

VILLAGE OF KILDEER
Planned Development Outline and Checklist



Planned Development Process

Planned developments in the Village of Kildeer will follow the following process for approval as outlined in the Village Code section 5-14-4.

- A. Preapplication meeting.** A petitioner for a planned development must arrange with the Village Administrator a meeting with the plan review committee consisting of Village staff and consultants and representatives of the Plan Commission or other corporate officials. This meeting may also be done as a “courtesy review” at the Village Board. The submittal for this meeting should include a sketch plan of the property and a written outlining the proposed plan.
- B. Preliminary Plan Approval – Plan Commission.** A petitioner must submit its plans to the Plan Commission such that the plans can be reviewed and the Plan Commission can make a recommendation to the Village Board. The submittal requirements are outlined below. Depending on the complexity of the proposal, the Plan Commission may require more than one meeting to evaluate the plan and make a recommendation. The evaluation standards for a planned development are outlined in section 5-14-3 of the Village Code.
- C. Preliminary Plan Approval – Village Board.** Once the Plan Commission has made a recommendation (positive or negative), the plans will be sent to the Village Board for a decision along with the recommendation and the Plan Commission findings of fact. A petitioner need not submit any additional materials to the Village Board unless requested to by the Plan Commission.
- D. Final Plan Approval – Plan Commission.** If the Village Board grants preliminary approval, the petitioner has one year from the date of preliminary approval to submit final plans for final plan approval. Preliminary and final plans must be filed and processed consecutively not simultaneously. The Plan Commission will recommend approval of the final plans if they are in substantial compliance with the Village Board approved preliminary plans.
- E. Final Plan Approval – Plan Commission.** Once the Plan Commission has made a recommendation (positive or negative), the plans will be sent to the Village Board for a decision along with the recommendation and the Plan Commission findings of fact.

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Preliminary Planned Development Checklist

The following items should be submitted for preliminary Planned Development approval. Plans must be submitted 15 working days in advance for staff review prior to the Plan Commission meeting(s). Plans should be submitted electronically to the Village Staff with 15 paper copies delivered to Village Hall. Petitioners are encouraged to contact the Village Staff as to the specifics of the plans listed below.

1. **Written Statement** by developer which describes the proposed development, shows how proposed plan meets objectives of comprehensive plan, shows that the plan is compatible with existing land uses and explains the benefits to the Village economically or otherwise.
2. **Proposed Variations** a list of any proposed variations
3. **Proof of Ownership or Site Control** such as deed, purchase contract or authorization letter with the ownership matching either the county tax records or a title commitment.
4. **Survey with Legal Description of the Property:** a boundary survey of the site
5. **Preliminary Site Plan** including site data to evaluate the bulk standards of the zoning code (coverage, setbacks, FAR, etc.)
6. **Preliminary engineering plans** with sufficient detail to evaluate the topography, grading, sewer, water, sanitary, septic, drainage etc.
7. **Preliminary Landscape plan** including any fencing.
8. **Preliminary Architectural Plans** with a minimum of typical elevations (with height shown), roof plans for non-residential structures and typical floor plans.
9. **Photometric (lighting) Plans**
10. **Development Schedule** including proposed start dates, completion dates and phasing.
11. **Traffic impact study**
12. **Protective Covenants.** This maybe either proposed documents or an outline or narrative with the salient points in the covenants.
13. **Preliminary Plat of Subdivision**, if a simultaneous approval for subdivision is also requested.
14. **Tree Survey** including graphical showing the location of trees and list/description of the trees (See section 4-3-2 of the Village Code).
15. Other submittals which may be required by Plan Commission including:
 - a. Tax impact study,
 - b. School demographic study, or
 - c. other information requested by the Plan Commission or Village Staff

Please note that this checklist is a summary of those items outlined in the Village Code and in all cases the Village Code controls.

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Planned Development Outline and Checklist

Final Planned Development Checklist

The following items should be submitted for preliminary Planned Development approval. Plans must be submitted 15 working days in advance for staff review prior to the Plan Commission meeting(s). Plans should be submitted electronically to the Village Staff with 15 paper copies delivered to Village Hall. Petitioners are encouraged to contact the Village Staff as to the specifics of the plans listed below.

1. **Written Statement** by developer which describes any changes to the plans from those given preliminary approval.
2. **Proposed Variations** a list of any proposed variations
3. **Final Site Plan** including site data to evaluate the bulk standards of the zoning code (coverage, setbacks, FAR, etc.)
4. **Final Engineering Plans.** Please note that the Village Engineer’s review of Final Engineering may require several submittals before the Village engineer can recommend approval of the final engineering plans and the Plan Commission can act.
5. **Final Landscape plan** including any fencing.
6. **Final Architectural Plans**
7. **Final Development Schedule** including start dates, completion dates and phasing.
8. **Final Protective Covenants.** in “legal” and “recordable” form – an outline is not acceptable.
9. **Final Plat of Subdivision,** if a simultaneous approval for subdivision is also requested.

Please note that this checklist is a summary of those items outlined in the Village Code and in all cases the Village Code controls.