



DEVELOPMENT SERVICES DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-3622
<http://www.oswegoil.org> • planning@oswegoil.org

Development Services Application

Project Name		Date	
Applicant			
<i>Applicant is the person or company listed on all ordinances to be recorded with Kendall or Will County</i>			
Address			
Email		Phone Number	

Project Location

Address	
PIN(s)	

Contact Information

Principal Contact <i>This person will receive all correspondence.</i>			
Name			
Address			
Email		Phone Number	
Property Owner			
Name			
Address			
Email		Phone Number	
Attorney (if applicable)			
Name			
Address			
Email		Phone Number	
Developer (if applicable)			
Name			
Address			
Email		Phone Number	
Engineer (if applicable)			
Name			
Address			
Email		Phone Number	
Other (if applicable)			
Name			
Address			
Email		Phone Number	



Fees

Checks to be made payable to the Village of Oswego.

<input type="checkbox"/> Annexation	Filing fee	\$200.00 up to 2 acres plus \$200.00 per acre in excess of 2 acres (Maximum \$1,000.00)
	Review fee	Bill according to review time
<input type="checkbox"/> Subdivision	Filing fee	\$100.00 plus \$5.00 per acre
	Review fee	\$1,500.00 plus \$100.00 per acre
<input type="checkbox"/> Site Plan (Commercial/Industrial)	Filing fee	\$750.00
	Review fee	Bill according to review time
<input type="checkbox"/> Special Use Permit	Filing fee	\$600.00
<input type="checkbox"/> Variation	Filing fee	\$600.00
<input type="checkbox"/> Rezoning	Filing fee	\$600.00
<input type="checkbox"/> Appeals	Filing fee	\$600.00
<input type="checkbox"/> Concept Plan	Filing fee	\$100.00 plus \$5.00 per acre
	Review fee	\$1,500.00 plus \$100.00 per acre
<input type="checkbox"/> Preliminary PUD and Plat	Filing fee	\$100.00 plus \$5.00 per lot
	Review fee	\$1,500.00 plus \$100.00 per acre
<input type="checkbox"/> Final PUD and Plat	Filing fee	\$100.00 plus \$5.00 per lot
	Review fee	\$1,500.00 plus \$100.00 per acre
<input type="checkbox"/> Major Amendment to PUD	Filing fee	\$100.00 plus \$5.00 per lot
	Review fee	\$1,500.00 plus \$100.00 per acre
<input type="checkbox"/> Minor Amendment to PUD	Filing fee	\$600.00

FILING FEES - The filing fees noted are an application fee to cover the Village's administrative costs to process and review the specific requests. This fee is nonrefundable.

REVIEW FEES - The review fees listed are deposited in a non-interest-bearing account held by the Village. The review fees account will be drawn upon as expenses are incurred by the Village and their consultants during the plan review process. In the event that the review fees account is depleted, and additional expenses are incurred, the applicant will be billed accordingly for those amounts. If expenses are not paid in a timely manner, review of the project will cease until expenses are paid. If the review fees account has a balance after all reviews and billing is completed, the balance will be refunded to the applicant upon request.

Application Submission

Complete submissions are due on the first day of the month preceding the month of the Planning and Zoning Commission meeting (for example, to be scheduled for a Planning and Zoning Commission meeting in March, a completed submission is due February 1). Meeting dates can be found here: oswegoil.org/calendar. Submissions are not considered complete until all required materials, fees, and completed and signed application(s) are submitted. Incomplete or late submissions could delay the scheduling of the project.

Applicant Agreement

I verify that all information in this application is true to the best of my knowledge. I understand and accept all requirements and fees as outlined as well as any incurred review fees.

Applicant Signature		Date	
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Owner/Contract Purchaser Agreement

I hereby certify that I am the owner(s) of the above-described Subject Property, or that I will be the owner of this property subject to the requested zoning approvals. I am respectfully requesting processing and approval of the request(s) referenced in this application. I hereby authorize the applicant and/or principal contact listed on this application to act on my behalf during the processing and presentation of this request(s).

Owner Signature		Date	
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Concept Plan

Total Acreage	
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Required Materials

The following materials must be submitted, in addition to the required fees, as part of a complete submission. Digital submissions should be submitted to planning@oswego.il.gov; paper submissions should be mailed to or dropped off at Village Hall (100 Parkers Mill, Oswego, IL 60543).

Required Material	Digital Format	Paper Format
<input type="checkbox"/> Completed & Signed Application	PDF	8.5 x 11
<input type="checkbox"/> Plat of Survey. The plat must be less than one year old, include a legal description, and be certified by a surveyor.	PDF	11 x 17
<input type="checkbox"/> Legal description(s). It is the petitioner's sole responsibility to verify that the correct legal description(s) including address and PIN(s) is being submitted.	Microsoft Word	N/A
<input type="checkbox"/> Conceptual Site Plan for Commercial/Industrial. Please show existing structures/grades within 100 feet including easements and building/parking setback lines, streets, and dedications. Include the parcel size, amount of parking spaces required and provided, floor area ratio, and percentage of pervious/impervious surfaces in a table.	PDF	11 x 17
<input type="checkbox"/> Conceptual Site Plan/Plat for Residential. Please show existing structures/grades within 100 feet. Include the lot sizes, number of lots, right-of-way dedications, total area, total open space, number of dwelling units, total density, easements, streets, dedications and setback lines.	PDF	11 x 17
<input type="checkbox"/> Conceptual architectural elevations, including all sides of buildings and floor plan for commercial/industrial plans.	PDF	11 x 17
<input type="checkbox"/> Conceptual landscape plans, lighting plans, signage, etc. (as applicable)	PDF	11 x 17