



Planning & Development Department  
 Five Plaza Drive, Woodridge, IL  
 Phone (630) 719-4711  
 Fax (630) 719-4906

# Village of Woodridge

## APPLICATION FOR FINAL PLAN (OR AMENDMENT) FOR A REGIONAL PLANNED UNIT DEVELOPMENT

NAME OF PROJECT: \_\_\_\_\_

NAME OF APPLICANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PROPERTY OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ATTORNEY OR AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

COMMON ADDRESS OR DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION: \_\_\_\_\_

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION: Attach legal description typed on separate 8.5 x 11" page(s).

AREA OF SUBJECT PROPERTY IN ACRES: \_\_\_\_\_

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: \_\_\_\_\_

CURRENT USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: \_\_\_\_\_

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge final planned unit development plan and plat approval for the site development as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

Signature of Property Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_



REQUIREMENTS FOR APPLYING FOR FINAL PLAN AND PLAT (OR AMENDMENT) FOR A REGIONAL PLANNED UNIT DEVELOPMENT

APPLICATION

This application packet must be completed accurately and truthfully, in its entirety. It must contain an original signature of the property owner or owner’s authorized agent. The application consists of the form on the first page of this packet and a series of checklists detailing the required submittal items pertaining to final plans and plats, and amendments thereto, of regional planned unit developments. The original application and checklists, along with nine (9) copies, shall be submitted with the necessary plans. All plan sets must be folded and grouped prior to submittal. For more details on any of the requirements summarized here, please refer to the applicable sections of the Village Codes, especially Chapter 14 of the Zoning Ordinance.

CHECKLISTS

The following checklists have two sets of boxes to certify submittal of the required items. The applicant must certify his/her compliance by checking the first column of boxes or writing “NA” if the requirement is not applicable. The Village staff will, upon review of the items presented, certify that the application meets the Village's submittal requirements. Please be advised that plan review will not commence until the Planning and Development Department receives a complete application containing all required items.

Appl Staff
[ ] [ ]

APPLICATION FEE

The applicant must submit an application fee in the form of a check, cashier's check, or money order made payable to the Village of Woodridge, for a final RPUD plan or major amendment thereto, in the following amount, based upon the acreage of the Subject Realty:

Table with 2 columns: Acreage of Subject Realty, Application Fee. Rows include: Less than 2 acres (\$750.00), 2-10 acres (\$1,000.00), More than 10 to 25 acres (\$1,250.00), More than 25 acres (\$2,000.00).

If a minor amendment is proposed to an existing final RPUD plan, the application fee is \$250.00 for proposals of any size. Please refer to Section 9-14A-3G to determine whether the proposed amendment shall be considered a major amendment or a minor amendment.

[ ] [ ]

APPLICATION

The applicant must submit an original complete application and checklist, along with nine (9) copies, for a total of ten (10) application sets.

[ ] [ ]

FOUR REVIEW LIMITATION

Four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant’s request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application being reviewed by the Plan Commission, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5th) and subsequent plan submittals will not commence until the \$500 fee has been paid.



Appl Staff

**REIMBURSEMENT OF FEES AGREEMENT**

The applicant will also be responsible for paying any and all costs associated with the review of the proposal by legal, engineering, planning or other consultants retained by the Village, together with any costs related to public hearings, including, but not limited to, public notice publication costs, court reporter fees, and public notice certified mailing expenses. In order to ensure payment, the applicant must file an original, executed Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Section 3-1A-3A of the Village Code. The agreement must be submitted with an original signature.

**PROOF OF OWNERSHIP**

In order to prove that the owner consents to the application for zoning relief, one of the following must be submitted:

- a) a current title policy report; or
- b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required.

If the owner or applicant is a Trust, a disclosure of all beneficiaries must be submitted.

If the owner or applicant is a Partnership, a disclosure of all partners must be submitted.

If the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%) must be submitted.

**LEGAL DESCRIPTION**

A legal description of the Subject Realty, i.e. the exact parcel of land for which the zoning relief is sought, must be submitted in both print and digital formats. The print version must be typed on 8½" by 11" paper (if necessary, more than one sheet may be used). The digital version must be submitted as a Word document on a floppy or compact disk. All legal descriptions must include the permanent index number(s) assigned to the Subject Realty and the common address(es) of the Subject Realty.

**PLAT OF SUBDIVISION/UNSUBDIVIDED LANDS**

If applicable, a subdivision plat of all lands to be subdivided must be prepared for submission in the same form and meeting all the requirements of a normal subdivision plat including, 1) a statement that all special assessments and delinquent taxes have been paid, and 2) certificates seals and signatures required for the dedication of lands and the recording of the document. (Sec. 9-14A-4E1b)

Please make sure that all required signature blocks for recording are on the submitted plat. Examples of approved acceptable signature blocks can be obtained from the Planning and Development Department.

For each separate, unsubdivided use area, including common open space, an accurate legal description must accompany the application. (Sec. 9-14A-4E1c).



Appl Staff

**FINAL PLAN AND PLAT**

Before any construction phase of the RPUD is developed pursuant to an approved preliminary plan, a final plan shall be prepared. The purpose of the final plan is to designate with particularity the land subdivided into conventional lots as well as the division of other land, not so treated, into common open areas and building areas. The final plan shall include, with respect to said portion of the RPUD being developed, the information included on the attached checklists. (Sec. 9-14A-4E1) The plan shall be suitable for recording and shall include appropriate signature blocks. An original, signed reproducible copy of the plan shall be submitted prior to Planning Commission review, but after approval by staff.

**Ten (10) copies** of the preliminary plan and plat must be submitted with the initial application for staff review. **Plats shall be folded** so as not to exceed 9” by 12” in folded size.

**TREE PRESERVATION PLAN**

All development and landscape plans must address and comply with the Tree Preservation Ordinance adopted by the Village Board. (See Sec. 9-13-14 of the Zoning Regulations for more information.) **Ten (10) sets of tree preservation plans** shall be submitted with the initial application to show that the development plans adequately comply with the Tree Preservation Ordinance. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

**FINAL LANDSCAPE PLAN**

All development and landscape plans must comply with the landscape and screening requirements as set forth in the Zoning Regulations, including the Tree Preservation Ordinance as noted above. (See Sec. 9-13, 9-11-8, and 9-15-2C of the Zoning Ordinance for more information.) **Ten (10) sets** of final landscape plans shall be submitted with the initial application to show that the development plans adequately comply with the landscape, screening and tree preservation and replacement regulations. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

**FINAL ENGINEERING PLANS**

**Ten (10) sets** of final plans or information shall be submitted with the initial application to show that the development can be serviced with: roads, sanitary sewers, storm drainage, water supply system, lighting program, sidewalks, parks and cycle trails. See the Subdivision Code or the Village Engineer for more information. The submission may be composed of one or more sheets and drawings and shall include the information listed on the attached checklist. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

**IMPROVEMENT AGREEMENT**

The form provided by the Village shall be completed prior to Village Board consideration in order to set forth the terms in which the required improvements will be installed. Two original and **nine (9) copies** shall be submitted at time of application.



Appl Staff

**ENGINEER'S ESTIMATE OF IMPROVEMENT COSTS**

The applicant shall submit an estimate of the total cost of the required improvements, pursuant to the Improvement Agreement described above. The estimate shall be prepared by a registered professional engineer. **Ten (10) copies** shall be required.

**LETTER OF CREDIT**

A letter of credit, in a form acceptable to the Village Attorney, or other form of security acceptable to the Village, shall be provided by the applicant to cover the estimated costs of all required improvements made necessary as a result of the final plan of RPUD. Said letter of credit shall be in an amount equal to 120% of the estimated cost, subject to the approval of the Village Engineer, to be sufficient to complete the improvements and installation in compliance with the Improvement Plans. The letter of credit may be submitted after the Facilities Plans, Engineer's Estimate and Improvement Agreement have been reviewed and recommended for approval by the appropriate Village staff.

**TRAFFIC REGULATION AGREEMENT**

The form provided by the Village shall be completed prior to Village Board consideration. This Agreement will allow the Village of Woodridge Police Department to enforce traffic regulations within the Subject Area. Please submit **two (2) executed originals and nine (9) copies** at the time of application.

**TRAFFIC REGULATION SITE PLAN**

A Traffic Regulation Site Plan is required as an exhibit to the Traffic Regulation Agreement. This plan should identify all existing and proposed traffic regulation signage and markings on the Subject Realty. This plan should include parking stall striping, handicap and parking restrictions, fire lanes and traffic control signage. **Ten (10) folded copies**, not exceeding 9" x 12" folded, must be submitted with the application.

**DECLARATION OF COVENANTS, CONDITIONS, EASEMENTS AND RESTRICTIONS**

Final agreements, provisions or covenants which will govern the use, maintenance and continued protection of that portion of the RPUD then being developed shall be recorded prior to issuance of any building permits. Such provisions may govern the ownership, use, maintenance and liability of any common areas or facilities within the development. A draft of these provisions, when proposed, shall be submitted with the initial application. (Sec. 9-14A-4E3)

**LETTER FROM SURVEYOR AUTHORIZING CLERK TO RECORD**

All plats shall be submitted to the Planning and Development Department with the original signed Mylar and a letter from the surveyor authorizing the Village Clerk to record.

**ORIGINAL SIGNED MYLAR**

Prior to the Plan Commission Review, the final Mylar of all recordable plans shall be submitted to the Planning and Development Department. All signatures shall have already been obtained at this time except for the following: Village signatures, County Clerk signatures and County Recorder signatures.



REVIEW BY OTHER AGENCIES

Appl Staff

**Kane-DuPage Soil and Water Conservation District** - (Application attached)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a *Land Use Opinion with the Kane-DuPage Soil and Water Conservation District*. In these instances, proof of such an application filed with the *Kane-DuPage Soil and Water Conservation District* must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

**Will/South Cook County Soil and Water Conservation District** - (Application attached)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a *Land Use Opinion with the County Soil and Water Conservation District*. In these instances, proof of such an application filed with the *Will/South Cook County Soil and Water Conservation District* must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

**Endangered Species Consultation** - (Application attached)

Rezoning requests for lands currently zoned as agricultural or other "open space" designation to one that would allow development shall be submitted for review. Approval of planned unit developments, special use permits, and preliminary and final subdivision plats are subject to this review process. The applicant shall file an application for an *Endangered Species Consultation Agency Action Report with the Illinois Department of Conservation*. The applicant should list the *Village of Woodridge* as agency name, and *Five Plaza Drive, Woodridge, IL 60517* as the address. Also list the Village planner working on the case as the contact person on the application form so a copy of the response is returned to the Village. When such an application to the *Illinois Department of Conservation* is required, proof of a submitted application must be provided to the Village.

**Highway Department**

If the project involves a new access or a change to an existing access on a State highway (such as Route 53, Joliet Road) or a County highway (such as 75th Street, Hobson Road, Lemont Road, Boughton Road, Woodward Avenue (between 83<sup>rd</sup> Street and Boughton Road)), a highway permit is required from the appropriate agency. When such an application to the *DuPage County Highway Department or the Illinois Department of Transportation* is required, proof of a submitted application must be provided to the Village.

**Wetlands Permit**

If the proposed development involves construction, dredging or regulatory wetland area, the applicant must file an application for a *Joint Regulatory Review Wetlands Permit with the U.S. Army Corps of Engineers*. The applicant may be required to submit additional studies and proposed mitigation efforts in order to receive a permit. When such an application to the *U.S. Army Corps of Engineers* is required, proof of a submitted application must be provided to the Village.



FINAL PLAN AND PLAT CHECKLIST

A final plan and plat shall be prepared at a scale of not less than one inch equals one hundred feet (1" = 100'). The purpose of the final plan and plat is to designate with particularity the land subdivided into conventional lots as well as the division of other land, not so treated, into open areas and building areas. It shall show such designations as proposed streets, all proposed building locations and the proposed use of said buildings, common open space, recreation facilities, parking areas, service areas, and other facilities to indicate the character of the proposed development. The submission may be composed of one or more sheets and drawings and shall include the information listed below.

Ten (10) copies of the preliminary plan and plat must be submitted with the initial application. See Section 9-14A-4E of the Village Zoning Ordinance for detailed requirements.

1. Name of proposed project \_\_\_\_\_

2. Developer or owner of site

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

3. Person or firm preparing the plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

(All Section references are to the Zoning Ordinance)

4.  <sup>Appl</sup>  <sup>Staff</sup> An accurate legal description of the entire area under development (Sec. 9-14A-4E1a)

5.   Subdivision Plat, if applicable (see above comments) (Sec. 9-14A-4E1a)

6.   An accurate legal description of each separate unsubdivided use area, including common open space (Sec. 9-14A-4E1c)

7.   Designation of the exact location of all buildings to be constructed (Sec. 9-14A-4E1d)

8.   Tabulation of separate unsubdivided use area, including land area, number of buildings, number of dwelling units and dwelling units per acre (Sec. 9-14A-4E1e)

9.   Location of all structures, easements, street rights-of-way and setback lines (Sec. 9-14A-4E1f)



- |     | Appl                     | Staff                    |  |
|-----|--------------------------|--------------------------|--|
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Location of all walks, driveways and curblines (Sec. 9-14A-4E1g)   |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Layout and location of all parking areas, including location and dimensions of all spaces, circulation aisles, islands and curbs (Sec. 9-14A-4E1h)   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Layout and location of all off-street loading areas (Sec. 9-14A-4E1i)  |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Layout and location of all outside storage areas (including identification and size of the interior to be stored) and location and dimensions of all fencing and/or screening (Sec. 14A-4E1i)  |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | All landscaping, including locations, heights, type, and number of trees and shrubs and location and type of all ground cover and lawn material (see Sec. 9-14A-4E1k and Landscape Plan Checklist for additional requirements)   |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Location, height, intensity, and fixture type of all exterior lighting (Sec. 9-14A-4E1l)   |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Architectural building elevation drawings of each building face shall be submitted in sufficient detail to permit an understanding of, without limitation, the style of the development, the design of the building, building material and color. Also, provide floor area of building types and total ground coverage of buildings. (Sec. 14A-4E1m) |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Location, size, and description of all signage (Sec. 9-14A-4E1n)   |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Site coverage data and calculations, including area of property in square feet and acres (Sec. 9-14A-4E1o)   |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Parking data and calculations (Sec. 9-14A-4E1p)  |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Descriptions of proposed use (Sec. 9-14A-4E1r)   |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Topographical map of the site (and, to the extent possible, the land within 250 feet of the site) at one foot (1') contour levels (Sec. 9-14A-4E1r)  |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Site drainage plans, data and calculations (confirming the adequacy of site drainage on the site, as approved by the Village Engineer) (see Sec. 9-14A-4E1q and Facilities Plans Checklist for more details)   |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Location of any 100-year recurrence internal floodplain and floodway boundaries  |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Location and classification of any wetland areas as delineated in the National Wetlands Inventory  |



ENGINEERING PLANS CHECKLIST

Ten (10) sets of plans or information shall be submitted with the initial application to show that the development can be serviced. (See the Subdivision Code or the Village Engineer for more information.)

1. Name of proposed project \_\_\_\_\_

2. Person or firm preparing the plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

- 3. Geometric plan showing all necessary geometric data required for accurate layout of the site
4. Grading plans showing paving design, all storm sewers, and detention/retention facilities...
5. Utility plans showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures
6. Exterior lighting plans showing: a. Location, height, intensity and fixture type... b. Photometric information... c. Layout of proposed underground cable location
7. Typical construction details and specifications
8. Certification of site engineering plans by a registered professional engineer
9. Stormwater Management Permit (see Village Engineer for details)



TREE PRESERVATION PLAN CHECKLIST

Ten (10) sets of tree preservation plan shall be submitted with the initial application adequate to show that the plans comply with the Tree Preservation Ordinance. (See Sec. 9-13-14 of the Zoning Regulations for more information.)

1. Name of proposed project \_\_\_\_\_

2. Person or firm preparing the plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

- 3. [Appl] [Staff] Name, telephone number and address of applicant, property owner, developer and builder
4. [ ] [ ] Current plat of survey
5. [ ] [ ] Delineation of the buildings, structures, or paved surfaces situated on the site and/or contemplated to be built thereon
6. [ ] [ ] Delineation of all areas to be graded and limits of land disturbance
7. [ ] [ ] A list noting the size, species, and condition of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, that lie within the area to be platted or on the parcel proposed to be developed
8. [ ] [ ] A map showing the locations of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, each of which shall be keyed to the tree list
9. [ ] [ ] Size, species, condition and location of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, located on adjacent properties whose trunks are located within twenty feet (20') of the subject property line
10. [ ] [ ] Identification, in both graphic and tabular form, of all protected trees to be removed
11. [ ] [ ] Measures proposed to protect existing trees to be retained, both on the subject property and on neighboring properties within twenty feet (20') of the subject property line



	Appl	Staff
12.	<input type="checkbox"/>	<input type="checkbox"/>

Calculations showing how many replacement trees are required based on the “Tree Replacement Schedule” in Section 9-13-14-I of the Zoning Regulations and how many are being proposed

13.	<input type="checkbox"/>	<input type="checkbox"/>
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Size, species, quantity, and location of all replacement trees proposed to be planted on the property in accordance with the “Tree Replacement Schedule”

14.	<input type="checkbox"/>	<input type="checkbox"/>
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A current certificate issued by an International Society of Arboriculture certified arborist, a Society of American Foresters certified forester, or Illinois registered landscape architect stating that the tree preservation plan complies with the provisions of Tree Preservation Ordinance (See Sec. 9-13-14 of the Zoning Regulations.)

15.	<input type="checkbox"/>	<input type="checkbox"/>
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Signature, company, address, and phone number of the person preparing the plan



LANDSCAPE PLAN CHECKLIST

Ten (10) folded copies must be submitted with the initial application. (See Sec. 9-13-14 of the Zoning Regulations for more information on landscape plan requirements.)

1. Name of proposed project \_\_\_\_\_

2. Person or firm preparing the plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

- |     | Appl                     | Staff                    |   |
|-----|--------------------------|--------------------------|---|
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Accurate property boundary lines  |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Date, north point, and scale, both written and graphic  |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Plan identification number  |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Site area proposed to be landscaped in square feet and as a percentage of the total site area   |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Percent of landscaped area provided as per code requirement   |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Summary of total points of landscape materials required and total points provided on plan, by yard  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Provision for required size, type, and quantity of plant material   |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of landscape islands   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Setbacks of proposed impervious surfaces from property lines, street rights-of-way, and private drives  |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species        |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Location of all plant materials, fences, berms, required dumpster/recycling screening and irrigation facilities noted on plan                         |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed landscaping irrigation systems   |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Landscaping of ground signs   |