and date of preparation.
- \_\_\_\_\_ Name, address and profession of the person or firm who prepared the plan.
- \_\_\_\_\_ Name and address of the owner and/or trust beneficiary, site planner, engineer, architect and landscape architect.
- \_\_\_\_\_ Proposed name of the planned development.
- \_\_\_\_\_ Proposed land uses.
- \_\_\_\_\_ Total acreage and percent of the site devoted to each land use.
- \_\_\_\_\_ Acreage of each proposed lot, outlot, and open space, preservation or recreation areas.
- \_\_\_\_\_ Proposed layout of streets, lots and blocks.
- \_\_\_\_\_ Percent of land devoted to streets and public rights of way.
- \_\_\_\_\_ Percent of land covered by buildings and parking.
- \_\_\_\_\_ Percent of the site devoted to active and passive recreational "open space", as defined by this Title.
- \_\_\_\_\_ Percent of the site devoted to non-recreational open space for the purpose of preserving environmentally sensitive and/or aesthetic natural features.
- \_\_\_\_\_ Net acreage of developable land, as defined by this Title.
- \_\_\_\_\_ Minimum lot size and/or net lot area, as defined by this Title.
- \_\_\_\_\_ Proposed school and park sites, if applicable.
- \_\_\_\_\_ Proposed lot creation and building footprints and estimated floor area for all nonresidential structures, if any.
- \_\_\_\_\_ Wetlands, flood plains, floodways and surface waters, including lakes, ponds, streams and drainage swales.
- \_\_\_\_\_ Existing topography and proposed grading.
- \_\_\_\_\_ Existing and proposed zoning, including zoning on adjacent properties within two hundred feet (200') of the subject property.
- \_\_\_\_\_ Park and school districts within which the project is located.
- \_\_\_\_\_ Utility easements.
- \_\_\_\_\_ Maximum lot coverage by buildings and other impervious surfaces, for all uses within the planned development.
- \_\_\_\_\_ Off-street parking and loading areas, including number and dimensions of parking spaces, drive aisles, and loading zones.
- \_\_\_\_\_ Pedestrian and/or bicycle circulation systems.
- \_\_\_\_\_ Proposed phasing of the development.
- \_\_\_\_\_ Location of trash bins and enclosures for all multiple-family residential and nonresidential uses, if any.

\_\_\_\_\_ **Grading Plan:** The grading plan shall show both existing and proposed contours and elevations and shall identify all areas proposed for excavation and/or filling of the property.

**Tree Survey and Preservation Plan:** The Tree Survey and Preservation Plan shall be superimposed on the grading plan, and shall include the following:

1. Location of existing trees greater than six inches (6") in caliper, as measured twelve inches (12") above grade.
2. Species of existing trees greater than six inches (6") in caliper, as measured twelve inches (12") above grade.
3. Base elevation of existing trees greater than six inches (6") in caliper, as measured twelve inches (12") above grade.

**Landscape Plan:** The landscape plan shall be superimposed on the grading plan, and shall include the following:

1. Any proposed fences, walls, berms and entry monuments.
2. Contours for any landscaped berms.
3. One or more sections through the site to illustrate the relationship between the landscape materials, the land form, proposed buildings, and nearby properties.
4. Location of all trees and shrubs, keyed into a plant list that identifies species, sizes and quantities for proposed plantings.
5. Method of screening trash collection facilities and enclosures.
6. Utility and public drainage easements.

**Photometric Plan:** The photometric plan shall be superimposed on the site plan, for all nonresidential planned development, and shall:

1. Identify the location and heights of all light standards.
2. Identify foot-candle intensities on the site of the planned development, and ten feet (10') beyond proposed property lines.
3. Include specifications for proposed lighting, including wattage, method of illumination, and color of light standards and luminaries.

**Development Schedule:** A development schedule shall be submitted which addresses the following:

1. Approximate dates for initiating project construction.
2. Phasing, and anticipated date of completion for public improvements for each phase.
3. The area and location of open space and other recreational areas to be provided with each phase.
4. The mix of uses proposed for implementation within each phase of a mixed use planned development.

**Architectural Drawings:** Preliminary architectural drawings for all primary buildings shall be submitted that include the following:

1. Typical elevations (front, rear and side) for proposed residential and nonresidential buildings, which identify materials and color styling proposed for all exterior elements of the building.
2. Gross floor area for all nonresidential buildings.
3. Minimum habitable floor areas for residential buildings, excluding garages, basements, porches and patios.
4. Proposed building heights.
5. Roof plan for all nonresidential structures that shows the proposed location and top elevation of all roof-mounted mechanical equipment.
6. Cross sections of all nonresidential structures that show the relation of the roof structure and/or parapet wall to the proposed roof-mounted mechanical equipment.

**Proposed Covenants:** Proposed covenants shall be prepared and submitted which include the following:

1. Architectural controls for residential dwellings, including:
  - a. Minimum floor area, excluding garages, basements, porches and patios.
  - b. Maximum lot coverage, as defined by this Title.
  - c. Minimum yards.
  - d. Materials.
  - e. Anti-monotony code.
  - f. Landscaping for individual lots.
  - g. Maintenance of common facilities.
2. Tenant sign controls for all nonresidential, multi-tenant developments.
3. Provisions for dedication and maintenance of all open space, such as preservation and recreation areas, as well as other public and/or semipublic areas including, but not limited to, entryway and cul-de-sac open space/landscaping.

**Utility Plan:** A proposed utility plan shall be superimposed on the proposed site plan and shall show the following:

1. Approximate location and dimensions of all sanitary sewer, storm sewer, and water lines.
2. Drainage ditches, culverts, water retention areas, and utility easements.
3. Written documentation from the petitioner's engineer attesting to the capability of existing water and sewer systems to service the proposed development.

**Traffic Impact Study:** A traffic study, prepared by a professional engineer licensed in the State, when deemed appropriate by the Village Manager shall be submitted to

1. Identify anticipated volumes of traffic to be generated by each phase of the planned development.
2. Identify required public roadway improvements and/or traffic regulation devices needed to ensure the proper safety of traffic to, through and around the planned development.

**Written Statement:** A written statement shall be submitted by the petitioner that describes the following:

1. Why the petitioner is processing the project as a planned development.
2. How the proposed planned development meets the objectives of the Comprehensive Development Plan and the purpose statement of this Article.
3. How the project is compatible with adjacent development or planned land uses.
4. How the project will economically benefit or otherwise affect the Village, including information regarding additional public facilities and/or services that will be needed as a result of the proposed project.
5. A comprehensive list of all requested exceptions to applicable Village ordinances.

**Final Plan:** The Following information must be provided to the Village upon submittal for Final Plan for Planned Unit Development:

An accurate legal description of the entire area under immediate development within the planned development, including the name of the proposed development to be recorded on the planned development special use permit and the final plat recorded with the County.

A final site plan that includes the following:

Identification of all use areas, including open space;

Approved building setbacks and separation;

Footprints of all nonresidential buildings; and

The name of the proposed development to be recorded on the planned development special use permit and the final plat recorded with the County.

An accurate legal description of each separate unsubdivided use area, such as open space and greenbelts.

Tabulations of each use area, including land area, and number of dwelling units per acre, if any.

Final landscape plan, superimposed on a grading plan.

Final utilities and drainage plan.

Final agreements, bylaws, provisions, or covenants that govern the use, maintenance, and continued protection of the planned development and its open space, greenbelts, or other recreational facilities.

Final development and construction schedule.

Detailed elevations of buildings.

Final engineering drawings.

A certificate from the County which documents that no delinquent taxes exist, and that all special assessments constituting a lien on the whole or any part of the property of the planned development have been paid.

A written statement verifying that the final plans meet all applicable standards of the DuPage County Stormwater Management Ordinance, as well as all other County, State and Federal requirements.

*Village of Winfield*  
27W465 Jewell Road  
Winfield, Illinois 60190

**Re-zoning Application**

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**1. REZONING REQUESTED (PROJECT NARRATIVE):**

List and justify the requested re-zoning (attach additional pages if necessary):

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**2. STANDARDS FOR RE-ZONING:**

On a separate sheet, respond to the following questions:

- a. What impacts does the proposed use have on existing uses of property within the general area?
- b. How does the proposed use fit in with the zoning classification of properties in the general area?
- c. Is the property in question suitable for the uses permitted under the existing zoning classification?
- d. Does the trend of development, if any in the general area support the proposed rezoning?
- e. Does the proposed rezoning conform with the officially adopted plans of the Village?

Please note that the Re-Zoning request will not be reviewed until this petition has been fully completed and all required plans and other materials have been satisfactorily submitted to the Community Development Department.

In consideration of the information contained in this petition as well as supporting documentation, it is requested that approval be given to this Re-Zoning Request.

Petitioner: \_\_\_\_\_  
(Print or type name) (Petitioner's signature) (Date)

Attest: \_\_\_\_\_

Owner(s): \_\_\_\_\_  
(Print or type name) (Petitioner's signature) (Date)

Attest: \_\_\_\_\_

**Information to Provide the Village:** The following information must be provided to the Village upon submitting application for rezoning.

- \_\_\_\_\_ Application
- \_\_\_\_\_ Project narrative
- \_\_\_\_\_ Ownership of record and/or disclosure of other beneficial interest
- \_\_\_\_\_ Legal description
- \_\_\_\_\_ Current Plat of survey locating lot lines and existing structures
- \_\_\_\_\_ Existing zoning of property and within 200 feet
- \_\_\_\_\_ Proposed zoning and land use of the subject property
- \_\_\_\_\_ Appropriate Fee/Deposit Account

Village of Winfield  
27W465 Jewell Road  
Winfield, Illinois 60190

**Annexation/Pre-Annexation Application**

1. Annexation / Pre-Annexation (PROJECT NARRATIVE):

List and justify the requested Annexation/Pre-Annexation (attach additional pages if necessary):

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Please note that the Annexation/Pre-Annexation request will not be reviewed until this petition has been fully completed and all required plans and other materials have been satisfactorily submitted to the Community Development Department.

In consideration of the information contained in this petition as well as supporting documentation, it is requested that approval be given to this Annexation/Pre-Annexation Request.

Petitioner: \_\_\_\_\_  
(Print or type name) (Petitioner's signature) (Date)

Attest: \_\_\_\_\_

Owner(s): \_\_\_\_\_  
(Print or type name) (Petitioner's signature) (Date)

Attest: \_\_\_\_\_

**Information to Provide the Village:** The following information must be provided to the Village upon submitting application for annexation.

- \_\_\_\_\_ Application
- \_\_\_\_\_ Project narrative
- \_\_\_\_\_ Proposed zoning and land use of the subject property
- \_\_\_\_\_ Ownership of record and/or disclosure of other beneficial interest
- \_\_\_\_\_ Plat of survey including legal description of property
- \_\_\_\_\_ Plat of Annexation
- \_\_\_\_\_ Draft Pre-Annexation Agreement using the Village's standard format if the property is not contiguous with the current corporate limits.

\_\_\_\_\_ **Appropriate Fee/Deposit Account**



## **Special Use Application Checklist**

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**Information to Provide the Village:** The following information must be provided to the Village upon submitting application for a special use.

- Application
- Legal description and common address of the subject property
- Current plat of survey locating lot lines and all existing structures
- Existing zoning on the subject property and within one hundred feet
- Proposed zoning and land use
- Ownership or disclosure of beneficial interest
- Site plan
- Tree survey and preservation plan
- Appropriate Fee/Deposit Account

Exhibit H

Village of Winfield Development Fees:

Acres	Annexation	Subdivision	Subdivision and Annexation
1	\$ 1,500	\$ 3,000	\$ 4,000
2	\$ 2,300	\$ 4,200	\$ 4,800
3	\$ 2,700	\$ 4,800	\$ 5,200
4	\$ 3,100	\$ 5,400	\$ 5,600
5	\$ 3,500	\$ 6,000	\$ 6,000
6	\$ 3,900	\$ 6,600	\$ 6,400
7	\$ 4,300	\$ 7,200	\$ 6,800
8	\$ 4,700	\$ 7,800	\$ 7,200
9	\$ 5,100	\$ 8,400	\$ 7,600
10	\$ 5,500	\$ 9,000	\$ 8,000
11	\$ 5,400	\$ 7,600	\$ 8,400
12	\$ 5,800	\$ 8,200	\$ 8,800
13	\$ 6,200	\$ 8,800	\$ 9,200
14	\$ 6,600	\$ 9,400	\$ 9,600
15	\$ 7,000	\$ 10,000	\$ 10,000
16	\$ 7,400	\$ 10,600	\$ 10,400
17	\$ 7,800	\$ 11,200	\$ 10,800
18	\$ 8,200	\$ 11,800	\$ 11,200
19	\$ 8,600	\$ 12,400	\$ 11,600
20	\$ 9,000	\$ 13,000	\$ 12,000
25	\$ 11,000	\$ 16,000	\$ 14,000
30	\$ 12,500	\$ 17,500	\$ 16,000
35	\$ 14,000	\$ 19,000	\$ 18,000
40	\$ 15,000	\$ 17,000	\$ 18,000
45	\$ 16,000	\$ 18,000	\$ 19,000
50	\$ 17,000	\$ 19,000	\$ 20,000

Variances	\$ 1,500
Appeal	\$ 1,000
Rezoning	\$ 3,000
Special Use	\$ 3,000
Planned Development Preliminary	\$ 3,000
Planned Development Final	\$ 3,000

10% will be added as an administrative fee for each of the fees above