



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

Village of Woodridge

Planning & Development Department • Five Plaza Drive, Woodridge, IL 60517 • Phone (630) 719-4711 Fax (630) 719-4906

INTERNATIONALE CENTRE SITE PLAN REVIEW

NAME OF PROJECT: _____

PROJECT CONTACTS:

Please check the box to indicate the primary contact person for the project.

NAME OF DEVELOPER/BUILDER: _____
 ADDRESS: _____ TELEPHONE: _____
 CITY, STATE, ZIP _____ FAX _____

NAME OF PROPOSED TENANT/CONTRACT PURCHASE * (circle one): _____
 ADDRESS: _____ TELEPHONE: _____
 CITY, STATE, ZIP _____ FAX _____

* Please list additional tenants' names, addresses, and telephone/fax numbers on a separate sheet.

NAME OF PROPERTY OWNER(S): _____
 ADDRESS: _____ TELEPHONE: _____
 CITY, STATE, ZIP _____ FAX _____

NAME OF ARCHITECT: _____
 ADDRESS: _____ TELEPHONE: _____
 CITY, STATE, ZIP _____ FAX _____

NAME OF ENGINEER: _____
 ADDRESS: _____ TELEPHONE: _____
 CITY, STATE, ZIP _____ FAX _____

NAME OF LANDSCAPE ARCHITECT: _____
 ADDRESS: _____ TELEPHONE: _____
 CITY, STATE, ZIP _____ FAX _____

COMMON ADDRESS OR DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTIONS: _____

PERMANENT INDEX NUMBER (P.I.N. #) OF SUBJECT PROPERTY _____

LEGAL DESCRIPTION: (Attach legal description on separate 8.5" x 11" sheet

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 _____

SQUARE FEET OF PROPOSED BUILDINGS _____

ESTIMATED VALUE OF PROPOSED IMPROVEMENTS _____

DESCRIPTION OF PROPOSED BUSINESS _____

TOTAL NUMBER OF EMPLOYEES Full-time _____ Part-time _____

CONTACT FOR EMPLOYMENT INFORMATION: _____

ADDRESS: _____ TELEPHONE: _____

CITY, STATE, ZIP: _____ FAX: _____

* **NOTE:** All Internationale Centre projects require design review approval by Catellus Development.

With the submittal of the application, I hereby request that the Village of Woodridge grant site development area approval for the proposed site development as described in the attached plans and specifications, and do hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge.

Signature of Property Owner(s): _____

Date: _____

**SITE PLAN REVIEW – GENERAL PROCEDURES**

The following is a compilation of requirements for obtaining site plan review approval for projects in the Internationale Centre Business Park. The intent of this document is to provide a general list of useful information to guide you through the plan review application process. Included in this packet you will find:

- Pre-submittal Meeting/Zoning and Use Review Procedure
- Plan Review Procedure
- Plan Review Submittal Requirements
- Useful Telephone Numbers
- Site Development Area Review Application Checklist
- Site Development Area Review Application

Please read the entire packet before completing any application form. All attempts have been made to make this information as complete as possible. This document shall in no way imply or guarantee approval of specific land uses without proceeding through the required review and approval processes. In the event that a discrepancy exists, the Village Code shall be consulted. If you have questions regarding the Internationale Centre site plan review process, contact the Planning & Development Department at (630) 719-4711 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

PRE-SUBMITTAL MEETING/ZONING AND USE REVIEW PROCEDURE

Prior to initiating the plan review process, the applicant should schedule a pre-submittal meeting with Village staff members from the Planning and Development, Building and Zoning, and Engineering Departments to discuss the proposed project. At this time, a staff member from the Planning and Development Department will be assigned to serve as the project liaison or planner throughout the approval of the proposed building. Until this final approval is granted, all questions, comments and plan revisions regarding the site-related issues should be directed to this individual. Contact the Planning and Development Department at (630) 719-4711 to schedule the meeting.

Prior to or immediately following this meeting, the applicant should submit specific information regarding the proposed business or land use to the Planning and Development Department. This information will then be used by Village staff to determine if the proposed business or land use complies with local codes and ordinances.



PLAN REVIEW PROCEDURE

The review procedure in Internationale Centre is an internal process conducted by Village staff and duly appointed Village representatives. The Internationale Centre review procedure was created to simplify the approval process and to expedite the issuance of building permits. Plan Commission and Village Board approvals are not required for Internationale Centre projects, except for free-standing retail or restaurant uses.

Submittal of all site-related project documents, including site plans, landscape plans, photometric plan, site engineering plans, building elevations, interior floor plans and a plat of survey, should be made to the Planning and Development Department (see below for specific submittal requirements). Please be advised that the review will not commence until the Planning and Development Department receives a **complete** application containing all required items. All plans **must be folded and grouped** prior to submittal. All questions, comments and plan revisions should be directed to the planner from the Planning and Development Department assigned to the project. The submittal of all building, electrical, mechanical and structural-related project documents should be made directly to the Building and Zoning Department. Please contact the Building and Zoning Department to obtain more information about the required submittal information.

The Internationale Centre site plan review process and the Building Permit review process can occur simultaneously. Applications for the Building Permit and site plan approval should be filed concurrently to ensure the expedient issuance of a building permit. The Internationale Centre site plan review process takes approximately two to three weeks, from the time of plan submittal, to complete. Within the time-frame, comments from each department regarding site-related and engineering issues will be forwarded to the Planning and Development Department. The planner will then compile these comments and send a comprehensive review letter notifying the applicant of any outstanding issues. Revised plans and written responses to the Village’s site plan review comments should be submitted to the Planning and Development Department planner. The plans will be re-reviewed for compliance within another two to three week time-frame and another review letter issued, if necessary. This process is repeated until all outstanding issues are resolved. The following approvals must be obtained before the issuance of any building permit:

- ❖ Catellus Development Corporation
- ❖ Illinois American
- ❖ Lemont Fire Protection District
- ❖ Woodridge Engineering Department
- ❖ Woodridge Planning and Development Department

Following the resolution of all outstanding issues, the applicant will be notified of the site plan approval. Once Internationale Centre site plan approval is granted, the Building and Zoning Department will assume total responsibility for the remainder of the project.



USEFUL VILLAGE TELEPHONE NUMBERS

VILLAGE DEPARTMENTS

	<u>Phone</u>	<u>Fax</u>
Building & Zoning Department	(630) 719-4750	(630) 719-2900
Planning & Development Department	(630) 719-4711	(630) 719-4906
Police Non-Emergency	(630) 719-4740	(630) 719-9266
Public Works Department / Village Engineer	(630) 719-4753	(630) 719-0971

OTHER USEFUL TELEPHONE NUMBERS

J.U.L.I.E...... (800) 892-0123

NOTE: The Village of Woodridge does not participate in JULIE. JULIE only conducts “locates” for private utility companies. A separate call to Public Works is required to request an on-site location of Village public utilities.

DUPAGE COUNTY

Division of Transportation (Highway Impact Fees) (630) 682-7318

ILLINOIS AMERICAN

Administration (800) 652-6987

FIRE PROTECTION DISTRICT

Lemont Fire Protection District (630) 257-0762
15900 New Avenue
Lemont, IL 60439
Attn: Randy Wilkey

HEALTH DEPARTMENTS

DuPage County Health Department..... (630) 969-7030
421 N. County Farm Road
Wheaton, IL 60187

Will County Health Department, Environmental Division..... (815) 727-8490
501 Ella Ave.
Joliet, IL 60433



INTERNATIONALE CENTRE SITE PLAN REVIEW APPLICATION CHECKLIST

The following is a summary of the requirements pertaining to applications for Internationale Centre site plan review approval. The list is an attempt to provide a compilation of standard development submittal requirements for these applications. For more details on any of the requirements summarized here, please refer to the applicable sections of the Village of Woodridge Zoning Ordinance. In some instances, additional information may be required. Staff may request additional information as it is deemed necessary.

This checklist, detailing the required submittal items, has two sets of boxes to certify submittal of the required items. The applicant must verify his/her compliance by checking the first column of boxes. The Village staff will, upon review of the items presented, use the second set of boxes to certify that the application meets the Village's submittal requirements. Please be advised that the review will not commence until the Planning and Development Department receives a **complete** application containing all required items. All plans **must be folded and grouped** prior to submittal.

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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 site plan review 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 (\$250.00), 2-10 acres (\$500.00), More than 10 to 25 acres (\$750.00), More than 25 acres (\$1,000.00).

APPLICATION

The applicant must submit an original complete application and checklist, along with five (5) copies, for a total of six (6) 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.

CONDITIONS, COVENANTS, AND RESTRICTIONS (CC&R)

If the project is part of a multi-building Site Development Area (SDA), ten (10) copies of a draft CC&R will be necessary to address SDA access, parking, stormwater management, and maintenance responsibilities.



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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 SURVEY

The applicant shall submit **six (6) copies** of a current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor. **Plats shall be folded** so as not to exceed 9" by 12" in folded size.

SITE PLAN

Six (6) copies of a final site plan shall be submitted. The purpose of the site plan is to designate the location of all buildings, structures and land improvements proposed for the site. The site plans shall be prepared by a registered land surveyor or professional engineer, drawn on sheets of paper not to exceed 24" by 36", with information as required by Section 9-15-2B3 of the Zoning Ordinance. Industrial uses shall also provide details to demonstrate compliance with the Village's performance standards, as outlined in Section 9-15-2B3 and 9-8. The required elements of the site plan are summarized in the checklist below. **Plan(s) shall be folded** so as not to exceed 9" by 12" in folded size.



BUILDING PLANS

Architectural plans (**six (6) copies**) and building elevations for all primary buildings shall be submitted to show the building layout and screening of the refuse area(s) and rooftop HVAC units (including color and material samples). **Plans 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.) **Six (6) sets of tree preservation plans** shall be submitted with the initial application to show that the development plans adequately comply with this Ordinance. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

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.) A final landscape plan is required as a part of a site plan review application. **Six (6) sets** of landscape plans shall be submitted. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

ENGINEERING PLANS

Six (6) sets of detailed plans shall be submitted for the design, construction or installation of site improvements, including paved areas, utilities, lakes and other site improvements, and shall also include a soil erosion and sedimentation control plan. The standards for design and construction of public facilities are generally found in the Subdivision Ordinance. The Village Engineer can provide further details on these requirements. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

EXTERIOR LIGHTING AND PHOTOMETRIC PLANS

Six (6) sets of detailed plans shall be submitted for the site lighting, showing location, height, intensity and fixture type of all proposed exterior lighting, as well as photometric information pertaining to locations of proposed lighting fixtures and the layout of proposed underground cable locations. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

WATER AND SEWER DEMAND

While Illinois American is the utility provider, the Village owns the sewer and water capacity in Internationale Centre. An engineer’s estimate of water and sewer demand for this project is required as part of a site plan review application.

WATER AND SEWER CAPACITY AGREEMENT

Prior to Building Permit issuance, a Water and Sewer Capacity Agreement must be executed between the Village and the applicant. Draft copies of the agreement can be obtained from the Village Engineer.



REVIEW BY OUTSIDE AGENCIES

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HIGHWAY DEPARTMENT

If the project involves a new access or a change to an existing access on a State highway (e.g., Joliet Road) or a County highway (e.g., Lemont Road), a highway permit is required from the appropriate agency. Proof of application to the *DuPage County Highway Department or the Illinois Department of Transportation for an appropriate highway permit* is a Village submittal requirement.

CATELLUS DEVELOPMENT CORPORATION

All projects proposed for Internationale Centre require design review approval by the Catellus Development Corporation. Final Village approval will not be issued until confirmation of this approval is received.

ILLINOIS AMERICAN

All projects proposed for Internationale Centre require engineering review approval by Illinois American. Final Village approval will not be issued until confirmation of this approval is received.



SITE PLAN CHECKLIST

An application for site plan review with required attachments must be submitted to the Planning and Development Department. Applications will not be reviewed until all of the required information set forth herein is submitted.

Six (6) folded copies of the site plan must be initially submitted with the application. See Section 9-15-2B3 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 Subdivision Ordinance)

- | | | | |
|-----|--------------------------|--------------------------|--|
| | Appl | Staff | |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Accurate boundary lines |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed easements: location, width, purpose |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Streets on and adjacent to the tract: Name and right-of-way width, center line elevation, and culverts |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Location, size, shape, height, and use of existing and proposed structures |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Location and description of streets, sidewalks, and fences |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Surrounding land uses |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Legal and common description |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Date, north point, and scale |



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|-----|--------------------------|--------------------------|---|
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Plan identification number |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Ground elevation contour lines |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the proposal indicated |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | All parcels of land intended to provide required landscaping or storm water detention and necessary legal documents setting such land aside for those purposes. |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Location of utilities |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Building/use setback lines |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Location of any significant natural features |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Location of any 100-year recurrence interval floodplain and floodway boundaries |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Location and classification of wetland areas as delineated in the National Wetlands Inventory |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Existing zoning classification of property |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed land use |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Area of property in square feet and acres |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Proposed off-street parking and loading areas |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | Number of parking spaces:
a. Required by Village Ordinance (per Section 9-10-2-1)
b. Provided on site plan |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | Angle of parking spaces |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | Parking space dimensions |



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|-----|--------------------------|--------------------------|---|
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | Aisle widths |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | Driveway radii at the street curb line |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | Width of driveways at sidewalk and street curb line |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | Provision of handicapped parking spaces |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of handicapped parking spaces |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | Depressed ramps available to handicapped parking spaces |
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | Location, dimensions and elevations of ground signs and wall signs |
| 35. | <input type="checkbox"/> | <input type="checkbox"/> | Location and elevations of trash enclosures |
| 36. | <input type="checkbox"/> | <input type="checkbox"/> | Provision for required screening, if applicable |
| 37. | <input type="checkbox"/> | <input type="checkbox"/> | Provision for required public sidewalks |
| 38. | <input type="checkbox"/> | <input type="checkbox"/> | Certification of site plan by a registered land surveyor or professional engineer |
| 39. | <input type="checkbox"/> | <input type="checkbox"/> | Exterior building elevations |
| 40. | <input type="checkbox"/> | <input type="checkbox"/> | Floor plan showing use areas within building (i.e. sq. ft. of office, warehouse, manufacturing space, etc.) |
| 41. | <input type="checkbox"/> | <input type="checkbox"/> | Location and screening method for rooftop mechanical units |



ENGINEERING PLANS CHECKLIST

Six (6) 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 _____

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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 (including detention/retention calculations) and erosion control measures

5. Utility plans showing all storm sewers, sanitary sewers, watermains (including domestic and fire suppression water lines), and appropriate appurtenant structures

6. Exterior lighting plans showing:
a. Location, height, intensity and fixture type of all proposed exterior lighting
b. Photometric information pertaining to locations of proposed lighting fixtures
c. Layout of proposed underground cable location
d. Details or cut sheets for lighting fixtures

7. Typical construction details and specifications

8. Certification of site engineering plans by a registered professional engineer

9. Proof of application for Stormwater Management Permit (see Village Engineer for details)

10. Engineer's estimate of improvement costs for grading, stormwater management, erosion control, utilities, pavement, and other land improvements



LANDSCAPE PLAN CHECKLIST

Six (6) 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 _____

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|-----|--------------------------|--------------------------|---|
| 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 |