



Planned Development Guidelines and Checklist

The following information is provided to assist interested parties in understanding the planned development process in the Village of Kildeer. Please note that this is for reference only and the requirements of the Village code control in all cases. Petitioners looking to apply for a special use only (e.g. opening a restaurant or retail store in an existing shopping center) should consult the separate Special Use Guidelines and Procedures.

1. Petitioners seeking to bring matters of annexation, special use, subdivision or development before the Village of Kildeer shall call the Village Office to discuss any proposal with the Chief Village Officer. The Chief Village Officer may recommend that the Petitioner present to the Village Board, the Plan Review Committee or other bodies of the Village as appropriate. The pre-application meeting and review are generally informal and met to provide initial feedback prior to a formal application.

Petitioners are responsible for the payment of the professional fees of the Village Attorney, Engineer, Planner, and other consultants involved with review of any submittals. To formally apply, tThe petitioner shall deposit a prescribed cash escrow of at least \$5,000 with the Village Collector to insure payment of said fees. The Village may require a larger deposit for largerprojects. Simultaneously, the Petitioner shall also pay any subdivision, hearing, or other fees as required by Ordinance and as outlined below: Variance	\$150.00
Zoning or rezoning	\$250.00
Subdivision: For the first 5 lots	\$250.00
For each additional lot	\$10.00
Special use permit	\$250.00

All fees must be received prior to the review process being initiated by the Plan Commission or professional consultants. If the escrow drops to a negative balance, the review process will stop until additional funds are deposited. The “*Professional Escrow Agreement*” must be submitted with the \$5,000 professional escrow deposit and the “*Plan Commission/Board of Appeals Application*” must be submitted with the application fee.

2. Petitioners must submit the required materials for a planned development to the Village Planner, Village Engineer, Village Attorney and Chief Village Officer for a review prior to appearing at the Plan Commission. (See the attached checklist for preliminary approval). The Village staff will review the materials for completeness and will provide review comments and feedback. Once the application and all materials have been submitted, the matter will be put on the Plan Commission Agenda.
3. Petitioners must complete the [Notice Requirements and Application for Plan Commission](#). It is the responsibility of the petitioner to ensure that notice is provided within the Code requirements. Petitioners may wish to contact the Ela Township Assessor’s Office to acquire a listing of record owners. The notice can be published in the *Daily Herald* as a newspaper of general circulation in the Village. The petitioner must submit the completed notice to the Village for posting on the Village’s website. The petitioner must submit proof of notice to the Village no later than the public hearing.

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4. Below is an outlined of the process required to obtain approval. A planned development requires a two-step sequential process with at least four public meetings. The Plan Commission meets the second Tuesday of the month at 7:30 p.m. at the Village Office, unless otherwise scheduled/located. The Village Board meets the third Tuesday of the month at 7:30 p.m. at the Village Office, unless otherwise scheduled/located. The petitioner must submit fifteen (15) copies of the required items as provided to Village staff and outlined below.
5. The petitioner is responsible for submission of plats and documents to the Village Engineer, Village Planner, Village Attorney, Lake County Health Department, Lake County Highway Department, Army Corps of Engineers, Lake County Department of Public Works, Illinois Department of Transportation and any other consultants or agencies deemed necessary. Each should be contacted regarding their particular submission schedule requirements.
6. Site work, including movement of equipment, trailers, etc. onto subject property, building, construction or any other work may not be initiated without approval of the appropriate permits by the Village.

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. **Natural Area Management Plan:** (see section 7-8-4 of the Village Code)
16. 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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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.