

**CITY OF ST. CHARLES**  
 TWO EAST MAIN STREET  
 ST. CHARLES, ILLINOIS 60174-1984



COMMUNITY DEVELOPMENT/PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

**PUD FINAL PLAN APPLICATION**

*Received Date*

<b>CITYVIEW</b>	
Project Name:	_____
Project Number:	_____ -PR- _____
Application Number:	_____ -AP- _____

*Instructions:*

*To request approval of a PUD Final Plan, complete this application and submit it with all required attachments to the Planning Division. The PUD Final Plan will normally include Final Engineering Plans as well as final plans for Architecture, Tree Preservation, and Landscaping. An application for Final Plat approval, where applicable, may accompany this application.*

*If an application for Final Plat accompanies this application, the Final Plat will be submitted to the Plan Commission and City Council for approval only after this application is complete and the PUD Final Plans are substantially in compliance with requirements.*

<b>1. Property Information:</b>	Parcel Number (s):	
	PUD Name:	
<b>2. Applicant Information:</b>	Name	Phone
	Address	Fax
		Email
<b>3. Record Owner Information:</b>	Name	Phone
	Address	Fax
		Email
<b>4. Billing:</b> <i>To whom should costs for this application be billed?</i>	Name	Phone
	Address	Fax
		Email

## ***Attachment Checklist***

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

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

**Copies of Plans:**

  - Fifteen (15) full size copies, Three (3) 11" by 17", and a PDF electronic file on a CD-ROM.
- ❑ **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 ENGINEERING PLAN CHECKLIST** (Completed)
- ❑ **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.

❑ **ELECTRIC SERVICE APPLICATION FORM** (St. Charles Municipal Electric Utility)

❑ **STORMWATER MANAGEMENT PERMIT APPLICATION**

❑ **PARK AND SCHOOL LAND/CASH WORKSHEETS:** For residential developments, Park and School land/cash worksheets in accordance with Title 16 of the St. Charles Municipal Code with population projections establishing anticipated population and student yields

❑ **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.

**ITEMS TO BE SUBMITTED PRIOR TO PLAN APPROVAL:**

- ❑ Guarantee for completion of Land Improvements, consisting of proposed form, amount and provider of completion guarantee collateral (bond, cash, or letter of credit)
- ❑ Illinois EPA Water Pollution Control Permit for sanitary sewer extension
- ❑ Illinois EPA Division of Public Water Supplies Permit for water mains
- ❑ Notice of Intent (NOI) letter/permit for NPDES Stormwater Discharge for sites 5 acres and larger
- ❑ IDNR Office of Water Resources Permit (for work in flood plain)
- ❑ Wetlands Permit from Army Corps of Engineers
- ❑ Kane County DOT and/or IDOT signature on Final Plat (if applicable)
- ❑ Offsite easements and right of way necessary to construct the required Land Improvements

**I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.**

---

Record Owner

Date

---

Applicant or Authorized Agent

Date

# FINAL ENGINEERING PLAN CHECKLIST

\_\_\_\_\_  
*Name of Development*

\_\_\_\_\_  
*Date of Submission*

**NOTE:** *To properly execute this checklist:*

1. *Provide the required documentation (drawings, reports, etc.)*
2. *Indicate compliance with applicable ordinances by initialing in all spaces where applicable.*
3. *Indicate those items that the subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A."*

## **Format / Cover Sheet:**

- \_\_\_\_ 1. Plat has been submitted within 12 months of the date of approval by the City Council of the preliminary plan;
- \_\_\_\_ 2. Eight (8) copies of final engineering plans have been submitted;
- \_\_\_\_ 3. Plans are on 24-inch by 36-inch sheets.
- \_\_\_\_ 4. A title sheet is included with each set of plans, and includes:
  - \_\_\_\_ A. Name of the subdivision and unit number,
  - \_\_\_\_ B. Type of work covered,
  - \_\_\_\_ C. Location map showing relation of area to be improved to streets,
  - \_\_\_\_ D. An index of sheets,
  - \_\_\_\_ E. A summary of quantities,
  - \_\_\_\_ F. Name, address, and seal of registered engineer preparing the plans,
  - \_\_\_\_ G. Date of preparation and revisions, if any, is shown;
- \_\_\_\_ 5. Plan and profiles
  - \_\_\_\_ A. Horizontal scale is no less than 1 inch to 50 feet;
  - \_\_\_\_ B. Vertical scale is no less than 1 inch to 5 feet;
- \_\_\_\_ 6. Cross sections
  - \_\_\_\_ A. Horizontal and vertical scales are no less than 1 inch to 10 feet;
- \_\_\_\_ 7. North direction is shown for each separate plan view;
- \_\_\_\_ 8. An adequate number of bench marks are shown with elevations referenced to Mean Sea Level, to facilitate checking of elevations without more than one setup of a surveyor's level;
- \_\_\_\_ 9. Delineation is shown of all easements necessary to serve all lots with underground and overhead utilities, and to allow for perpetual maintenance of these facilities;

## **Sanitary Sewer Improvements:**

- \_\_\_\_ 10. An authorized Illinois Environmental Protection Agency Permit for the sanitary sewer extension accompanies the plans;

\_\_\_\_\_ 11. Sanitary sewer plans and specifications are complete and conform to the standards and requirements of Ordinance No. 1960-29 as revised or superseded and denote all of the following:

- \_\_\_\_\_ A. All properties in the subdivision are served and house service connections are provided,
- \_\_\_\_\_ B. The minimum size main is 8 inches I.D.
- \_\_\_\_\_ C. The plan conforms to the overall city plan for any trunk sewers traversing the subdivision,
- \_\_\_\_\_ D. The distance between manholes does not exceed 400 feet,
- \_\_\_\_\_ E. The invert elevation of each manhole is shown,
- \_\_\_\_\_ F. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice,
- \_\_\_\_\_ G. Extra strength pipe and extra strength manhole wall construction is specified and shown on the plans and in the estimate of quantities where the depth of installation exceeds 12 feet,
- \_\_\_\_\_ H. Profile of existing and proposed ground surfaces,
- \_\_\_\_\_ I. Risers are shown for individual house service laterals where depth of main exceeds 12 feet,
- \_\_\_\_\_ J. Pipe joints are of permitted type,
- \_\_\_\_\_ K. Minimum manhole cover weights are correct:
  - 1. 540 pounds in collector streets
  - 2. 400 pounds in minor and cul-de-sac streets
  - 3. 335 pounds in rear lot easements,
- \_\_\_\_\_ L. Specifications include provisions for checking of infiltration or exfiltration,
- \_\_\_\_\_ M. Standard details are shown and include:
  - 1. Standard manhole
  - 2. Drop manhole
  - 3. Standard manhole cover
  - 4. Standard riser
  - 5. Standard service installation
  - 6. Concrete cradle;

**Water Main Improvements:**

\_\_\_\_\_ 12. An authorized Illinois Environmental Protection Agency permit for the water main installation accompanies the plans;

\_\_\_\_\_ 13. Water distribution plans and specifications are complete and conform to Ordinance No. 1960-29 as revised or superseded, and include all of the following:

- \_\_\_\_\_ A. All properties in the subdivision are served and provisions are made for service connections within the property lines,
- \_\_\_\_\_ B. The minimum size main is 8 inches I.D., 6" for hydrant leads,
- \_\_\_\_\_ C. The plan conforms to the city's overall plan for any trunklines which might traverse the subdivision,
- \_\_\_\_\_ D. Valve and hydrant spacing and location conform to the approved preliminary plan,

- \_\_\_\_\_ E. Material and joint specifications comply with the city's standards,
- \_\_\_\_\_ F. Specifications include provisions for testing and sterilization of all new water distribution facilities,
- \_\_\_\_\_ G. Standard details are shown and include the following:
  - 1. Valve manhole
  - 2. Standard cover
  - 3. Standard hydrant installation;

**Roadway, Storm Sewer, & Grading Improvements:**

- \_\_\_\_\_ 14. Street plans, including storm sewers, are complete and conform to Ordinance No. 1960-29 as revised or superseded, and include all of the following:
  - \_\_\_\_\_ A. The location of streets and width of pavements conform to those indicated on the approved preliminary plan,
  - \_\_\_\_\_ B. Plan shows curb, gutter and sidewalk locations, and include the following information:
    - 1. Corner curb radius is not less than 16 feet
    - 2. Curve data for all horizontal curves
    - 3. Direction of flow along curves
    - 4. No surface water is carried across or around any street intersection, nor for a distance greater than 600 feet.
  - \_\_\_\_\_ C. Cross sections are submitted as necessary to indicate feasibility of proposed street elevations in relation to adjacent lot elevations, and include sidewalk location,
  - \_\_\_\_\_ D. Profiles are submitted for all paving centerlines and storm sewers and indicate:
    - 1. Catchbasin invert elevations
    - 2. Minimum pipe size is 12 inches I.D. (except that a lead from a single inlet may be 10 inches I.D.)
    - 3. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice
    - 4. Storm sewer elevations do not conflict with any other underground utilities
    - 5. Storm sewer is connected with an adequate outfall
    - 6. Curve data is given for vertical road curves,
  - \_\_\_\_\_ E. The storm sewer system is designed to provide sufficient capacity for the draining of upland areas contributing to the storm water runoff on the street
    - 1. Storm sewer design computations are submitted with plans,
  - \_\_\_\_\_ F. A surface water drainage pattern is shown for each block,
  - \_\_\_\_\_ G. Material specifications comply with city standards and include:
    - 1. paving base materials

- 2. paving surface materials
  - 3. concrete
  - 4. pipe materials,
- \_\_\_\_\_ H. Typical cross sections and details include the following:
- 1. collector street
  - 2. minor or cul-de-sac street
  - 3. concrete curb and gutter
  - 4. concrete sidewalk
  - 5. standard manhole
  - 6. standard cover
  - 7. catchbasin;
- \_\_\_\_\_ 15. Street light plans are complete and conform to Ordinance No. 1960-29 as revised or superseded, and include the following:
- \_\_\_\_\_ A. Pole locations,
  - \_\_\_\_\_ B. Spacing,
  - \_\_\_\_\_ C. Average maintained foot-candle illumination (calculated),
  - \_\_\_\_\_ D. Control system and wiring diagram,
  - \_\_\_\_\_ E. Typical section showing:
    - 1. type of base and pole
    - 2. bracket or arm
    - 3. luminaire, indicating type of lamp and wattage
    - 4. mounting height;
- \_\_\_\_\_ 16. Parkway improvement specifications are complete and are in accordance with Ordinance No. 1960-29 as revised or superseded, and include provisions for:
- \_\_\_\_\_ A. Removal of stumps, trees that cannot be saved, boulders, and all other similar items,
  - \_\_\_\_\_ B. Grading, installation of topsoil, and seeding or sodding,
  - \_\_\_\_\_ C. Planting of trees;
- \_\_\_\_\_ 17. Street signs are shown to be installed, at all street intersections not previously marked, in accordance with Ordinance No. 1960-29 as revised or superseded.

Completed by: _____ <i>Name</i>	Reviewed by: _____ <i>Name</i>
_____ <i>Title</i>	_____ <i>Title</i>
_____ <i>Organization / Company</i>	_____ <i>Organization / Company</i>
_____ <i>Date</i>	_____ <i>Date</i>

# ENGINEER'S COST ESTIMATE

For Final Engineering Plans and Final Plats



NOTE: Cost estimates should be completed on a spreadsheet using a format similar to the one shown below.

<i>Project Name</i>				<i>Date</i>	
<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total Price</i>
<b>Division A – Sanitary Sewer</b>					
A-1					
A-2					
A-3					
				Sanitary Sewer Subtotal: \$ 00.00	
<b>Division B – Water Main</b>					
B-1					
B-2					
B-3					
				Water Main Subtotal: \$ 00.00	
<b>Division C – Storm Sewer</b>					
C-1					
C-2					
C-3					
				Storm Sewer Subtotal : \$00.00	
<b>Division D – Streets</b>					
D-1					
D-2					
D-3					
				Street Improvement Subtotal : \$00.00	
<b>Division E – Detention Ponds</b>					
E-1					
E-2					
E-3					
				Detention Pond Subtotal : \$00.00	
<b>Division F – Miscellaneous Improvements</b>					
F-1					
F-2					
F-3					
				Miscellaneous Imp. Subtotal : \$00.00	
<b>Total Engineering Cost: \$ 00.00</b>					

The undersigned, \_\_\_\_\_, Registered Professional Engineer, does hereby certify that the foregoing is a fair and reasonable estimate of cost of land improvements for \_\_\_\_\_ (Development Name), based on engineering plans prepared under my direct supervision.

\_\_\_\_\_  
Date



**Electric Service Application – New Service/Upgrade**  
 (Each individual service will require a complete and separate application)

Name: _____	Phone: _____
Original Signature: _____	Fax: _____
Contact Name: _____	Phone: _____
Application Date: _____	Requested Service Date: _____

Existing Building	Other	New Building	
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	estimated # of units _____	<input type="checkbox"/> 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	<input type="checkbox"/> 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Other	

Service Panel: \_\_\_\_\_  
 Present Rating (amps) \_\_\_\_\_ Proposed rating (amps) \_\_\_\_\_ Proposed Connected KW: \_\_\_\_\_  
 Present Peak KW (Demand) \_\_\_\_\_ Estimated Peak KW (Demand) \_\_\_\_\_

**SERVICE ADDRESS**

(A complete and accurate service address is required before service may be installed)

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

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Real Estate Permanent Tax # \_\_\_\_\_

Legal Description (attach sheet if necessary): \_\_\_\_\_

Record Titleholder of property: \_\_\_\_\_

If property is held in trust, identify beneficial owner (s): \_\_\_\_\_

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

**CUSTOMER BILLING INFORMATION**

(This information will be used for utility billing purposes)

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

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

City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized representative or agent: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUILDING DIVISION OFFICE USE**

Application Accepted By: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

**ELECTRIC DEPARTMENT CHARGES**

Charges Calculated by: \_\_\_\_\_

Date: \_\_\_\_\_

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	343-15	_____	_____
SOCC - VACANT	323-10	_____	_____
SECC: VACANT	323-11	_____	_____
SOCC:	323-12	_____	N/A
SECC:	323-13	_____	_____
Upgrade Charges:	323-14	_____	_____
Engineering:	341-11	_____	_____
Temp Connection:	343-18	_____	_____
Electric Improvement:	343-14	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	_____
<b>Total Amount of Charges:</b>		_____	_____

Please highlight flow chart where applicable and return with Form 2 and Form 3 (tab 1) to the City of St. Charles – Engineering Department.

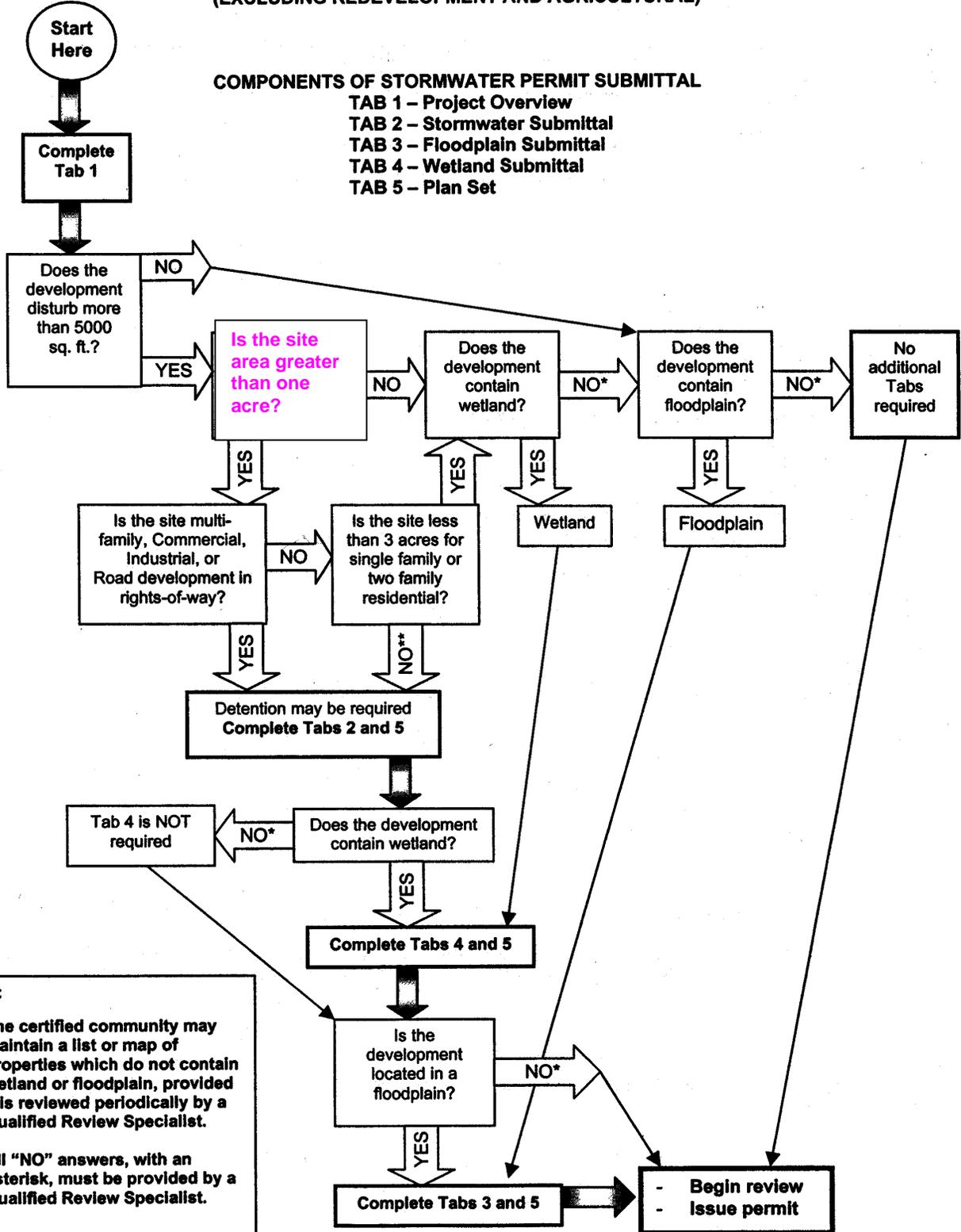
A \$50 Permit Application fee should accompany the Permit Application.  
Please make checks payable to the City of St. Charles.

FORM 1

KANE COUNTY STORMWATER MANAGEMENT TYPICAL PERMIT SUBMITTAL FLOWCHART  
(EXCLUDING REDEVELOPMENT AND AGRICULTURAL)

COMPONENTS OF STORMWATER PERMIT SUBMITTAL

- TAB 1 – Project Overview
- TAB 2 – Stormwater Submittal
- TAB 3 – Floodplain Submittal
- TAB 4 – Wetland Submittal
- TAB 5 – Plan Set



NOTE:

1. The certified community may maintain a list or map of properties which do not contain wetland or floodplain, provided it is reviewed periodically by a Qualified Review Specialist.

All "NO" answers, with an asterisk, must be provided by a Qualified Review Specialist.



**City of St. Charles Stormwater Management  
Permit Application(must be completed & returned)**

**FORM 2**

Date Application Received: \_\_\_\_\_

Name & Address of Applicant:

Name & Address of Owner(s):

Name & Address of Developer:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Title: \_\_\_\_\_

Contact information during business hours:

Phone: (    ) _____	Phone: (    ) _____	Phone: (    ) _____
Fax: (    ) _____	Fax: (    ) _____	Fax: (    ) _____
e-mail : _____	e-mail : _____	e-mail : _____

Indicate which Submittals apply to application\* {flowchart (Form 1) must be attached}:

	<b>YES</b>	<b>NO</b>
Flow Chart Attached	○	○
Stormwater Submittal	○	○
Flood Plain Submittal	○	○
Wetland Submittal	○	○
Special management areas encroach the development	○ YES ○ NO	

Common Address of Development:

Legal Description (attach):

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Community

\_\_\_\_\_  
Name of local governing authority

\_\_\_\_\_  
Watershed planning area and tributary

\_\_\_\_\_  
¼ Section, Township, Range

\_\_\_\_\_  
P.I.N.(s)

Is any portion of this project now complete?      \_\_\_\_\_ Yes      \_\_\_\_\_ No, If "yes," explain in description portion.

I hereby certify that all information presented in this application is true and accurate to the best of my knowledge. I have read and understand the Kane County Stormwater Management Ordinance, and fully intend to comply with those provisions.

\_\_\_\_\_  
Signature of Developer

\_\_\_\_\_  
Date

I have read and understand the Kane County Stormwater Management Ordinance, and fully intend to comply with those provisions. I also waive my right to object to the formation of a Special Service Area (SSA) in accordance with the Stormwater Management Ordinance.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



**City of St. Charles Stormwater Management**  
**Submittal Checklist (Tab 1 must be completed & returned)**

**FORM 3**

Applicant:	Reviewer:
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The following tables contain a checklist of the requirements before a review for a Stormwater submittal will be accepted. The flow chart on the previous page shall be completed prior to completing the following tables. The flow chart identifies which Tab(s) need to be completed for a particular submittal. Not all requirements pertain to every stormwater submittal. For those requirements that you believe do not pertain to this submittal, please give the reasons in the comment box.

**TAB 1 – PROJECT OVERVIEW**

Identifier	Required	Section	Comments
<b>1A</b>	Completed Stormwater Permit Application	<b>503(b)</b>	
<b>1B</b>	Copy of a completed Joint Application form with transmittal letters to the appropriate agencies (wetland or floodplain submittal).	<b>503(b)</b>	
<b>1C</b>	Copies of other relevant permits or approvals (include applications if permits have not been issued)	<b>503(b)</b>	
<b>1D</b>	Narrative description of development, existing and proposed conditions, and project planning principles considered, including BMPs utilized.	<b>503(b)</b>	
<b>1E</b>	Subsurface drainage investigation report	<b>503(b)</b>	

Name of Applicant: \_\_\_\_\_ Name of Reviewer: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Signature of Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**PROJECT INFORMATION:**

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

Site Location: \_\_\_\_\_

Township, Range: \_\_\_\_\_

Sit Area (acres): \_\_\_\_\_

Please check the following activities that apply (from the flow chart):

Type of development:    Residential    Commercial    Industrial    Agricultural    Other

The site has the following constraints: Floodplain <input type="radio"/> YES <input type="radio"/> NO	<b>(FOR CITY USE ONLY)</b> Floodway <input type="radio"/> YES <input type="radio"/> NO	Wetlands <input type="radio"/> YES <input type="radio"/> NO
_____ Qualified Review Specialist Signature	_____ Qualified Review Specialist Signature	_____ Qualified Review Specialist Signature
_____ Print Name	_____ Print Name	_____ Print Name

**NOTE:** Please attach a narrative project description to this Tab, if Applicant is not completing Tab 2.



## City of St. Charles Stormwater Management Submittal Checklist

### TAB 2 – STORMWATER SUBMITTAL

Identifier	Required	Section	Comments
2A	Narrative description of the existing and proposed site conditions. Include description of off-site conditions.		
2B	Schedule for implementation of the site stormwater plan.  Site runoff calculations:		
2C	Documentation of all procedures/assumptions used to calculate hydrologic and hydraulic conditions for sizing major and minor systems.	202.3, 202.4, 202.8	
2D	Cross-section data for open channels	203.14	
2E	Hydraulic grade line and water surface elevations under design conditions.		
2F	Hydraulic grade line and water surface elevations under base flood conditions.  Site runoff and storage calculations:		
2G	Calculation of hydraulically connected impervious area and corresponding retention volume.	203.7	
2H	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the allowable release rate.	203.2, 203.4	
2I	Documentation of the procedures/assumptions used to calculate on-site depressional storage.	201.8	
2J	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the storage volume.	203.7 203.8	
2K	Elevation-area-storage data.		
2L	Elevation-discharge data.	203.5	



## City of St. Charles Stormwater Management Submittal Checklist

### TAB 3 – FLOODPLAIN SUBMITTAL

Identifier	Required	Section	Comments
3A	Regulatory floodplain boundary determination:	400	
3B	Provide source of flood profile information.	401.1a 402.6	
3C	Provide all hydrologic and hydraulic study information for site-specific floodplain studies, unnumbered Zone A area elevation determinations, and floodplain map revisions.	203.9, 203.10, 401.1	
3D	Floodway hydrologic and hydraulic analyses for the following conditions:		
3E	Existing conditions (land use and stream system).		
3F	Proposed conditions (land use and stream system).		
3G	Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions.		
3H	Calculations used for model development.		
3I	Floodplain fill and compensatory storage calculations for below and above 10-year flood elevation:	401.7	
3J	Tabular summary for below and above 10-year flood elevation of fill, compensatory storage, and compensatory storage ratios provided in proposed plan.		
3K	Floodproofing measures:	401.4	
3L	Narrative discussion of flood proofing measures including material specifications, calculations, design details, operation summary, etc.		
3M	Flood easements when required by the countywide ordinance or local jurisdiction.		



## City of St. Charles Stormwater Management Submittal Checklist

### TAB 4 – WETLAND SUBMITTAL

Identifier	Required	Section	Comments
4A	Wetland Delineation Report (COE format)		
4B	Calculation of required buffer (including width, size and vegetation quality)		
4C	Wetland Delineation Plan View Drawing:		
4C-1	Location of existing and proposed impacted or undisturbed wetlands.		
4C-2	Location of buffers.		
4C-3	Planting plan for buffer area.		
4C-4	Identify all required wetland management activities.		
4C-5	Submittal to the USACOE for permit application.		



## City of St. Charles Stormwater Management Submittal Checklist

### TAB 5 – PLAN SET SUBMITTAL

Identifier	Required	Section	Comments
5A	All drawings should be signed and sealed by a P.E.		
5B	Site Topographic Map:		
5B-1	Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet.		
5B-2	Existing and proposed contours on-site and within 100 feet of site.		
5B-3	Existing and proposed drainage patterns and watershed boundaries.		
5B-4	Delineation of pre-development regulatory floodplain/floodway limits.		
5B-5	Delineation of post-development regulatory floodplain/floodway limits.		
5B-6	Location of cross-sections and any other modeled features.		
5B-7	Location of drain tiles.		
5B-8	Location of all wetlands, lakes, ponds, etc. with normal water elevation noted.		
5B-9	Location of all buildings on the site.		
5B-10	Nearest base flood elevations.		
5B-11	FEMA and Kane County Survey Control Network benchmark.		
5C	General Plan View Drawing (may be more than one drawing for clarity)		
5C-1	Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet contour interval.		
5C-2	Existing major and minor stormwater systems.		
5C-3	Proposed major and minor stormwater systems.		
5C-4	Design details for stormwater facilities (i.e. structure and outlet work detail drawings, etc.).		
5C-6	Scheduled maintenance program for permanent stormwater facilities including BMP measures.		
5C-7	Planned maintenance tasks and schedule.		
5C-8	Identification of persons responsible for maintenance.		
5C-9	Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity.		



## City of St. Charles Stormwater Management Submittal Checklist

Identifier	Required	Section	Comments
5D-1	Sediment/erosion control installation measures.		
5D-2	Existing and proposed roadways, structures, parking lots, driveways, sidewalks and other impervious surfaces.		
5D-3	Limits of clearing and grading.		
5D-4	Wetland location(s).		
5D-5	Proposed buffer location.		
5D-6	Existing soil types, vegetation and land cover conditions.		
5D-7	List of maintenance tasks and schedule for sediment/erosion control measures.		
5E	Vicinity Topographic Map:		
5E-1	Vicinity topographic map covering entire area upstream of the development site and downstream to a suitable hydraulic boundary condition.		
5E-2	A 2' contour map is preferred at a scale readable by the reviewer.		
5E-3	Watershed boundaries for areas draining through or from the development.		
5E-4	Soil types, vegetation and land cover affecting runoff upstream of the site for any area draining through the site.		
5E-5	Location of development site within the major watersheds.		



## City of St. Charles Stormwater Management Submittal Checklist

### TAB 6 – SECURITY SUBMITTAL

Identifier	Required	Section	Comments
	Estimate of Probable Cost to construct stormwater facilities.		
	Development security:		
	Schedule for the completion of stormwater facilities.		
	Irrevocable letter of credit for 110% of estimated probable cost to construct the stormwater facilities.		
	Right to draw on the security statement – signed by the holder of the security.		
	Right to enter the development site to complete required work that is not completed according to schedule.		
	Indemnification statement – signed by developer.		
	Sediment and erosion control security:		
	Irrevocable letter of credit for 110% of estimated probable cost to install sediment and erosion control facilities.		
	Right to draw on the security statement – signed by the holder of the security.		
	Right to enter the development site to complete required work that is not installed and maintained according to schedule.		
	Letter of Credit Requirements:		
	Statement that indicates that the lending institution capital resources at least \$10,000,000, or as authorized.		
	Lending institution has an office location within the Chicago Metropolitan Area.		
	Lending institution is insured by the Federal Deposit Insurance Corporation.		
	Allows Administrator to withdraw without consent of developer.		
	Allows Administrator to withdraw within 45 days of expiration date.		



## City of St. Charles Stormwater Management Submittal Checklist

### TAB 7 – VARIANCE SUBMITTAL

Identifier	Required	Section	Comments
	Completed Stormwater Permit Application and all required submittals.		
	Completed variance petition including all information identified in Section 15-236.7.a.-1.		
	Statement as to how the variance sought satisfies the standards in Section 15-236.10. Address each condition separately.		

**CERTIFIED COMMUNITY FORM FOR EXEMPT PROJECT**

Name of Community/Unincorporated Area applying for exemption \_\_\_\_\_

Name, Address, and Title of Submitter:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Title: \_\_\_\_\_

Indicate reason for exemption:

- Substantial Development has commenced
- Stormwater Development Plan provides:
  - minimum detention of 0.15 cfs/acre release rate
  - designed conveyance system for flow rates up to base flood with no damage
  - soil erosion and sediment control with Illinois Urban Manual

Description of Proposed Development (Describe in detail, including area of site, drainage area, project purpose and intended use, and estimated time until completion):

Location of Proposed Development:

Legal Description:

\_\_\_\_\_  
 Name of waterway at development

\_\_\_\_\_  
 ¼, Section, Township, and Range

\_\_\_\_\_  
 Street address or other descriptive location

Review of this exemption is hereby made for authorization for the proposed development described herein. I certify that the information in this submission is true, complete, and accurate.

\_\_\_\_\_  
 Signature of Submitter

\_\_\_\_\_  
 Date

**Office Use Only**

Municipal Approval	Date	Signature
Approved by Village/Council Board	_____	_____
Final Approval	Date	Signature
Director of Environmental Management	_____	_____
Special Conditions of Exemption:		

**CERTIFIED COMMUNITY ANNUAL FORM FOR PROJECT STATUS**

(This form shall be completed for each project)

Community \_\_\_\_\_

Date \_\_\_\_\_

Name, Address, and Title of Submitter:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no. during business hours:

A/C (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax no. (if applicable)

A/C (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**PROJECT INFORMATION:**

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

Site Location: \_\_\_\_\_

Section/Township/Range \_\_\_\_\_

Check components that affect project:

stormwater

floodplain

wetlands

Check Phase of Construction:

pre-construction

during construction

post-construction

Please Describe Tasks completed during year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Describe Tasks to be completed in the following year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all tasks completed during this year comply with the Kane County Stormwater Management Ordinance, and that all information presented in this submittal is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Submitter

\_\_\_\_\_  
Date

*\*A copy of every stormwater permit application (Form 2) shall be included with this form.*

**INSPECTION CHECKLIST DURING CONSTRUCTION**

1. Is the sediment an erosion control system as depicted on the plans installed?
2. Has the developer been maintaining the system after rain fall events?
3. Is there evidence of sediment being carried down stream from the development site at the project boundaries? If so, this is an indicator of an inadequate sediment erosion control plan and corrective action must be taken.
4. As construction progresses are there provisions for handling off site flows into the construction site without increasing upstream water surface elevations?
5. Is there adequate stormwater storage provided in sedimentation basins? Is there functional detention storage being provided for the development as it is being constructed? (In general some sort of detention basin must be in place prior to the construction of impervious surfaces).
6. Are existing wetlands to be preserved adequately protected during construction with fencing and other appropriate sediment and erosion control measures to limit both vehicle access and the impact of sediment from the constructions site?
7. Is any required culvert or bridge being constructed in a manner to provide the least disturbance of the aquatic resource?
8. Are buffers delineated in the field and protected from intrusion by construction vehicles and other construction activities?
9. Are any required restrictor structures installed as soon as practicable on the conveyance system?
10. Are sediments being removed from basins and disposed of properly on site in a manner that dos not promote their reintroduction into the stream system?
11. Are the limitations to the amount of area that can be worked being followed?

**INSPECTION CHECKLIST AFTER CONSTRUCTION**

1. Are required storm water detention/retention facilities in place and generally as they appear on the as-builts from the permitted plans?
2. Are any required restrictors in place and is the outlet control structure generally “clean”?
3. Are any required on site buffers around wetlands in place and free from prohibited activities?
4. Are there signs of failed construction?
  - a. Settlement of berms.
  - b. Slope instability.
  - c. Accumulated sediment in detention/retention facilities.
  - d. Questionable conditions at facilities related to retaining walls.
  - e. Adequate stabilization of surfaces – i.e., stand of grass or other stabilizing means.
5. Have “record drawings” been submitted?

**DEVELOPER'S STATEMENT**

**Right to Draw on Securities  
Section 1201.1 (c&d) & 1202.1b**

I, \_\_\_\_\_, do hereby grant to the Administrator of \_\_\_\_\_  
Developers Name County/Municipality

The right to draw on performance security posted in accordance with the Storm Water

Permit \_\_\_\_\_ for the purpose of completing any and all  
(Number/Description)

Stormwater Facilities and completing or maintaining Sediment and Erosion Control

Measures included in the referenced permit. The decision to draw on the security shall

be at the discretion of the Administrator. I further grant the right to enter the property for

the purpose of performing the work to whoever the Administrator designates and agree

to indemnify \_\_\_\_\_ against any increased costs attributable to  
County/Community

concurrent activities or conflicts between the Administrators design's and any other

contractors on site. I further warrant that I am a duly authorized representative of the

developer with the authority to make this statement, and that this statement shall remain

binding until final inspection and acceptance of all permitted Stormwater Facilities.

STATEMENT FOR: \_\_\_\_\_

Developer

BY: \_\_\_\_\_

Name and Signature

TITLE: \_\_\_\_\_

**RELEASED BY FINAL ACCEPTANCE**

FOR: \_\_\_\_\_

County/Community

BY: \_\_\_\_\_

Administrator

DATE: \_\_\_\_\_

FEDERAL EMERGENCY MANAGEMENT AGENCY  
**OVERVIEW & CONCURRENCE FORM**

*O.M.B No. 3067-0148*  
*Expires September 30, 2005*

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 1 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472, Paperwork Reduction Project (3067-0148). Submission of the form is required to obtain or retain benefits under the National Flood Insurance Program. **Please do not send your completed survey to the above address.**

**A. REQUESTED RESPONSE FROM FEMA**

This request is for a (check one):

- CLOMR: A letter from FEMA commenting on whether a proposed project, if built as proposed, would justify a map revision, or proposed hydrology changes (See 44 CFR Ch. 1, Parts 60, 65 & 72).
- LOMR: A letter from FEMA officially revising the current NFIP map to show the changes to floodplains, regulatory floodway or flood elevations. (See Parts 60 & 65 of the NFIP Regulations.)

**B. OVERVIEW**

1. The NFIP map panel(s) affected for all impacted communities is (are):

Community No.	Community Name	State	Map No.	Panel No.	Effective Date
Ex: 480301	City of Katy	TX	480301	0005D	02/08/83
480287	Harris County	TX	48201C	0220G	09/28/90

2. Flooding Source:

3. Project Name/Identifier:

4. FEMA zone designations affected: (choices: A, AH, AO, A1-A30, A99, AE, AR, V, V1-V30, VE, B, C, D, X)

5. Basis for Request and Type of Revision:

a. The basis for this revision request is (check all that apply)

- Physical Change  Improved Methodology/Data
- Regulatory Floodway Revision  Other (Attach Description)

Note: A photograph and narrative description of the area of concern is not required, but is very helpful during review.

b. The area of revision encompasses the following types of flooding and structures (check all that apply)

- Types of Flooding:  Riverine  Coastal  Shallow Flooding (e.g., Zones AO and AH)
- Alluvial fan  Lakes  Other (Attach Description)
- Structures:  Channelization  Levee/Floodwall  Bridge/Culvert
- Dam  Fill  Other, Attach Description

**C. REVIEW FEE**

Has the review fee for the appropriate request category been included?

Yes

Fee amount: \$\_\_\_\_\_

No, Attach Explanation

Please see the FEMA Web site at [http://www.fema.gov/mit/tsd/frm\\_fees.htm](http://www.fema.gov/mit/tsd/frm_fees.htm) for Fee Amounts and Exemptions.

**D. SIGNATURE**

All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Name:	Company:	
Mailing Address:	Daytime Telephone No.:	Fax No.:
	E-Mail Address:	
Signature of Requester (required):		Date:

As the community official responsible for floodplain management, I hereby acknowledge that we have received and reviewed this Letter of Map Revision (LOMR) or conditional LOMR request. Based upon the community's review, we find the completed or proposed project meets or is designed to meet all of the community floodplain management requirements, including the requirement that no fill be placed in the regulatory floodway, and that all necessary Federal, State, and local permits have been, or in the case of a conditional LOMR, will be obtained. In addition, we have determined that the land and any existing or proposed structures to be removed from the SFHA are or will be reasonably safe from flooding as defined in 44CFR 65.2(c), and that we have available upon request by FEMA, all analyses and documentation used to make this determination.

Community Official's Name and Title:		Telephone No.:
Community Name:	Community Official's Signature (required):	Date:

**CERTIFICATION BY REGISTERED PROFESSIONAL ENGINEER AND/OR LAND SURVEYOR**

This certification is to be signed and sealed by a licensed land surveyor, registered professional engineer, or architect authorized by law to certify elevation information. All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

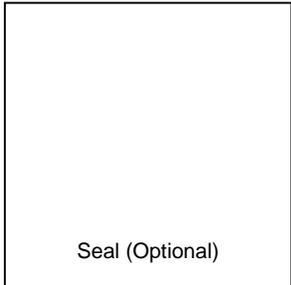
Certifier's Name:	License No.:	Expiration Date:
Company Name:	Telephone No.:	Fax No.:
Signature:		Date:

Ensure the forms that are appropriate to your revision request are included in your submittal.

**Form Name and (Number)**

**Required if ...**

- |  |   |
|--|---|
| <input type="checkbox"/> Riverine Hydrology and Hydraulics Form (Form 2) | New or revised discharges or water-surface elevations   |
| <input type="checkbox"/> Riverine Structures Form (Form 3)               | Channel is modified, addition/revision of bridge/culverts, addition/revision of levee/floodwall, addition/revision of dam |
| <input type="checkbox"/> Coastal Analysis Form (Form 4)                  | New or revised coastal elevations   |
| <input type="checkbox"/> Coastal Structures Form (Form 5)                | Addition/revision of coastal structure  |
| <input type="checkbox"/> Alluvial Fan Flooding Form (Form 6)             | Flood control measures on alluvial fans   |



**EROSION AND SEDIMENT CONTROL INSPECTION REPORT**

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

File No: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected by: \_\_\_\_\_

**Stage of Construction**

\_\_\_ Pre-Construction Mtg.  
\_\_\_ Clearing & Grubbing

\_\_\_ Rough Grading  
\_\_\_ Building Construction

\_\_\_ Finish Grading  
\_\_\_ Final Stabilization

**YES   NO   N/A**

**Inspection Checklist**

- |     |     |     |   |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. Have all disturbed areas requiring temporary or permanent stabilization been stabilized? Seeded? Mulched? Graveled?  |
| ___ | ___ | ___ | 2. Are soil stockpiles adequately stabilized with seeding and/or sediment trapping measures?  |
| ___ | ___ | ___ | 3. Does permanent vegetation provide adequate stabilization?  |
| ___ | ___ | ___ | 4. Have sediment trapping facilities been constructed as a first step in disturbance activity?  |
| ___ | ___ | ___ | 5. For perimeter sediment trapping measures, are earthen structures stabilized?   |
| ___ | ___ | ___ | 6. Are sediment basins installed where needed?  |
| ___ | ___ | ___ | 7. Are finished cut and fill slopes adequately stabilized?  |
| ___ | ___ | ___ | 8. Are on-site channels and outlets adequately stabilized?  |
| ___ | ___ | ___ | 9. Do all operational storm sewer inlets have adequate inlet protection?  |
| ___ | ___ | ___ | 10. Are stormwater conveyance channels adequately stabilized with channel lining and/or outlet protection?  |
| ___ | ___ | ___ | 11. Is in-stream construction conducted using measures to minimize channel damage?  |
| ___ | ___ | ___ | 12. Are temporary stream crossings of non-erodible material installed where applicable?   |
| ___ | ___ | ___ | 13. Is necessary restabilization of in-stream construction complete?  |
| ___ | ___ | ___ | 14. Are utility trenches stabilized properly?   |
| ___ | ___ | ___ | 15. Are soil and mud kept off public roadways at intersections with site access roads?  |
| ___ | ___ | ___ | 16. Have all temporary control structures that are no longer needed been removed?<br>Have all control structure repairs and sediment removal been performed?            |
| ___ | ___ | ___ | 17. Are properties and waterways downstream from development adequately protected from soil erosion and sediment deposition due to increases in peak stormwater runoff? |



# SCHOOL LAND/CASH WORKSHEET

City of St. Charles, Illinois

Name of Development	_____
Date Submitted:	_____
Prepared by:	_____



## Estimated Student Yield by Grades

Type of Dwelling	# of dwelling Units (DU)	Elementary (Grades K to 5)		Middle (Grades 6 to 8)		High (Grades 9 to 12)	
<b>Detached Single Family</b>							
➤ 3 Bedroom		DU x .369	=	DU x .173	=	DU x .184	=
➤ 4 Bedroom		DU x .530	=	DU x .298	=	DU x .360	=
➤ 5 Bedroom		DU x .345	=	DU x .248	=	DU x .300	=
<b>Attached Single Family</b>							
➤ 1 Bedroom		DU x .000	=	DU x .000	=	DU x .000	=
➤ 2 Bedroom		DU x .088	=	DU x .048	=	DU x .038	=
➤ 3 Bedroom		DU x .234	=	DU x .058	=	DU x .059	=
➤ 4 Bedroom		DU x .322	=	DU x .154	=	DU x .173	=
<b>Apartments</b>							
➤ Efficiency		DU x .000	=	DU x .000	=	DU x .000	=
➤ 1 Bedroom		DU x .002	=	DU x .001	=	DU x .001	=
➤ 2 Bedroom		DU x .086	=	DU x .042	=	DU x .046	=
➤ 3 Bedroom		DU x .234	=	DU x .123	=	DU x .118	=

Totals \_\_\_\_\_ TDU \_\_\_\_\_ TE \_\_\_\_\_ TM \_\_\_\_\_ TH

## School Site Requirements

Type	# of students	Acres per student	Site Acres
Elementary (TE)		x .025	=
Middle (TM)		x .0389	=
High (TH)		x .072	=

Total Site Acres \_\_\_\_\_

## Cash in lieu of requirements -

\_\_\_\_\_ (Total Site Acres) x \$240,500 (Fair Market Value per Improved Land) = \$ \_\_\_\_\_



**CITY OF ST. CHARLES**  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984

DEPARTMENT: COMMUNITY DEVELOPMENT/PLANNING      PHONE: (630) 377-4443      FAX: (630) 377-4062

**SCHEDULE OF APPLICATION FEES**

**DEVELOPMENTS WITHIN CORPORATE LIMITS**

Type of Application	Application Fee
Appeals	\$150
Design Review	\$200
Variations	\$300
General (Text) Amendment	\$500
Zoning Map Amendments	\$500
Special Use and Amendment to Special Use	\$750
Annexation of Property	\$500
Annexation Agreement	\$500
PUD Concept Plan	none
Special Use as a Planned Unit Development (PUD)	\$1000
PUD Preliminary Plan (with or without Sketch Plan)	\$500
PUD Final Plans	\$500
Minor Change to PUD	\$200
Preliminary Plan of subdivision/resubdivision (Not a PUD)	\$500
Preliminary Plan of subdivision/resubdivision (of a parcel less than 3 acres) (Not a PUD)	\$300
Subdivision Final Engineering Plan	\$300
Final Plat (Subdivision or PUD)	\$300

**DEVELOPMENTS OUTSIDE CORPORATE LIMITS (WITHIN 1 ½ MILE JURISDICTION)**

Concept plan	No fee
preliminary plan of subdivision, 5 or more lots, with new public road construction	\$300
preliminary plan of subdivision, 1 to 4 lots, with new public road construction	\$200
preliminary plan of subdivision or resubdivision, 1 to 4 lots, no new public road construction	No fee
final plat	\$300

**PLEASE MAKE CHECKS PAYABLE TO THE CITY OF ST. CHARLES**

**CITY OF ST. CHARLES**  
**REIMBURSEMENT OF FEES AGREEMENT**

City of St. Charles Acct. # \_\_\_\_\_

**I. Owner:**

Owner of Property: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

\_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

If Owner is a Land Trust, the names and addresses of the beneficiaries of the Trust:

\_\_\_\_\_

**II. Person Making Request (Petitioner/Applicant):**

Name of Petitioner/Applicant: \_\_\_\_\_

Petitioner's/Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Petitioner's /Applicant's Phone Number: \_\_\_\_\_

**III. Location of Property:**

General Location of Property: \_\_\_\_\_

Acreage of Parcel: \_\_\_\_\_

Permanent Index Number(s): \_\_\_\_\_

Legal Description (attach as Exhibit A)

**IV. Reimbursement of Fees:**

If the City determines, in its sole and exclusive discretion, that it is necessary to obtain professional services, including, but not limited to, attorneys; engineers; planners; architects; surveyors; court reporters; traffic, drainage or other consultants, and/or to incur costs related to any required notices or recordations, in connection with any Petition or Application filed by the Petitioner/Applicant, then the Petitioner/Applicant and Owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the City.

The City Administrator is hereby authorized to assign the above described services to the City staff or to consultants, as they deem appropriate. When the City staff renders any services contemplated by this agreement, then in such case the City shall be reimbursed for its cost per productive work hour for each staff person providing said services.

At the time the Petitioner/Applicant requests action from the City, he shall deposit the following amounts with the City as an initial deposit to collateralize the obligation for payment of such fees and expenses:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$1,000	\$2,000	\$3,000	\$4,000
2 or 3	\$2,000	\$4,000	\$5,000	\$7,000
4 or more	\$3,000	\$5,000	\$7,000	\$10,000

As the review proceeds, the City shall deduct incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$500.00, the petitioner/applicant, upon notice by the City, shall be required to replenish the deposit to its original amount. The Petitioner/ Applicant shall replenish the deposit amount within fifteen (15) days of receipt of an invoice directing the replenishment of said deposit. Failure to remit payment within fifteen (15) days will cause all reviews to cease.

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

Upon the failure to the Petitioner/Applicant or Owner to reimburse the City in accordance with this Agreement, no further action shall be undertaken on any Petition or Application by the Mayor and City Council, or by any other official or quasi-deliberations, the granting of any relief or approvals, and the execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Further, the City may deny any application for a grading, building or other permit if such amounts have not been paid in full.

Upon any failure to reimburse the City in accordance with this section, the City may in its discretion, apply any or all of the initial deposit to the outstanding balance due and/or elect to place a lien against any real property associated with the Petitioner/Applicant's Petition or Application. In the event such amounts are not paid in full within sixty (60) days after the date when the statement of such amounts due is delivered or deposited in the U.S. mail by the City, such amounts due shall be deemed delinquent and finance charges in accordance the City's policy for accounts receivable shall be added to the amount due until such amount due, including all delinquency charges, is received by the City. Said lien shall be in an amount equal to the outstanding amount owed to the City.

The remedies available to the City as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the City's right to seek relief of such fees against any or all are responsible parties in a court of competent jurisdiction.

Any remaining balance of funds deposited pursuant to this Agreement shall be refunded upon the later occurring of the following events: completion of City deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, or issuance of a building permit upon the real property in question.

BY SIGNING BELOW, THE PETITIONER/APPLICANT AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER/APPLICANT AND OWNER AGREE THAT PETITIONER/APPLICANT AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE CITY OF ST. CHARLES, AND AS SET FORTH HEREIN.

City of St. Charles

\_\_\_\_\_  
Petitioner/Applicant

By: \_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Attest

Date: \_\_\_\_\_

Date: \_\_\_\_\_