



VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

## DEVELOPMENT APPLICATION AND INFORMATION GUIDE

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

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

Download at [www.orlandpark.org](http://www.orlandpark.org).

<b>Development Petition</b>	<b>Page</b>
Petition Fee Worksheet	2
Petition Form for Development Review and Approval	3
Submittal Requirements	4
Plan Review and Approval Process	5-7
2017-2018 Meeting Schedules	8
Public Hearing Sign and Notice Requirements	9-10
Sample Affidavit for Signature and Notary	11
<b>Appendices</b>	
For Petitions for Variance: Variance Standards	12
For Petitions for Special Use: Special Use Standards	13
For Petitions for Rezoning: Rezoning Evaluation Factors	14
Site Plan Requirements	15
Landscape Plan Requirements	16
Engineering Plan Requirements	17
Traffic Study Requirements	18
Sample Letter of Credit	19
Disclosure of Beneficiary Form	20-21
Fees By Agreement	22
Anticipated Fees	23

**This packet is intended as a general Guide for new development in Orland Park. More information is available in the Village's Land Development Code, and in the case of conflicting information, the Land Development Code prevails.**

**For questions, contact the Development Services Department:**

**Phone: (708)403-5300**

**Email: [developmentsservices@orlandpark.org](mailto:developmentsservices@orlandpark.org)**

**Address: 14700 Ravinia Avenue, Orland Park, IL 60462**

**VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT**

<b>PETITION FEE WORKSHEET</b>			
<b>REQUESTED APPROVAL</b>	<b>REQUIRED FEES</b>	<b>FEE RATES (per 11-04-03 Village Board approval)</b>	
<b>SITE PLAN</b>  <b>Residential Use</b> NO. OF UNITS PROPOSED  <b>Non Residential Use</b> PROPOSED AREA (SQ-FT)		Residential Uses	0-25 units      \$600.00 26-50 units     \$900.00 51-100 units    \$1,200.00 Over 100 units   \$1,500.00
		All Non-Residential Uses	0 -10,000 sq-ft      \$600.00 10,001 – 25,000 sq-ft   \$900.00 25,001 – 50,000 sq-ft   \$1,200.00 Over 50,000 sq-ft     \$1,500.00
<b>SUBDIVISION</b>		\$500.00 + \$25.00 Per Lot	# of recordable lots _____
<b>ANNEXATION</b>		_____ Acres	0-5 Acres      \$750.00 6-10 Acres     \$900.00 11-25 Acres    \$1,050.00 26-50 Acres    \$1,200.00 Over 50 Acres   \$1,350.00
<b>SPECIAL USE (AMENDMENT)</b> <b>REZONING</b> <b>VARIANCE</b> <b>MINOR ZONING VARIANCE</b>		\$500.00 [SU Required for all Planned Developments (PD/PUD)] \$500.00 \$500.00 \$125.00 + \$50 Sign Deposit (Optional: petitioner can choose to provide own sign)	
<b>RECORD PLAT OF SUBDIVISION</b>		\$300 plus (+) \$25.00 per recordable lot	
<b>LANDSCAPING REVIEW FEES</b>  <i>The petitioner may request a reduction in landscape fees for up to \$1,400 if there are no on-site stormwater detention facilities (i.e., bioswales or ponds). Multiple inspections (over two per project) will result in additional charges.</i>		Non-Residential and Mixed Uses  Single-Family Residential Uses  Multi-Family/Attached SF Residential Uses	0-5 Acres      \$2500.00 Over 5 Acres    \$2900.00  0-5 Acres      \$2000.00 5-25 Acres     \$3000.00 Over 25 Acres   \$4000.00  0-5 Acres      \$2500.00 5-25 Acres     \$3750.00 Over 25 Acres   \$5000.00
<b>TOTAL FEES DUE WITH PETITION SUBMITTAL</b>			
<b>ENGINEERING FEES</b> <b>RECORDING FEES</b> <b>ATTORNEY/LEGAL FEES</b>	<b>To Be Determined</b>	<i>The petitioner shall reimburse the Village for all engineering review and attorney fees incurred by the Village and any miscellaneous Village expenses such as recording and copying fees. Additional legal fees may be incurred as determined by the Finance Department.</i>	

Printed name of Petitioner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Petitioner \_\_\_\_\_

**VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT**

**PETITION FOR PLAN REVIEW AND APPROVAL**

All information requested on this form **MUST** be provided. A petition will be considered incomplete if any information is missing and therefore will not be accepted. Following planning approval, a building permit is required.

<b>PROJECT NAME</b>					
<b>PETITIONER INFORMATION (person responsible for payment of Village fee)</b>					
<b>NAME</b>			<b>TITLE</b>		
<b>ADDRESS</b>			<b>CITY/STATE/ZIP</b>		
<b>PHONE</b>			<b>EMAIL</b>		
<b>RELATIONSHIP TO OWNER</b>					
<b>PETITIONER'S CONTACT INFORMATION / REPRESENTATIVE'S CONTACT INFORMATION</b>					
<b>NAME</b>			<b>TITLE</b>		
<b>ADDRESS</b>			<b>CITY/STATE/ZIP</b>		
<b>PHONE</b>			<b>EMAIL</b>		
<b>RELATIONSHIP TO PETITIONER</b>					
<b>PROPERTY OWNER'S INFORMATION</b>					
<b>NAME</b>			<b>PHONE</b>		
<b>ADDRESS</b>			<b>CITY/STATE/ZIP</b>		
<b>PROJECT INFORMATION</b>					
<b>PROPERTY ADDRESS (OR GENERAL LOCATION)</b>					
<b>P.I.N. NUMBER</b>			<b>SIZE OF PARCEL</b>		<b>sf          acres</b>
<b>EXISTING USE ON SITE</b>			<b>PROPOSED USE ON SITE</b>		
<b>EXISTING ZONING</b>			<b>REQUESTED ZONING</b>		
<b>PROJECT TEAM</b>	<b>NAME</b>	<b>PHONE</b>	<b>EMAIL</b>		
<b>DEVELOPER</b>					
<b>ATTORNEY</b>					
<b>ENGINEER</b>					
<b>ARCHITECT</b>					
<b>LANDSCAPE ARCHITECT</b>					
<b>REQUESTED APPROVALS (CHECK ALL THAT APPLY)</b>					
<input type="checkbox"/> <b>SITE PLAN</b>	<input type="checkbox"/> <b>SUBDIVISION</b>	<input type="checkbox"/> <b>ANNEXATION</b>	<input type="checkbox"/> <b>SPECIAL USE (AMENDMENT)</b>	<input type="checkbox"/> <b>REZONING</b>	<input type="checkbox"/> <b>VARIANCE</b>
<input type="checkbox"/> <b>MINOR ZONING VARIANCE</b>	<input type="checkbox"/> <b>RECORD PLAT OF SUBDIVISION</b>	<input type="checkbox"/> <b>LANDSCAPE PLAN WITH DETENTION</b>	<input type="checkbox"/> <b>LANDSCAPE PLAN WITHOUT DETENTION</b>	<input type="checkbox"/> <b>ELEVATIONS (Non-Residential)</b>	

I certify that the above is true and accurate and agree to pay the required fees as stated on the fee worksheet.

Signature of Petitioner \_\_\_\_\_ Date \_\_\_\_\_

Notary Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary Seal

<b>For Village Use Only</b>	<b>PROJECT NO.</b>	<b>Legistar #</b>	<b>ASSIGNED TO</b>
	<b>DATE PETITION COMPLETED</b>	Development Services Assistant Director Approval to Proceed	

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

**SUBMITTAL REQUIREMENTS FOR PETITION**

REVIEW PROCESS		SUBMITTAL REQUIREMENTS (See Page 5 for more details)
1	<b>Optional Concept Meeting(s)</b> with staff from Planning	Conceptual Building Elevations Conceptual Site Plan Aerials or other drawings showing location and adjacent conditions
2 & 3	<b>Submittal of Completed Petition Form and required materials for Planning Division Review</b>  <b>Submit to:</b> <b>Development Services Department, Planning Division</b>	<p>Completed Petition Application &amp; Fee Page – Pages 2 and 3</p> <p><b>Disclosure of Ownership Information:</b></p> <ul style="list-style-type: none"> <li>• Original, sealed <b>ALTA</b> Plat of Survey, including legal description.</li> <li>• Copy of any covenants, conditions, or restrictions concerning type of improvements, setbacks, area or height requirements, occupancy or use limitations, etc., placed on the property and now of record.</li> <li>• Receipted copy of the most recent property tax bill, or evidence of payment (i.e. copy of bill and canceled check, etc.).</li> <li>• Copy of the title insurance policy.</li> </ul> <p>If property is:</p> <p><i>Owned by Petitioner –</i></p> <ul style="list-style-type: none"> <li>• Copy of the latest recorded deed.</li> </ul> <p><i>Rented or Leased by Petitioner –</i></p> <ul style="list-style-type: none"> <li>• Letter of authorization from the owner.</li> </ul> <p><i>Owned by a Trust –</i></p> <ul style="list-style-type: none"> <li>• Certified copy of the trust agreement, a list of beneficiaries, and a letter of authorization from the trust officer.</li> </ul> <p>If the petitioner is a contract purchaser: Copy of the contract, and a letter of authorization from the owner (seller).</p> <p>Fee Payment – Page 2</p> <p>If applicable:</p> <ul style="list-style-type: none"> <li>• Endangered Species Consultation Action Report, to be filed with the Illinois Department of Natural Resources, and approval received</li> <li>• Archaeological survey if Federal funds are being used for the project or if the project requires a State permit.</li> </ul>

**# of copies required with submittal:**

<b>SP - Site Plan – 17 COPIES (SEE PAGE 16)</b>
<b>EL – Elevations – 17 COPIES</b>
<b>PEP - Preliminary Engineering Plan – 3 COPIES (SEE PAGE 17)</b>
<b>PLP - Preliminary Landscape Plan – 3 COPIES (SEE PAGE 16)</b>
<b>TS - Tree Survey – 3 COPIES</b>
<b>TRS - Traffic Study – 3 COPIES (SEE PAGE 18)</b>

**PLAN REVIEW AND APPROVAL PROCESS**

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

LEVEL		TASK
<b>0</b>		<b>PHASE ZERO - PRE-CONCEPT MEETING</b>
0.1		<b>PCM - Pre-Concept Meeting</b> (Initial observations – a more comprehensive review will be conducted upon formal project petition.)
<b>1</b>		<b>PHASE ONE - PETITION TYPE</b>
1		<b>SU - Special Use</b>
1		<b>VAR - Variance</b>
1		<b>RZ - Rezoning</b>
1		<b>SUB - Subdivision</b>
1		<b>ANX - Annexation</b>
1		<b>LP - Landscape Plan</b>
1		<b>SP - Site Plan</b>
1		<b>AR - Appearance Review</b>
1		<b>COA - Certificate of Appropriateness</b>
1		<b>LD - Landmark Designation</b>
<b>2</b>		<b>PHASE TWO - PLANNING REVIEW</b>
2.1		<b>SP - Site Plan – 17 COPIES (SEE PAGE 16)</b>
2.2		<b>EL – Elevations – 17 COPIES</b>
2.3		<b>PEP - Preliminary Engineering Plan – 3 COPIES (SEE PAGE 17)</b>
2.4		<b>PLP - Preliminary Landscape Plan – 3 COPIES (SEE PAGE 16)</b>
2.5		<b>TS - Tree Survey – 3 COPIES</b>
2.6		<b>TRS - Traffic Study – 3 COPIES (SEE PAGE 18)</b>
2.7		<b>SD - Supporting Documents</b>
2.8		<b>MEM - Internal Circulation Memo</b>
<b>L</b>		<b>COMMENT LETTER</b>
<b>3</b>		<b>PHASE THREE - DUE PROCESS</b>
3.1		<b>PEPA - Preliminary Engineering Plan Acceptance</b>
3.2		<b>PLPA - Preliminary Landscape Plan Acceptance</b>
3.3		<b>PHN - Public Hearing Notice Publications</b>
3.4		<b>PC - Plan Commission Approval</b>
3.4.1		<b>RP - Revised Plans</b>
3.5		<b>COM - Committee Approval</b>
3.5.1		<b>RP - Revised Plans</b>
3.6		<b>BOT - Board of Trustees Approval</b>
<b>L</b>		<b>COMMENT LETTER</b>

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

LEVEL	TASK
<b>4</b>	<b>PHASE FOUR - PLAN / AGREEMENT APPROVALS</b>
4.1	<b>FEA - Final Engineering Plan Approvals</b>
4.1.1	MWRD/WMO
4.1.2	IEPA
4.1.3	IDNR
4.1.4	IDOT
4.1.5	CC - Cook County
4.1.6	ACE - Army Corps of Engineering
4.1.7	ECE - Engineer's Cost Estimate
4.2	<b>FLA - Final Landscape Plan Approvals</b>
4.2.1	HY - Hydroperiod Analysis
4.2.2	MM - M&M Plan (to be recorded)
4.2.3	TMR - Tree Mitigation Report
4.2.4	LCE - Landscape Cost Estimate
4.3	<b>DLOC - Draft Letter of Credit</b>
4.4	<b>REC - Recordables</b>
4.4.1	DA - Development Agreement (Final Draft - to be recorded)
4.4.2	AA - Annexation Agreement (Final Draft - to be recorded)
4.4.3	SSA - Special Service Agreement (Final Draft - to be recorded)
4.4.4	FP - Final Plat (Final Draft - to be recorded)
4.5	<b>BOT2 - Board of Trustees Approval of Recordables</b>
4.6	<b>FSP - Final Site Plan (Circulated)</b>
<b>L</b>	<b>COMMENT LETTER</b>
<b>5</b>	<b>PHASE FIVE - AUTHORIZATIONS / HANDOFF</b>
5.1	<b>PMT - Fee Payment (Eng., Building, Tree Mitigation, Other)</b>
5.2	<b>LOC - Letter of Credit Approval</b>
5.3	<b>ORD - Board of Trustees Ordinance Approval (to be recorded)</b>
5.4	<b>BP - Building Permit</b>
5.4.1	Preliminary Review / Application Review
5.4.2	Building Division - Plan Review
5.4.3	Building Division - Sprinkler / Alarm
5.4.4	Building Division - Correction Review
5.4.5	Contractor Bonds - Licenses
5.4.6	Fee Input
5.4.7	Permit Issuance
5.5	<b>PCM - Pre-Construction Meeting + Final Plan Set Hand Off</b>
<b>L</b>	<b>NOTICE TO PROCEED LETTER</b>

**VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT**

<b>6</b>	<b>PHASE SIX - CONSTRUCTION / INSPECTIONS</b>
6.1	<b>SW - Site Work</b>
6.2	<b>FE - INS - Final Engineering Inspection Approval</b>
6.3	<b>FB - INS - Final Building Inspection Approval</b>
6.4	<b>FP - INS - Final Planning Inspection Approval</b>
6.5	<b>FL - INS - Final Landscape Inspection</b>
6.5.1	FL - INS1 - Landscape Inspection Year One
6.5.2	FL - INS2 - Landscape Inspection Year Two
6.5.3	FL - INS3 - Landscape Inspection Year Three
6.5.4	FL - INSA - Final Landscape Inspection Approval
<b>L</b>	<b>LETTER OF CREDIT REDUCTIONS</b>
<b>7</b>	<b>PHASE SEVEN - PROJECT CLOSE OUT</b>
7.1	<b>CO - Certificate of Occupancy</b>
7.1.1	CCO - Condition Certificate of Occupancy
7.2	<b>LOCR - Letter of Credit Release</b>
<b>L</b>	<b>NOTICE OF COMPLETION LETTER</b>
<b>7.3</b>	<b>PROJECT COMPLETION</b>
	<b>END - Project Close Out</b>

# 2018-2019 Meeting Schedules

## Village of Orland Park, Development Services Department

**PC:** Plan Commission Meeting

**C/B:** Committee/Board of Trustees

**DR:** Development Review

**OL:** Open Lands Fund Commission

**ZBA:** Zoning Board of Appeals

**H:** Holiday

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5 B	6	7	8	9	10
11	12	13 PC	14 ZBA	15 DR	16	17
18	19 C/B	20	21	22	23	24
25	26	27 PC	28			
May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7 B	8 PC	9 ZBA	10 OL	11	12
13	14	15	16	17 DR	18	19
20	21 C/B	22 PC	23	24	25	26
27	28 H	29	30	31		
August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6 B	7	8 ZBA	9	10	11
12	13	14 PC	15	16 DR	17	18
19	20 C/B	21	22	23	24	25
26	27	28 PC	29	30	31	
November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5 B	6	7	8 OL	9	10
11	12	13 PC	14 ZBA	15 DR	16	17
18	19 C/B	20	21	22 H	23 H	24
25	26	27 PC	28	29	30	

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5 B	6	7	8 OL	9	10
11	12	13 PC	14 ZBA	15 DR	16	17
18	19 C/B	20	21	22	23	24
25	26	27 PC	28	29	30	31
June 2018						
S	M	T	W	T	F	S
					1	2
3	4 B	5	6	7	8	9
10	11	12 PC	13 ZBA	14	15	16
17	18 C/B	19	20	21 DR	22	23
24	25	26 PC	27	28	29	30
September 2018						
S	M	T	W	T	F	S
						1
2	3 H	4 B	5	6	7	8
9	10	11 PC	12 ZBA	13 OL	14	15
16	17 C/B	18	19	20 DR	21	22
23	24	25 PC	26	27	28	29
30						
December 2018						
S	M	T	W	T	F	S
						1
2	3 B	4	5	6	7	8
9	10	11 PC	12 ZBA	13	14	15
16	17 C/B	18	19	20 DR	21	22
23	24 H	25 H	26 PC	27	28	29
30	31 H					

April 2018						
S	M	T	W	T	F	S
1 H	2 B	3	4	5	6	7
8	9	10 PC	11 ZBA	12	13	14
15	16 C/B	17	18	19 DR	20	21
22	23	24 PC	25	26	27	28
29	30					
July 2018						
S	M	T	W	T	F	S
1	2 B	3	4 H	5	6	7
8	9	10 PC	11 ZBA	12 OL	13	14
15	16 C/B	17	18	19 DR	20	21
22	23	24 PC	25	26	27	28
29	30	31				
October 2018						
S	M	T	W	T	F	S
	1 B	2	3	4	5	6
7	8	9 PC	10 ZBA	11	12	13
14	15 C/B	16	17	18 DR	19	20
21	22	23 PC	24	25	26	27
28	29	30	31			
January 2019						
S	M	T	W	T	F	S
		1 H	2 B	3	4	5
6	7 B	8 PC	9 ZBA	10 OL	11	12
13	14	15	16 DR	17	18	19
20	21 C/B	22 PC	23	24	25	26
27	28	29	30	31		



VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

**PUBLIC NOTIFICATION PERIOD**

All public notification methods must be completed no more than 30 days prior but no less than 15 day before the scheduled public hearing.

**NOTICE IN NEWSPAPERS**

The Development Services Department shall publish a copy of the notice in one (1) or more newspapers with general circulation in the counties in which the Village of Orland Park and contiguous unincorporated territory are located. (VILLAGE'S RESPONSIBILITY)

**NOTIFICATION TO PROPERTY OWNERS (certified letters to adjacent property owners)**

The Land Development Code requires that the petitioner notifies the owners of record of all adjacent properties within 300 feet by certified mail, giving them a description of the proposed development. These letters (see sample below) along with a copy of the public hearing **must be mailed at least 15 days, but no more than 30 days prior to the public hearing**. Letter recipients should be advised to call the Development Services Department, at 708-403-5300 to confirm the date of the Public Hearing in the event the case is continued. (PETITIONER'S RESPONSIBILITY)

**VIA CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

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

**NOTICE OF PUBLIC HEARING**

Please be advised that \_\_\_\_\_ (owner's name) \_\_\_\_\_, the property owner, recently filed a **Petition(s) for** (list of petition(s) applied for) \_\_\_\_\_ with the Village of Orland Park's Office of Development Services. The Petition requests this action be granted for the parcel to allow (description of project applied for) \_\_\_\_\_ to be located at \_\_\_\_\_ (address of location) \_\_\_\_\_, Orland Park, IL.

This Notice is to inform you that a **Public Hearing on the Petitions for** \_\_\_\_\_ (list type of petition(s) applied for) \_\_\_\_\_ have been set before the Plan Commission of the Village of Orland Park on \_\_\_\_\_ (date) \_\_\_\_\_ at \_\_\_\_\_ (time) \_\_\_\_\_ p.m. The Public Hearing will be held at the **Orland Park Village Hall, 14700 South Ravinia Avenue, Orland Park, IL**, if you wish to attend.

If you have any questions or wish to discuss this matter, you may call the undersigned or you may contact the Village's Office of Development Services at (708) 403-5300.

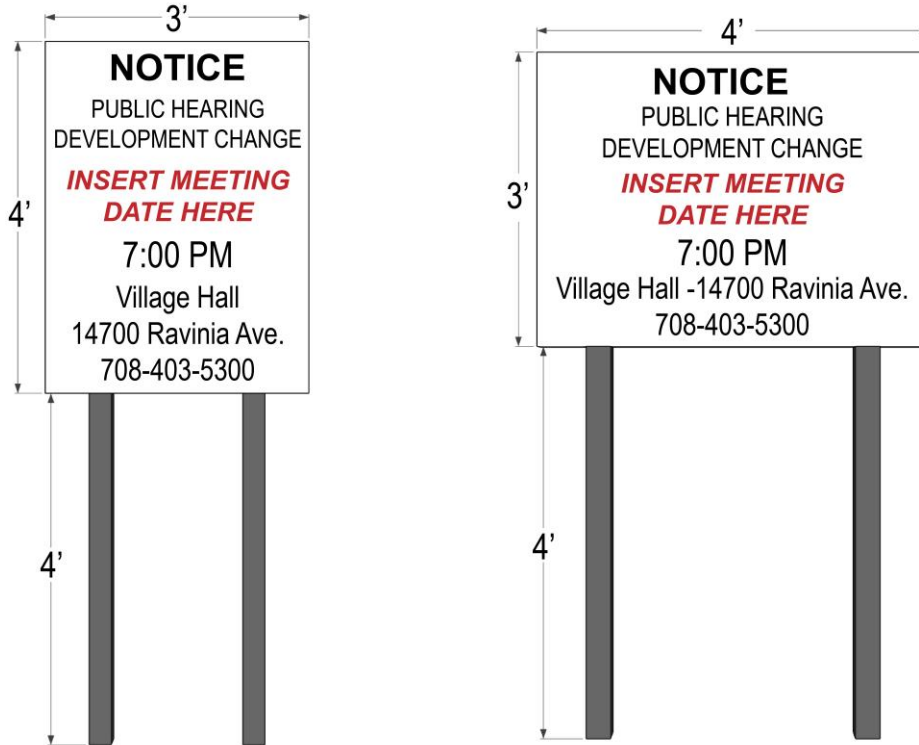
Dated: \_\_\_\_\_ (date)

Very truly yours,

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

**SIGN**

It is the petitioner's/applicant's responsibility to post a Public Hearing Notice sign. (PETITIONER'S RESPONSIBILITY)



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

- It is the petitioner's/applicant's responsibility to post a weatherproof sign(s) at least three (3) feet by four (4) feet in front surface area, the bottom of which shall be mounted at least four (4) feet above the ground, and to have at least one (1) sign in the most visible location to the general public such as along a primary roadway.
- Such sign(s) shall be posted on private property and shall remain until the conclusion of the public hearing.
- Failure to comply with the provisions of this Subsection shall not render the public hearing invalid, provided that a good faith effort was made to comply.
- The petitioner must remove the public hearing notice sign(s) no later than thirty (30) days after the Village Board action on the proposal.
- The sign must display wording that at a minimum notifies the public about the public hearing for the procedure which has triggered the public hearing. It must include the date, time, place and the contact information of the Development Services Department.
- Arial or Arial Narrow shall be the font in which the public hearing signs are printed. The notice, Date and time of the sign must be no less than 3.5 inches in height and the remaining information on the sign no less than 2.5 inches in height.

**MINOR ZONING VARIANCE SIGN**

Sign can be provided to the petitioner with a \$50 deposit. This is only for minor zoning variances that will be reviewed by the Zoning Board of Appeals.

**NOTARIZED AFFIDAVIT**

The petitioner is required to submit a notarized affidavit to staff prior to or at the Plan Commission meeting confirming that all requirements listed above have been fulfilled. The petitioner must also retain certified mail receipts for a period of no less than seven (7) years from the final Village Board action on the proposal (101.G.b.2). See Section 5-101.G of the Land Development Code for complete requirements. Sample affidavit is provided on Page 11 (next page).

(PETITIONER'S RESPONSIBILITY)

**A Notarized Affidavit – Complete if Public Hearing is Required**

For

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

**The requirements (below) have been completed and** a public hearing is requested before the Plan Commission of the Village of Orland Park, Illinois.

Submittal has been made for the approval of \_\_\_\_\_, pursuant to the provisions of the Land Development Code of the Village of Orland Park, with respect to the real estate located at \_\_\_\_\_.

\_\_\_\_\_ (the petitioner/representative) has completed the application for the project and for a public hearing and also has met the following requirements:

A. Certified letters with return receipt requested have been sent to all property owners within 300 feet of said property upon which development is proposed. Letters were postmarked \_\_\_\_\_ (at least 15 days prior to the date of the public hearing). (date)

B. Weatherproof sign(s) at least two (2) by three (3) feet in front surface area, the bottom of which is mounted at least four (4) feet above the ground, have been posted on every roadway frontage of the parcel proposed for development on \_\_\_\_\_(date). Such sign(s) will remain in place until the conclusion of the public hearing. Failure to comply with the provisions of the Subsection shall not render the public hearing invalid, provided that a good faith effort was made to comply.

\_\_\_\_\_ (the petitioner/representative) will remove the public hearing notice sign(s) no later than thirty (30) days after the Village Board action on the proposed development.

\_\_\_\_\_, (the petitioner/representative) hereby submits this notarized affidavit to Village of Orland Park staff prior to or at the Plan Commission meeting, confirming that all requirements listed above have been complied with \_\_\_\_\_. (the petitioner/representative) agrees to retain certified mail receipts for a period of no less than seven (7) years from the final Village Board action.

Signature: \_\_\_\_\_  
Petitioner (or Representative) Date

Signature: \_\_\_\_\_  
Notary Date

(NOTARY SEAL)

**VARIANCE STANDARDS**

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

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

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located; *(Insert explanation)*
2. That the plight of the owner is due to unique circumstances; *(Insert explanation)*
3. That the variation, if granted, will not alter the essential character of the locality; *(Insert explanation)*
4. That because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations were carried out; *(Insert explanation)*
5. That the conditions upon which the petition for a variation is based are unique to the property for which the variance is sought and are not applicable, generally, to other property; *(Insert explanation)*
6. That the alleged difficulty or hardship is caused by these regulations and has not resulted from any act of the applicant or any other person presently having an interest in the property subsequent to the effective date hereof, whether or not in violation of any portion thereof; *(Insert explanation)*
7. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located or otherwise be inconsistent with the Comprehensive Plan, any adopted overlay plan or these regulations; *(Insert explanation)*
8. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood; *(Insert explanation)*
9. That the variance granted is the minimum adjustment necessary for the reasonable use of the land; *(Insert explanation)* and
10. That aforesaid circumstances or conditions are such that the strict application of the provisions of this Section would deprive the applicant of any reasonable use of his or her land. Mere loss in value shall not justify a variance; there must be a deprivation of all beneficial use of land. *(Insert explanation)*

**SPECIAL USE STANDARDS**

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

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

1. The special use will be consistent with the purposes, goals and objectives and standards of the Comprehensive Plan, any adopted overlay plan and these regulations; *(List factors that demonstrate how your proposal meets this standard.)*
2. The special use will be consistent with the community character of the immediate vicinity of the parcel for development; *(List factors that demonstrate how your proposal meets this standard.)*
3. The design of the proposed use will minimize adverse effect, including visual impacts on adjacent properties; *(List factors that demonstrate how your proposal meets this standard.)*
4. The proposed use will not have an adverse effect on the value of the adjacent property; *(Insert explanation. If necessary, the petitioner should be prepared to offer expert testimony that the proposed project will have no adverse impact on surrounding properties.)*
5. The applicant has demonstrated that public facilities and services, including but not limited to roadways, park facilities, police and fire protection, hospital and medical services, drainage systems, refuse disposal, water and sewers, and schools will be capable of serving the special use at an adequate level of service; *(Insert explanation)*
6. The applicant has made adequate legal provision to guarantee the provision and development of any open space and other improvements associated with the proposed development; *(Insert explanation)*
7. The development will not adversely affect a known archaeological, historical or cultural resource;
8. The proposed use will comply with all additional standards imposed on it by the particular provision of these regulations authorizing such use and by all other requirements of the ordinances of the Village.

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

**REZONING EVALUATION FACTORS**

FOR ALL PETITIONS REQUESTING **REZONING**, THE PETITIONER MUST ADDRESS IN WRITING THE FOLLOWING FACTORS AND SUBMIT TO THE PLANNING DIVISION OF THE DEVELOPMENT SERVICES DEPARTMENT.

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

1. The existing uses and zoning of nearby property;
2. The extent to which property values are diminished by a particular zoning classification or restriction;
3. The extent to which the destruction of property value of a complaining property owner promotes the health, safety, morals, or general welfare of the public;
4. The relative gain to the public as opposed to the hardship imposed on a complaining property owner;
5. The suitability of the subject property for its zone purposes;
6. The length of time the property has been vacant as zoned, considered in the context of land development in the area;
7. The care with which the community has undertaken to plan its land use development; and
8. The evidence, or lack of evidence, of community need for the use proposed.

**SITE PLAN REQUIREMENTS**

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

**SITE PLAN REQUIREMENTS**

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

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

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

## LANDSCAPE PLAN REQUIREMENTS

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

### LANDSCAPE PLAN SUBMITTAL REQUIREMENT SUMMARY

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

The landscape plan submittals should include hardcopy and digital versions of all documents. Submittal requirements include:

- **Two (2) Copies of Preliminary Landscape Plan Set (24" x 36")**
- **Tree Mitigation Plan (Tree Survey and Tree Mitigation Report)**
- **Hydro-period Analysis (if applicable)**
- **Monitoring and Management Plan (if applicable)**
- **Landscape Cost Estimate (to be submitted as spreadsheet file)**

**Landscape Plan Requirements** - The landscape plan shall include:

- Landscape Architect / Designer's name, address, and telephone number;
- Petitioner's name and name of development;
- Scale, north arrow, date of preparation and revision dates;
- Location, quantity, size, and type of existing on-site naturalized landscaping to be retained, including a tree survey, if applicable;
- Final engineering grading plan should be used as a base map for landscape plan;
- A proposed plant schedule that includes botanical name, common name, caliper/height and pot size;
  - Proposed plant schedule must comply with Plant Diversity Requirements, see **Table 6-305.E.5.b**
- Location, quantity, size and type of all proposed plant materials and species, including quantities for all seed mixes, including tree mitigation plantings, and showing the relationship of plant materials to other site features such as utilities and easements. Plants depicted on the plan should be represented at two-third (2/3) mature plant width;
- **DATA BOX** - A landscape data box which includes the required and proposed calculations for the following: total area in square feet of the lot to be developed, the total square feet and percentage of landscape area, the total number of and square footage of landscape islands as compared to parking stalls, and a list comparing all required proposed landscape materials;
- Landscape construction and planting details;
- Any other information that may be needed to show compliance with this Section.

#### **Tree Mitigation Plan Requirements**

A tree survey and tree mitigation report, collectively known as a Tree Mitigation Plan, will be reviewed and approved by the Development Services Department through the landscape plan review process.

#### **Hydro-period Analysis Requirements**

A hydro-period analysis, submitted in a diagrammatical "stage versus time" graph shall be submitted for the 2-, 5-, 10-, and 100-year storm events so that it can be confirmed that proposed plantings within the basin will be able to withstand the frequency and duration of these storm events.

#### **Monitoring and Management Plan (M&M Plan) Requirements**

A near and long-term Monitoring and Management Plan (M&M Plan) is an integral component to ensuring proper management of naturalized landscapes. An M&M Plan template is available here: <http://www.orlandpark.org/index.aspx?nid=2405>

#### **Landscape Cost Estimate**

Submittal shall include a cost estimate for all costs associate with the proposed landscape plan, which will be used to determine a project's Letter of Credit amount associated with landscaping. A digital spreadsheet file should be submitted to the Village for review.



## ENGINEERING PLAN REQUIREMENTS

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

### ENGINEERING PLAN REQUIREMENTS

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

#### **Preliminary Site Plan with Location Map:**

The site plan shall show the proposed layout of the site improvements, calling out the dimensions of property lines, setbacks, roadway widths, building areas, etc. The plan shall be drawn to scale and shall provide a legend to identify all markings and symbols shown on the site plan.

#### **Existing Topography:**

The submittal shall include a plat of topography drawn to scale and prepared by a licensed surveyor or professional engineer showing the existing site grading as it exists prior to disturbance by the proposed development. The plat shall identify all buildings, utility structures, drainage structures, roadways, trees, retaining walls, waterbodies etc. so as to accurately depict the existing site grading. Elevations shall be identified by a minimum of one foot interval contour lines. Spot elevations shall be incorporated as necessary to clarify the plat. Contours shall extend beyond the proposed development area a minimum of 20-feet in order to identify any pertinent offsite grading. A local USGS datum benchmark shall be used for the plat. If floodplain is local to the site, a FEMA benchmark is required.

#### **Preliminary Detention Calculations:**

Provide documentation in the form of manual calculations and/or software data files and printouts to demonstrate the following requirements are met:

- a. Methodology=Hydrograph method – i.e., TR-20, HEC-1 analysis
- b. Rainfall intensity = Bulletin 70 with Huff Distribution per LDC 6-409.E.18.g
- c. Runoff coefficients shall be 0.95 for impervious surfaces, 0.45 for pervious surfaces and 1.0 for bodies of water, per LDC 6-409.E.8.a
- d. Pond bounce/fluctuation shall be a maximum of 5-feet allowed (difference between Normal and High Water Levels)
- e. Pond release rate = 0.04 cfs per acre for 2-yr., 24-hr. design storm event and = 0.15 cfs per acre for the 100-yr., 24-hr. design storm event.
- f. Quantity amount of detention provided versus amount of detention required per code.
- g. Land restrictions = 4:1 maximum side slopes of ponds and 1-foot of freeboard required between High Water Level and overflow elevation of pond.
- h. Depressional storage existing on site must be included in detention volume provided.
- i. 15-foot flat maintenance area per LDC 6-409.E.18.o.
- j. Show minimum setbacks from high water line.

In absence of the above detailed criteria for the amount of required stormwater detention volume per the Village of Orland Park LDC, preliminary storage volumes may be estimated for at a rate of 0.50 acre-feet of detention volume per acre of site disturbance for the 100-yr. 24-hr. storm event. This methodology is a close approximation of the Final Engineering requirements and is consistent with the Village's allowable release rate and lot coverage. The methodology is applicable to determine the required preliminary detention storage volume for all commercial and residential developments within the Village. The volume determined by this methodology does not account for fill associated with existing depressional, wetland and floodplain/floodway areas. A complete detention storage volume analysis based on a 2-stage restrictor, as well as wetland analysis and/or floodplain/floodway analysis if applicable, will be required during Final Engineering review.

The applicant must also provide an approximately sized area of land to accommodate the required storage volume. The land size should be determined using a maximum bounce of 5-feet, a minimum of 1-foot freeboard and maximum 4:1 side slopes. The size of the detention basin area must also incorporate the required 15-foot flat maintenance area per LDC 6-409.E.18.o. The shape, size and amount of detention storage volume must be accurately depicted on the site plan, and indicate how it is to conform to the proposed grading of the site. Depending on the size and topography of the site, multiple detention basins may be required by the Village of Orland Park.

#### **Identify on-site Wetlands and Floodplain/Floodway:**

A drawing and a written description shall illustrate any and all wetlands or floodplain/floodway located on or near the subject site. A wetland delineation shall be prepared by a qualified professional. The preliminary analysis should also note the existence of any depressional areas on the site.

#### **Proposed Utility Plan:**

Shall depict the layout of all existing and proposed storm sewer (6-409), sanitary sewer (6-408) and water main (6-410), adhering to the appropriate LDC sections as indicated in parenthesis.

#### **Proposed Grading Plan:**

Shall include existing and proposed topography of the subject site prepared in the appropriate datum. Topography shall once again be shown in 1-foot contour intervals and spot grades included as necessary to clearly show the existing and proposed drainage conditions of the site. Approximate building Top of Foundation (T/F) elevations shall be shown to demonstrate at what elevation the proposed buildings are anticipated to be built. Swales and overland flow routes must be sufficiently detailed to indicate the drainage patterns that will occur in the developed condition. Applicant must show the necessary utility and drainage easements on the plan.

#### **Photometric Plan:**

Refer to sections 6-302-D or 6-315 of the Land Development Code.

## TRAFFIC STUDY REQUIREMENTS

A traffic study is required for the following petitions:

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

At a minimum, the study should include the following:

- Project Information (project name, traffic consultant and client contact information)
- Executive Summary (site location and study area, development description, principal findings, conclusions, recommendations)
- Introduction (purpose of the report, study objectives, assumptions, and methodology)
- Existing Conditions (description of existing vehicular, public transit, bicycle and pedestrian transportation network, traffic counts and levels of service)
- Evaluation and Planning (description of proposed transportation network, anticipated traffic counts and levels of service considering planned roadway improvements, if applicable) This component of the study should include the following: how a connected grid system can be improved including the potential for public streets through or along the site; how the potential for intermodal connections can be improved (i.e., vehicular, bicycle and pedestrian access to Metra Stations and Pace bus routes); and how direct, safe and attractive pedestrian routes to and from the site can be achieved (i.e., should be alongside window / entrance sides of buildings and tree-sheltered). The street grid system and pedestrian / bicycle system for the larger area should be considered when evaluating the site.
- Conclusions (traffic impacts, needed improvements)
- Recommendations (proposed vehicular, public transit, bicycle and pedestrian mitigation and other recommendations)
- Appendices (figures, tables, graphs)

**SAMPLE LETTER OF CREDIT**

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

<b>Irrevocable Letter of Credit No.</b>	<b>Date:</b>
<b>Applicant Name &amp; Address:</b>	
<b>Beneficiary: Village of Orland Park, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462</b>	
<b>Expiration date: (insert date two years after issuance)</b>	
<b>Amount:</b>	

Ladies and Gentleman:

We hereby establish in your favor our Irrevocable Letter of Credit No. \_\_\_\_\_ in the amount of \_\_\_\_\_ dollars available for negotiation of your drafts at sight drawn on the \_\_\_\_\_ Bank for the account of \_\_\_\_\_.

We engage with you that any draft at sight drawn under and in compliance with the terms of this Letter of Credit will be fully honored by us provided that:

1. It is presented at this office (insert address of Bank if not listed on letterhead) on or before \_\_\_\_\_ (insert date two years after issuance).
2. It is accompanied by the original of this Letter of Credit;
3. It is accompanied by a statement signed by the Director of Development Services and the Village Manager of the Beneficiary, that the funds are drawn under Letter of Credit No. \_\_\_\_ in accordance with the specifications and final engineering drawings titled \_\_\_\_\_ dated \_\_\_\_\_ (**month, day, year, and revised on month, day, year**) as reviewed by the Village of Orland Park for the purposes of establishing this Letter of Credit amount, and shall include all Village-approved subsequent revisions thereto and the Development Agreement or Annexation Agreement as approved by the Beneficiary's Board of Trustees.

The Beneficiary's authority to draft under this Letter of Credit shall be reduced by the exact amount of any payment or payments made by the Bank as a result of a previous draw on this Letter of Credit authorized and approved by the Director of Development Services and the Village Manager of the Beneficiary in accordance with their written direction to the Bank.

The amount of this Letter of Credit may be reduced, from time to time, at the discretion of the Finance Director of the Beneficiary upon completion by the Applicant and approval thereof by the Beneficiary of a portion of the improvements required to be completed by the Applicant. The Finance Director will provide written notice to the Bank if the amount of the Letter of Credit is to be reduced and of the amount of the reduction.

This Letter of Credit expires on \_\_\_\_\_, provided, however, that the Bank shall notify the Finance Director by certified mail, return receipt requested, of such expiration at least 30 days prior to said expiration date. In no event shall this Letter of Credit or the obligations contained herein expire except upon such prior written notice, it being expressly agreed by the Bank that the expiration date of \_\_\_\_\_ shall be extended as shall be required to comply with this notice provision.

Drafts under this Letter of Credit shall bear upon their face the words "Drawn under Letter of Credit No. \_\_\_\_\_ dated \_\_\_\_\_ (date of issuance)." The amount of any draft shown under this credit must be endorsed on the reverse side hereof, and this Letter of Credit shall be promptly returned to the Beneficiary after presentation of any draft which does not exhaust the amount of this Letter of Credit.

This documentary Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credits" (ISP 1998), International Chamber of Commerce (Publication No. 590).

Any reference in this Letter of Credit to an Annexation or Development Agreement is for identification purposes only and such Agreement does not form a part of this Letter of Credit.

This Letter of Credit is not transferable.

Sincerely,

\_\_\_\_\_ (title) Date: \_\_\_\_\_

**DISCLOSURE OF BENEFICIARY FORM**

STATE OF ILLINOIS)  
 COUNTY OF COOK)  
 COUNTY OF WILL)

In accordance with Chapter 765, Act 405, Section 2, of the Illinois Compiled Statutes, the undersigned, one of the corporate officers of the trust or beneficiary thereof, being first duly sworn on oath, deposes and says:

1. That the name of the trust is  
 \_\_\_\_\_  
 \_\_\_\_\_
  
2. That the exact street address of the property is  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. That the legal description of the property affected in the trust is  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

That the following are the names of all beneficiaries, their residence addresses, and the percentage of interest held by each beneficiary in said trust: (If additional space is needed, add a separate sheet)

<u>Name of Beneficiary</u>	<u>Residence Address</u>	<u>Percentage of Beneficial Interest</u>

**Affiant makes this affidavit for the purpose of applying to the Village of Orland Park for a benefit, authorization, license, permit or zoning relief with respect to the above-described premises.**

LAND TRUSTEE:

BENEFICIARY:

\_\_\_\_\_  
 Signature of Trust Office

\_\_\_\_\_  
 Signature of nBeneficiary

\_\_\_\_\_  
 Title

-OR-

By:  
 Trust Office  
 Subscribed and sworn to before me this  
 \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Subscribed and sworn to before me this  
 \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
 (Notary Public Signature)

\_\_\_\_\_  
 (Notary Public Signature)

NOTE: THIS FORM MUST BE SIGNED BY ONE OF THE CORPORATE OFFICERS OF THE LAND TRUST UNDER OATH OR BY A BENEFICIARY OF THE TRUST UNDER OATH. IF ANY ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET.

NOTE: A PERSON MAKING A FALSE STATEMENT IS GUILTY OF PERJURY OR SUBORNATION OF PERJURY, AS THE CASE MAY BE, UNDER SECTION 32-2 OR 32-3, RESPECTIVELY OF THE CRIMINAL CODE OF 1961, AS AMENDED.

**DISCLOSURE OF BENEFICIARY FORM (contd.)**

**SUBMITTAL INSTRUCTIONS FOR PROPERTY HELD IN TRUST:**

- 1) OBTAIN A CERTIFIED COPY OF THE TRUST AGREEMENT FROM THE FINANCIAL INSTITUTION WHERE THE PROPERTY IS HELD IN TRUST.
- 2) THE BENEFICIARY WITH POWER OF DIRECTION SHOULD PREPARE A LETTER AS INDICATED IN THE SAMPLE BELOW AND PRESENT IT TO THE TRUST OFFICER FOR SIGNATURE.
- 3) COMPLETE A DISCLOSURE OF BENEFICIARY FORM. THIS FORM MUST BE SIGNED BY A BENEFICIARY AND NOTARIZED OR BY THE TRUST OFFICER AND NOTARIZED.

THE FOLLOWING IS A **SAMPLE** LETTER OF AUTHORIZATION TO BE SIGNED BY THE TRUST OFFICER.

Date

To the Village of Orland Park:

The undersigned, as legal titleholder of the property located at (street address, city, state, zip code), hereby authorizes the beneficiary to apply for (identify each application - preliminary plan, rezoning, special use permit, variance, annexation, etc.) with respect to said premises.

NAME OF BANK

As Trustee under trust agreement # \_\_\_\_\_,

dated \_\_\_\_\_ and not personally:

By: \_\_\_\_\_  
Signature of Trust Officer

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

**FEES BY AGREEMENT FOR 2015**

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

**VILLAGE OF ORLAND PARK  
Fees by Agreement  
Effective January 1, 2015**

	Detached Single Family					Attached Single Family-Townhomes				Condos/Apts.		
	2 BR	3 BR	4 BR	Aver. 3/4	5 BR	2 BR	3 BR	Aver. 2/3	4 BR	1 BR	2 BR	3 BR
Corporate Services	400	400	400	400	400	400	400	400	400	400	400	400
Transportation Exaction	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Park & Recreation Cash	1,271	1,826	2,371	2,099	2,375	1,254	1,507	1,380	1,981	1,108	1,206	1,923
Park & Recreation Cash in Lieu of Land	1,902	2,733	3,549	3,141	3,554	1,876	2,255	2,066	2,965	1,657	1,805	2,878
Elem/Jr. High for All Districts	546	1,643	2,546	2,094	1,860	417	848	633	1,445	9	389	1,092
High School	71	654	1,280	967	1,067	135	210	172	615	4	164	420
Library	125	125	125	125	125	125	125	125	125	125	125	125
<b>Total for Residential</b>	<b>\$ 5,815</b>	<b>\$ 8,882</b>	<b>\$ 11,771</b>	<b>\$ 10,326</b>	<b>\$ 10,881</b>	<b>\$ 5,707</b>	<b>\$ 6,845</b>	<b>\$ 6,276</b>	<b>\$ 9,032</b>	<b>\$ 4,803</b>	<b>\$ 5,588</b>	<b>\$ 8,338</b>

Tap Size	Tap Fee	Meter Size	Meter Fee
3/4"	\$363	3/4"	\$3,537
1"	\$590	1"	\$5,109
1 1/2"	\$658	1 1/2"	\$10,218
2"	\$1,406	2"	\$16,348
3"	\$4,083	3"	\$32,697
4"	\$8,701	4"	\$51,089
6"	\$25,274		
8" or over	\$53,861		

Market Value remains at \$134,689 per Ordinance 4574.

**VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT**

**Anticipated Fees for Review, Permits & Inspections**

(VC=Village Code; LDC=Land Development Code)

<b>Development Services Department, Engineering Division</b>			
The fee for review of Final Engineering Plans and the inspection fee for public improvements of all projects by Village staff and/or the engineering consultant for the Village will be based on the size, complexity and time required to review plans and inspect public improvements within a project.			
<b>Development Services Department, Building Division</b>			
<b>Fee Category</b>	<b>Code Reference</b>	<b>Fee Category</b>	<b>Village Code</b>
<b>Building Plan Review Fees:</b>		<b>Permit Fees:</b>	
a. Building Plan Review	VC-5-2-5	a. Building Permit	VC-5-2-7
b. Electrical Plan Review	VC-5-2-5	b. Electrical Permit	VC-5-2-7
c. Plumbing Plan Review	VC-5-2-5	c. Plumbing Permit	VC-5-2-7
d. Mechanical Review	VC-5-2-5	d. Health Inspection	VC-5-2-7
e. Health Plan Review	VC-5-2-5	e. Mechanical Permit	VC-5-2-7
f. Fire District	VC-5-2-5	f. Driveway Permit	VC-5-2-7
<b>Total Building Plan Review Fee:</b>	-	g. Sidewalk Permit	VC-5-2-7
<b>Certificate of Occupancy:</b>		h. Zoning Permit	VC-5-2-6
a. Single Family Residence	VC-5-2-9, #1	i. Fire District Permit	VC-5-2-7-10e, e-1, e-2
b. Single Family Residence for Addition	VC-5-2-9, #2	j. Termination of Permits:	VC-5-2-12
c. Multiple-Family apartments/condo/residential	VC-5-2-9, #3	k. Renewal of Permits:	VC-5-2-13
d. Commercial, industrial and other use buildings	VC-5-2-9, #4	l. Work Begun Without a Permit:	VC-5-2-14
e. New use of change of occupant	VC-5-2-9, #5	<b>Sewer Fees:</b>	
f. Additions or alterations in commercial, industrial and other type use buildings	VC-5-2-9, #6	a. Each sewer tap	VC-5-2-8-2a
<b>Fees by Agreement (also listed on page 10 of this information packet):</b>		b. Inspection of each tap	VC-5-2-8-2b
a. Water Connection	VC-5-2-8-1c	<b>Other Fees:</b>	
b. Corporate Services	-	a. Final Plan Review	VC-5-2-5-2
c. Transportation Exaction	LDC V-112-H-6	b. Re-review	VC-5-2-5-3
d. Park & Recreation Cash	LDC V-112-H-2	c. Additional and/or exceptional Plan Review	VC-5-2-5-5
e. Park & Recreation Cash in Lieu of Land	LDC V-112-H-5	d. Fixed Fee Permits	VC-5-2-7-1
f. School District	LDC V-112-H-3	e. Minor Repair or Alternation of Single Family Residence	VC-5-2-7-2
g. Library	LDC 5-112-H-7	f. Major Repair or Remodeling	VC-5-2-7-3
<b>Fire District Fees:</b>		g. Construction, erection or installation of any new residential or non-residential building or structure, etc.	VC-5-2-7-4
a. Fire Plan Review-Conditional on District	VC-5-2-5	<b>Miscellaneous Fees:</b>	
b. Fire Alarm PR	-	a. Hydrant Flow Test	VC-5-2-7-10e-1
c. Sprinkler PR	-	b. Water Meter(s)	VC-5-2-8-1a,b
d. Standpipe PR	-	c. Water Meter Installation	VC-5-2-8-1a,b
e. Ext. System PR	-	d. Road Exaction	LDC 5-112-K-6
f. UST PR	-	e. Construction Water (minimum \$50.00)	VC-5-2-7-10a
g. Fire Special Permit Review	-	f. Demolition Permit	VC-5-2-7-10b
<b>Total Fire District Fee:</b>	VC-5-2-7-10e	g. Elevators, Escalators and Dumbwaiters	VC-5-2-7-10c
<b>Electrical Inspection Fees:</b>		h. Driveways other than Single-Family Residential	VC-5-2-7-10d
a. Each circuit	VC-5-2-7-6a,b	i. Fire Sprinkler System	VC-5-2-7-10e
b. Each service	VC-5-2-7-6a,b	j. Fire Pump Flow Testing	VC-5-2-7-10e-2
c. Motors and other forms of power consuming devices	VC-5-2-7-6, #3	k. Lawn Sprinkler System	VC-5-2-7-10f
d. Low Voltage Outlets	VC-5-2-7-6c	l. Opening or Excavating a Village Street	VC-5-2-7-10g
e. Electrical Testing for "Supervising Electrician"	VC-5-2-7-6d	m. Satellite Dish Permit	VC-5-2-7-10h
<b>Plumbing Inspection Fees:</b>		n. Sidewalk Construction Permit	VC-5-2-7-10i
a. Number of fixtures:	VC-5-2-7-7	o. Sign Permit	VC-5-2-7-10j
b. Sewer Repair and Replacement Permit Inspection Fee	VC-5-2-7-7	p. Storage Tanks (gas, oil, etc.)	VC-5-2-7-10k
<b>Mechanical Inspection Fees:</b>		q. In-Ground Swimming Pools Permit	VC-5-2-7-10l
a. Heating Equipment: Residential/All other uses	VC-5-2-7-8	r. Grading Permit	VC-5-2-7-10m
b. Cooling Equipment: Residential/All other uses	VC-5-2-7-8	s. Carnival Permit	VC-5-2-7-10n
c. Heating Equipment: Residential /Other Use Alterations	VC-5-2-7-8	t. Special Inspection and Services Performed	VC-5-2-7-10o
d. Cooling Equipment: Residential / Other Use Alterations	VC-5-2-7-8	u. Antennas	VC-5-2-7-10p
<b>Attorney</b>			
The petitioner shall reimburse the Village for all attorney fees incurred by the Village.			
<b>Miscellaneous</b>			
The petitioner shall reimburse the Village for any miscellaneous expenses such as recording fees and copying expenses.			

