

PD-ENG



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

PLANNED DEVELOPMENT
FINAL ENGINEERING APPLICATION

Following approval of a preliminary planned development plan, an application may be filed for final engineering plan approval. Generally, the final engineering plans for a proposed planned development must be reviewed and approved by the Village Engineer prior to submitting an application for final plat and final planned development approval. If you wish to submit final engineering approval materials in conjunction with final plat and final planned development approval materials, first contact the Community Development Director. **Please submit the following materials to the Community Development Department:**

The initial submittal MUST contain:

- 6 collated copies of complete sets** of all application materials, including the application form, required attachments, and folded full-size plat/plan sheets
- 1 electronic version (PDF)** of ALL application materials

Applicant Information

Legal Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Primary Contact Person

Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Consultants *(as applicable)*

Attorney

Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Architect/Planner

Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Civil Engineer

Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Other

Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Property Information *(if more than one parcel is involved in the request, please include the information for all parcels)*

Site Location/Address: _____

Property Index Numbers: _____

Size of Property: (square feet/acres) _____

Requested Action(s) *(check all that are applicable):*

- Planned Development – Final Engineering
- Amendment to Existing Planned Development
Ord. No. _____
- Other _____

Site Ownership and Control

Current Property Owner Information

Legal Name: _____

Primary Contact: _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Proposed Property Owner Information

Legal Name: _____

Primary Contact: _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Applicants Involvement with the Property

If the Applicant does not own the property, please check the applicant's interest in the property):

- Owner (see the previous box) Lease
- Real Estate Contract Other _____

Filing Fees

All applications require payment of a non-refundable fee. Please attach a check with your application and indicate below the amount of the fee submitted.

\$ _____ Total Non-Fundable Application Fee

Applicant/Owner Acknowledgments

By execution of this application in the space provided below, the Applicant and Owner(s) do hereby certify, acknowledge, agree, and affirm to the Village of Winnetka that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon the property, and into any structures located thereon, for purposes of conducting any inspections that may be necessary in connection with this application.
2. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.
3. I (We), in accordance with the requirements of the Annual Fee Resolution, the Winnetka Zoning Ordinance and the Winnetka Subdivision Ordinance, agree to pay all applicable filing fees and be responsible for the payment of all reimbursable expenses associated with the processing of this application.

Applicants may attach additional materials or exhibits to this application if necessary or helpful in explaining the relief requested.

Signature of Applicant: _____ **Date** _____

Print Name & Title: _____

Signatures of Property Owner(s): _____ **Date** _____

Print Name & Title: _____ **Property Address:** _____

****If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**

Note: Village review and approval of any zoning or subdivision applications may be dependent upon the applicant first receiving necessary approvals from State and County regulatory agencies such as, but not limited to, the Illinois Department of Transportation, Illinois Environmental Protection Agency, the Metropolitan Water Reclamation District of Greater Chicago, & the Cook County Highway Department.

REQUIRED MATERIALS FOR FINAL ENGINEERING SUBMISSION

Response Letter

Please provide a cover letter responding to the last set of review comments that Village staff had on the preliminary plat of subdivision and/or preliminary plan for the project.

Plat of Survey and Parcel Legal Descriptions

Attach the most recent plat of survey the Subject Property, certified by a registered land surveyor, showing existing lot lines and dimension, lot area, all easements, all public and private rights-of-way, and all streets across and adjacent to the Subject Property.

Final Engineering Plans

The final engineering plans for required public and private improvements associated with the proposed subdivision or planned development shall include all plans, cross sections, details, calculations, general notes, pertinent studies (traffic, sanitary, stormwater management, etc.) and other supporting documentation as specified in the Village's requirements. The following plan sheets or a combination of the following sheets must be included with a final engineering plan application.

- Title & General Notes Sheet
- Final Grading and Soil Erosion/Sedimentation Control Plan
- Stormwater Calculations
- Final Utility Plan
- Final Tree Removal and Demolition Plan
- Final Landscape Plan
- Final Lighting Plan
- Detail Sheets
- Any other plan sheets required as part of preliminary plat approval

Copy of Approved Preliminary Plat

Applications for final engineering plan approval shall be accompanied by a copy of the approved preliminary plat for the property.

Other Information

All applicable county, state, and federal permits. The Village Engineer may require such additional information as necessary and reasonable to review applications for final engineering plan approval in order to protect the public health, safety and general welfare.

COMPLIANCE WITH VILLAGE REGULATIONS

All applications will be reviewed to determine compliance with the following Village codes and regulations:

- Zoning Ordinance
- Subdivision Ordinance
- Public Works & Engineering Design Guidelines
- Stormwater Regulations
- Tree Enhancement & Preservation Ordinance
- Restrictive Covenants
- Development Agreements
- All other applicable Village codes and regulations

The applicant is responsible for ensuring a submitted application includes all of the necessary submittal requirements and meets all applicable standards and requirements of the Village codes.

Village Departments Involved with the Review of Community Planning Applications

- Community Development
- Fire
- Police
- Engineering
- Water and Electric