

Guide to Land Development Applications

Thank you for your interest in developing in Romeoville. We hope that you will take a few minutes to read through these application materials and we look forward to working with you to obtain the necessary approvals.

Procedure

Step One: Pre-Development Meeting

The first step in Romeoville's Development Process is called the Pre-Development Meeting.

- At this meeting, the applicant will meet with key members of the Village staff who are involved in the development review process.
- The applicant will meet with a staff planner who will act as the *Project Manager* for the project. This person will be the Village liaison and will facilitate the application and review process.
- The staff will describe the development process, required applications, associated fees, and expectations.

Please contact the Community Development Department at 815.886.7213 if you would like to set up a Pre-Development Meeting.

Step Two: Professional Fee Agreement

The second step in the process is to enter into a Professional Fee Agreement with the Village.

- The Professional Fee Agreement will address payment for the out-of-pocket costs incurred by the Village for a given project. These costs include fees for consultants to analyze, review, and comment on application materials.
- A \$5,000 deposit must be submitted with the Professional Fee Agreement.
 - The Village will deposit the payment and will use the funds to reimburse costs. If the developer proceeds with the project, the \$5,000 deposit will be credited towards fees.
 - If the developer does not proceed with the project, the balance will be reimbursed.
- In the event that the proposed project is small and minimal costs are expected to be incurred, the deposit may be reduced to \$1000.

Step Three: Concept Plan

The third step in Romeoville's Development Process is called the Concept Plan.

- At this stage, the applicant submits conceptual site plans, landscape plans, and building elevations to the Project Manager.
- Upon receipt, the information will be distributed to the Development Review Committee (DRC) for review. The DRC is a staff committee consisting of representatives from each Village Department (Administration, Community Development, Public Works, Finance, Fire, Recreation, and Police) as well as the planners, engineers, and attorneys.
- Approximately two weeks later, the DRC will provide a comprehensive letter listing the comments, questions, and concerns. The applicant will be invited to meet with the DRC to discuss the letter and how to proceed.
- Once the DRC has completed the review, the project will be referred to the Planning and Zoning Commission (PZC) for discussion at a public meeting.
- Once the PZC has discussed the proposal, the project will be referred to the Village Board for discussion at a workshop meeting.

Although there is no approval that can be granted for a Concept Plan, the comments of the DRC, PZC, and Village Board will be helpful in determining how to proceed with the project.

Step Four: Formal Approvals

The next step in the process is to apply for formal land development approvals. In most cases, a Planned Unit Development Plan, Site Plan, Landscape Plan, and Engineering Plan will need to be approved. Other approvals such as annexation and zoning, annexation agreement, variances, and plats may also be required depending on the nature of the project.

- The first step is to submit all of the required applications, fees, plans and supporting documents to the Project Manager.
- Upon receipt, the information will be distributed to all members of the DRC for review.
- Approximately four to six weeks later, the DRC will provide a comprehensive letter listing the comments, questions, and concerns.
- The applicant will need to address each comment and resubmit for the DRC's review. Each additional review takes about three to four weeks.
- Once all comments and questions have been addressed, the public hearing will be scheduled. Fifteen to thirty days before the public hearing, the public hearing notices (sign, newspaper & certified notices) will be posted.

- The Planning and Zoning Commission will hold a public hearing where they will consider your testimony, public input, and the recommendation of the DRC. Once they have the necessary information, they will make a recommendation and refer the case to the Village Board.
- The Village Board will discuss the case at a Workshop meeting and then at a regular meeting. Once they have all of the necessary information and recommendations, they will vote on whether to approve, disapprove, or approve the project with modifications. This is the final step in the land development approval process.

Step Five: Building Permits

Before beginning construction, the applicant must obtain all necessary building permits. The Village will begin the review of the building permits prior to Village Board approval; however, no permits will be issued until the Building Department has approved all drawings and the Village Board has approved all land development applications.

The Building Department recommends applying for all permits at once and naming a contact person to coordinate with the Village on all matters pertaining to the permits and construction. Having a single set of prints and a single 'general contractor' generally ensures a smoother process. The Village, however, will work with a developer on separate permits for shell construction and build-outs if it is necessary to meet contractual obligations.

Application Materials

This folder contains several documents that will assist you with your applications.

- Development Application: This form applies to all land development applications in the Village.
- Land Development Application Submittal Documents: This checklist summarizes the required submittal documents for each type of application. It lists the forms, required fees, plans and supporting documents that must be submitted.
- Professional Fee Agreement: A blank copy of the Professional Fee Agreement is enclosed. Applicants must enter into a Professional Fee Agreement with the Village and must submit a deposit before proceeding with any formal development applications.
- Permit Application Process Flow-Chart: The Process Flow-Chart illustrates the Village's process.