



## Community Development Department

City Hall  
222 E. 9<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Lockport, IL 60441  
(815) 838-0549, Option 4  
[www.lockport.org](http://www.lockport.org)

## Concept Plan Review

*Last revised 2/13/18*

# Community Development Application

Check all that apply

- Concept Plan Review
- Rezoning
- Special Use Permit for:
  - Planned Unit Development
  - Other: \_\_\_\_\_
- Preliminary Subdivision Plat Review
  - Residential
  - Commercial
  - Industrial
  - Mixed-Use
- Preliminary Development Plan Review
  - Residential
  - Commercial
  - Industrial
  - Mixed-Use
- Final Subdivision Plat Review
  - Residential
  - Commercial
  - Industrial
  - Mixed-Use
- Final Development Plan Review
  - Residential
  - Commercial
  - Industrial
  - Mixed-Use

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## PLEASE CHECK ONE OF THE FOLLOWING:

- Applicant is owner of the subject property and is the signer of this application.
- Applicant is the contract purchaser of the subject property and has attached a copy of said contract.
- Applicant is acting on behalf of the beneficiary of a trust.
- Applicant is acting on behalf of the owner (notarized letter of consent from owner required)

***In the event that the subject property is held in a trust, a notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries and providing the name, address and percentage of interest of each beneficiary is attached to this executed application.***

## SUBJECT PROPERTY INFORMATION:

LOCATION: \_\_\_\_\_

NUMBER OF ACRES: \_\_\_\_\_ PIN # \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ PROPOSED ZONING \_\_\_\_\_:

CURRENT USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

### **FIRE DISTRICT:**

- ( ) Lockport Township
- ( ) Homer Township
- ( ) Northwest Homer Township
- ( ) Other \_\_\_\_\_

### **SCHOOL DISTRICT (S):**

- ( ) Fairmont Elementary Dist #89
- ( ) Taft Elementary Dist #90
- ( ) Milne-Kelvin Grove Dist #91
- ( ) Homer Township Consolid. Dist #33c
- ( ) Ludwig-Reed-Walsh Dist #92

### **PARK DISTRICT:**

- ( ) Lockport Township
- ( ) Other \_\_\_\_\_

**OTHER INTERESTED PARTIES:**

Fill out contact information for all applicable parties.

**CONTACT PERSON:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**ARCHITECT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**LAND PLANNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**SURVEYOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**ENGINEER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**ATTORNEY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**CONCEPT PLAN SUBMITTAL CHECKLIST**

**MAXIMUM PLAN/PLAT SIZE IS 24" X 36". WHEN SUBMITTED, ALL PLANS/PLATS SHOULD BE FOLDED TO LETTER SIZE AND ORGANIZED INTO INDIVIDUAL PACKETS CONTAINING ONE OF EACH PLAN/PLAT. PLANS/PLATS NOT FOLDED WILL NOT BE ACCEPTED.**

**ALL REQUIRED DOCUMENTATION, FEES AND SUPPORTING INFORMATION SHALL BE SUBMITTED TOGETHER. PIECEMEAL SUBMISSIONS WILL NOT BE ACCEPTED.**

**CONSULT THE CITY'S DEVELOPMENT CODE AND ZONING ORDINANCE FOR REQUIREMENTS AND PROVISIONS.**

**COURTESY NOTICE REQUIREMENT: Upon filing an application for concept plan review, the applicant is to send via certified mail a site plan, brief description of the project and contact information for the applicant and Lockport Planning Department to all property owners within 250 feet of the subject property. Early participation with the public can reduce or eliminate neighborhood concerns prior to public meetings. This will lead to better projects and less contentious meetings. Applicants must submit to the Planning Department evidence of the certified mailing and a copy of the documents mailed.**

- One (1) original completed Community Development Application form.
- A written narrative of the proposal and reason for seeking concept plan review. Include a list of other similar developments/projects and their locations in which your company has been a part of.
- Payment of all application and review fees in accordance with the City's approved Fee Schedule (below). All fees shall be submitted to the Community Development Department. Separate checks are to be provided - one for Planning Application & Review Fees and one for Engineering Review Fees.
- One (1) original signed Review & Inspection Fees Acknowledgement & Agreement for Reimbursement form.
- One (1) original signed Concept Plan Submittal Checklist.
- One (1) copy of purchase contract, if applicable.
- One (1) original notarized letter of consent from property owner, if applicable.
- Eight (8) copies of a Location Map showing the subject property in relation to the corporate limits of the City and existing streets and adjoining properties.
- Eight (8) copies of a Plat of Survey for the property including all PINs and a legal description.
- Eight (8) copies of a Dimensional Site Plan including a site data box and showing general location of proposed buildings, parking areas, pedestrian and vehicular circulation systems, landscaping areas, existing use of property within 100 feet of the boundaries of the site.
- Any additional documentation requested by the City staff during the pre-application meeting, if applicable.
- Two (2) CDs or USB drives with PDFs of all documents and plans submitted.

**I certify that all required documentation, fees and supporting information being submitted on behalf of this application request is complete and accurate. I further acknowledge that any missing documentation, fees and/or supporting information can result in a delay of the processing and review of this application request.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**REVIEW & INSPECTION FEES  
ACKNOWLEDGEMENT & AGREEMENT  
FOR REIMBURSEMENT**

AS THE APPLICANT, YOU ACKNOWLEDGE AND UNDERSTAND THE FOLLOWING:

1. The City currently engages an outside professional engineering firm to complete review/s and inspection/s of all private development proposals. You further acknowledge and agree to pay to the City any and all engineering review and inspection fees and expenses incurred that exceed the amounts collected per the City's approved Fee Schedule. The City shall invoice you directly for the additional amount of fees incurred through the project's completion as determined by the City and/or City's acceptance of all public and private improvements associated with the project, whichever occurs last.
2. The City may engage an outside professional firm to assist with the review/s and/or inspection/s of the application related to legal, land planning, financial or other. You further acknowledge and agree to pay to the City any and all consultant review and inspection fees and expenses incurred that exceed the amounts collected per the City's approved Fee Schedule. The City shall invoice you directly for the additional amount of fees incurred through the project's completion as determined by the City and/or City's acceptance of all public and private improvements associated with the project, whichever occurs last.
3. The review fees listed in the City's approved Fee Schedule allow for three (3) reviews to be completed by staff and any consultants engaged by the City to complete the required reviews of Concept Plans, Preliminary Development Plans or Subdivision Plats, and Final Development Plans or Subdivision Plats. You acknowledge and agree that should additional plan or plat reviews be necessary due to circumstances created by you or your development team, the City may at its discretion, charge an additional review fee equal to one-half (1/2) the original review fees submitted at the time of application for each subsequent review. You further acknowledge that these fees will be paid to the City before any further review of the plan/plat is commenced.

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Dated

**Internal Use Only:**

Application Received	Date: _____	Initials: _____
Application Approved	Date: _____	Initials: _____
Approved by P.C	Date: _____	Initials: _____
Applicant Notified	Date: _____	Initials: _____
Approved by CC	Date: _____	Initials: _____
Applicant Notified	Date: _____	Initials: _____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>FEES</b>	
<b>Application Fee</b>	\$ _____
<b>Review Fee</b>	\$ _____
<b>Engineering Fee</b>	\$ _____
<b>Misc. Fee</b>	\$ _____
<b>TOTAL</b>	\$ _____

## **APPLICATION REVIEW PROCESS—A SUMMARY**

Below is a summary of the review process. Detailed procedures and requirements for each step in the site development application review process may be found in the City's Development Code and, for rezoning, special uses, and planned developments, the City's Zoning Ordinance.

Amount of actual time it takes to review an application request will vary depending on the accuracy of the required submittal items, complexity of the proposal and the time of subsequent resubmittals and plan revisions.

### **1. PRE-APPLICATION MEETING**

Every applicant is encouraged to participate in a pre-application meeting to initiate the review process for each new development, zoning change, special use permit or subdivision. The pre-application meeting allows the applicant to familiarize themselves with the City's development objectives and procedures, and to learn about any special circumstances that may exist or be applicable to the subject property.

Staff conducts pre-application meetings are scheduled on each Tuesday morning. The request for pre-application meeting should be made to the City Planner not less than one (1) week prior to the desired date of the meeting. If the applicant has any site plan, maps, data, or other information which may be necessary to illustrate or describe the characteristics of the proposed development, the developer shall deliver such information to the City Planner (typically a minimum of eight (8) hard copies or electronically via email) no later than Wednesday afternoon before the scheduled meeting date. If this information is not received, the meeting may be cancelled.

### **2. STAFF REVIEW**

The City Staff shall review each concept plan application and any accompanying drawings, supporting documentation and statements in order to determine whether such application is consistent with all City requirements, the Comprehensive Plan and the Development Code.

The City Staff shall distribute such drawings, and supporting documentation to such City departments, consultants, or other persons as may be necessary.

- Planning and Zoning
- Building Official
- Development Engineering Consultant
- Fire Protection District/s
- Police Department
- Park District, if applicable
- School Districts, if applicable

The City Staff will receive any comments and or concerns in writing from each department or agency. City Staff will forward comments from the reviewing agencies to the applicant. The City Planner may meet with the applicant and other departments to discuss the comments and or concerns.

### **3. PLAN & ZONING COMMISSION REVIEW**

Upon completion of the Staff review of the application the City Planner shall prepare a staff report and recommendation based upon his/her evaluation of the proposal and the input from other departments and agencies. The City Planner shall circulate copies of the concept plan application and any drawings, statements, and a report of compliance or non-compliance to the Plan & Zoning Commission. At the applicable regularly scheduled meeting, the Plan & Zoning Commission shall review/discuss the concept plan. Prior to the Plan & Zoning Commission meeting, Staff will advise the applicant of the required number of additional plans and documents. These plans and documents are distributed to City Staff and the Plan & Zoning Commission members. Electronic copies of the same will be distributed to City Council members.

The Plan & Zoning Commission is responsible for interpreting the City's development goals and objectives and making recommendations concerning land use and land development in the City to the City Council. The

Commission can make recommendations to vary the requirements of the Development Code and, in some instances, the Zoning Ordinance.

The Plan & Zoning Commission relies upon the evaluations/recommendations of the City Staff and Consultants and the input of the public in determining the course of action on each development application. The Plan & Zoning Commission may accept, reject, or modify any Staff recommendation. It is the responsibility of the applicant to present the facts pertinent to his/her case. It is the applicant's responsibility to demonstrate that the criteria for approving or granting the requested application have been satisfied.

#### **4. COMMITTEE OF THE WHOLE/CITY COUNCIL REVIEW**

The City Council makes the final decisions regarding any concept plan application. Before a final decision is made, however the requested action will appear first on the Committee of the Whole agenda for discussion and direction only. At the next meeting or future City Council meeting, the approving resolution or ordinance is presented for any further discussion and final consideration. The City Council can approved an application as presented, approve an application with modifications as discussed, or deny an application outright.

#### **5. CITY RECORD**

A certified copy of the resolution approving or disapproving the concept plan shall be filed in the Office of the City Clerk attached to said concept plan.

### **CITY OF LOCKPORT FEES**

#### **A. Planning Application and Review Fees**

1. Concept, Preliminary and/or Final Plat or Plan: Upon presentation of any subdivision and/or development plan, the Applicant shall pay a non-refundable application and review fee of the following:

- a. Application Fee: \$250 plus \$10 per acre of land or fraction thereof in the proposed subdivision or development.
- b. Review Fee:
  - 1) Concept and/or Preliminary Plan
    - a) Less than three (3) acres: \$2,000
    - b) 3.01 to 5.00 acres: \$3,000
    - c) 5.01 to 10.00 acres: \$4,000
    - d) Greater than ten (10) acres: \$5,000
  - 2) Final Plan / Final Plat
    - a) Less than three (3) acres: \$1,000
    - b) 3.01 to 5.00 acres: \$2,000
    - c) 5.01 to 10.00 acres: \$3,000
    - d) Greater than ten (10) acres: \$4,000

2. Amendments to Concept, Preliminary and/or Final Plat or Plan Application and Review Fees:

Upon presentation of an amendment to an approved, Concept, Preliminary and/or Final Plat or Plan, the Applicant shall pay a non-refundable application and review fee of:

- a. Application Fee: \$100 plus \$10 per acre of land or fraction thereof in the proposed subdivision or development.
- b. Review Fee: \$2,000

#### **B. Annexation, Annexation Agreement and/or Developer's Agreement Review Fees**

Upon presentation of an application to annex into the City of Lockport, or submission of an Annexation, Annexation Agreement and/or Developer's Agreement, and/or any amendment to the above, the Applicant shall pay a non-refundable fee of the following amount:



1. Residential developments (excluding planned unit developments):
 

Less than 2 acres:	\$ 225
2 acres to less than 5 acres:	\$ 300
5 acres to 10 acres:	\$ 1,000
10+ acres:	\$ 2,000
2. Nonresidential developments, planned unit developments, and/or mixed use planned unit developments: \$1,500 + \$100 per acre for every acre over two (2) acres.
3. Publication Costs: All publication costs associated with the Annexation Public Hearing or other hearings shall be reimbursed to the City prior to execution of the Annexation Agreement or Developer's Agreement.

**C. Engineering Plan Review and Inspection Fees**

1. Concept Plan Review Fee: At the time of application for review of a Concept Plan, the applicant shall pay a non-refundable engineering review fee of the following:
 

Less than 3 acres:	\$ 1,500
3 acres to less than 5 acres:	\$ 1,500
5 acres to less than 10 acres:	\$ 4,000
10 acres to less than 30 acres:	\$ 4,000
30 + acres:	\$ 4,000
2. Preliminary Plat/Plan Review Fee: At the time of application for review of a Preliminary Plat/Plan, the applicant shall pay a non-refundable engineering review fee of the following:
 

Less than 3 acres:	\$ 5,000
3 acres to less than 5 acres:	\$ 5,000
5 acres to less than 10 acres:	\$ 8,500
10 acres to less than 30 acres:	\$ 8,500
30 + acres:	\$ 8,500
3. Final Engineering Review Fee: At the time of final Engineering submittal, the applicant shall pay a non-refundable engineering review fee in the amount of 2% of the design engineer's estimate of probable cost of total public and private site improvements, as approved by the Director of Public Works & Engineering, which includes but is not limited to: mass grading, stormwater management facilities, sanitary sewer, water mains, storm sewers, street improvements, street lighting, sidewalks, landscaping, erosion control, street signs, traffic control signs. The estimate shall be delineated into the on-site and off-site public improvements and private improvements, when applicable, as estimated by the design engineer and approved by the Director of Public Works & Engineering.
4. Final Engineering Inspection Fee: At the time of posting the required Letter of Credit or Performance Bond, the applicant shall pay a non-refundable inspection fee in the amount of 2% of the design engineer's estimate of probable cost of total site improvements as approved by the Director of Public Works & Engineering. Inspection fees shall be in addition to the required Final Engineering Review Fee in item 3 above.

5. **Reimbursement of Additional Fees:** At its discretion, the City may elect to hire a professional consulting firm to complete engineering plan reviews and /or inspections. The Developer shall reimburse the City any and all engineering review and inspection fees incurred that exceed the amounts collected in items 1-4 above, through the project's completion; as determined by the Director of Public Works & Engineering and the City's acceptance of all public and private improvements associated with the project.
- D. **Stormwater Management Permit Fee:** After the completion of the review of the final engineering documents for any subdivision or development requiring a City of Lockport stormwater management permit, the Applicant shall pay a non-refundable stormwater permit fee in the amount of \$250 for all developments.
- E. **Other Fees:** The applicant, or petitioner, as the case may be, shall be obligated to reimburse the City of Lockport for any fees incurred by the City for hiring professional consultants (legal, land planning, financial or other professional consultants) that may be required in the review of the application.
- F. **Excessive Number of Reviews & Fees:** The review fees listed above allow for three (3) reviews to be completed by staff and any consultants engaged by the City to complete the required reviews of Concept Plans, Preliminary Development Plans or Subdivision Plats, and Final Development Plans or Subdivision Plats. Should additional plan or plat reviews be necessary due to circumstances created by the applicant, the City may at its discretion, charge an applicant an additional review fee equal to one-half (1/2) the original review fees submitted at the time of application for each subsequent review. The applicant shall pay these fees to the City before any further review of the plan/plat is commenced.

***\* ALL FEES ARE SUBJECT TO CHANGE\****