



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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Special Use Permit

Requesting Special Use Permit for:

Please list use

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"/> Standards of Special Use Form (attached)	PDF	N/A
<input type="checkbox"/> Complete and notarized Disclosure of Beneficiaries Form (attached)	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"/> Natural Resource Inventory (NRI) Report Application to the Kendall or Will County Soil and Water Conservation District (for undeveloped properties or properties in environmentally sensitive areas only). Please note, a copy of the application should be provided to the Village; the application and payment should be sent to the relevant Soil and Water Conservation District.	PDF	N/A
<input type="checkbox"/> Brief justification of the reason(s) for the requested special use permit.	PDF or Microsoft Word	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"/> Site plan/plat showing the building or tenant space and parking areas	PDF	11 x 17
<input type="checkbox"/> Plans or graphics such as elevations, landscape plan, etc. (whichever is applicable)	PDF	11 x 17

Overview of Process



Public Notice Requirements

This request requires a public hearing. Following receipt of a completed submission and scheduling for a Planning and Zoning Commission meeting, staff will provide detailed information on public notice requirements. At least 15 days before the hearing, applicants are responsible for:

- Posting a sign. The applicant shall post notice of the public hearing on the road or street frontage of the land being the subject matter of the application. The Development Services Department shall provide the sign and sign support system that must be used by the petitioner.
- Notice to Adjoining Landowners. The applicant shall notify surrounding properties using a public notice letter provided by the Village. The applicant shall send letters to properties designated on the County records to receive property tax bills for property adjacent to or within two hundred and fifty (250) feet (exclusive of public right-of-way) of the property in question of the public hearing to be conducted.

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)

Standards for Special Use

a. The proposed special use will not endanger the health, safety, comfort, convenience and general welfare of the public.
b. The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.
c. The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use.
d. The proposed special use will not require utilities, access roads, drainage and/or other facilities or services to a degree disproportionate to that normally expected of permitted uses in the district, and not generate disproportionate demand for new services or facilities in a way that places an undue burden on existing development in the area.
e. The proposed special use is consistent with the intent of the Comprehensive Plan, this Ordinance, and the other land use policies of the Village.