

City of St. Charles, Illinois

Ordinance No. 2008-Z-32

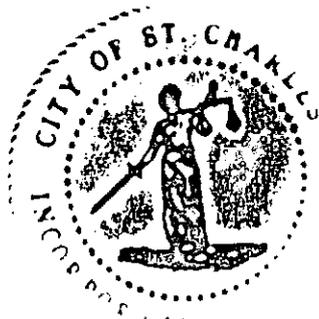
**An Ordinance Amending Title 17 of the St. Charles
Municipal Code Entitled "Zoning" Pertaining to
Administration Procedures**

**Adopted by the
City Council
of the
City of St. Charles
September 2, 2008**

**Published in pamphlet form by
authority of the City Council
of the City of St. Charles,
Kane and Du Page Counties,
Illinois, September 5, 2008**

Nancy Garrison

City Clerk



(SEAL)

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ORDINANCE NO. 2008-Z- 32

AN ORDINANCE AMENDING TITLE 17 OF THE ST. CHARLES MUNICIPAL CODE ENTITLED "ZONING" PERTAINING TO ADMINISTRATION AND PROCEDURES

WHEREAS, on or about May 28, 2008, the City of St. Charles ("the Applicant") filed a petition to amend the Zoning Ordinance of the City of St. Charles pertaining to administration and procedures; and,

WHEREAS, Notice of Public Hearing on said petition was published on or about June 20, 2008, in a newspaper having general circulation within the City, to-wit, the Kane County Chronicle newspaper, all as required by the statutes of the State of Illinois and the ordinances of the City; and,

WHEREAS, pursuant to said notice, the Plan Commission conducted a public hearing on or about July 8, 2008, on said petition in accordance with the statutes of the State of Illinois and the ordinances of the City; and,

WHEREAS, at said Public Hearing, the Applicant presented testimony in support of said petition and all interested parties had an opportunity to be heard; and,

WHEREAS, the Plan Commission recommended approval of the petition on or about July 22, 2008; and,

WHEREAS, the City Planning and Development Committee recommended approval of the petition on or about August 11, 2008; and,

WHEREAS, the City Council of the City of St. Charles has received the recommendations of the Plan Commission and Planning and Development Committee and has considered the same:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, as follows:

SECTION ONE: The preambles set forth hereinabove are incorporated herein as substantive provisions of this Ordinance as if fully set out in this Section One.

SECTION TWO: That Section 17.02.030 entitled "Applicability and Interpretation" in Chapter 17.02 entitled "Title, Purpose, and Interpretation" is hereby

amended by adding thereto a section “R” entitled “Zoning of Property Outside of the City”, which shall read as follows:

“R. Zoning of Property Outside of the City

For the purposes of this Title, zoning of properties not within but adjoining the corporate limits of the City of St. Charles shall be deemed to be characterized as the St. Charles zoning district that most closely approximates the uses and intensity of development permitted by the County or Municipal zoning regulations applicable thereto, or the uses and intensity of development contemplated in the applicable Comprehensive Plan of the jurisdiction in which it is located, whichever is more intensive.”

SECTION THREE: That Section 17.02.040(J) entitled “Historic Preservation Overlay” in Chapter 17.02 entitled “Title, Purpose, and Interpretation” is hereby amended by deleting the section in its entirety and substituting the following section “J” entitled “Historic Districts and Landmarks”, which shall read as follows:

“J. Historic Districts and Landmarks

Historic Districts and Landmarks designated prior to the effective date of this 2006 Zoning Ordinance shall remain in full force and effect.”

SECTION FOUR: That Section 17.02.060 entitled “Repeal of Previous Title” in Chapter 17.02 entitled “Title, Purpose, and Interpretation” is hereby amended by deleting the section in its entirety and substituting the following:

“17.02.060 REPEAL OF PREVIOUS TITLE

After the effective date of this Title, all provisions of the St. Charles Zoning Ordinance adopted on May 23, 1960, as amended from time to time, are expressly repealed in their entirety, except for previously granted Special Uses, as provided in Section 17.02.040 D, the provisions of previously granted Planned Unit Developments, as provided in Section 17.02.040 H, and previously designated Historic Districts and Landmarks, as provided in Section 17.20.040 J.”

SECTION FIVE: That Section 17.04.060(1) in Chapter 17.04 entitled “Administration” is hereby amended by deleting the section in its entirety and substituting the following:

- “1. To review requests for building and site development permits to determine compliance with Design Review standards.”

SECTION SIX: That Section 17.04.070 entitled “Building Commissioner” in Chapter 17.04 entitled “Administration”, and all other references to the title of “Building Commissioner” contained in Title 17, are hereby amended by substituting the term “Building and Code Enforcement Division Manager” in lieu thereof.

SECTION SEVEN: That Section 17.04.080 entitled “Director of Public Works” in Chapter 17.04 entitled “Administration” is hereby amended by deleting Section 3. in its entirety and renumbering Section 4. as Section 3.

SECTION EIGHT: That Section 17.04.160(C) entitled “Posted Sign Notices” in Chapter 17.04 entitled “Administration” is hereby amended by deleting the phrase “shall indicate the category of the application proposed, and” from the sentence number one of paragraph number two.

SECTION NINE: That Section 17.04.170(C) entitled “Reimbursement of Costs and Fees; Deposit Required” in Chapter 17.04 entitled “Administration” is hereby amended by deleting the section in its entirety and substituting the following Section C:

- “C. **Reimbursement of Costs and Fees; Deposit Required**
In addition to the filing fees provided for in this Section and Appendix B, each petitioner/applicant shall enter into a reimbursement of fees agreement with the City. The reimbursement of fees agreement shall encompass all applications or petitions pending with the City. The reimbursement of fees agreement shall be in the form specified in Appendix B.

At the time the Petitioner/Applicant submits an application to the City, he/she shall deposit the amounts specified in Appendix B with the City to collateralize his/her obligation for reimbursement of costs for City staff review, outside consultant services, and miscellaneous expenses, as described herein.

A petitioner/applicant who withdraws his/her petition or application may apply in writing to the Director of Community Development for a refund of his/her initial deposit. The City Administrator may, in his/her discretion, approve such refund less any actual fees and costs, which the City has already paid or incurred relative to the Petition or Application.”

SECTION TEN: That Table 17.04-1 entitled “Zoning Procedures and Administration” in Chapter 17.04 entitled “Administration” is hereby amended by deleting the table in its entirety and substituting thereto the table attached as Exhibit “A”.

SECTION ELEVEN: That Section 17.04.210(A) entitled “Certificate of Occupancy; Easements” in Chapter 17.04 entitled “Administration” is hereby amended by deleting the word “; Easements” from the section title.

SECTION TWELVE: That Section 17.04.230 (C) entitled “Application and Approval” in Chapter 17.04 entitled “Administration” is hereby amended by deleting the section in its entirety and substituting the following Section C:

“C. Application and Approval

No separate application is required for an administrative Design Review. The Building and Code Enforcement Division Manager shall forward applications for Building Permits and Site Development Permits requiring administrative Design Review to the Director of Community Development for review. The Director of Community Development shall grant Design Review approval if the permit application complies with the standards and guidelines of Chapter 17.06, “Design Review Standards and Guidelines”. If the Director of Community Development determines that it does not conform, he/she shall inform the applicant in writing as to which standards were not met, and may offer recommendations as to how to gain compliance.

For projects requiring administrative Design Review, permit applicants are encouraged to schedule a Pre-Application meeting or an informal consultation with the Director of Community Development or his/her designee prior to filing a permit application.”

SECTION THIRTEEN: That Section 17.04.250 entitled “Residential Architectural Consultation” in Chapter 17.04 entitled “Administration” is hereby amended by deleting Sections B., C., D., and E. in their entirety, and substituting thereto the following Sections B., C., D.:

“B. When Required

Residential Architectural Consultation is required prior to issuance of a building permit for one and two family dwellings, including building additions and exterior alterations, in the RT1, RT2, RT3 RT4, CBD-1, and CBD-2 Districts, except:

1. No RAC is required for interior remodeling or for exterior work that does not affect the exterior appearance of the building (such as reroofing with like materials).
2. No RAC is required for property that is subject to Design Review.
3. No RAC is required for property that is subject to the requirement to obtain a Certificate of Appropriateness pursuant to Chapter 17.32 (Historic Preservation).
4. No RAC is required for property that is within a Planned Unit Development.

Property owners and contractors are encouraged to request a RAC meeting prior to submittal of an application for a building permit and completing plans.

C. Review Process

No separate application is required for a RAC. The Building and Code Enforcement Division Manager shall forward applications for building permits requiring a RAC to the Director of Community Development for review. The Director of Community Development shall provide advisory review comments and may recommend that the property owner or permit applicant attend a RAC meeting with the Director of Community Development or his/her designee, or the Historic Preservation Commission.

The Director of Community Development or his/her designee, or the Historic Preservation Commission, shall provide the owner and/or applicant with information and recommendations for appropriate design relative to the property for which the permit is sought. This information shall include but is not limited to the following:

1. Façade articulation and other methods to reduce apparent mass and scale
2. Placement, size and framing of windows and doors
3. Roof forms
4. Design compatibility of building additions
5. Recommended building materials

D. Enforcement

Residential Architectural Consultation is advisory, and therefore the applicant is encouraged but is not required to follow the recommended design approaches.”

SECTION FOURTEEN: That Section 17.04.320(D) in Chapter 17.04 entitled “Administration” is hereby amended by adding the following to the end of said section:

“The Plan Commission recommendation shall be based upon the preponderance of the evidence presented and the Commission shall not be required to find each Finding of Fact in the affirmative to recommend approval of an application for Map Amendment.”

SECTION FIFTEEN: That Section 17.04.330(C)(2)(f) in Chapter 17.04 entitled “Administration” is hereby amended by deleting the section in its entirety and substituting the following Section f:

“f. Conformance with Codes: That the proposed Special Use conforms to all existing Federal, State and local legislation and regulation and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.”

SECTION SIXTEEN: That Section 17.04.330(F) entitled “Limitation on Special Uses” in Chapter 17.04 entitled “Administration” is hereby amended by adding the following Section 5. thereto, which shall read as follows:

“5. If a Special Use ceases operation for a continuous period of twenty-four (24) months, the Special Use shall be deemed abandoned and the Special Use approval shall lapse. The Director of Community Development shall determine if a Special Use has ceased operation and shall notify in writing the record owner of the property. The notice shall be provided twenty-four (24) months prior to the date upon which the Special Use will be deemed abandoned. However, prior to the end of the twenty-four (24) month period the Director, at his/her discretion and for good cause, may extend, for up to twelve (12) months at a time, the period for abandonment.

If the Special Use is not reestablished within the aforementioned time period or extension thereof, the Special Use approval shall lapse, and a new Special Use approval shall be required to establish the use in accordance with this Section. This provision shall also apply to any existing use deemed a lawful Special Use in accordance with Section 17.02.040. The provisions of this paragraph shall not apply to any Special Use for a Planned Unit Development, which is subject to time limitations contained in Section 17.04.420.”

SECTION SEVENTEEN: That Section 17.04.400 entitled “Planned Unit Developments – Purpose and Requirements” in Chapter 17.04 entitled “Administration” is hereby amended by deleting the section in its entirety and substituting the following section:

“17.04.400 PLANNED UNIT DEVELOPMENTS – PURPOSE AND REQUIREMENTS

Planned Unit Developments (PUD’s) are intended to accommodate projects that incorporate a single use or mix of uses, which are planned and developed, or redeveloped, as a unit. PUD review encompasses zoning regulations for development of private facilities as well as subdivision and other land development regulations for development of public facilities. Therefore, the standards to be considered in reviewing PUD’s have a wider scope than for other types of applications in this Title. PUD’s should provide amenities not otherwise required, and the PUD process should not be employed solely as a means of intensifying the use of the land. The proposed Planned Unit Development shall be under single ownership or unified control at the time of

filing an application for approval of a PUD, or the applicant shall provide written evidence of his/her ability to gain ownership or unified control of the property if the PUD is approved.

A. Purpose

The purposes of the PUD process are:

1. To promote a creative approach to site improvements and building design that results in a distinctive, attractive development that has a strong sense of place, yet becomes an integral part of the community.
2. To create places oriented to the pedestrian that promote physical activity and social interaction, including but not limited to walkable neighborhoods, usable open space and recreational facilities for the enjoyment of all.
3. To encourage a harmonious mix of land uses and a variety of housing types and prices.
4. To preserve native vegetation, topographic and geological features, and environmentally sensitive areas.
5. To promote the economical development and efficient use of land, utilities, street improvements, drainage facilities, structures and other facilities.
6. To encourage redevelopment of sites containing obsolete or inappropriate buildings or uses.
7. To encourage a collaborative process among developers, neighboring property owners and residents, governmental bodies, and the community.

B. Conformance with Codes

Unless otherwise approved in accordance with this Chapter, development within a PUD shall conform to the requirements applicable to the underlying zoning district or districts in which the PUD is located, and all Land Improvements shall be designed and constructed in accordance with the provisions of Title 16, Subdivisions and Land Improvement, of the St. Charles Municipal Code. PUD's, however, may allow for relief from the minimum requirements applicable to the underlying zoning district and subdivision ordinance in situations where the City Council finds that:

- a) Conforming to the requirements would inhibit creative design that serves community goals, or

- b) Conforming to the requirements would be impractical and the proposed PUD will provide benefits that outweigh those that would have been realized by conforming to the applicable requirements.

Factors to be considered in this determination shall include, but are not limited to the following:

1. The PUD will provide community amenities beyond those required by ordinance, such as recreational facilities, public plazas, gardens, public art, pedestrian and transit facilities.
2. The PUD will preserve open space, natural beauty and critical environmental areas in excess of what is required by ordinance or other regulation.
3. The PUD will provide superior landscaping, buffering or screening.
4. The buildings within the PUD offer high quality architectural design.
5. The PUD provides for energy efficient building and site design.
6. The PUD provides for the use of innovative stormwater management techniques.
7. The PUD provides accessible dwelling units in numbers or with features beyond what is required by the Americans with Disabilities Act (ADA) or other applicable codes.
8. The PUD provides affordable dwelling units in conformance with, or in excess of, City policies and ordinances.
9. The PUD preserves historic buildings, sites or neighborhoods.”

SECTION EIGHTEEN: That Section 17.04.410(D) entitled “Special Use and PUD Preliminary Plan Procedure” in Chapter 17.04 entitled “Administration” is hereby amended by deleting the section in its entirety and substituting the following:

“D. Special Use and PUD Preliminary Plan Procedure

The Special Use and PUD Preliminary Plan procedure provides for formal review and approval of the proposed PUD. Once the Special Use for a PUD and the PUD Preliminary Plan are approved, the applicant is entitled to approval of PUD Final Plans and a PUD Final Plat if they fully conform with the approved PUD Preliminary Plan and the ordinance granting the

Special Use for the PUD, as well as all other applicable ordinances. Approval of the PUD Preliminary Plan shall not constitute authority to proceed with construction of any improvements, but rather constitutes approval of the designs for buildings and site improvements as a basis for preparing the PUD Final Plans. Preliminary Plan approval shall not obligate the City Council or any of its appointed officials, boards or commissions to approve later phases or plans which do not conform to the approved PUD Preliminary Plan, the ordinance granting the Special Use for the PUD, and this Title.

1. Application for Special Use and PUD Preliminary Plan

Applications for approval of a Special Use for a PUD and a PUD Preliminary Plan shall be filed simultaneously with the Director of Community Development. However, for multi-phase projects, the City Council may consider, at the request of the applicant, the filing of a Special Use application for a PUD with a PUD Preliminary Plan for the first phase comprising not less than one third of the property, and a Sketch Plan with Site Data for the remainder of the property to be developed in a later phase or phases. All applications shall include the information, plans and data as specified in Appendix A.

Review of a preliminary plan of subdivision submitted as part of a PUD Preliminary Plan application shall be in accordance with the provisions of Titles 16 and 18 of the St. Charles Municipal Code.

2. Plan Commission Public Hearing on the Special Use and PUD Preliminary Plan Request

The Plan Commission shall hold a public hearing to consider the application for Special Use for a PUD. The application for PUD Preliminary Plan approval shall be presented in support of the Special Use application, and revised PUD Preliminary Plans may also be presented at a meeting or meetings following the public hearing.

3. Recommendation and Approval of Special Use for PUD and PUD Preliminary Plan

Following the Plan Commission public hearing, the Plan Commission shall make a recommendation to the City Council regarding approval or denial of the applications for Special Use for PUD and PUD Preliminary Plan. The Plan Commission may recommend such conditions and restrictions upon the establishment, location, design, layout, height, density, construction, maintenance, aesthetics, operation and other elements of the Planned Unit Development as deemed necessary to secure compliance with the standards specified in

this Title. The Plan Commission may recommend exceptions and deviations from the requirements of this Title and of Title 16 of the St. Charles Municipal Code requested by the applicant, to the extent that it finds such exceptions and deviations are supportive of the standards and purposes for PUD's.

The Plan Commission shall not favorably recommend, and the City Council shall not approve, a Special Use for a PUD or an amendment to a Special Use for a PUD unless they each make findings of fact based on the application and the evidence presented at the public hearing that the PUD is in the public interest, based on the following criteria:

- i. The proposed PUD advances one or more of the purposes of the Planned Unit Development procedure stated Section 17.04.400.A.
- ii. The proposed PUD and PUD Preliminary Plans conform to the requirements of the underlying zoning district or districts in which the PUD is located and to the applicable Design Review Standards contained in Chapter 17.06, except where:
 - a) Conforming to the requirements would inhibit creative design that serves community goals, or
 - b) Conforming to the requirements would be impractical and the proposed PUD will provide benefits that outweigh those that would have been realized by conforming to the applicable requirements.Factors listed in Section 17.04.400.B shall be used to justify the relief from requirements.
- iii. The proposed PUD conforms with the standards applicable to Special Uses (Section 17.04.330.C.2).
- iv. The proposed PUD will be beneficial to the physical development, diversity, tax base and economic well-being of the City.
- v. The proposed PUD conforms to the purposes and intent of the Comprehensive Plan.

4. City Council Decision on Special Use and PUD Preliminary Plan Request

The City Council, after receipt of the aforesaid findings and recommendations from the Plan Commission, shall approve or deny

the Special Use and PUD Preliminary Plan or Amendment applications with such requirements, conditions, exceptions and deviations as it may deem necessary to ensure that the proposed development satisfies the standards of this Title applicable to Special Uses and Planned Unit Developments. The City Council may require such evidence and guarantees it deems necessary to ensure that the conditions stipulated in connection with the approval of the Planned Unit Development are being, and will be, complied with.”

SECTION NINETEEN: That Section 17.04.410 entitled “PUD Review Process” in Chapter 17.04 entitled “Administration” is hereby amended by adding the following Section F. entitled “PUD Preliminary Plan process for lots within an existing PUD”, which shall read as follows:

“F. PUD Preliminary Plan process for lots within an existing PUD

This abbreviated review process provides for formal review and approval of PUD Preliminary Plans for the development of lots that were previously platted pursuant to an ordinance approving a Special Use for PUD. This process shall not apply if the proposed development constitutes a Major Change to an ordinance granting a Special Use for PUD as defined in Section 17.04.430.

1. Pre-Application Meeting

A Pre-Application meeting prior to the filing of an application for PUD Preliminary Plan is optional but recommended to provide an opportunity to present initial ideas for the development.

2. Concept Plan Review

A Concept Plan Review for the proposed PUD Preliminary Plan is optional but may be recommended if the proposed development differs significantly from the previously approved Preliminary Plan or Sketch Plan for the site.

3. PUD Preliminary Plan Procedure

Application for approval of PUD Preliminary Plans shall be filed with the Director of Community Development. The application shall include the information, plans and data as specified in Appendix A.

A. Plan Commission Review and Recommendation

The Plan Commission will review the application against the standards contained in the ordinance approving the Special Use for PUD and this Title. The Plan Commission shall make a recommendation to the City Council regarding approval or denial of the application for PUD Preliminary Plan approval. The Plan Commission may recommend such conditions and restrictions upon the design, layout, aesthetics, and other elements of the PUD Preliminary Plan as deemed necessary to secure compliance with the standards contained in the ordinance approving the Special Use for PUD and this Title.

B. City Council Review and Recommendation

The City Council, after receipt of the recommendation from the Plan Commission, shall approve or deny the PUD Preliminary Plan application with such requirements or conditions as it may deem necessary to ensure that the proposed development satisfies the standards of the Special Use for PUD and this Title.

4. PUD Final Plan Procedure

No separate application for PUD Final Plan approval is necessary. Following approval of the PUD Preliminary Plan, the applicant is authorized to apply for a building and/or site development permit. The Director of Community Development shall issue PUD Final Plan approval based upon the plans submitted with the building or site development permit if the plans fully conform to the approved PUD Preliminary Plan and the ordinance granting the Special Use for PUD, as well as all other applicable ordinances. Where plans prepared for construction differ from the approved PUD Preliminary Plans, this stage provides an opportunity to reconcile the differences, or to approve changes to the PUD Preliminary Plans, as provided in Section 17.04.430.”

SECTION TWENTY: That Section 17.04.420 entitled “PUD Timing and Revocation” in Chapter 17.04 entitled “Administration” is hereby amended by deleting the section in its entirety and substituting the following:

“17.04.420 PUD TIMING AND REVOCATON

1. Recording of PUD Final Plat following Special Use for PUD approval

A PUD Final Plat for, at a minimum, the first phase of the development, shall be recorded in the County Recorder’s Office no later than two (2) years from the date of approval of the Special Use for PUD. However, prior to the end of the two-year (2) period the City Council, at its discretion and for good cause, may extend, for up to one (1) year at a time, the period for recording of the PUD Final Plat.

If the PUD Final Plat is not recorded within the aforementioned time period or extension thereof, the approval of the PUD Preliminary Plan shall lapse, and resubmittal of an application for PUD Preliminary Plan approval shall be required prior to approval of a PUD Final Plat.

If a PUD Final Plat is approved and recorded for at least the first phase of the development, the PUD Preliminary Plan as to the balance of the development shall remain valid for a period of five (5) years from the date of its initial approval.

If an approved PUD Final Plat for, at a minimum, the first phase of the development, is not recorded within three (3) years following the approval of the Special Use for the PUD, then the approval of the Special Use for PUD, the PUD Preliminary Plan, and the PUD Final Plat shall lapse, and the property shall be subject to the requirements for the Zoning District or Districts in which it is located.

2. Construction following PUD Final Plat recording or PUD Preliminary Plan approval

Construction for each phase of the PUD, as authorized by the issuance of a building permit, shall begin within two (2) years of the date of PUD Preliminary Plan approval for each lot within the phase, or within two (2) years of the recording of the PUD Final Plat for that phase, whichever came later. However, prior to the end of the two (2) year period the City Council, at its discretion and for good cause, may extend, for up to one (1) year at a time, the period for construction. If the applicant fails to file for building permit within the aforementioned time period or extension thereof, the approval of the PUD Preliminary Plan shall lapse, and resubmittal of an application for PUD Preliminary Plan approval shall be required prior to construction.”

SECTION TWENTYONE: That Section 17.04.430(A) entitled “Major Changes” in Chapter 17.04 entitled “Administration” is hereby amended by adding a new Section 2., and renumbering Section 2. as Section 3. The new Section 2. shall read as follows:

- “2. Changes determined by the City Council to invalidate or contradict any of the Findings of Fact for Special Use for PUD or elements of the Preliminary Plans which were used as a factor in establishing said Findings of Fact shall only be approved after submittal of an application to amend the Special Use for the PUD, together with applications to amend any previously approved plans.”

SECTION TWENTYTWO: That Section 17.04.430(A)(3)(b) in Chapter 17.04 entitled “Administration” is hereby amended by adding a Section “iv”, which shall read as follows:

- “iv. Reduction in the acreage of open space or common open space of more than 1%.”

SECTION TWENTYTHREE: That Appendix “A” of Title 17 entitled “Application Checklists” is hereby amended by deleting the Appendix in its entirety and substituting Appendix “A”, attached to this ordinance as Exhibit “B”, in lieu thereof.

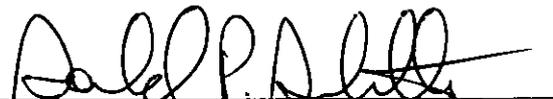
SECTION TWENTYFOUR: That Appendix “B” of Title 17 entitled “Schedule of Application Fees” is hereby amended by deleting the word “PUD” in the row “PUD Concept Plan.”

SECTION TWENTYFIVE: That after the adoption and approval hereof this Ordinance shall be (i) printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois this 2nd day of September, 2008.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois this 2nd day of September, 2008.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois this 2nd day of September, 2008.


Donald P. DeWitte, Mayor

Attest:


City Clerk/Recording Secretary

VOICE VOTE:
AYES: 1 ϕ
NAYS: ϕ
ABSENT: ϕ
ABSTAIN: ϕ



Exhibit "A"

TABLE 17.04-1 ZONING PROCEDURES AND ADMINISTRATION

Application Type ►	Building and Sign Permits (17.04.200, 220)	Administrative Design Review (Not Historic, not a PUD) (17.04.230)	Certificate of Appropriateness (Historic District) (17.04.040, 17.32.080)	Text Amendment (17.04.320)	Zoning Map Amendment (17.04.320)	Special Use or Amendment to Special Use (not a PUD) (17.04.330)	Special Use for PUD (17.04.400-430)	PUD Preliminary Plan (17.04.410.F)	Variation (17.04.310)	Appeal (17.04.300)	Zoning Interpretations (17.04.260)
Procedure or Step ▼											
Pre-Application Meeting	Optional	Optional	Optional	N/A	Recommended	Recommended	Required	Recommended	Optional	N/A	N/A
	City Staff	City Staff	City Staff	N/A	City Staff	City Staff	City Staff	City Staff	City Staff	N/A	N/A
Neighborhood Meeting	N/A	N/A	N/A	N/A	Recommended	Recommended	Recommended	Optional	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	Developer and Neighbors	Developer and Neighbors	Developer and Neighbors	Developer and Neighbors	N/A	N/A	N/A
Concept Plan Review	N/A	N/A	N/A	Optional	Optional	Optional	Required	Optional	N/A	N/A	N/A
	N/A	N/A	N/A	Plan Commission, P&D Committee	Plan Commission, P&D Committee	Plan Commission, P&D Committee	Plan Commission, P&D Committee	Plan Commission, P&D Committee	N/A	N/A	N/A
Public Hearing (Section 17.04.090)	N/A	N/A	N/A	Required	Required	Required	Required	N/A	Required	Required	N/A
	N/A	N/A	N/A	Plan Commission	Plan Commission	Plan Commission	Plan Commission	N/A	Board of Zoning Appeals	Board of Zoning Appeals	N/A
Review or Recommendation	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Building Commissioner	Director of Community Development	Historic Preservation Commission	Plan Commission, P&D Committee	Plan Commission, P&D Committee	Plan Commission, P&D Committee	Plan Commission, P&D Committee	Plan Commission, P&D Committee	Board of Zoning Appeals	Board of Zoning Appeals	Director of Community Development
Decision	Building Commissioner	Director of Community Development	Historic Preservation Commission	City Council	City Council	City Council	City Council	City Council	Board of Zoning Appeals	Board of Zoning Appeals	Director of Community Development
Appeal	Board of Zoning Appeals	Plan Commission (Historic Preservation Comm if Historic Property)	City Council	Circuit Court	Circuit Court	Circuit Court	Circuit Court	Circuit Court	Circuit Court	Circuit Court	Board of Zoning Appeals

Appendix A

APPLICATION CHECKLISTS

- Sections:
1. Design Review
 2. General Amendment
 3. Zoning Map Amendment
 4. Special Use and Special Use Amendment
 5. Concept Plan
 6. PUD Preliminary Plan
 7. PUD Final Plan

1. Design Review

- APPLICATION FEE:** Application fee in accordance with Appendix B of this Title.

- PLANS:**

All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions. A pdf document file or files of all plans shall be required with each submittal. The number of paper plans required shall be as determined by the Director of Community Development, based upon the number of copies needed for review.

- PLAT OF SURVEY:**

A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

- SITE/ENGINEERING PLAN:**

A plan or plans showing the following information:

1. Accurate boundary lines with dimensions
2. Existing and proposed easements: location, width, purpose
3. Streets on and adjacent to the tract: Name and right-of-way width, center line elevation, and culverts
4. Location, size, shape, height, and use of existing and proposed structures
5. Location and description of streets, sidewalks, and fences
6. Surrounding land uses
7. Legal and common description
8. Date, north point, and scale
9. Existing and proposed topography
10. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the proposal indicated
11. Location of utilities
12. Building/use setback lines
13. Location of any significant natural features
14. Location of any 100-year recurrence interval floodplain and floodway boundaries
15. Location and classification of wetland areas as delineated in the National Wetlands Inventory
16. Existing zoning classification of property
17. Existing and proposed land use
18. Area of property in square feet and acres

APPENDIX A

19. Proposed off-street parking and loading areas
 20. Number of parking spaces provided, and number required by ordinance
 21. Angle of parking spaces
 22. Parking space dimensions and aisle widths
 23. Driveway radii at the street curb line
 24. Width of driveways at sidewalk and street curb line
 25. Provision of handicapped parking spaces
 26. Dimensions of handicapped parking spaces
 27. Depressed ramps available to handicapped parking spaces
 28. Location, dimensions and elevations of freestanding signs
 29. Location and elevations of trash enclosures
 30. Provision for required screening, if applicable
 31. Provision for required public sidewalks
 32. Certification of site plan by a registered land surveyor or professional engineer
 33. Geometric plan showing all necessary geometric data required for accurate layout of the site
 34. Grading plans showing paving design, all storm sewers, and detention/retention facilities (including detention/retention calculations) and erosion control measures
 35. Utility plans showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures
 36. 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
 37. Typical construction details and specifications
 38. Certification of site engineering plans by a registered professional engineer
 39. Proof of application for Stormwater Management Permit
- **ARCHITECTURAL PLANS:**
Architectural plans and data for all principal buildings shall be submitted in sufficient detail to permit an understanding of the exterior appearance and architectural style of the proposed buildings, the number, size and type of dwelling units, the proposed uses of nonresidential and mixed use buildings, total floor area and total building coverage of each building.
- **TREE PRESERVATION PLAN:**
Tree Preservation Plan when required in accordance with Chapter 8.30 of the St. Charles Municipal Code. The information required for this plan may be included as part of the Landscape Plan set.
- **LANDSCAPE PLAN:**
Landscape Plan showing the following information:
1. Delineation of the buildings, structures, and paved surfaces situated on the site and/or contemplated to be built thereon
 2. Delineation of all areas to be graded and limits of land disturbance, including proposed contours as shown on the Site/Engineering Plan.
 3. Accurate property boundary lines
 4. Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping
 5. Site area proposed to be landscaped in square feet and as a percentage of the total site area
 6. Percent of landscaped area provided as per code requirement
 7. Dimensions of landscape islands
 8. Setbacks of proposed impervious surfaces from property lines, street rights-of-way, and private drives

- 9. Location and identification of all planting beds and plant materials
- 10. Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species
- 11. Location of proposed landscaping irrigation systems
- 12. Landscaping of ground signs and screening of dumpsters and other equipment
- **INCLUSIONARY HOUSING SUMMARY:** For residential developments, submit information describing how the development will comply with the requirements of Chapter 17.18, Inclusionary Housing, including:
 - The number and rental/for sale status of Market-Rate Units and Affordable Units to be constructed including type of dwelling, number of bedrooms per unit, proposed pricing, and construction schedule, including anticipated timing of issuance of building permits and occupancy certificates.
 - Documentation and plans regarding locations of Affordable Units and Market-Rate Units, and their exterior appearance, materials, and finishes.
 - A description of the marketing plan that the Applicant proposes to utilize and implement to promote the sale or rental of the Affordable Units within the development; and,
 - Any proposal to pay fees in lieu of providing the required Affordable Unit, per section 17.18.050.

2. General Amendment

- **APPLICATION:** Completed application form
- **APPLICATION FEE:** Application fee in accordance with Appendix B of this Title.
- **REIMBURSEMENT OF FEES AGREEMENT:**
An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Exhibit B of the Zoning Ordinance.
- **WORDING OF THE REQUESTED TEXT AMENDMENT**

3. Zoning Map Amendment

- **APPLICATION:** Completed application form signed by the applicant
- **APPLICATION FEE:** Application fee in accordance with Appendix B of this Title.
- **REIMBURSEMENT OF FEES AGREEMENT:**
An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Exhibit B of the Zoning Ordinance.
- **PROOF OF OWNERSHIP and DISCLOSURE:**
 - 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; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).
- **LEGAL DESCRIPTION:** For entire subject property, on 8 ½ x 11 inch paper
- **PLAT OF SURVEY:**
A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.
- **SITE PLAN:**
Simple site plan drawn to scale to demonstrate that the property can meet the requirements of the proposed zoning district (parking requirements, setbacks, landscaping, etc.)

- ❑ **SOIL AND WATER CONSERVATION DISTRICT APPLICATION:**
Copy of completed Land Use Opinion application as required by state law, as submitted to The Kane-Dupage Soil and Water Conservation District.
- ❑ **ENDANGERED SPECIES REPORT:**
Endangered Species Consultation Agency Action to be filed with the Illinois Department of Natural Resources.

4. Special Use and Special Use Amendment

- ❑ **APPLICATION:** Completed application form signed by the applicant
- ❑ **APPLICATION FEE:** Application fee in accordance with Appendix B of this Title.
- ❑ **REIMBURSEMENT OF FEES AGREEMENT:**
An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Exhibit B of the Zoning Ordinance.
- ❑ **PROOF OF OWNERSHIP and DISCLOSURE:**
 - 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; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).
- ❑ **LEGAL DESCRIPTION:** For entire subject property, on 8 ½ x 11 inch paper
- ❑ **PLAT OF SURVEY:**
A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.
- ❑ **SOIL AND WATER CONSERVATION DISTRICT APPLICATION:**
Copy of completed Land Use Opinion application as required by state law, as submitted to The Kane-Dupage Soil and Water Conservation District.
- ❑ **ENDANGERED SPECIES REPORT:**
Endangered Species Consultation Agency Action to be filed with the Illinois Department of Natural Resources.
- ❑ **TRAFFIC STUDY:** If requested by the Director of Community Development.
- ❑ **PLANS:**
All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions. A pdf document file or files of all plans shall be required with each submittal. The number of paper plans required shall be as determined by the Director of Community Development, based upon the number of copies needed for review.
- ❑ **SITE PLAN:**
A plan or plans showing the following information:
 1. Accurate boundary lines with dimensions
 2. Streets on and adjacent to the tract: Name and right-of-way width
 3. Location, size, shape, height, and use of existing and proposed structures
 4. Location and description of streets, sidewalks, and fences
 5. Surrounding land uses
 6. Date, north point, and scale

7. Ground elevation contour lines
 8. Building/use setback lines
 9. Location of any significant natural features
 10. Location of any 100-year recurrence interval floodplain and floodway boundaries
 11. Location and classification of wetland areas as delineated in the National Wetlands Inventory
 12. Existing zoning classification of property
 13. Existing and proposed land use
 14. Area of property in square feet and acres
 15. Proposed off-street parking and loading areas
 16. Number of parking spaces provided, and number required by ordinance
 17. Angle of parking spaces
 18. Parking space dimensions and aisle widths
 19. Driveway radii at the street curb line
 20. Width of driveways at sidewalk and street curb line
 21. Provision of handicapped parking spaces
 22. Dimensions of handicapped parking spaces
 23. Depressed ramps available to handicapped parking spaces
 24. Location, dimensions and elevations of freestanding signs
 25. Location and elevations of trash enclosures
 26. Provision for required screening, if applicable
 27. 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
- Note:* For a special use for a PUD, submit PUD Preliminary Plan in lieu of the site plan

5. Concept Plan

- ❑ **APPLICATION:** Completed application form signed by the applicant
- ❑ **PROOF OF OWNERSHIP and DISCLOSURE:**
 - 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; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).
- ❑ **LEGAL DESCRIPTION:** For entire subject property, on 8 ½ x 11 inch paper
- ❑ **PLAT OF SURVEY:**

A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.
- ❑ **AERIAL PHOTOGRAPH:**

Aerial photograph of the site and surrounding property at a scale of not less than 1"=400', preferably at the same scale as the concept plan.
- ❑ **PLANS:**

All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all

revisions. A pdf document file or files of all plans shall be required with each submittal. The number of paper plans required shall be as determined by the Director of Community Development, based upon the number of copies needed for review.

Concept Plans shall show:

1. Existing Features:

- Name of project, north arrow, scale, date
- Boundaries of property with approximate dimensions and acreage
- Existing streets on and adjacent to the tract
- Natural features including topography, high and low points, wooded areas, wetlands, other vegetative cover, streams, and drainage ways.
- General utility locations or brief explanation providing information on existing sanitary sewer, storm sewer, water, and other utilities necessary to service the development.

2. Proposed Features:

- Name of project, north arrow, scale, date
- Boundaries of property with approximate dimensions and acreage
- Site plan showing proposed buildings, pedestrian and vehicular circulation, proposed overall land use pattern, open space, parking, and other major features.
- Architectural elevations showing building design, color and materials (if available)
- General utility locations or brief explanation providing information on existing sanitary sewer, storm sewer, water, and other utilities necessary to service the development

SUMMARY OF DEVELOPMENT:

Written information including:

- List of the proposed types and quantities of land use, number and types of residential units, building coverage, floor area for nonresidential uses and height of proposed buildings, in feet and number of stories.
- Statement of the planning objectives to be achieved and public purposes to be served by the development, including the rationale behind the assumptions and choices of the applicant
- List of anticipated exceptions or departures from zoning and subdivision requirements, if any

INCLUSIONARY HOUSING SUMMARY: For residential developments, submit information describing how the development will comply with the requirements of Chapter 17.18, Inclusionary Housing.

6. PUD Preliminary Plan

- APPLICATION:** Completed application form signed by the applicant
- APPLICATION FEE:** Application fee in accordance with Appendix B of this Title.
- REIMBURSEMENT OF FEES AGREEMENT:**

An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Exhibit B of the Zoning Ordinance.

PROOF OF OWNERSHIP and DISCLOSURE:

- 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; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).

- **LEGAL DESCRIPTION:** For entire subject property, on 8 ½ x 11 inch paper
- **PLAT OF SURVEY:**
 - A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.
- **SOIL AND WATER CONSERVATION DISTRICT APPLICATION:**
 - Copy of completed Land Use Opinion application as required by state law, as submitted to The Kane-Dupage Soil and Water Conservation District.
- **ENDANGERED SPECIES REPORT:**
 - Endangered Species Consultation Agency Action to be filed with the Illinois Department of Natural Resources.
- **PLANS:**
 - All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions. A pdf document file or files of all plans shall be required with each submittal. The number of paper plans required shall be as determined by the Director of Community Development, based upon the number of copies needed for review.
- **SITE/ENGINEERING PLAN:**
 - A plan or plans showing the following information:
 1. Accurate boundary lines with dimensions
 2. Existing and proposed easements: location, width, purpose
 3. Streets on and adjacent to the tract: Name and right-of-way width, center line elevation, and culverts
 4. Location, size, shape, height, and use of existing and proposed structures
 5. Location and description of streets, sidewalks, and fences
 6. Surrounding land uses
 7. Legal and common description
 8. Date, north point, and scale
 9. Existing and proposed topography
 10. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the proposal indicated
 11. Location of utilities
 12. Building/use setback lines
 13. Location of any significant natural features
 14. Location of any 100-year recurrence interval floodplain and floodway boundaries
 15. Location and classification of wetland areas as delineated in the National Wetlands Inventory
 16. Existing zoning classification of property
 17. Existing and proposed land use
 18. Area of property in square feet and acres
 19. Proposed off-street parking and loading areas
 20. Number of parking spaces provided, and number required by ordinance
 21. Angle of parking spaces
 22. Parking space dimensions and aisle widths

23. Driveway radii at the street curb line
 24. Width of driveways at sidewalk and street curb line
 25. Provision of handicapped parking spaces
 26. Dimensions of handicapped parking spaces
 27. Depressed ramps available to handicapped parking spaces
 28. Location, dimensions and elevations of freestanding signs
 29. Location and elevations of trash enclosures
 30. Provision for required screening, if applicable
 31. Provision for required public sidewalks
 32. Certification of site plan by a registered land surveyor or professional engineer
 33. Geometric plan showing all necessary geometric data required for accurate layout of the site
 34. Grading plans showing paving design, all storm sewers, and detention/retention facilities (including detention/retention calculations) and erosion control measures
 35. Utility plans showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures
 36. Exterior lighting plans showing:
 - Location, height, intensity and fixture type of all proposed exterior lighting
 - Photometric information pertaining to locations of proposed lighting fixtures
 37. Typical construction details and specifications
 38. Certification of site engineering plans by a registered professional engineer
 39. Proof of application for Stormwater Management Permit
- **SKETCH PLAN FOR LATER PHASES OF PUD:**
 For phased PUD's, where a sketch plan is permitted, it shall include, at minimum, the following:
- General location of arterial and collector streets
 - Location of any required landscape buffers
 - Location of proposed access to the site from public streets
 - Maximum number of square feet of floor area for nonresidential development
 - Maximum number of dwelling units for residential development
 - Open space and storm water management land
- **ARCHITECTURAL PLANS:**
 Architectural plans and data for all principal buildings shall be submitted in sufficient detail to permit an understanding of the exterior appearance and architectural style of the proposed buildings, the number, size and type of dwelling units, the proposed uses of nonresidential and mixed use buildings, total floor area and total building coverage of each building.
- **TREE PRESERVATION PLAN:**
 Tree Preservation Plan when required in accordance with Chapter 8.30 of the St. Charles Municipal Code. The information required for this plan may be included as part of the Landscape Plan set.
- **LANDSCAPE PLAN:**
 Landscape Plan showing the following information:
1. Delineation of the buildings, structures, and paved surfaces situated on the site and/or contemplated to be built thereon
 2. Delineation of all areas to be graded and limits of land disturbance, including proposed contours as shown on the Site/Engineering Plan.
 3. Accurate property boundary lines
 4. Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping

5. Site area proposed to be landscaped in square feet and as a percentage of the total site area
 6. Percent of landscaped area provided as per code requirement
 7. Dimensions of landscape islands
 8. Setbacks of proposed impervious surfaces from property lines, street rights-of-way, and private drives
 9. Location and identification of all planting beds and plant materials
 10. Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species
 11. Landscaping of ground signs and screening of dumpsters and other equipment
- **PUBLIC BENEFITS, DEPARTURES FROM CODE:**
A description of how the PUD meets the purposes and requirements set out in Section 17.04.400 of the Zoning Ordinance. Any requests for departures from the requirements of Title 16, "Subdivisions and Land Improvement," and Title 17, "Zoning," shall be listed and reasons for requesting each departure shall be given.
 - **SCHEDULE:** Construction schedule indicating:
 - ___ a.. Phases in which the project will be built with emphasis on area, density, use and public facilities, such as open space, to be developed with each phase. Overall design of each phase shall be shown on the plat and through supporting material.
 - ___ b. Approximate dates for beginning and completion of each phase.
 - ___ c. If different land use types are to be included within the PUD, the schedule must include the mix of uses to be built in each phase.
 - **INCLUSIONARY HOUSING SUMMARY:** For residential developments, submit information describing how the development will comply with the requirements of Chapter 17.18, Inclusionary Housing, including:
 - The number and rental/for sale status of Market-Rate Units and Affordable Units to be constructed including type of dwelling, number of bedrooms per unit, proposed pricing, and construction schedule, including anticipated timing of issuance of building permits and occupancy certificates.
 - Documentation and plans regarding locations of Affordable Units and Market-Rate Units, and their exterior appearance, materials, and finishes.
 - A description of the marketing plan that the Applicant proposes to utilize and implement to promote the sale or rental of the Affordable Units within the development; and,
 - Any proposal to pay fees in lieu of providing the required Affordable Unit, per section 17.18.050.

7. PUD Final Plan

- **APPLICATION:** Completed application form signed by the applicant
- **APPLICATION FEE:** Application fee in accordance with Appendix B of this Title.
- **REIMBURSEMENT OF FEES AGREEMENT:**
An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Exhibit B of the Zoning Ordinance.
- **PLANS:**
All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan

preparation and all revisions. A pdf document file or files of all plans shall be required with each submittal. The number of paper plans required shall be as determined by the Director of Community Development, based upon the number of copies needed for review.

□ **FINAL ENGINEERING PLANS:**

Final engineering plans shall be submitted showing all improvements shown on the PUD Preliminary Plan and all information as required by Title 16 of the St. Charles Municipal Code applicable to final engineering.

□ **FINAL ARCHITECTURAL PLANS:**

Architectural plans and data for all principal buildings shall be submitted in sufficient detail to permit an understanding of the exterior appearance and architectural style of the proposed buildings, the number, size and type of dwelling units, the proposed uses of nonresidential and mixed use buildings, total floor area and total building coverage of each building. If no changes are proposed from architectural plans approved at the PUD Preliminary Plan stage, no submittal is required.

□ **FINAL TREE PRESERVATION PLAN:**

A final Tree Preservation Plan when required in accordance with Chapter 8.30 of the St. Charles Municipal Code. The information required for this plan may be included as part of the Final Landscape Plan set. If there are no changes to the Tree Preservation Plan approved at the PUD Preliminary Plan stage, no submittal is required.

□ **FINAL LANDSCAPE PLAN:**

If there are no changes to the Landscape Plan approved at the PUD Preliminary Plan stage, this submittal is not required. Frequently, however, plan changes due to final engineering adjustments will require submittal of a Final Landscape Plan. A Final Landscape Plan shall show the following:

1. Delineation of the buildings, structures, and paved surfaces situated on the site and/or contemplated to be built thereon
2. Delineation of all areas to be graded and limits of land disturbance, including proposed contours as shown on the Site/Engineering Plan.
3. Accurate property boundary lines
4. Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping
5. Site area proposed to be landscaped in square feet and as a percentage of the total site area
6. Percent of landscaped area provided as per code requirement
7. Dimensions of landscape islands
8. Setbacks of proposed impervious surfaces from property lines, street rights-of-way, and private drives
9. Location and identification of all planting beds and plant materials
10. Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species
11. Location of proposed landscaping irrigation systems
12. Landscaping of ground signs and screening of dumpsters and other equipment

□ **COST ESTIMATES:**

An Engineer's cost estimate shall be provided in accordance with Title 16 of the St. Charles Municipal Code. In addition, a written cost estimate for all landscaping to be installed on private property shall be submitted that corresponds with the Landscape Plan.

□ **SCHEDULE:** Construction schedule indicating:

- ___ a. Phases in which the project will be built with emphasis on area, density, use and public facilities, such as open space, to be developed with each phase.

Overall design of each phase shall be shown on the plat and through supporting material.

- _____ b. Approximate dates for beginning and completion of each phase.
- _____ c. If different land use types are to be included within the PUD, the schedule must include the mix of uses to be built in each phase.
- **COVENANTS:** Proposed agreements, provisions, or covenants which will govern the use, maintenance, and continued protection of the planned development of any of its common open space.
- **INCLUSIONARY HOUSING SUMMARY:** For residential developments, submit information describing how the development will comply with the requirements of Chapter 17.18, Inclusionary Housing, as approved per the Special Use for PUD:

 - The number and rental/for sale status of Market-Rate Units and Affordable Units to be constructed including type of dwelling, number of bedrooms per unit, proposed pricing, and construction schedule, including anticipated timing of issuance of building permits and occupancy certificates.
 - Documentation and plans regarding locations of Affordable Units and Market-Rate Units, and their exterior appearance, materials, and finishes.
 - A description of the marketing plan that the Applicant proposes to utilize and implement to promote the sale or rental of the Affordable Units within the development.

State of Illinois)
) ss.
Counties of Kane and DuPage)

Certificate

I, NANCY GARRISON, certify that I am the duly elected and acting Municipal City Clerk of the City of St. Charles, Kane and DuPage Counties, Illinois.

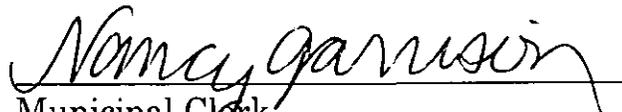
I further certify that on September 2, 2008, the Corporate Authorities of such municipality passed and approved Ordinance No. 2008-Z-32, entitled

"An Ordinance Amending Title 17 of the St. Charles
Municipal Code Entitled "Zoning" Pertaining to
Administration Procedures,"

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2008-Z-32, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on September 5, 2008, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

DATED at St. Charles, Illinois, this 2nd day of September.


Municipal Clerk

(SEAL)

