

DEVELOPMENT PETITION APPLICATION PACKET

This packet provides an overview of the development review and approval process in the Village of Orland Park and contains the necessary information and required application forms for petitioners to use prior to the submittal of a development petition application.

It is important to note that this guide is not a substitute for the Village’s Land Development Code or any other adopted ordinances, but is intended to supplement their use. Additional information is available in the Village’s Land Development Code, and in the case of conflicting information, the Land Development Code prevails.

Because there are a wide range of development proposal types that require different degrees of review by the Village, it is recommended that all petitioners contact the Development Services Department prior to the submittal of a development petition application. If you have additional questions, please contact the Development Services Department at 708.403.5300.

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Last Updated 1/25/2021

DEVELOPMENT PETITION APPLICATION FORM

All of the following information requested on this form **MUST** be provided. If any information is missing, a petition application will be considered incomplete, and therefore will not be accepted. Following planning approval, a separate submittal for all applicable building permits is required.

PROJECT NAME			
PETITIONER (RESPONSIBLE FOR PAYMENT OF VILLAGE FEES)			
Name	Company		
Address	City / State / Zip		
Phone	Email		
Relationship to Owner			
PROJECT REPRESENTATIVE (AUTHORIZED REPRESENTATIVE OF PETITIONER)			
Name	Company		
Address	City / State / Zip		
Phone	Email		
Relationship to Petitioner			
PROPERTY OWNER			
Name	Company		
Address	City / State / Zip		
Phone	Email		
PROJECT INFORMATION			
Property Address			
P.I.N. Number(s)			
Parcel Size (Acres)	Building Size (Square Feet)		
Existing Number of Lots	Proposed Number of Lots		
Existing Use on Site	Proposed Use on Site		
Existing Zoning	Proposed Zoning		
REQUESTED APPROVALS (CHECK ALL THAT APPLY)			
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Elevations	<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Rezoning
<input type="checkbox"/> Minor Zoning Variance	<input type="checkbox"/> Variance	<input type="checkbox"/> Special Use Permit or Amendment	<input type="checkbox"/> Annexation
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Record Plat of Subdivision		

PROJECT TEAM	
Developer	
Contact Name	Company
Phone	Email
Attorney	
Contact Name	Company
Phone	Email
Engineer	
Contact Name	Company
Phone	Email
Architect	
Contact Name	Company
Phone	Email
Landscape Architect	
Contact Name	Company
Phone	Email

AFFIRMATION

I hereby affirm that I have full legal capacity to authorize the filing of this petition application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. I permit Village representatives to make all reasonable inspections and investigations of the subject property as part of this application. I acknowledge and agree to pay all required fees and incurred costs by the Village, pursuant to Village codes and ordinances. I acknowledge and agree to maintain the minimum balance required in the project escrow account to pay for costs associated with the review and approval of this application.

PETITIONER'S SIGNATURE & NOTARY

Printed Name of Petitioner

Signature of Petitioner

Date

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

Notary Public Signature and Notary Seal

FOR OFFICE USE ONLY:		
Project No.	Legistar File No.	Assigned To
Date Petition Completed	Planning Division Manager Approval To Proceed	Date Assigned

DEVELOPMENT PETITION APPLICATION FEES & ESCROW ACCOUNT

Development petition applications will be considered incomplete until all required application fees and escrow account fees are paid in full to the Village. The petitioner is required to submit a signed copy of the completed fee sheet on Page 5 as part of the development petition application package.

Required fees may be paid by check payable to the Village of Orland Park. Alternatively, required fees may be paid online via credit card or eCheck after a complete development petition application is processed and a project number is assigned by staff. Please be aware American Express is not accepted.

Application Fees

All application fees are non-refundable. Application fees required upon submittal of a development petition application are listed on Page 5.

Escrow Account Fees

In accordance with Title 1 Chapter 18 of the Village Code, the petitioner is required to submit a deposit to be placed in a Village escrow account to cover future project costs incurred by the Village and for development or plan review services. The initial escrow deposit fees required upon submittal of a development petition application are listed on Page 5.

Costs to be paid from the project's escrow account include fees for professional services for consultation and development review services performed by an attorney, architect, engineer, surveyor, landscape architect, arborist, or any other professional retained by the Village, or employed by the Village to review plans, specifications, technical reports, or other documents submitted in connection with a petition application. Fees for publication notices, recording of documents, legal fees, and document preparation will also be reduced from the project's escrow account.

The escrow account will be maintained throughout the review and approval process. The petitioner will be provided an invoice of costs incurred and the project's escrow account balance at the time an invoice is processed, and will be notified if the escrow account falls below the minimum requirement amount. The petitioner will be required to replenish the account as needed to maintain the required minimum balance.

With the exception of Stand-Alone Special Use Permits for projects that do not involve exterior changes to a building or site, the petitioner will be required to replenish the escrow in order to maintain a minimum balance of \$1,000 at all times. Prior to scheduling a project for final approval at a Board of Trustees meeting, a minimum escrow balance of \$3,000 shall be maintained by the petitioner in order to assure sufficient funds are on deposit in the escrow to pay fees and costs invoiced to the Village after final Village Board approval.

In the case that the account is not replenished, the project will be placed on hold and will not move forward through the development review process. Additionally, a project will not receive preliminary or final approval or be issued a building permit until the Finance Director certifies that all fees and costs incurred by the Village have been paid in full. Any remaining funds in the escrow account will be returned to the petitioner after a Certificate of Occupancy is issued for all applicable building permits, all project components are finalized, and all expenses have been paid.

APPLICATION FEES			
APPLICATION TYPE	REQUIRED FEES (Per Village Board Approval 11/04/03)		APPLICATION FEE AMOUNT DUE
Site Plan			
Residential Uses Number of Units Proposed: _____	0-25 units 26-50 units 51-100 units Over 100 units	\$600 \$900 \$1,200 \$1,500	\$
Non-Residential Uses Total Building Area (Gross SF): _____	0-10,000 SF 10,001-25,000 SF 25,001-50,000 SF Over 50,000 SF	\$600 \$900 \$1,200 \$1,500	\$
Annexation			
Total Acres (Gross): _____	0-5 Acres 6-10 Acres 11-25 Acres 26-50 Acres Over 50 Acres	\$750 \$900 \$1,050 \$1,200 \$1,350	\$
Rezoning	\$500		\$
Special Use Permit or Amendment [Required for all Planned Developments]	\$500		\$
Variances or Modifications to the Land Development Code	\$500		\$
Minor Zoning Variance [Zoning Board of Appeals]	\$125		\$
Subdivision			
Number of Recordable Lots: _____	\$500 + \$25 per lot		\$
Record Plat of Subdivision			
Number of Recordable Lots: _____	\$300 + \$25 per lot		\$
TOTAL APPLICATION FEES DUE WITH PETITION APPLICATION SUBMITTAL			\$

ESCROW ACCOUNT FEES			
APPLICATION TYPE	REQUIRED FEES (Ord. No. 5578 – 1/4/2021)		ESCROW FEE AMOUNT DUE
New Construction			
Includes new single-family residential, multi-family residential, and commercial developments that involve approval of a Site Plan, Rezoning, Special Use Permit, Variances, and/or Annexation	Less than 1 acre 1-5 acres 5-10 acres More than 10 acres	\$4,000 \$6,000 \$8,000 \$10,000	\$
Changes to an Existing Building or Site			
Includes projects that may involve approval of a Site Plan, Rezoning, Special Use Permit, and/or Variances	\$2,000		\$
Stand-Alone Special Use Permits			
Includes projects that do not involve exterior changes to a building or site	\$500		\$
TOTAL ESCROW FEES DUE WITH PETITION APPLICATION SUBMITTAL			\$

Printed Name of Petitioner _____

Signature of Petitioner _____

Date _____

Pay Online - Check box to receive an email with a link to pay online via credit card or eCheck after a complete development petition application is processed and a project number is assigned by staff.

Email: _____

APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

The following documents outlined below are the minimum requirements for the filing and processing of a development petition application. Additional documents or plans may be required by Village staff or by the Land Development Code. Incomplete applications will not be accepted and/or processed until all of the submittal requirements are met. A complete petition does not mean the right to automatic scheduling to public meetings or public hearings.

REQUIRED SUBMITTAL DOCUMENTS

- Electronic Copy of Submittal Documents:** An electronic copy of all of the required documents listed below, submitted in PDF format on a USB drive or a CD
- Development Petition Application**, signed and notarized (See Page 2-3)
- Application Fee and Escrow Account Fee Worksheet** (See Page 5)
- Fee Payment**, as determined on the Fee Worksheet (See Page 5)
- Plat of Survey:** An original, sealed ALTA Plat of Survey, or otherwise, prepared by a licensed surveyor registered with the State of Illinois, and that includes a legal description of the subject property.
- Disclosure of Ownership Information**
 - Receipted copy of the most recent property tax bill, or evidence of payment (copy of bill, canceled check, etc.)
 - Copy of the current title insurance policy
 - If the property is **owned by the petitioner:** A copy of the latest recorded deed
 - If the property is **rented or leased by the petitioner:** A letter of authorization from the property owner
 - If the petitioner is a **contract purchaser:** A copy of the contract to purchase the property and a letter of authorization from the property owner (seller)
 - If the property is **owned by a trust:** A certified copy of the trust agreement, disclosure of the list of beneficiaries, and a letter of authorization from the trust officer (see Page 24-25 for the Disclosure of Beneficiaries form)
- Property Information:** Copy of any covenants, conditions, easements, or restrictions placed on the property and now of record concerning use limitations, the type of improvements, setbacks, area or height requirements, occupancy, etc.
- Project Narrative:** A detailed description of the proposed project that identifies the requested approvals, scope of work, proposed use(s), business operations, acreage of the subject property, square footage of any buildings, residential density, number of residential units proposed according to bedrooms, and any other pertinent information
- Responses to the Standards**, if applicable depending on the development petition application type:
 - Special Use Standards** (See Page 13)
 - Variance Standards** (See Page 14)
 - Rezoning Factors** (See Page 15)
- Development Plan Exhibits** – Three (3) full-sized 24"x36" copies, three (3) 11"x17" copies, and one (1) electronic PDF copy of the following documents (All oversized plans must be folded to letter size - Rolled plans will not be accepted):
 - Site Plan** (See Page 16)
 - Building Elevations** (See Page 17)
 - Preliminary Landscape Plan** (See Page 18-19)
 - Tree Survey** (See Page 18-19)
 - Preliminary Engineering Plan** (See Page 20-21)
 - Traffic Study**, if required per Section 6-405 of the Land Development Code (See Page 22)
 - Preliminary Plat of Subdivision**, if applicable
- Reports and Studies**
 - Endangered Species Consultation Action Report, to be filed with the Illinois Department of Natural Resources, and approval received (if applicable)
 - Archaeological survey, if Federal funds are being used for the project or if the project requires a State permit (if applicable)

PLAN REVIEW AND APPROVAL PROCESS

PHASE ZERO - PRE-CONCEPT MEETING		
		Pre-Concept Meeting - Initial observations, feedback, and code requirements will be provided staff. A comprehensive review of the proposed project will be conducted upon formal project petition.
PHASE ONE - PETITION TYPE		
1		SU - Special Use
1		VAR - Variance
1		RZ - Rezoning
1		SUB - Subdivision
1		ANX - Annexation
1		LP - Landscape Plan
1		SP - Site Plan
1		AR - Appearance Review
1		COA - Certificate of Appropriateness
1		LD - Landmark Designation
PHASE TWO - DEVELOPMENT PETITION APPLICATION SUBMITTAL & PLANNING REVIEW		
2.1		SP - Site Plan
2.2		EL – Elevations
2.3		PEP - Preliminary Engineering Plan
2.4		PLP - Preliminary Landscape Plan
2.5		TS - Tree Survey
2.6		TRS - Traffic Study
2.7		SD - Supporting Documents
2.8		MEM - Internal Circulation Memo
		COMMENT LETTER
PHASE THREE - DUE PROCESS		
3.1		PEPA - Preliminary Engineering Plan Acceptance
3.2		PLPA - Preliminary Landscape Plan Acceptance
3.3		PHN – Completion of all Public Hearing Notice Requirements
3.4		PC - Plan Commission Approval
3.4.1		RP – Revised plans, if applicable
3.5		COM - Committee Approval
3.5.1		RP - Revised plans, if applicable
3.6		BOT - Board of Trustees Approval
		COMMENT LETTER
PHASE FOUR - PLAN / AGREEMENT APPROVALS		
4.1		FEA - Final Engineering Plan Approvals
4.1.1		MWRD/WMO
4.1.2		IEPA
4.1.3		IDNR
4.1.4		IDOT
4.1.5		CC - Cook County
4.1.6		ACE - Army Corps of Engineering
4.1.7		ECE - Engineer's Cost Estimate

PHASE FOUR - PLAN / AGREEMENT APPROVALS (CONTINUED)		
4.2		FLA - Final Landscape Plan Approvals
4.2.1		HY - Hydroperiod Analysis
4.2.2		MM - M&M Plan (to be recorded)
4.2.3		TMR - Tree Mitigation Report
4.2.4		LCE - Landscape Cost Estimate
4.3		DLOC - Draft Letter of Credit
4.4		REC - Recordables
4.4.1		DA - Development Agreement (Final Draft - to be recorded)
4.4.2		AA - Annexation Agreement (Final Draft - to be recorded)
4.4.3		SSA - Special Service Agreement (Final Draft - to be recorded)
4.4.4		FP - Final Plat (Final Draft - to be recorded)
4.5		BOT2 - Board of Trustees Approval of Recordables
4.6		FSP - Final Site Plan (Circulated)
		COMMENT LETTER
PHASE FIVE - AUTHORIZATIONS / HANDOFF		
5.1		PMT - Fee Payment (Eng., Building, Tree Mitigation, Other)
5.2		LOC - Letter of Credit Approval
5.3		ORD - Board of Trustees Ordinance Approval (to be recorded)
5.4		BP - Building Permit
5.4.1		Preliminary Review / Application Review
5.4.2		Building Division - Plan Review
5.4.3		Building Division - Sprinkler / Alarm
5.4.4		Building Division - Correction Review
5.4.5		Contractor Bonds - Licenses
5.4.6		Fee Payment & Permit Issuance
5.5		PCM - Pre-Construction Meeting + Final Plan Set Hand Off
		NOTICE TO PROCEED LETTER
PHASE SIX - CONSTRUCTION / INSPECTIONS		
6.1		SW - Site Work
6.2		FE - INS - Final Engineering Inspection Approval
6.3		FB - INS - Final Building Inspection Approval
6.4		FP - INS - Final Planning Inspection Approval
6.5		FL - INS - Final Landscape Inspection
6.5.1		FL - INS1 - Landscape Inspection Year One
6.5.2		FL - INS2 - Landscape Inspection Year Two
6.5.3		FL - INS3 - Landscape Inspection Year Three
6.5.4		FL - INSA - Final Landscape Inspection Approval
		LETTER OF CREDIT REDUCTIONS
PHASE SEVEN - PROJECT CLOSE OUT		
7.1		CO - Certificate of Occupancy
7.2		LOCR - Letter of Credit Release
		NOTICE OF COMPLETION LETTER
PROJECT COMPLETION		

2021 MEETING SCHEDULE

PC: Plan Commission

C/B & B: Committee/Board of Trustees

OL: Open Lands Fund Commission

January 2021						
S	M	T	W	T	F	S
				31 H	1 H	2
3	4 C/B	5 PC	6	7	8	9
10	11	12	13	14 OL	15	16
17	18 C/B	19 PC	20	21	22	23
24	25	26	27	28	29	30/31
April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5 C/B	6 PC	7	8	9	10
11	12	13	14	15	16	17
18	19 C/B	20 PC	21	22	23	24
25	26	27	28	29	30	
July 2021						
S	M	T	W	T	F	S
				1	2	3
4 H	5	6 C/B	7	8	9 OL	10
11	12	13	14	15	16	17
18	19 C/B	20 PC	21	22	23	24
25	26	27	28	29	30	31
October 2021						
S	M	T	W	T	F	S
					1	2
3	4 C/B	5 PC	6	7	8	9
10	11	12	13	14	15	16
17	18 C/B	19 PC	20	21	22	22
24	25	26	27	28	29	30/31

February 2021						
S	M	T	W	T	F	S
	1 C/B	2 PC	3	4	5	6
7	8	9	10	11	12	13
14	15 C/B	16 PC	17	18	19	20
21	22	23	24	25	26	27
28						
May 2021						
S	M	T	W	T	F	S
						1
2	3 C/B	4 PC	5	6	7	8
9	10	11	12	13 OL	14	15
16	17 C/B	18 PC	19	20	21	22
23/30	24/31 H	25	26	27	28	29
August 2021						
S	M	T	W	T	F	S
1	2 C/B	3 PC	4	5	6	7
8	9	10	11	12	13	14
15	16 C/B	17 PC	18	19	20	21
22	23	24	25	26	27	28
29	30	31 PC				
November 2021						
S	M	T	W	T	F	S
	1 C/B	2 PC	3	4	5	6
7	8	9	10	11 OL	12	13
14	15 C/B	16 PC	17	18	19	20
21	22	23	24	25 H	26 H	27
28	29	30				

March 2021						
S	M	T	W	T	F	S
	1 C/B	2 PC	3	4	5	6
7	8	9	10	11 OL	12	13
14	15 C/B	16 PC	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
June 2021						
S	M	T	W	T	F	S
		1 PC	2	3	4	5
6	7 C/B	8	9	10	11	12
13	14	15 PC	16	17	18	19
20	21 C/B	22	23	24	25	26
27	28	29 PC	30			
September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6 H	7 C/B	8	9 OL	10	11
12	13	14	15	16	17	18
19	20 C/B	21 PC	22	23	24	25
26	27	28	29	30		
December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6 C/B	7 PC	8	9	10	11
12	13	14	15	16	17	18
19	20 C/B	21 PC	22	23	24 H	25 H
26	27	28	29	30	31	

PUBLIC HEARING NOTIFICATION REQUIREMENTS

The following information provides a summary of the public hearing notification requirements stated in Section 5-101.G of the Village's Land Development Code. All public hearing notification requirements must be completed within the 15 to 30 day time period before the scheduled public hearing. Failure to satisfy these legal requirements may result in the continuance of the public hearing to a subsequent meeting at the petitioner's expense. Because public notice requirements vary by petition application type, please contact the Development Service Department to review the notification requirements and timeline for distribution.

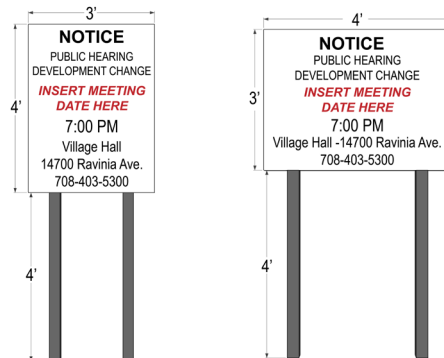
Publication of Legal Notice in Newspaper - Village's Responsibility

The Development Services Department is responsible for preparing and publishing a legal notice in a local newspaper with general circulation in the counties in which the Village of Orland Park and contiguous unincorporated territory are located. This notice will be published at least 15 days, but no more than 30 days, prior to the public hearing date.

Public Notification Requirements - Petitioner's Responsibility

The petitioner is responsible for completing the public hearing notifications outlined below:

- Certified Letters to Adjacent Property Owners:** The petitioner shall provide written notice of the proposed request via certified mail with return receipt requested to the owners of record of adjacent properties within 300 feet of the subject property at least 15 days, but no more than 30 days, prior to the public hearing. A written notice letter shall be accompanied by a copy of the public hearing legal notice published in the local newspaper (to be provided to the petitioner by the Development Services Department staff). Petitioners may use the template letter, titled "NOTICE OF PUBLIC HEARING", on Page 11 to send to adjacent property owners with the legal notice. The petitioner must retain certified mail receipts for no less than 7 years from the final Village Board action.
- Public Notice Sign:** The petitioner shall post a sign on the site of the proposed project at least 15 days, but no more than 30 days, prior to the public hearing meeting the following requirements:
 - **Location:** At least 1 weatherproof sign shall be posted on private property (not within the public right-of-way) and located in the most visible location to the general public, such as along a primary roadway.
 - **Size:** The sign(s) shall measure at least 3 feet by 4 feet in front surface area, the bottom of which shall be mounted at least 4 feet above the ground.
 - **Duration:** The sign(s) shall remain posted until the conclusion of the public hearing. The petitioner must remove the sign(s) no later than thirty (30) days after the Village Board action on the proposed project.
 - **Required Sign Information:** The sign(s) must display wording that at a minimum notifies the public about the public hearing for the procedure which has triggered the public hearing. It must include the date, time, place and the contact information of the Development Services Department. Arial or Arial Narrow font shall be used, with the notice, date, and time printed to be no less than 3.5 inches in height and the remaining information on the sign no less than 2.5 inches in height.



- Notarized Affidavit:** The petitioner shall submit a notarized affidavit to staff prior to or at the Plan Commission meeting confirming that all of the public hearing notice requirements listed in Land Development Code Section 5-101.G.2 have been fulfilled. Please use the sample affidavit provided on Page 12.

NOTICE OF PUBLIC HEARING

[Insert Date]

Dear Property Owner:

Please be advised that [insert name of the petitioner], (Petitioner), recently filed a petition requesting approval of a [insert list of requested action(s) applied for] with the Village of Orland Park’s Development Services Department. The Petitioner requests this action be granted to allow for [insert project name and a description of the project] for the property located at [insert address of the subject property and general location], Orland Park, IL.

Notice is hereby given that a public hearing on the said petition described above will be held before the Plan Commission of the Village of Orland Park on [insert date] at [insert time] p.m. at the Orland Park Village Hall, 14700 Ravinia Avenue, Orland Park, IL (unless otherwise posted). At said hearing, or any continuation thereof, the public and all interested persons will be afforded an opportunity to provide testimony or submit written materials in relation to the said petition.

If you have any questions or would like to request additional information prior to the public hearing, please contact the undersigned applicant or the Village of Orland Park Development Services Department at 708-403-5300 or developmentservices@orlandpark.org.

Thank you for your time and consideration.

Respectfully,

[Insert Petitioner Name, Company, Address]

**[Attach public hearing notice sent to newspaper provided by Development Services Department staff]*

NOTARIZED AFFIDAVIT – COMPLETION OF PUBLIC HEARING NOTIFICATION REQUIREMENTS

PROJECT INFORMATION

Project Name:
Project Type:
Name of Petitioner or Representative:
Public Hearing Date:

PUBLIC NOTICE AFFIDAVIT

A submittal has been made for the approval of _____ [project name] to allow for _____ [project type/requested action(s)], pursuant to the provisions of the Land Development Code of the Village of Orland Park, with respect to the real estate located at _____ [project address].

The undersigned petitioner / representative, _____, has submitted a request for a public hearing before the Plan Commission of the Village of Orland Park, Illinois and has met the following public hearing notification requirements set forth in Land Development Code Section 5-101.G.2:

- A. Certified letters with return receipt requested have been sent to all owners of record of adjacent properties within 300 feet of said property upon which the project or development is proposed. Certified letters were sent and postmarked on _____ [date], which is at least fifteen (15) days, but no more than thirty (30) days, prior to the date of the public hearing.

The petitioner / representative, _____, agrees to retain certified mail receipts for a period of no less than seven (7) years from the final Village Board action.

- B. A weatherproof sign(s) at least three (3) feet by four (4) feet in front surface area, the bottom of which is mounted at least four (4) feet above the ground, was posted on the subject property on _____ [date], which is at least fifteen (15) days but no more than thirty (30) days, prior to the date of the public hearing.

At least one (1) sign was posted on private property in the most visible location to the general public, such as along a primary roadway. Such sign(s) will remain in place until the conclusion of the public hearing. The petitioner will remove the public hearing notice sign(s) no later than thirty (30) days after the Village Board action on the proposed development or project. The sign displays wording that at a minimum notifies the public about the public hearing for the procedure which has triggered the public hearing. It includes the date, time, place and the contact information of the Development Services Department. Failure to comply with the provisions of this Subsection shall not render the public hearing invalid, provided that a good faith effort was made to comply.

The petitioner / representative, _____, hereby submits this notarized affidavit to Village of Orland Park staff prior to or at the public hearing at the Plan Commission meeting, confirming that all requirements listed in Land Development Code Section 5-101.G.2 and noted above have been complied with.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

Petitioner / Representative Signature

Notary Public Signature

Notary Seal

SPECIAL USE STANDARDS

For all petitions involving a request for a Special Use, the petitioner must provide detailed written responses to all of the following Special Use Standards listed below. When considering an application for a Special Use Permit, the decision making bodies shall consider the extent to which the following standards are met. If the petitioner is requesting any Modifications to the Land Development Code, the relevant sections must be cited and the petitioner must explain why any requested modifications are needed for the proposed project. It is the responsibility of the petitioner to prove that these standards will be met.

1. The special use will be consistent with the purposes, goals and objectives and standards of the Comprehensive Plan, any adopted overlay plan and these regulations; *(List factors that demonstrate how your proposal meets this standard.)*
2. The special use will be consistent with the community character of the immediate vicinity of the parcel for development; *(List factors that demonstrate how your proposal meets this standard.)*
3. The design of the proposed use will minimize adverse effect, including visual impacts on adjacent properties; *(List factors that demonstrate how your proposal meets this standard.)*
4. The proposed use will not have an adverse effect on the value of the adjacent property; *(Insert explanation. If necessary, the petitioner should be prepared to offer expert testimony that the proposed project will have no adverse impact on surrounding properties.)*
5. The applicant has demonstrated that public facilities and services, including but not limited to roadways, park facilities, police and fire protection, hospital and medical services, drainage systems, refuse disposal, water and sewers, and schools will be capable of serving the special use at an adequate level of service; *(Insert explanation)*
6. The applicant has made adequate legal provision to guarantee the provision and development of any open space and other improvements associated with the proposed development; *(Insert explanation)*
7. The development will not adversely affect a known archaeological, historical or cultural resource;
8. The proposed use will comply with all additional standards imposed on it by the particular provision of these regulations authorizing such use and by all other requirements of the ordinances of the Village.

VARIANCE STANDARDS

For all petitions involving a request for a Variance, the petitioner must provide detailed written responses to all of the following Variance Standards listed below. The relevant sections of the Land Development Code to which the variances are being requested must be cited and the petitioner must explain why any requested variances are needed for the proposed project. It is the responsibility of the petitioner to prove that these standards will be met.

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located; *(Insert explanation)*
2. That the plight of the owner is due to unique circumstances; *(Insert explanation)*
3. That the variation, if granted, will not alter the essential character of the locality; *(Insert explanation)*
4. That because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations were carried out; *(Insert explanation)*
5. That the conditions upon which the petition for a variation is based are unique to the property for which the variance is sought and are not applicable, generally, to other property; *(Insert explanation)*
6. That the alleged difficulty or hardship is caused by these regulations and has not resulted from any act of the applicant or any other person presently having an interest in the property subsequent to the effective date hereof, whether or not in violation of any portion thereof; *(Insert explanation)*
7. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located or otherwise be inconsistent with the Comprehensive Plan, any adopted overlay plan or these regulations; *(Insert explanation)*
8. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood; *(Insert explanation)*
9. That the variance granted is the minimum adjustment necessary for the reasonable use of the land; *(Insert explanation)* and
10. That aforesaid circumstances or conditions are such that the strict application of the provisions of this Section would deprive the applicant of any reasonable use of his or her land. Mere loss in value shall not justify a variance; there must be a deprivation of all beneficial use of land. *(Insert explanation)*

REZONING EVALUATION FACTORS

For all petitions involving a request for a Rezoning, the petitioner must provide detailed written responses to all of the following Rezoning Standards listed below. When considering an application for a Rezoning, the decision making body shall consider the extent to which the following standards are met. It is the responsibility of the petitioner to prove that these standards will be met.

1. The existing uses and zoning of nearby property;
2. The extent to which property values are diminished by a particular zoning classification or restriction;
3. The extent to which the destruction of property value of a complaining property owner promotes the health, safety, morals, or general welfare of the public;
4. The relative gain to the public as opposed to the hardship imposed on a complaining property owner;
5. The suitability of the subject property for its zone purposes;
6. The length of time the property has been vacant as zoned, considered in the context of land development in the area;
7. The care with which the community has undertaken to plan its land use development; and
8. The evidence, or lack of evidence, of community need for the use proposed.

SITE PLAN & BUILDING ELEVATION PLAN REQUIREMENTS

The following requirements must be met for submittals to be considered complete. All plans must be folded to letter size (8 1/2" x 11"). Rolled plans will not be accepted.

SITE PLAN REQUIREMENTS

Site Plans must be drawn to scale and include the following items:

Title Block & Drawing Title

- Development or Project Name
- Address of site, including the applicable township, and PIN number
- Name, address, and contact information of company or person(s) preparing the drawing
- Original date of preparation and all revision dates
- Scale and north arrow
- Sheet number(s) and exhibit labels
- Legend

Data Box

- Current and proposed zoning district classification and land use(s)
- Gross area and net area (buildable) of the subject site in acres and square feet
- Number of lots and buildings
- Table of all lot sizes in square feet
- Total size and dimensions of all principal and accessory buildings or structures
- Floor area ratio
- Area of wetlands, floodway, floodplain, detention/retention ponds, and open water
- Lot coverage, calculated per Land Development Code requirements
- Landscaped area
- Gross impervious surface area in square feet and percent of site coverage
- Number of required and proposed parking spaces, including accessible spaces
- Number of required and proposed bicycle parking spaces
- For residential developments, the type and total number of dwelling units, breakdown of residential units by number of bedrooms, square footage of dwelling units, and residential density (dwelling units per acre, gross and net density)
- Area of proposed common open space/private open space and park land

Elements of Drawing

- Location and dimensions of property boundary lines, lot lines, and street right-of-way lines
- All proposed and existing buildings or structures to remain on site, including dimensions, square footage, setbacks, and building separation measurements
- All buildings located within fifty (50) feet of the site boundaries, including existing zoning and land use(s)
- Name, location, dimensions, widths, and materials of existing and proposed streets, right-of-ways, driveways, access points, points of ingress/egress, turn lanes (existing and proposed), parking lots, sidewalks, pedestrian paths, bike paths, and other impervious surfaces on the subject site and adjacent properties within fifty (50) feet of the site boundaries
- Location, dimensions, and purpose of all proposed and existing easements and underground utilities on the subject site and adjacent properties
- Location of utilities/services on and adjacent to the site, including electric lines, storm drainage, sanitary sewers, and water services
- Location of required and proposed setbacks, as determined by the Land Development Code
- Location, size, proposed high water line, and required buffers/setbacks of detention or retention areas, water bodies, wetlands, streams, floodplain/floodway
- Location, size, and dimensions of landscaped areas

- Location and size of park land, open space, recreational facilities, commonly-owned community buildings, schools
- Location of existing trees and other natural features
- Location and dimensions of all parking areas, stalls, drive aisles, drive-through lanes, vehicle stacking spaces, loading areas, driveways, and other points of ingress and egress
- Turning radius showing adequate maneuverability for all emergency and delivery vehicles.
- Location of lighting, including adjacent R.O.W. lighting
- Location, dimensions, height, and setback distances of fences, dumpster enclosures, retaining walls, and other accessory structures
- Location, type, dimensions, and setback distances of existing and proposed signs
- Floor plans showing the interior layout of proposed buildings and structures

BUILDING ELEVATION REQUIREMENTS

Building Elevations must be drawn to scale, fully dimensioned, and include the following items:

Title Block & Drawing Title

- Development or Project Name
- Address of site, including the applicable township, and PIN number
- Name, address, and contact information of company or person(s) preparing the drawing
- Original date of preparation and all revision dates
- Scale
- Sheet number(s) and exhibit labels

Elements of Drawing

- Architectural depictions of all four (4) sides of the proposed building(s) or structure(s) labeled with cardinal directions
- Height of proposed building(s) or structure(s) and all other pertinent dimensions
- Labels indicating all proposed building materials and colors clearly labeled
- Separate material samples, materials board, or specification sheets showing the appearance, type, color, and texture of all exterior building materials
- Elevation drawing(s) showing the appearance, material, color, and dimensions of fencing, screening materials for mechanical equipment, retaining walls, garbage enclosures, and any other accessory structures
- Proposed wall lighting
- Proposed wall signage
- All proposed special features or architectural elements

LANDSCAPE PLAN REQUIREMENTS

The following requirements must be met for submittals to be considered complete. Refer to Section 6-305 (Landscaping and Tree Preservation) of the Land Development Code for complete requirements.

A preliminary landscape plan must be submitted at the initiation of all development petitions, unless otherwise noted. A final landscape plan must be submitted to the Development Services Department in conjunction with final engineering submittals. The Development Services Department may require landscape plans to be submitted earlier if deemed critical to the review of the overall proposal.

Submittal Documents

The following documents are required as part of the landscape plan submittal:

- Preliminary Landscape Plan Set**
- Tree Survey and Tree Mitigation Plan**, if applicable
- Hydro-Period Analysis**, if applicable
- Monitoring and Management Plan**, if applicable – Refer to the template provided by the Village
- Landscape Cost Estimate**, submitted as a spreadsheet file

A digital copy must accompany all landscape plan submittals.

Landscape Plan Requirements

The landscape plan shall be prepared by a landscape architect licensed in the State of Illinois or a qualified landscape designer. The landscape plan shall include all of the following:

- Landscape Architect / Designer's name, address, and telephone number
- Petitioner's name and name of development
- Scale, north arrow, date of preparation and revision dates
- Location, quantity, size, and type of existing on-site naturalized landscaping to be retained, including a tree survey
- Final engineering grading plan should be used as a base map for landscape plan;
- A proposed plant material list that includes botanical name, common name, caliper/height and pot size (the proposed plant schedule must comply with Plant Diversity Requirements, see [Table 6-305.E.6.b](#))
- Location, quantity, size and type of all proposed plant materials and species, including quantities for all seed mixes, including tree mitigation plantings, and showing the relationship of plant materials to other site features such as utilities and easements. Plants depicted on the plan should be represented at two-third (2/3) mature plant width
- DATA BOX:** A landscape data box which includes the required and proposed calculations for the following:
 - Total area in square feet of the lot to be developed
 - The total square feet and percentage of landscape area
 - The total number of and square footage of landscape islands as compared to parking stalls
 - A list comparing all required proposed landscape materials
- Landscape construction and planting details
- Elevations and details of all fences, retaining walls or other site amenities or decorative features proposed for location on-site. The details shall include, but are not limited to, materials, colors, styles and sizes
- Lot numbers on all subdivision parcels
- Planting time restrictions and/or limitations
- Final engineering approved grading plan showing existing and proposed contours, including berms
- All proposed building footprints and hardscape areas (i.e. parking areas, driveways, sidewalks, patios)
- Topography, grading plan and overland flow routes
- Proposed and existing utilities and easements
- Site utilities including transformers/power sources for buildings and location of mechanical equipment exhaust and air intakes
- An attached Watershed Management Ordinance (WMO) Permit for all qualifying developments with a maintenance plan included
- Any other information that may be needed to show compliance with this Section

Tree Mitigation Plan Requirements

A tree survey and tree mitigation report, collectively known as a Tree Mitigation Plan, will be reviewed and approved by the Development Services Department through the landscape plan review process. For additional details and requirements, see Section 6-305.F.3.h of the Land Development Code.

Hydro-period Analysis Requirements

A hydro-period analysis, submitted in a diagrammatical "stage versus time" graph shall be submitted for the 2-, 5-, 10-, and 100-year storm events so that it can be confirmed that proposed plantings within the basin will be able to withstand the frequency and duration of these storm events. This information shall coincide with the project Watershed Management Ordinance (WMO) Permit, if applicable

Monitoring and Management Plan (M&M Plan) Requirements

A near and long-term Monitoring and Management Plan (M&M Plan) is an integral component to ensuring proper management of naturalized landscapes. When required, a Monitoring and Management Plan shall be submitted with a corresponding landscape plan for Village review and approval and shall coincide with the project WMO Permit. An M&M Plan template is available on the Village's website. For additional details and requirements, see Section 6-305.F.2.b of the Land Development Code.

Landscape Cost Estimate

Submittal shall include a cost estimate for all costs associate with the proposed landscape plan, which will be used to determine a project's Letter of Credit amount associated with landscaping. A digital spreadsheet file should be submitted to the Village for review.

ENGINEERING PLAN REQUIREMENTS

The following requirements must be met for submittals to be considered complete. Please direct all engineering questions to the Engineering Programs and Services Department at eps@orlandpark.org or 708-403-6277.

Preliminary Site Plan with Location Map

The site plan shall show the proposed layout of the site improvements, calling out the dimensions of property lines, setbacks, roadway widths, building areas, etc. The plan shall be drawn to scale and shall provide a legend to identify all markings and symbols shown on the site plan.

Existing Topography

The submittal shall include a plat of topography drawn to scale and prepared by a licensed surveyor or professional engineer showing the existing site grading as it exists prior to disturbance by the proposed development. The plat shall identify all buildings, utility structures, drainage structures, roadways, trees, retaining walls, waterbodies etc. so as to accurately depict the existing site grading. Elevations shall be identified by a minimum of one foot interval contour lines. Spot elevations shall be incorporated as necessary to clarify the plat. Contours shall extend beyond the proposed development area a minimum of 20-feet in order to identify any pertinent offsite grading. A local USGS datum benchmark shall be used for the plat. If floodplain is local to the site, a FEMA benchmark is required.

Preliminary Detention Calculations

Provide documentation in the form of manual calculations and/or software data files and printouts to demonstrate the following requirements are met:

- Methodology = Hydrograph method – i.e., TR-20, HEC-1 analysis
- Rainfall intensity = Bulletin 70 with Huff Distribution per Section 6-409.E.18.g of the Land Development Code
- Runoff coefficients shall be 0.95 for impervious surfaces, 0.45 for pervious surfaces and 1.0 for bodies of water, per Section 6-409.E.8.a of the Land Development Code
- Pond bounce/fluctuation shall be a maximum of 5-feet allowed (difference between Normal and High Water Levels)
- Pond release rate = 0.04 cfs per acre for 2-yr., 24-hr. design storm event and = 0.15 cfs per acre for the 100-yr., 24-hr. design storm event
- Quantity amount of detention provided versus amount of detention required per code
- Land restrictions = 4:1 maximum side slopes of ponds and 1-foot of freeboard required between High Water Level and overflow elevation of pond
- Depressional storage existing on site must be included in detention volume provided
- Minimum twenty-five foot (25') setback from an artificial detention/retention basin, as measured from the high water level, per Section 6-409.E.18.o, Section 6-412.D, and Section 6-305.D.8 of the Land Development Code. Within the twenty-five foot (25') setback area from an artificial detention/retention basin, a minimum fifteen (15) foot wide naturalized landscape area is required with at least an eight (8) feet wide maintenance vehicle access area around the pond not exceeding a two percent (2%) cross slope.
- Show minimum setbacks from high water line

In absence of the above detailed criteria for the amount of required stormwater detention volume per the Village of Orland Park Land Development Code, preliminary storage volumes may be estimated for at a rate of 0.50 acre-feet of detention volume per acre of site disturbance for the 100-yr. 24-hr. storm event. This methodology is a close approximation of the Final Engineering requirements and is consistent with the Village's allowable release rate and lot coverage. The methodology is applicable to determine the required preliminary detention storage volume for all commercial and residential developments within the Village. The volume determined by this methodology does not account for fill associated with existing depressional, wetland and floodplain/floodway areas. A complete detention storage volume analysis based on a 2-stage restrictor, as well as wetland analysis and/or floodplain/floodway analysis if applicable, will be required during Final Engineering review.

The applicant must also provide an approximately sized area of land to accommodate the required storage volume. The land size should be determined using a maximum bounce of 5-feet, a minimum of 1-foot freeboard and maximum 4:1 side slopes. The size of the detention basin area must also incorporate the required setback area, naturalized landscape area, and maintenance area per Land Development Code Section 6-409.E.18.o, Section 6-412.D, and Section 6-305.D.8. The shape, size and amount of detention storage volume must be accurately depicted on the site plan, and indicate how it is to conform to the proposed grading of the site. Depending on the size and topography of the site, multiple detention basins may be required by the Village of Orland Park.

Identify On-site Wetlands and Floodplain/Floodway

A drawing and a written description shall illustrate any and all wetlands or floodplain/floodway located on or near the subject site. A wetland delineation shall be prepared by a qualified professional. The preliminary analysis should also note the existence of any depressional areas on the site.

Proposed Utility Plan

Shall depict the layout of all existing and proposed storm sewer (Section 6-409), sanitary sewer (Section 6-408) and water main (Section 6-410), adhering to the appropriate Land Development Code sections as indicated in parenthesis.

Proposed Grading Plan

Shall include existing and proposed topography of the subject site prepared in the appropriate datum. Topography shall once again be shown in 1-foot contour intervals and spot grades included as necessary to clearly show the existing and proposed drainage conditions of the site. Approximate building Top of Foundation (T/F) elevations shall be shown to demonstrate at what elevation the proposed buildings are anticipated to be built. Swales and overland flow routes must be sufficiently detailed to indicate the drainage patterns that will occur in the developed condition. Applicant must show the necessary utility and drainage easements on the plan.

Photometric Plan

Refer to Section 6-315 and Section 6-407 of the Land Development Code for lighting requirements and procedures. A lighting plan is required for all non-residential uses in or adjacent to residential zoning districts, multiple family developments other than duplexes, commercial/retail, industrial, institutional, and public uses including uses developed by other units of local government. At the time any exterior lighting is installed or substantially modified, a lighting plan shall be submitted to the Development Services Department in order to determine whether the lighting requirements have been met. A lighting plan shall be required for all special uses, planned unit developments, and requests for variations from the lighting standards. Where a lighting plan is required, said plan shall include the following:

- A site plan showing pole locations, building mounted lights (e.g. wall-packs), bollard lights with schematic wiring layout and power source connection;
- Specifications for luminaires and lamp types, poles, wiring, conduit and appurtenant construction including photographs or drawings of proposed luminaires. Manufacturer catalog sheets shall be provided in order to demonstrate specific style/type and dimensions of equipment;
- Site-specific pole, luminaire, and foundation details including pole height, height of building mounted lights, mounting height and height of the luminaire;
- Overall site plan inclusive of a fifty-foot perimeter which shall include buildings, luminaires and other structures sufficient to determine the total cutoff angle of all luminaires and their relationship to abutting parcels;
- Initial Luminaire Lumens of all light sources proposed;
- Photometric plans that shows the footcandle - horizontal measurement internal to the site and at the property lines. (Footcandle - horizontal measurements shall be taken along a horizontal plane at a height of three and one-half (3.5) feet above the ground. Photometric plans shall be based on a light loss factor of 1.0.
- Other information and data reasonably necessary to evaluate the required lighting plan pursuant to the request of the Development Services Department.

TRAFFIC STUDY REQUIREMENTS

A traffic study is required for the following petitions, in accordance with Section 6-405 of the Land Development Code:

1. All commercial and industrial developments over 40,000 square feet of floor area
2. All residential developments with 50 dwelling units or more
3. All businesses with drive-through facilities
4. Other developments as deemed necessary by the Development Services Department

At a minimum, the study should include the following:

- Project Information (project name, traffic consultant and client contact information)
- Executive Summary (site location and study area, development description, principal findings, conclusions, recommendations)
- Introduction (purpose of the report, study objectives, assumptions, and methodology)
- Existing Conditions (description of existing vehicular, public transit, bicycle and pedestrian transportation network, traffic counts and levels of service)
- Evaluation and Planning (description of proposed transportation network, anticipated traffic counts and levels of service considering planned roadway improvements, if applicable) This component of the study should include the following: how a connected grid system can be improved including the potential for public streets through or along the site; how the potential for intermodal connections can be improved (i.e., vehicular, bicycle and pedestrian access to Metra Stations and Pace bus routes); and how direct, safe and attractive pedestrian routes to and from the site can be achieved (i.e., should be alongside window / entrance sides of buildings and tree-sheltered). The street grid system and pedestrian / bicycle system for the larger area should be considered when evaluating the site.
- Conclusions (traffic impacts, needed improvements)
- Recommendations (proposed vehicular, public transit, bicycle and pedestrian mitigation and other recommendations)
- Appendices (figures, tables, graphs)

SAMPLE LETTER OF CREDIT

Note: Letters of Credit submitted to the Village must be submitted by a Bank with an office licensed and located within the State of Illinois. Letters of Credit are subject to the requirements set forth in Land Development Code Section 5-112.E. Please contact the Engineering Programs and Services Department at eps@orlandpark.org or 708-403-6277 for additional information.

Irrevocable Letter of Credit No. _____

Applicant: Name and address Date: _____

Beneficiary: Village of Orland Park
14700 S. Ravinia Avenue
Orland Park, Illinois 60462

Expiration date: (insert date two years after issuance) Amount:

Ladies and Gentleman:

We hereby establish in your favor our Irrevocable Letter of Credit No. _____ in the amount of _____ dollars available for negotiation of your drafts at sight drawn on the _____ Bank for the account of _____.

We engage with you that any draft at sight drawn under and in compliance with the terms of this Letter of Credit will be fully honored by us provided that:

1. It is presented at this office (insert address of Bank if not listed on letterhead) on or before _____.
2. It is accompanied by the original of this Letter of Credit;
3. It is accompanied by a statement signed by the Director of Development Services and the Village Manager of the Beneficiary, that the funds are drawn under Letter of Credit No. _____ in accordance with the specifications and all documents including but not limited to engineering, planning, and landscaping plans prepared by the developer and approved by the Village Board and/or staff for purposes of establishing this Letter of Credit and shall also include all Village-approved subsequent revisions thereto and the Development Agreement or Annexation Agreement as approved by the Beneficiary's Board of Trustees."

The Beneficiary's authority to draft under this Letter of Credit shall be reduced by the exact amount of any payment or payments made by the Bank as a result of a previous draw on this Letter of Credit authorized and approved by the Director of Development Services and the Village Manager of the Beneficiary in accordance with their written direction to the Bank.

The amount of this Letter of Credit may be reduced, from time to time, at the discretion of the Finance Director of the Beneficiary upon completion by the Applicant and approval thereof by the Beneficiary of a portion of the improvements required to be completed by the Applicant. The Finance Director will provide written notice to the Bank if the amount of the Letter of Credit is to be reduced and of the amount of the reduction.

It is a condition of this letter of credit that it is deemed to be automatically extended without amendment for one year from the expiry date hereof, or any future expiration date, unless at least thirty (30) days prior to any expiration date we shall send notice to the Finance Director at the above address by overnight courier service or certified mail with delivery confirmation that we elect not to consider this letter of credit extended for any such additional one year period.

Drafts under this Letter of Credit shall bear upon their face the words "Drawn under Letter of Credit No. _____ dated _____." The amount of any draft shown under this credit must be endorsed on the reverse side hereof, and this Letter of Credit shall be promptly returned to the Beneficiary after presentation of any draft which does not exhaust the amount of this Letter of Credit.

This documentary Letter of Credit is subject to the "International Standby Practices" (ISP 1998), International Chamber of Commerce (Publication No. 590).

Any reference in this Letter of Credit to an Annexation or Development Agreement is for identification purposes only and such Agreement does not form a part of this Letter of Credit.

This Letter of Credit is not transferable.

Sincerely,

Title

Date: _____

DISCLOSURE OF BENEFICIARIES

Submittal Instructions for Property Held in Trust:

- 1) Obtain a certified copy of the trust agreement from the financial institution where the property is held in trust.
- 2) The beneficiary with power of direction should prepare a letter as indicated in the sample below and present it to the trust officer for signature.
- 3) Complete a disclosure of beneficiary form. This form must be signed by a beneficiary and notarized or by the trust officer and notarized.

The following is a **sample** template letter of authorization to be signed by the trust officer:

Date

To the Village of Orland Park:

The undersigned, as legal titleholder of the property located at [insert address, city, state, zip code], hereby authorizes the beneficiary to apply for [insert the project name and identify each application request type – site plan, rezoning, special use permit, variance, annexation, etc.] with respect to said premises.

NAME OF BANK

As Trustee under trust agreement # _____,

dated _____ and not personally:

By: _____
Signature of Trust Officer

DISCLOSURE OF BENEFICIARIES

STATE OF ILLINOIS)
 COUNTY OF COOK)
 COUNTY OF WILL)

In accordance with Chapter 765, Act 405, Section 2, of the Illinois Compiled Statutes, the undersigned, one of the corporate officers of the trust or beneficiary thereof, being first duly sworn on oath, deposes and says:

1. That the name of the trust is

2. That the exact street address of the property is

3. That the legal description of the property affected in the trust is

That the following are the names of all beneficiaries, their residence addresses, and the percentage of interest held by each beneficiary in said trust (If additional space is needed, add a separate sheet):

<u>Name of Beneficiary</u>	<u>Residence Address</u>	<u>Percentage of Beneficial Interest</u>

Affiant makes this affidavit for the purpose of applying to the Village of Orland Park for a benefit, authorization, license, permit or zoning relief with respect to the above-described premises.

LAND TRUSTEE:

 Signature of Trust Office

 Title

By:
 Trust Office
 Subscribed and sworn to before me this
 ____ day of _____, 20__

 (Notary Public Signature)

BENEFICIARY:

 Signature of Beneficiary

Subscribed and sworn to before me this
 ____ day of _____, 20__

 (Notary Public Signature)

-OR-

NOTE: THIS FORM MUST BE SIGNED BY ONE OF THE CORPORATE OFFICERS OF THE LAND TRUST UNDER OATH OR BY A BENEFICIARY OF THE TRUST UNDER OATH. IF ANY ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET. A PERSON MAKING A FALSE STATEMENT IS GUILTY OF PERJURY OR SUBORNATION OF PERJURY, AS THE CASE MAY BE, UNDER SECTION 32-2 OR 32-3, RESPECTIVELY OF THE CRIMINAL CODE OF 1961, AS AMENDED.

FEES BY AGREEMENT

VILLAGE OF ORLAND PARK
Fees by Agreement
 Effective January 1, 2015

	Detached Single Family					Attached Single Family-Townhomes				Condos/Apts.		
	2 BR	3 BR	4 BR	Aver. 3/4	5 BR	2 BR	3 BR	Aver. 2/3	4 BR	1 BR	2 BR	3 BR
Corporate Services	400	400	400	400	400	400	400	400	400	400	400	400
Transportation Exaction	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Park & Recreation Cash	1,271	1,826	2,371	2,099	2,375	1,254	1,507	1,380	1,981	1,108	1,206	1,923
Park & Recreation Cash in Lieu of Land	1,902	2,733	3,549	3,141	3,554	1,876	2,255	2,066	2,965	1,657	1,805	2,878
Elem/Jr. High for All Districts	546	1,643	2,546	2,094	1,860	417	848	633	1,445	9	389	1,092
High School	71	654	1,280	967	1,067	135	210	172	615	4	164	420
Library	125	125	125	125	125	125	125	125	125	125	125	125
Total for Residential	\$ 5,815	\$ 8,882	\$ 11,771	\$ 10,326	\$ 10,881	\$ 5,707	\$ 6,845	\$ 6,276	\$ 9,032	\$ 4,803	\$ 5,588	\$ 8,338

Water Connection Fees	Tap Size	Tap Fee	Meter Size	Meter Fee
	3/4"	\$363	3/4"	\$3,537
	1"	\$590	1"	\$5,109
	1 1/2"	\$658	1 1/2"	\$10,218
	2"	\$1,406	2"	\$16,348
	3"	\$4,083	3"	\$32,697
	4"	\$8,701	4"	\$51,089
	6"	\$25,274		
	8" or over	\$53,861		

Market Value remains at \$134,689 per Ordinance 4574.

Market Value is updated January 1 of each year by 5% per the Land Development Code.

Refer to Land Development Code Article 5-112-H Sections 9 & 10.

ANTICIPATED FEES FOR REVIEWS, PERMITS, AND INSPECTIONS

VC=Village Code; LDC=Land Development Code

Development Services Department, Planning Division & Engineering & Programs Services Department			
Please refer to Page 5-6 for additional information on required escrow accounts and the responsibility of the petitioner to pay for costs incurred by the Village for plan review services, legal fees, recording fees, and miscellaneous expenses.			
Development Services Department, Building Division			
Fee Category	Code Reference	Fee Category	Code Reference
Building Plan Review Fees:		Permit Fees:	
a. Building Plan Review	VC-5-2-5	a. Building Permit	VC-5-2-7
b. Electrical Plan Review	VC-5-2-5	b. Electrical Permit	VC-5-2-7
c. Plumbing Plan Review	VC-5-2-5	c. Plumbing Permit	VC-5-2-7
d. Mechanical Review	VC-5-2-5	d. Health Inspection	VC-5-2-7
e. Health Plan Review	VC-5-2-5	e. Mechanical Permit	VC-5-2-7
f. Fire District	VC-5-2-5	f. Driveway /Sidewalk Permit	VC-5-2-7
Certificate of Occupancy:		h. Zoning Permit	VC-5-2-6
a. Single Family Residence	VC-5-2-9, #1	i. Fire District Permit	VC-5-2-7-10e, e-1, e-2
b. Single Family Residence for Addition	VC-5-2-9, #2	j. Termination of Permits	VC-5-2-12
c. Multiple-Family apartments/condo/residential	VC-5-2-9, #3	k. Renewal of Permits	VC-5-2-13
d. Commercial, industrial and other use buildings	VC-5-2-9, #4	l. Work Begun Without a Permit	VC-5-2-14
e. New use of change of occupant	VC-5-2-9, #5	Sewer Fees:	
f. Additions/alterations in commercial, industrial and other type use buildings	VC-5-2-9, #6	a. Each sewer tap	VC-5-2-8-2a
Fees by Agreement		b. Inspection of each tap	VC-5-2-8-2b
a. Water Connection	VC-5-2-8-1c	Other Fees:	
b. Corporate Services	-	a. Final Plan Review	VC-5-2-5-2
c. Transportation Exaction	LDC V-112-H-6	b. Re-review	VC-5-2-5-3
d. Park & Recreation Cash	LDC V-112-H-2	c. Additional and/or exceptional Plan Review	VC-5-2-5-5
e. Park & Recreation Cash in Lieu of Land	LDC V-112-H-5	d. Fixed Fee Permits	VC-5-2-7-1
f. School District	LDC V-112-H-3	e. Minor Repair or Alteration of Single Family Residence	VC-5-2-7-2
g. Library	LDC 5-112-H-7	f. Major Repair or Remodeling	VC-5-2-7-3
Fire District Fees:		g. Construction, erection or installation of any new residential or non-residential building or structure, etc.	VC-5-2-7-4
a. Fire Plan Review-Conditional on District	VC-5-2-5	Miscellaneous Fees:	
b. Fire Alarm PR	-	a. Hydrant Flow Test	VC-5-2-7-10e-1
c. Sprinkler PR	-	b. Water Meter(s)	VC-5-2-8-1a,b
d. Standpipe PR	-	c. Water Meter Installation	VC-5-2-8-1a,b
e. Ext. System PR	-	d. Road Exaction	LDC 5-112-K-6
f. UST PR	-	e. Construction Water (minimum \$50.00)	VC-5-2-7-10a
g. Fire Special Permit Review	-	f. Demolition Permit	VC-5-2-7-10b
Total Fire District Fee:	VC-5-2-7-10e	g. Elevators, Escalators and Dumbwaiters	VC-5-2-7-10c
Electrical Inspection Fees:		h. Driveways other than Single-Family Residential	VC-5-2-7-10d
a. Each circuit	VC-5-2-7-6a,b	i. Fire Sprinkler System	VC-5-2-7-10e
b. Each service	VC-5-2-7-6a,b	j. Fire Pump Flow Testing	VC-5-2-7-10e-2
c. Motors and other forms of power consuming devices	VC-5-2-7-6, #3	k. Lawn Sprinkler System	VC-5-2-7-10f
d. Low Voltage Outlets	VC-5-2-7-6c	l. Opening or Excavating a Village Street	VC-5-2-7-10g
e. Electrical Testing for "Supervising Electrician"	VC-5-2-7-6d	m. Satellite Dish Permit	VC-5-2-7-10h
Plumbing Inspection Fees:		n. Sidewalk Construction Permit	VC-5-2-7-10i
a. Number of fixtures:	VC-5-2-7-7	o. Sign Permit	VC-5-2-7-10j
b. Sewer Repair and Replacement Permit Inspection Fee	VC-5-2-7-7	p. Storage Tanks (gas, oil, etc.)	VC-5-2-7-10k
Mechanical Inspection Fees:		q. In-Ground Swimming Pools Permit	VC-5-2-7-10l
a. Heating Equipment: Residential/All other uses	VC-5-2-7-8	r. Grading Permit	VC-5-2-7-10m
b. Cooling Equipment: Residential/All other uses	VC-5-2-7-8	s. Carnival Permit	VC-5-2-7-10n
c. Heating Equipment: Residential /Other Use Alterations	VC-5-2-7-8	t. Special Inspection and Services Performed	VC-5-2-7-10o
d. Cooling Equipment: Residential / Other Use Alterations	VC-5-2-7-8	u. Antennas	VC-5-2-7-10p