



**DEVELOPMENT SERVICES DEPARTMENT**

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

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



**Fees**

Checks to be made payable to the Village of Oswego.

|   |            |   |
|---|------------|---|
| <input type="checkbox"/> <b>Annexation</b>                        | 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"/> <b>Subdivision</b>                       | Filing fee | \$100.00 plus \$5.00 per acre   |
|   | Review fee | \$1,500.00 plus \$100.00 per acre   |
| <input type="checkbox"/> <b>Site Plan (Commercial/Industrial)</b> | Filing fee | \$750.00  |
|   | Review fee | Bill according to review time   |
| <input type="checkbox"/> <b>Special Use Permit</b>                | Filing fee | \$600.00  |
| <input type="checkbox"/> <b>Variation</b>                         | Filing fee | \$600.00  |
| <input type="checkbox"/> <b>Rezoning</b>                          | Filing fee | \$600.00  |
| <input type="checkbox"/> <b>Appeals</b>                           | Filing fee | \$600.00  |
| <input type="checkbox"/> <b>Concept Plan</b>                      | Filing fee | \$100.00 plus \$5.00 per acre   |
|   | Review fee | \$1,500.00 plus \$100.00 per acre   |
| <input type="checkbox"/> <b>Preliminary PUD and Plat</b>          | Filing fee | \$100.00 plus \$5.00 per lot  |
|   | Review fee | \$1,500.00 plus \$100.00 per acre   |
| <input type="checkbox"/> <b>Final PUD and Plat</b>                | Filing fee | \$100.00 plus \$5.00 per lot  |
|   | Review fee | \$1,500.00 plus \$100.00 per acre   |
| <input type="checkbox"/> <b>Major Amendment to PUD</b>            | Filing fee | \$100.00 plus \$5.00 per lot  |
|   | Review fee | \$1,500.00 plus \$100.00 per acre   |
| <input type="checkbox"/> <b>Minor Amendment to PUD</b>            | 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](http://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 |  |
|---------------------|--|------|--|

**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 |  |
|-----------------|--|------|--|

## Final Planned Unit Development (PUD)

|                         |  |
|-------------------------|--|
| Total Acreage           |  |
| Proposed Number of Lots |  |

### 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](mailto: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"/> Completed and notarized Disclosure of Beneficiaries Form (attached)   | PDF                   | 8.5 x 11     |
| <input type="checkbox"/> Copy of declarations, restrictive covenants, conditions, or restrictions on the property.   | PDF                   | N/A          |
| <input type="checkbox"/> Detailed description of business operations, including proposed days and hours of operation, number of employees, etc. (if applicable)                            | PDF or Microsoft Word | N/A          |
| <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"/> Final Site Plan   | PDF                   | 11 x 17      |
| <input type="checkbox"/> Final Plat  | PDF                   | 11 x 17      |
| <input type="checkbox"/> Final Architectural Elevations, including all sides of buildings and floor plans for commercial/industrial plans  | PDF                   | 11 x 17      |
| <input type="checkbox"/> Final Landscape Plan  | PDF                   | 11 x 17      |
| <input type="checkbox"/> Tree and Natural Planting Preservation Plan   | PDF                   | 11 x 17      |
| <input type="checkbox"/> Final Lighting Plan, including cut sheets for light fixtures  | PDF                   | 11 x 17      |
| <input type="checkbox"/> Final Signage Plan  | PDF                   | 11 x 17      |
| <input type="checkbox"/> Final Street and Traffic Identifier Plan  | PDF                   | 11 x 17      |
| <input type="checkbox"/> Final Engineering Plan  | PDF                   | 11 x 17      |
| <input type="checkbox"/> Traffic Study (if applicable)   | PDF                   | N/A          |

Please review the [Village of Oswego Subdivision and Development Control Regulations](#) for plan and plat requirements.

### Overview of Process



**Disclosure of Beneficiaries**

|  |   |                       |                          |                              |          |  |
|--|---|-----------------------|--------------------------|------------------------------|----------|--|
| 1.   | Applicant Name  |                       |                          |                              |          |  |
|  | Applicant Company   |                       |                          |                              |          |  |
|  | Address   |                       |                          |                              |          |  |
|  | City  |                       | State                    |                              | Zip Code |  |
| 2.   | Nature of Benefit Sought  |                       |                          |                              |          |  |
|  |   |                       |                          |                              |          |  |
| 3.   | Nature of Applicant (please check one of the following):  |                       |                          |                              |          |  |
|  | <input type="checkbox"/>  | a. Natural Person     | <input type="checkbox"/> | d. Partnership               |          |  |
|  | <input type="checkbox"/>  | e. Corporation        | <input type="checkbox"/> | e. Joint Venture             |          |  |
|  | <input type="checkbox"/>  | f. Land Trust/Trustee | <input type="checkbox"/> | f. Limited Liability Company |          |  |
| 4.   | If the applicant is an entity other than described in Section 3, state the nature and characteristics of the applicant:   |                       |                          |                              |          |  |
|  |   |                       |                          |                              |          |  |
| 5.   | If your answer to Section 3 is anything other than (a) please identify every owner and beneficiary having any interest, real or personal, in such property, and every member, shareholder, limited partner, or general partner entitled to receive more than 7½% of the total distributable income of any limited liability company, corporation, or limited partnership having interest in the property. However, if the interest, stock, or shares in a limited liability company, corporation, or general partnership is publicly traded and there is no readily known individual having greater than 7½% interest, then a statement to such effect should be attached hereto. |                       |                          |                              |          |  |
|  | Name  |                       | Address                  |                              | Interest |  |
|  |   |                       |                          |                              |          |  |
|  |   |                       |                          |                              |          |  |
|  |   |                       |                          |                              |          |  |
|  |   |                       |                          |                              |          |  |
| NOTE: If your answer to Section 5 identifies an entity other than a natural person, then the same disclosure must be made for each entity. |   |                       |                          |                              |          |  |
| 6.   | Person making disclosure on behalf of the applicant   |                       |                          |                              |          |  |
|  | Name  |                       |                          |                              |          |  |
|  | Address   |                       |                          |                              |          |  |
|  | Capacity  |                       |                          |                              |          |  |

**VERIFICATION**

I, \_\_\_\_\_, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the petitioner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained herein are true in both substance and fact.

By: \_\_\_\_\_

Signed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

(Seal)