

DEVELOPMENT APPLICATION AND INFORMATION

This package implements the provisions of Title 5 of the Village's Land Development Code. It contains the necessary informational material and application forms to assist petitioners in the development review and approval process.

<u>Please read this entire package, and note that meeting full submittal requirements on time is critical to an efficient review schedule by the Village</u>.

This package can be downloaded from the internet at www.orland-park.il.us. On the home page, choose "Planning and Economic Development." On the right side of the page choose "Petition Forms." Click on Development Review and Approval and this will take you directly to this package.

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Plan Review and Approval Process Meeting Schedule for Approval Process Submittal Requirements for Plan Review and Approval Disclosure of Beneficiary Information Petition Fee Worksheet Landscape Review and Inspection Fees Site Plan Drawing Requirements Traffic Study Requirements Landscape Plan Requirements Tree Preservation Requirements Engineering Plan Requirements For Petitions for Variance: Variance Standards For Petitions for Special Use: Special Use Standards For Petitions for Rezoning: Rezoning Evaluation Factors Fees by Agreement Public Hearing Sign and Notice Requirements	2 3 4-6 4 6 6 7 7 8 8 9-10 11 12 13 14
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Please ask for additional forms from the Development Services Dept. for the following:

- Annexations and Recording of Plat
- Projects in the Old Orland Historic District

For questions, call the Development Services Department at: Phone: (708)403-5300, Fax: (708)403-6124, Email: developmentservices@orland-park.il.us, Address: 14700 S. Ravinia Avenue, Orland Park, IL 60462



Phone (708) 403-5300

PLAN REVIEW & APPROVAL PROCESS

	STEPS	S IN REVIEW PROCESS
The 10 step Plan Review process offers simultaneous review and	1	Concept meeting(s) with staff from Planning, Building, Engineering & Public Works Department
approval of other petitions where these apply, including:	2	Submittal of Completed Petition and required materials; Planning Department Review
Annexation Rezoning	3	Preliminary Engineering Approval
Variance Special Use (these require a public hearing)	4	Public Hearing, Plan Commission Review & Approval
Subdivision (may require a public hearing)	5	Planning & Economic Development Committee Review & Approval
Public Hearing Notice needs to be published in local newspapers 15-30 days prior to Plan Commission Meeting. See Section 5-101.G of	6	Board of Trustees approval of Final Site Plan (subject to Engineering)
the Land Development Code for details on Hearing Procedures.	7	Final Engineering Approval and submittal of Letter of Credit
	8	Final Landscape Plan Review
Appearance Review	9	Board of Trustees approval of Landscape Plan (on consent agenda unless plan is substantially different from preliminary Board approval)
Minor changes to existing developments or approved plans can be reviewed and approved through an "Appearance Review", which only requires steps 1 and 2 and does not require a public hearing or any petition fees. Refer to Section 5-106 of the Land Development Code for more information.	10	Development / Annexation Agreement & Ordinance, and Recording of Plat

2014-2015 Meeting Schedule Village of Orland Park, Development Services Department

PC: Plan Commission Meeting **B:** Board of Trustees

C: Development Services & Planning Committee H: Holiday

HP: Historic Preservation Review Commission **OL:** Open Lands Fund Commission Location: Board Room 14700 Ravinia Avenue Orland Park, IL 60462

Deadline for Public Hearing Notice to be issued by the Planning Division for the Plan Commission meeting is 21 days prior to meeting.

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	VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT						
	SUBMITT	AL REQUIREMENTS FOR PLAN REVIEW AND APPRO	VAL				
	EPS IN REVIEW DCESS	SUBMITTAL REQUIREMENTS	Submittal Information				
1	Concept meeting(s) with staff from Planning, Building, Engineering & Public Works	with staff from Planning, Building, Engineering & Public Existing Topography Aerials or other drawings showing location and adjacent conditions					
2	Submittal of	Completed Petition Form	See page 15				
& 3	Completed Petition Form and required materials for Planning Division Review, and Preliminary Engineering Review Submit to: Development Services Department, Planning Division	Disclosure of Ownership Information: *See Note Original, sealed ALTA Plat of Survey, including legal description. Copy of any covenants, conditions, or restrictions concerning type of improvements, setbacks, area or height requirements, occupancy or use limitations, etc., placed on the property and now of record. Receipted copy of the most recent property tax bill, or evidence of payment (i.e. copy of bill and canceled check, etc.) Copy of the title insurance policy. For Special Use, Variance or Rezoning: Written response to applicable standards (standards are attached) If property is: Owned by Petitioner — Copy of the latest recorded deed. Rented or Leased by Petitioner — Letter of authorization from the owner. Owned by a Trust — Certified copy of the trust agreement, a list of beneficiaries, and a letter of authorization from the trust officer. If the petitioner is a contract purchaser: Copy of the contract, and a letter of authorization from the owner (seller). *NOTE: If petition is for an APPEARANCE REVIEW only — A LETTER OF CONSENT FOR THE PROPOSED WORK IS REQUIRED FROM THE PROPERTY OWNER. NO MORE DISCLOSURE OF OWNERSHIP IS NEEDED.					
		Fee Payment	See page 6				
		Preliminary Site Plan (refer to page 7)	PDF File & 14 copies folded				
		Building Elevations (except single family residential)	PDF File & 14 copies folded				
		Retail Center layout map, if applicable	PDF File & 2 copies folded				
		Traffic Study. <u>If applicable</u> (refer to page 7)	2 copies, see page 7 for requirements				
	Cub wittel of	Endangered Species Consultation Action Report, <u>if applicable</u> , to be filed with the Illinois Department of Natural Resources, and approval received.	1 сору				
	Submittal of Completed Petition	Archaeological survey if Federal funds are being used for the project	1 copy				

	VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT							
	SUBMITT	AL REQUIREMENTS FOR PLAN REVIEW AND APPROV	/AL					
	Form and required materials for Planning Division Review, and Preliminary Engineering Review Submit to the Planning Division (Continued)	or if the project requires a State permit. Preliminary Engineering Plan to Include: Preliminary Site Plan with Location Map Existing Topography with overland flow routes Preliminary Detention Calculations (.5 acre foot storage/acre of development – Use Bulletin 70 Rainfall Data) Identify On-Site Wetlands, Floodplain and Depressional Storage Areas Proposed Grading Plan Existing Tree Survey (See LDC Section 6-305.1 for Details) * Note: An MWRD Permit for stormwater detention is required for any development over 5 acres in size. * Refer to pages 9-10 for submittal requirements.	4 copies of all materials that apply. Drawings do not need to be folded.					
4	Plan Commission Review & Approval	Preliminary Site Plan Building Elevations (except single family residential) Additional materials if needed Signed, Notarized Affidavit (Sample attached) to be submitted after project is published.	PDF File & 19 full size copies of entire drawing set folded					
5	Development Services and Planning Committee Review & Approval	Preliminary Site Plan Building Elevations (except single family residential) Additional materials if needed	PDF File & 5 full size copies of entire drawing set folded, to be submitted after Plan Commission review if plans are revised					
6	Board of Trustees approval of Preliminary Site Plan	Preliminary Site Plan Building Elevations (except single family residential) Additional materials if needed	PDF File & 12 tabloid sized (11x17) copies of entire drawing set folded					
7	Final Engineering Approval and submittal of Letter of Credit Site Plan Existing Topography Off Site Tributary Area Wetlands Analysis Floodplain and Floodway Detention Calculations Release Rate Criteria Release Rate Calculations Time of Concentration Orifice Calculations Depressional Area Analysis Runoff Calculations Compensatory Storage Cut/Fill Calculations Geometric Plan Utility Plan Lighting Plan Grading Plan Cost Estimate		2 copies of all materials that apply					
		Letter of Credit	I original & 2 copies					
8	Landscape Plan Review	Final Engineering Approved Grading Plan Landscape Plan Building Elevations, including trash enclosure design Hydro period Analysis for Stormwater Basins	2 copies of all materials that apply. See page 8 for details.					
9	Development /	Original Plat	1 original & 4 copies folded					

	VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT						
	SUBMITTAL REQUIREMENTS FOR PLAN REVIEW AND APPROVAL						
	Annexation Agreement & Ordinance, and Recording of Plat	Electronic Submittal of Auto CAD file(s): Final Site Plan, Landscape Plan, and Engineering Plan	1 Auto CAD file/PDF				
10	Building, Grading, Signage & Final Occupancy Permits	Contact the Development Services Department at (70 requirements for review and approval. Building permits will not be issued until Developmen Agreement is signed, Letter of Credit approved, all of and MWRD permits are approved.	t/ Annexation				

PETITION FEE WORKSHEET							
REQUESTED APPROVAL	REQUIRED FEES	FEE RATES (per 11-04-03 Village Board approval)				
Residential Use NO. OF UNITS PROPOSED Non Residential Use PROPOSED AREA (SQ-FT) FEES REQUIRED		Residential Uses 0-25 units 26-50 units 51-100 units Over 100 units All Non-Residential Uses 0 -10,000 sq-ft 10,001 - 25,000 sq-ft 25,001 - 50,000 sq-ft Over 50,000 sq-ft	\$600.00 \$900.00 \$1,200.00 \$1,500.00 \$600.00 \$900.00 \$1,200.00 \$1,500.00				
SUBDIVISION		\$500.00 + \$25.00 Per Lot					
ANNEXATION		0-5 Acres 6-10 Acres 11-25 Acres 26-50 Acres Over 50 Acres	\$750.00 \$900.00 \$1,050.00 \$1,200.00 \$1,350.00				
SPECIAL USE (AMENDMENT) REZONING VARIANCE APPEARANCE REVIEW		\$500.00 \$500.00 \$500.00 No fee required					
RECORD PLAT OF SUBDIVISION		\$250 plus (+) \$25.00 per lot					
LANDSCAPING REVIEW FEES The petitioner may apply for a reduction in landscape fees for up to \$1,400 if there are no on-site stormwater detention facilities (i.e., bioswales or ponds). Multiple inspections (over two per project) will result in additional charges.		Non-Residential and Mixed Uses O-5 Acres Over 5 Acres Over 5 Acres 5-25 Acres Over 25 Acres	\$2500.00 \$2900.00 \$2000.00 \$3000.00 \$4000.00 \$2500.00 \$3750.00 \$5000.00				
TOTAL FEES REQUIRED		The petitioner shall reimburse the Village for all enginuncing incurred by the Village and any miscellaneous Village and copying fees.					

SUBMITTAL REQUIREMENTS (Contd.)

THE FOLLOWING REQUIREMENTS MUST BE MET FOR SUBMITTALS TO BE CONSIDERED COMPLETE.

SITE PLAN REQUIREMENTS

ALL PLANS MUST BE FOLDED TO LETTER SIZE. ROLLED PLANS WILL NOT BE ACCEPTED.

Site Plans must be drawn to scale and show the following items in accordance with Village Codes and Standards:

	I
TITLE BLOCK	Development Name, and Name and address of consultant
	Scale and north arrow
	Address of site (to include township)
	Date, with all revision dates, and Sheet Number(s)
DRAWING TITLE	For approval by Plan Commission and Committee, the Site Plan shall be titled: "Preliminary Site Plan" For Final approval by Board, all plans shall be titled: "Final Site Plan"
DATA BOX	Gross area of subject site and Net area (buildable)
	Area of wetlands, floodway, floodplain, open water
	Landscaped area
	Floor area ratio
	Number of required parking spaces (including handicapped)
	Number of parking spaces provided (including handicapped)
	Gross impervious surface area and percentage of site coverage
	Number of lots and buildings
DRAWINGS must	All proposed buildings and existing buildings to remain
provide at least the	Property and street right-of-way lines
following information:	Parking areas marked with stalls
ronowing information.	Detention or retention areas
	All buildings within fifty (50) feet of the site boundaries
	Streets and driveways within one hundred (100) feet of the site boundaries
	Sidewalks, pedestrian ways and bike paths
	Location of lighting, including adjacent R.O.W. lighting
	Location of landscaped areas
	Location of park land fences or screening
	Driveways; points of ingress and egress including left-turn lanes
	Location of signs (existing and proposed)
	Dimensions of buildings, parking stalls and aisles, street widths, rights-of-way, boundaries, etc.
	Building elevations – all 4 sides, showing heights and other dimensions, materials and colors
	Location of utility easements and underground utilities
	Floor and seating plan for restaurants

TRAFFIC STUDY REQUIREMENTS

A traffic study is required for the following petitions:

- 1. All commercial buildings over 40,000 square feet
- 2. All residential developments over 50 units
- 3. All businesses with drive-through facilities, and
- 4. Other developments as deemed necessary by the Planning 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)

SUBMITTAL REQUIREMENTS (Contd.)

LANDSCAPE PLAN REQUIREMENTS

(Refer to Section 6-305. Landscaping and Bufferyards of the Land Development Code for complete requirements)

The landscape plan package shall include the following sheets as a minimum:

- Proposed Landscape Plan Sheet(s)
- Tree Preservation Plan Sheet(s)
- Planting Details & Elevations Sheet(s)

All drawings shall include:

- 1. Landscape Architect or designer's name, address, and telephone number
- 2. Name of development and petitioner
- 3. North arrow, graphic scale, written scale, plan date and revision dates.

Proposed Landscape Plan Sheet(s) shall include:

- Final engineering-approved grading plan showing existing and proposed contours, including berms and detention/retention
 areas
- 2. Names of streets surrounding the project site
- 3. All proposed site improvements such as building footprints, parking areas, driveways, sidewalks, detention/retention areas, dumpster locations, utilities, fences/walls, etc. including lot numbers on all subdivision projects
- 4. Location, quantity, size and type of existing on-site natural vegetation to be retained, if any
- 5. Location, quantity, size and type of proposed landscaping
- 6. Proposed and existing utilities and easements
- 7. Plant schedule with a key, scientific and common names, quantity and size
- 8. A hydroperiod analysis of the detention/retention areas in a stage vs. time graph that shows the impact of a 2, 5, 10 and 100 year storm

Tree Preservation Plan Sheet(s) shall include:

- 1. Arborist's name, address, and telephone number
- 2. Existing trees, shrubs and other significant vegetation, including the specific location, species and size of any tree four inches (4") in caliper or greater based on tree survey competed by an arborist
- 3. Final engineering-approved grading plan showing existing and proposed contours, including berms and detention/retention areas
- 4. Tree number corresponding to field-number at the time the survey is completed
- A detailed listing of the existing trees that includes the tree number, species, size and proposed fate of each tree, whether proposed to be destroyed, relocated, replaced (mitigated) or preserved at their present location

Planting Details and Elevations Sheet(s) shall include:

- Details describing typical installation of the proposed landscape plan including deciduous trees, evergreen trees, shrubs, perennials, and grasses.
- 2. Elevation and drawings, including materials selection of any solid screen/structure including walls, fences, pergolas, etc.
- 3. Elevations and drawings, if necessary, illustrating the detention/retention area plantings
- 4. General planting notes
 - Material quality and measurement should conform to the most recent edition of the American Standards for Nursery Stock, ANSIZ60 by the American Nursery and Landscape Association.
 - b. All shade/overstory trees shall have a 'central leader'
 - c. The Landscape Architect/designer shall inspect and approve all plant material prior to installation. Any material installed without approval may be rejected.
 - d. The Village may reject any materials that are diseased, deformed, or otherwise not exhibiting superior quality.
 - e. Contractor shall be responsible for providing and installing all materials shown on the plan in accordance with the plan design and materials quantities.
 - f. The Contractor is responsible for protecting underground utilities, sidewalks, and other previously constructed site improvements.
 - . The Contractor is responsible for protecting all existing vegetation to be preserved.
- 5. Additional planting notes that describe
 - a. Requirements for soils, amendments and mulching
 - b. Planting time schedule
 - c. Owner compliance with Plant Maintenance Standards

SUBMITTAL REQUIREMENTS (Contd.)

ENGINEERING PLAN REQUIREMENTS

The engineering plan package shall include the following at a minimum:

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:

- a) Methodology=Hydrograph method i.e., TR-20, HEC-1 analysis
- b) Rainfall intensity = Bulletin 70 with Huff Distribution per LDC 6-409.E.18.g
- Runoff coefficients shall be 0.95 for impervious surfaces, 0.45 for pervious surfaces and 1.0 for bodies of water, per LDC 6-409.E.8.a
- d) Pond bounce/fluctuation shall be a maximum of 5-feet allowed (difference between Normal and High Water Levels)
- e) 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.
- f) Quantity amount of detention provided versus amount of detention required per code.
- g) Land restrictions = 4:1 maximum side slopes of ponds and 1-foot of freeboard required between High Water Level and overflow elevation of pond.
- h) Depressional storage existing on site must be included in detention volume provided.
- i) 15-foot flat maintenance area per LDC 6-409.E.18.o.
- j) 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 LDC, 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 15-foot flat maintenance area per LDC 6-409.E.18.o. 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 (6-409), sanitary sewer (6-408) and water main (6-410), adhering to the appropriate LDC sections as indicated in parenthesis.

(Engineering Plan requirements continue on the next page)

SUBMITTAL REQUIREMENTS (Contd.)

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 sections 6-302-D or 6-407 of the Land Development Code.

VARIANCE STANDARDS

FOR ALL PETITIONS REQUESTING A <u>VARIANCE</u>, THE PETITIONER MUST RESPOND IN WRITING TO ALL OF THE FOLLOWING VARIANCE STANDARDS AND SUBMIT TO THE DEVELOPMENT SERVICES DEPARTMENT.

CITE the relevant sections of the Land Development Code to which the variances are being requested and explain why the variances are needed for your proposal using the following standards as a guide:

- 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)

SPECIAL USE STANDARDS

FOR ALL PETITIONS REQUESTING A <u>SPECIAL USE</u>, THE PETITIONER MUST RESPOND IN WRITING TO ALL OF THE FOLLOWING SPECIAL USE STANDARDS AND SUBMIT TO THE PLANNING DEPARTMENT.

When considering an application for a special use permit, the decision making body shall consider the extent to which the following special use standards are met. If the petitioner requests modifications to sections of the Land Development Code, *CITE* the relevant sections *and explain* why the modifications are needed using the standards as a guide:

- 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.

It is the responsibility of the petitioner to prove that these standards will be met.

REZONING EVALUATION FACTORS

For all petitions requesting rezoning, the petitioner must address in writing the following factors and submit to the Planning Division of the Development Services Department.

When evaluating an application for rezoning, the decision making body may consider:

- 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.

FEES BY AGREEMENT FOR 2012

	Detached Single Family						Attached Single Family-Townhomes				Condos/Apts.						
	2 8	BR	3 BR	4 BR	Aver. 3/4	5 BR	2.8	BR	3 BR	Av	er. 2/3	4 E	R	1 BR	2 BR	Τ	3 BR
Corporate Services		400	400	400	400	400		400	400		400		400	400	400	0	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	1,20	3	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	5	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	- 1	135	210		172	59	615	4	164	١.	420
Library		125	125	125	125	125		125	125		125		125	125	125	5	125
Total for Residential	\$ 5	5,815	\$ 8,882	\$ 11,771	\$ 10,327	\$ 10,881	\$ 5	707	\$ 6,845	\$	6,276	\$ 9,	032	\$ 4,803	\$ 5,588	\$ 5	8,338

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

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	6*	102,178
		8*	163,485
		10"	282,011
		12"	470,019

PUBLIC NOTIFICATION REQUIREMENTS

NOTICE IN NEWSPAPERS

The Village of Orland Park's Development Services Dept. will publish public hearing notices in the Orland Park Prairie Newspaper.

SIGN

The Village's Land Development Code, Section 5-101.G.2.b.3, states:

- It is the petitioner's/applicant's responsibility to post a weatherproof sign(s) at least three (3) feet by four (4) feet (or 44 inches by 34 inches) in front surface area, the bottom of which shall be mounted at least four (4) feet above the ground, and to have at least one (1) sign in the most visible location to the general public such as along a primary roadway.
- Such sign(s) shall be posted on private property and shall remain until the conclusion of the public hearing.
- 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 must remove the public hearing notice sign(s) no later than thirty (30) days after the Village Board action on the proposal.
- The sign 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 shall be the font in which the public hearing signs are printed. The notice, Date and time of the sign must be no less than 3.5 inches in height and the remaining information on the sign no less than 2.5 inches in height.

NOTICE

PUBLIC HEARING DEVELOPMENT CHANGE

MAR-10-2010 7:00 P.M.

VILLAGE HALL 14700 RAVINIA AVE 708-403-5300

NOTIFICATION REQUIREMENTS (certified letters to adjacent property owners)

The Land Development Code requires that the petitioner notifies the owners of record of all adjacent properties within 300 feet by certified mail, giving them a description of the proposed development. These letters must also be mailed at least 15 days prior to the public hearing. Letter recipients should be advised to call the Development Services Department, Planning Division, at 708-403-5300 to confirm the date of the Public Hearing in the event the case is continued.

The petitioner is required to submit a notarized affidavit to staff prior to or at the Plan Commission meeting confirming that all requirements listed above have been fulfilled. The petitioner must also retain certified mail receipts for a period of no less than seven (7) years from the final Village Board action on the proposal (5-101.G.b.2). See Section 5-101.G of the Land Development Code for complete requirements. Sample affidavit is provided on page 20.

PETITION FOR PLAN REVIEW AND APPROVAL

All information requested on this form <u>MUST</u> be provided. A petition will be considered incomplete if any information is missing.

Following planning approval, a building permit is required.								
PROJECT NAME								
PETITIONER INFO	RMATION							
NAME				TITLE				
ADDRESS			CITY/STATE/ZIP					
PHONE FAX				EMAIL				
RELATIONSHIP TO OWNER								
PETITIONER'S CONTACT INFORMATION								
NAME				TITLE				
ADDRESS				CITY/STATE/ZIP				
PHONE	PHONE FAX			EMAIL				
RELATIONSHIP TO	PETITIONER							
PROPERTY OWNE	R'S INFORMATION	ON		1				
NAME				PHONE				
ADDRESS PERSON PESSON	SIRI E EOD DAVI	MENT OF VILLAGE FEE		CITY/STATE/ZI	IP			
FERSON RESPON	SIBLE FOR FATI	MENT OF VILLAGE FEE		1				
NAME				PHONE				
ADDRESS PROJECT INFORMATION				CITY/STATE/ZIP				
PROPERTY ADDR		AL LOCATION)						
P.I.N. NUMBER			SIZ	ZE OF PARCEL sf acres				
				PROPOSED USE ON SITE				
EVICTING ZONING			DE					
EXISTING ZONING PROJECT TEAM NAME			_	PHONE FAX				
DEVELOPER								
ATTORNEY								
ENGINEER								
ARCHITECT								
LANDSCAPE ARCHITECT								
REQUESTED APP	ROVALS (CHECK	ALL THAT APPLY)					T	
☐ SITE PLAN	☐ SPECIAL USE	SPECIAL USE AMENDMENT		ANNEXATION ***		VARIANCE		APPEARANCE REVIEW
SUBDIVISION	LANDSCAPE PLAN	☐ RECORD PLAT OF SUBDI	RECORD PLAT OF SUBDIVISION ***			REZONING		ADMINISTRATIVE APPROVAL
I certify that the above is true and accurate and agree to pay the required fees as stated on the fee worksheet. ***See staff for additional required petition applications.								
Notary Signature Date Notary Seal				Notary Seal				
For Village Use Only				ASSIGNED TO				
	DATE PETITION COMPLETED		Planning Division Director, Development Services Department Approval to Proceed					

Blank Page – Back of Petition Application

DISCLOSURE OF BENEFICIARY FORM

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.	I hat the name of the trust	IS				
2.	That the exact street address of the property is					
3.	That the legal description of	of the property affec	ted in the trust is			
4.				ence addresses, and the percentage pace is needed, add a separate		
	Name of Beneficiary	Residence	<u>Address</u>	Percentage of Beneficial Interest		
	nt makes this affidavit for the prization, license, permit or z			e of Orland Park for a benefit, ove-described premises.		
LANE	TRUSTEE:		BENEFIC	CIARY:		
Signa	ature of Trust Office		Beneficia	ry		
Title		OR-				
Subs	Office cribed and sworn to before me _day of, 2			ed and sworn to before me this y of, 20		
(Nota	ry Public Signature)		(Notary F	Public Signature)		
TRUS	E: THIS FORM MUST BE SIGI ST UNDER OATH OR BY A BI CE IS NEEDED, ATTACH A SI	ENEFICIARY OF TH		OFFICERS OF THE LAND R OATH. IF ANY ADDITIONAL		

NOTE: 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.

DISCLOSURE OF BENEFICIARY FORM (contd.)

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** LETTER OF AUTHORIZATION TO BE SIGNED BY THE TRUST OFFICER.

5, 1, 1, 5 <u> </u>
Date
To the Village of Orland Park:
The undersigned, as legal titleholder of the property located at (street address, city, state, zip code), hereby authorizes the beneficiary to apply for (identify each application - preliminary 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

Title

SAMPLE LETTER OF CREDIT

Note: Letters of Credit submitted to the Village must be submitted by a Bank with an office licensed within the State of Illinois and located in the vicinity of the Village, subject to the requirements set forth in Land Development Code article 5-112-E For an exact LOC, contact Development Services at (708) 403-5300.

Irrevocable Letter of Credit No.	Date:
Applicant Name & Address:	
Beneficiary: Village of Orland Park, 14700 S. Ravinia Avenue, Orland F	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 Nodollars available for negotiation of your drafts at sight drawn on theaccount of	
We engage with you that any draft at sight drawn under and in compliance with the to fully honored by us provided that:	erms of this Letter of Credit will be
1. It is presented at this office (insert address of Bank if not listed on letterhead) on of two years after issuance. 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 Beneficiary, that the funds are drawn under Letter of Credit No in accordance regineering drawings titled dated dated revised on month, day, year) as reviewed by the Village of Orland Park for the purp Credit amount, and shall include all Village-approved subsequent revisions thereto a Annexation Agreement as approved by the Beneficiary's Board of Trustees.	and the Village Manager of the with the specifications and final (month, day, year, and poses of establishing this Letter of
The Beneficiary's authority to draft under this Letter of Credit shall be reduced by the payments made by the Bank as a result of a previous draw on this Letter of Credit au Director of Development Services and the Village Manager of the Beneficiary in according Bank.	thorized and approved by the
The amount of this Letter of Credit may be reduced, from time to time, at the discretic Beneficiary upon completion by the Applicant and approval thereof by the Beneficiary required to be completed by the Applicant. The Finance Director will provide written the Letter of Credit is to be reduced and of the amount of the reduction.	y of a portion of the improvements
This Letter of Credit expires on	xpiration at least 30 days prior to ed herein expire except upon such (two years after
Drafts under this Letter of Credit shall bear upon their face the words "Drawn under L (date of issuance)." The amount of any draft shown under this credit side hereof, and this Letter of Credit shall be promptly returned to the Beneficiary after does not exhaust the amount of this Letter of Credit.	must be endorsed on the reverse
This documentary Letter of Credit is subject to the "Uniform Customs and Practice fo revision), International Chamber of Commerce (Publication No. 500).	r Documentary Credits" (1993
Any reference in this Letter of Credit to an Annexation or Development Agreement is such Agreement does not form a part of this Letter of Credit.	for identification purposes only and
This Letter of Credit is not transferable. Sincerely, (title) Date:	

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT SAMPLE CERTIFIED MAIL LETTER

VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED

Name Address City, State Zip P.I.N:

NOTICE OF PUBLIC HEARING

Please be advised that(owner's name), the property owner, recently filed a Petition(s)					
for (<i>list type of petition(s) applied for)</i> with the Village of Orland Park's					
Office of Development Services. The Petition requests this action be granted for the parcel to allow					
(description of project to be developed)					
to be located at, Orland Park, IL.					
This Notice is to inform you that a Public Hearing on the Petitions for (<u>list type of</u>					
petition(s) applied for) have been set before the Plan Commission of the Village of					
Orland Park on(date) at(time) p.m. The Public Hearing will be held at the Orland					
Park Village Hall, 14700 South Ravinia Avenue, Orland Park, IL, if you wish to attend.					
If you have any questions or wish to discuss this matter, you may call the undersigned or you may contact the Village's Office of Development Services at (708) 403-5300.					
Dated:(date)					
Very truly yours,					

Anticipated Fees for Review, Permits & Inspections (VC=Village Code; LDC=Land Development Code)

consultant for the Village will be based on the size, complexity and time required to review plans and inspect public improvements within a project. Development Services Department, Building Division					
ee Category	Code Reference	Fee Category	Village Code		
Building Plan Review Fees:		Permit Fees:			
. 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		
. Plumbing Plan Review	VC-5-2-5	c. Plumbing Permit	VC-5-2-7		
I. 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		
Fire District	VC-5-2-5	f. Driveway Permit	VC-5-2-7		
otal Building Plan Review Fee:	-	g. Sidewalk Permit	VC-5-2-7		
Certificate of Occupancy:		h. Zoning Permit	VC-5-2-6		
. Single Family Residence	VC-5-2-9, #1	i. Fire District Permit	VC-5-2-7-10e, e-1, e		
. Single Family Residence for Addition	VC-5-2-9, #2	j. Termination of Permits:	VC-5-2-12		
Multiple-Family apartments/condo/residential	VC-5-2-9, #3	k. Renewal of Permits:	VC-5-2-13		
I. Commercial, industrial and other use buildings	VC-5-2-9. #4	I. Work Begun Without a Permit:	VC-5-2-14		
e. New use of change of occupant	VC-5-2-9, #5	Sewer Fees:	1.002		
Additions or alterations in commercial, industrial	VC-5-2-9, #6	a. Each sewer tap	VC-5-2-8-2a		
and other type use buildings	,	·			
ees by Agreement (also listed on page 10 of this backet):		b. Inspection of each tap	VC-5-2-8-2b		
. Water Connection	VC-5-2-8-1c	Other Fees:	Luca		
. Corporate Services	-	a. Final Plan Review	VC-5-2-5-2		
: Transportation Exaction	LDC V-112-H-6	b. Re-review	VC-5-2-5-3		
I. 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		
School District	LDC V-112-H-3	e. Minor Repair or Alternation of Single Family Residence	VC-5-2-7-2		
. 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		
. Fire Plan Review-Conditional on District	VC-5-2-5	Miscellaneous Fees:			
. Fire Alarm PR	-	a. Hydrant Flow Test	VC-5-2-7-10e-1		
. Sprinkler PR	-	b. Water Meter(s)	VC-5-2-8-1a,b		
I. Standpipe PR	-	c. Water Meter Installation	VC-5-2-8-1a,b		
e. Ext. System PR	-	d. Road Exaction	LDC 5-112-K-6		
. UST PR	-	e. Construction Water (minimum \$50.00)	VC-5-2-7-10a		
. Fire Special Permit Review	-	f. Demolition Permit	VC-5-2-7-10b		
otal 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		
ı. Each circuit	VC-5-2-7-6a,b	i. Fire Sprinkler System	VC-5-2-7-10e		
. Each service	VC-5-2-7-6a,b	j. Fire Pump Flow Testing	VC-5-2-7-10e-2		
. Motors and other forms of power consuming levices	VC-5-2-7-6, #3	k. Lawn Sprinkler System	VC-5-2-7-10f		
I. Low Voltage Outlets	VC-5-2-7-6c	I. 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		
Number of fixtures:	VC-5-2-7-7	o. Sign Permit	VC-5-2-7-10j		
b. Sewer Repair and Replacement Permit Inspection	VC-5-2-7-7	p. Storage Tanks (gas, oil, etc.)	VC-5-2-7-10k		
ee Mechanical Inspection Fees:	1.5.5.	q. In-Ground Swimming Pools Permit	VC-5-2-7-10I		
-		r. Grading Permit	VC-5-2-7-10i VC-5-2-7-10m		
a. Heating Equipment: Residential/All other uses VC-5-2-7-8		s. Carnival Permit	VC-5-2-7-10III		
b. Cooling Equipment: Residential/All other uses VC-5-2-7-8 c. Heating Equipment: Residential /Other Use VC-5-2-7-8		t. Special Inspection and Services Performed	VC-5-2-7-1011 VC-5-2-7-100		
Alterations I. Cooling Equipment: Residential / Other Use	VC-5-2-7-8	u. Antennas	VC-5-2-7-10p		
Alterations			<u> </u>		
Attorney					

A Notarized Affidavit – Complete if Public Hearing is Required

For	
Project Name	
The requirements (below) have been completed and a Commission of the Village of O	
Submittal has been made for the approval of	, pursuant to the Orland Park, with respect to the real estate
the project and for a public hearing and also has met the fol	resentative) has completed the application for llowing requirements:
A. Certified letters with return receipt requested have been said property upon which development is proposed. Letters days prior to the date of the public hearing).	
B. Weatherproof sign(s) at least two (2) by three (3) feet in mounted at least four (4) feet above the ground, have been parcel proposed for development on(date). conclusion of the public hearing. Failure to comply with the the public hearing invalid, provided that a good faith effort we	posted on every roadway frontage of the Such sign(s) will remain in place until the provisions of the Subsection shall not render
(the petitioner/representa sign(s) no later than thirty (30) days after the Village Board	ative) will remove the public hearing notice action on the proposed development.
, (the petitioner/representa Village of Orland Park staff prior to or at the Plan Commissi listed above have been complied with petitioner/representative) agrees to retain certified mail receive greats from the final Village Board action.	on meeting, confirming that all requirements . (the
Signature:Petitioner (or Representative)	 Date
Signature: Notary	 Date