



**Site Plan Review Committee
Village of River Grove**
2621 North Thatcher Avenue
River Grove, Illinois 60171-1698
Telephone (708) 453-8007 • Fax (708) 453-1337

SITE PLAN REVIEW APPLICATION FORM

Applicant's name: _____

Applicant's address: _____

Applicant's telephone number: _____

Contact person if not applicant: _____

Address: _____

Phone number: _____

Project address: _____

Present Zoning of subject property: _____

GENERAL DESCRIPTION OF PROJECT:

Signature of Applicant: _____

Date: _____

Signature of Owner: _____

Date: _____



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SUMMARY OF THE REQUIREMENTS FOR DEVELOPMENT & REHABILITATION CONSTRUCTION PROJECTS

Published: April 1, 2004

BUILDING PERMITS. Every application for a building permit for **new construction, exterior modification, and building addition** is to be presented to the Building Commissioner or Director of Economic Development. The application is then forwarded to the Site Plan Review Committee for review and approval; and if the project requires a special use permit, a zoning variance or map amendment, the applicant also must file the appropriate application with the Village for action by the Zoning Board of Appeals and Board of Trustees. All applicable fees must be submitted with the application, and no permits shall be issued unless and until all fees are paid by the applicant.

SITE PLAN REVIEW. Site Plan Reviews are completed within twenty (20) days of receipt by the Village of the building permit application. The Site Plan Review Committee will schedule its meeting to review the plan with the applicant or the applicant's representative. Compliance with this bulletin will ensure the Village receives sufficient information to enable to properly discharge its responsibilities. The Site Plan Review Committee may request additional information and the twenty (20) day period is suspended pending the receipt of all information requested by the Committee. The Village does not charge a fee for Site Plan Reviews, but applicants are responsible for all consulting fees incurred by the Village if consultants are required to review the plan.

ZONING. Hearings on Zoning Applications are scheduled upon the filing of an application. The Zoning Board of Appeals does not have regularly scheduled hearing dates. All zoning applications require the payment of a \$550.00 filing fee, and a \$450.00 deposit on the cost of the hearing on the application. All costs incurred on a zoning application must be paid by the applicant before any action will be taken by the Zoning Board of Appeals or Board of Trustees.

RELATIONSHIP OF SITE PLAN REVIEW TO ZONING CODE. Site Plan Review is neither a substitute for nor has any bearing upon any procedures required under the Zoning Code. If a proposed site plan involves the request for a special use permit or a variation from the requirements of the Zoning Ordinance, the Site Plan Review Committee may review the plan in advance of the zoning proceedings and may make findings on the assumption that the special use permit or variation will be granted. However, such findings shall not constitute a position by the Village or by any employee of the Village in support of the petitioners' application for a special use permit or a variation and shall not be received in evidence in any proceedings before the Zoning Board of Appeals. The report of the Site Plan Review Committee may be submitted to the Board of Trustees with the report of the Zoning Board of Appeals.

POLICY STATEMENT. No building permit for any **new construction, exterior modification or building addition** shall be issued by the Village until site plan approval and any zoning permits or variances have been granted.

CONFLICTS. In the event of any conflict between this summary and Village Code, the Village Code shall govern. All applicants are responsible for complying with all requirements of the Village Code.

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SITE PLAN REVIEW DOCUMENTS. The Site Plan Review Committee, when evaluating site plans, will require the following documents:

1. Submit a **Site Plan Review Application** including the name, address and telephone numbers of the owner, architect, and any other representatives, and a general description of the project, i.e. redevelopment, addition, or exterior modification to existing improvements.
2. Submit **Preliminary or Final Drawings** showing all parking layouts, setbacks, and heights, including all dimensions of the project.
3. Submit site drawings showing all existing and proposed grades, including adjacent properties and landscaping.
4. All documents required by the Site Plan Review Committee as indicated on the Document List included with this bulletin.

SCOPE OF SITE PLAN REVIEW. The Site Plan Review Committee, when evaluating site plans, will review the plan for the following:

1. Compatibility of land uses, buildings and structures.
2. Protection and enhancement of community property values.
3. Efficient use of land.
4. Minimization of traffic, parking, safety hazards and overcrowding problems.
5. Minimization of environmental problems.
6. Respond to off-site utilities and service condition, thereby minimizing the demand for additional municipal services, utilities and infrastructure, when applicable.
7. The arrangement of the structures on the site to:
 - a. Allow for the effective use of the proposed development.
 - b. Allow for the efficient use of land.
 - c. Ensure compatibility with development on adjacent property.
8. The arrangement of open space and landscape improvements on the site to create a desirable and functional environment for residents, patrons, pedestrians and occupants.
9. The organization of circulation systems to:
 - a. Minimize potentially dangerous traffic movements.
 - b. Separate pedestrian and auto circulation wherever practical.
10. Provide adequate and safe access to the site.
11. Minimize curb cuts.
12. The design of off-street parking lots or garages to:
 - a. Minimize adverse impacts on adjacent properties.
 - b. Promote logical and safe parking and internal circulation.
13. The design of landscape improvements and related features to:
 - a. Create a logical transition to adjoining lots and developments.
 - b. Screen incompatible uses.
 - c. Minimize the visual impact of the development on adjacent sites and roadways.
 - d. Utilize plant materials suitable to withstand the climatic conditions of the Village, and

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- microclimate of the site.
- e. Promote and maintain the Village standards for appearance and development quality.
 - 14. Site illumination in terms of its design, location and proposed installation in a manner that will minimize adverse impacts to adjacent properties.
 - 15. Conformance of the proposed development to the requirements of Village Code and other applicable codes and ordinances, including building, plumbing, electrical and fire codes.
 - 16. The relationship of the site plan to adopted land use policies, and the goals and objectives of the Village's Comprehensive Plan.

SITE PLAN PROCEDURES.

1. The Site Plan Review Committee reviews the application and any documents submitted with the application. If additional documentation is needed, the committee advises the applicant. Upon receipt of all required documents, the Site Plan Review committee reviews the plan with the applicant and/or the Village's professional consultants.
2. If the Site Plan Review Committee approves the site plan, the plan is delivered to the Building Commissioner and the necessary building permit(s) may be issued; provided that all other requirements of all other applicable Village codes and ordinances are satisfied, i.e. for example, building permits cannot be issued if zoning issues are not finalized.
3. If the Site Plan Review Committee does not approve a site plan, the applicant may appeal the Committee's decision to the Board of Trustees. A notice of appeal must be filed with the Director of Economic Development no later than fifteen (15) days after receipt by the applicant of the decision of the Site Plan Review Committee. A failure by an applicant to file an appeal in accordance with the foregoing provisions shall be deemed to constitute a withdrawal by the applicant of the application for a building permit. The Board of Trustees shall act as promptly as practicable on any appeal taken in connection with the proposed site plan. The Board of Trustees shall approve or disapprove the site plan by action taken by a majority of the Board present at any meeting at which a quorum is present. If the Board of Trustees approves the site plan, the plan is sent to the Building Commissioner and the applicable building permit(s) may then be issued, provided that all other requirements of all other applicable Village codes and ordinances are satisfied.

CONSULTANTS.

The Site Plan Review Committee, the Zoning Board of Appeals and/or the Village Board may deem it necessary to utilize the services of professional consultants for research, investigation, and professional opinion, or for assistance in arriving at a recommendation or decision. An applicant shall reimburse to the Village the reasonable cost it incurs in using such professional services rendered by its consultants, within ten (10) days after the submission of the bill by the Village. Consultants shall include, without limitation, the persons who provide the Village with advice in the fields of engineering, law, planning, design, traffic design, finance, and court reporters. No building permits will be issued unless and until all such costs are paid to the Village. Included with all building permit applications shall be the form agreement signed by the applicant agreeing to pay these costs.

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**DOCUMENT LIST
FOR SITE PLAN REVIEWS, SPECIAL USES, AND PLANNED DEVELOPMENTS**

1. **Applications.** Completed and signed site plan review or zoning board of appeals application form.
2. **Application Fees.** The application fee as indicated on the Fee Schedule shall accompany all applications.
3. **Project Summary.** A written overview of the project and summary of evidence may be submitted in the form of a cover letter which makes references to plans and exhibits. If an applicant believes that an item in the submission checklist provided by the Village does not apply, that fact should be clearly stated.
4. **Petition with Legal Description and Proof of Ownership.** A completed petition (on form provided by the Director of Economic Development) is required for all submissions. The petition form shall be accompanied by a legal description of the property, as it appears on the deed. In addition, a current title or proof of ownership is required. If the owner's signature is not on the petition, a letter stating the owner's consent for the filing of the petition is also required.
5. **Location Map.** The map should be drawn at a scale of not less than one inch equals two hundred feet (1"=200'), showing the site boundary lines, adjacent properties, alignment of existing streets, including zoning districts, floodplains, vegetation, and buildings within 250 feet of the site.
6. **Legal Plat of Survey.** A certified, plat of survey (boundary survey) prepared by a land surveyor registered in the state. The survey shall consist of the following information:
 - legal description of the site;
 - acreage of the site;
 - drawing of the site boundaries with metes and bounds indicated;
 - property lines;
 - easements;
 - lot lines and area calculations;
 - adjacent road rights-of-way; and,
 - overhead and underground utilities (sanitary sewer, water main, storm sewer, electric, telephone, gas, cable television, and street lights).
7. **Detailed Site Plan.** The Site Plan shall consist of the following information:
 - General Site Plan Data. Site plan data shall be compiled to identify: net site area; total number of dwelling units, projected density, total floor area; floor area ratio; ground coverage of buildings; impervious surface coverage; maximum building height; numbers of buildings by building type; and sub-categories of data for each type of land use, if mixed use is proposed for the site.
 - Existing Zoning: and Uses. Existing zoning districts and current use of the land on the site and on adjacent property.
 - Layout of Streets. Details showing right-of-way and pavement widths, proposed street names (unless the street is an extension of an already named street, in which event that name shall be used) and showing proposed through-streets extended to the boundaries of the development.
 - Layout:Numbers and Dimensions of Proposed Lots; Building Envelopes; and Uses. Layout, numbers, and typical dimensions of any subdivided lots and building locations to

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the nearest foot; and the proposed land use for each lot, parcel, or tract.

- **Setbacks**. Proposed setback lines and dimensions.
- **Proposed Buildings**. All proposed buildings, indicating their use, height, and number of units or floor area.
- **Open Space Areas**. Areas other than street right-of-way intended to be dedicated or reserved for open space or other public use and showing the approximate area in acres of open space areas.
- **Sidewalks and Bike Paths**. Pedestrian facility information including dimensions of all sidewalks and bike paths and pavement type.
- **Parking and Loading**. Parking and loading information including number of parking/loading spaces required and provided; dimensions of all spaces and maneuvering aisles; number and location of barrier-free parking spaces; pavement details for all proposed parking and loading areas; and proposed methods of screening.
- **Location and Screening of Waste Receptacles**. Location of waste receptacle(s), and proposed method of screening. All dumpster enclosures shall be designed to be compatible with the building architecture.
- **Screening of Ground-Mounted and Rooftop Mechanical Equipment**. The proposed method of screening for all exterior mechanical equipment shall be shown on the building elevations (if rooftop) or the site plan (if ground mounted). All screening shall be designed to be architecturally compatible with the building.

8. **Restrictions and Covenants.** A draft of proposed protective restrictions and covenants.
9. **Declaration of Easements.** A draft of any declarations of easements relating to public improvements or common elements or facilities.
10. **Construction Schedule.** A proposed construction schedule for all improvements, whether the improvements consist of redevelopment, new construction, additions, or other exterior modification.
11. **Appraisal Report.** An appraisal report of site and surrounding properties before and after development is required for proposed developments exceeding fifty thousand (50,000) square feet of floor area. The report must include a tax impact study indicating all projected tax revenues as weighted against projected demands for services from the applicable units of local government and the costs thereof. The estimated amount of increase in the total assessed valuation of the property should be included.
12. **Traffic Study.** A traffic impact study prepared by a registered professional engineer, qualified in traffic analysis, shall be required when the proposed use is likely to generate peak hour traffic volume or greater than one hundred (100) vehicles per hour or when otherwise requested by the Village. Traffic impact studies shall be evaluated based on the number of vehicles per peak hour for the entire Village. However, consideration shall also be given to the time of peak operating periods, particularly when adjacent residential neighborhoods may be impacted.
13. **Environmental Reports.** Information about any hazardous pollution on the site is required to ensure that there is no threat to public safety during construction of the proposed structures of use of the site after construction. Any Environmental Audits for the site, including Phase I or Phase II Reports, or any information that is on file with the Environmental Protection Agency shall be submitted for review by the Village. This information may not be necessary if a letter from the Illinois EPA is provided stating that the site is considered clean by EPA standards.

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14. Tree Inventory and Preservation Plan.

Tree Inventory. A plan shall be provided to show existing trees on the site. For each tree six inches (6") in diameter breast height (DBH) or larger, the tree inventory shall show the location, species, trunk diameter at breast height (DBH), and condition. This same information is also required for all public trees, regardless of size. The Village may provide that the tree survey exclude those portions of the site that it determines will not be affected by development activity.

Tree Preservation Plan. A plan in the same scale as the site plan shall distinguish between (a) existing trees that are to be preserved at their present location, destroyed, relocated, and replaced, and (b) trees introduced into the development from an off-site source. Proposed trees may be shown on this plan or on the landscape plan. The existing trees on the site which will be preserved and the required tree protection/construction envelope and erosion control fencing shall also be shown on this plan. The plan shall indicate the specific tree protection measures to be utilized, including but not limited to auguring, root pruning, crown reduction, overhead clearance pruning, and mulching. Areas for the storage of spoil or materials should also be shown on the plan. This information may be included on the tree inventory map, landscape plan, or on a separate plan. If requested by the Village, additional information listed under this Part 14 Preliminary Engineering Plan may be required to be included on the Tree Preservation Plan, as well.

15. Landscape Plan. A landscape plan prepared in the same scale as the site plan which distinguishes between existing landscaping which will be preserved and new landscape material which is proposed. Trees shall be planted within adjacent rights-of-way in accordance with the Code and Local Ordinance. The landscape plan shall contain the following additional information:

- All plant materials shall be listed in a summary list of the name, both botanical and common names, quantity, species, and size of all proposed plantings;
- The location of existing buildings, structures, and plant materials on adjacent property within 100 feet of the site;
- Existing and proposed grading of the site, including proposed berms, indicating contours, at one (1) foot intervals;
- Specification of the type and boundaries of all proposed ground cover;
- Elevations and dimensions of all fences proposed for the site;
- Planting details indicating the proposed method of installation for all plant materials and proposed method of tree protection to be utilized where trees are to be preserved on the site; and,
- Proposed method of irrigation and maintenance plan for all landscaped areas.

16. Photos of Surrounding Properties and Buildings. If requested by the Site Plan Review Committee, photos of adjacent property on all sides shall be provided. If the site is improved, all sides of the building and adjacent property shall be provided. Color copies are acceptable.

17. Site Lighting Plan. A lighting plan shall be provided which consists of a photometric grid overlaid on the site plan which indicates the location of proposed light fixtures and light intensity in foot candles throughout the site. In addition, the lighting plan shall provide design details of the exterior light sources including light color, type, height of light fixtures, method of shielding, and illustration of the design.

18. Floor Plans. Floor plans for existing and proposed buildings shall be provided, showing dimensions and floor area devoted to various uses within the building. Proposed additions to existing buildings should be clearly delineated. All building elevations shall be sealed and signed

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by the architect or engineer.

19. **Building Elevations.** Architectural renderings of all affected elevations of any proposed building(s) or major renovation or perspective drawings of the same. Alternatively, 8" x 10" photographs of an architectural model may be submitted with the petition. All building elevations shall be sealed and signed by the applicant's architect or engineer.
20. **Sign Details.** Elevations of the sign face(s) shall be prepared at a scale of not less than one (1) inch equals two (2) feet, and shall designate sign design, dimensions, materials, colors, lighting, and written/graphic message.
21. **Preliminary Engineering Plan.** A preliminary engineering plan at the same scale as the site plan which indicates how the petitioner proposes to meet the requirements of the Village Code and Ordinances relative to drainage, storm water, floodplains, retention and erosion control during construction shall also be provided. The plan shall include the following:
 - Existing sewers, water mains, wells, springs, seeps, culverts, septic systems, (including filter fields) or other underground facilities within the tract or adjacent to the tract, indicating pipe sizes, grades, manholes, and storm and sanitary sewer outfalls;
 - The location, size, and approximate grades of all proposed sewers;
 - Proposed street grades;
 - Proposed location of water (for domestic and fire suppression service), gas, electric, and telephone outlets;
 - Soil borings, as required by the Village Engineer;
 - Contours at 1 foot intervals if the land is to be subdivided and such adjoining land. NOTE: If topography may effect the layout or drainage of the subdivision, said contours to be prepared by a registered engineer or surveyor, provided that contours at 5-foot intervals may be permitted if approved by the Site Plan Review Committee;
 - The flow lines of streams and other flood water runoff channels and their normal shorelines;
 - The shorelines of all established floor crest elevations as established by the River Grove Flood Plain Map;
 - Normal shorelines of rivers, ponds, swamps, and other detention basins;
 - Lines of inflow and outflow, if any;
 - Farm drains, inlets and outfalls, if any;
 - Profile drawings of each stream, channel, pond and basin showing elevations of the following: (a) Stream bed or flow line; (b) Channel banks, if any; (c) Waterway openings of existing culverts; (d) Size and elevation of outlets at the lakes or water course into which sewers and drains outfall; (e) Flood crest elevations; and (f) Comprehensive drainage plan.

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Agreement on Consultant Services
(must be submitted with all building permit applications)

Pursuant to Section 2 of Ordinance 2003-08 of the Village of River Grove, the Site Plan Review Committee, the Zoning Board of Appeals, and the Village Board may utilize the services of professional consultants for research, investigation, and professional opinion, for assistance in arriving at a recommendation or decision. The applicant whose request to the Site Plan Review Committee or Zoning Board of Appeals requires the use of such professional services, shall reimburse to the Village the reasonable cost it incurs in using such professional services rendered by its consultants, within ten (10) days after the submission of the bill by the Village. Consultants shall include, without limitation, the persons who provide the Village with advice in the fields of engineering, law, planning, design, traffic design, finance, and court reporters.

I/We, the applicant(s), understand and agree that when the services of a consultant are utilized in accordance with the Village Code, for research, investigation, professional opinion or other assistance, I/we shall pay all costs incurred within ten (10) days of submission of a bill by the Village of River Grove.

I/We understand that no final action will be taken by the Village on the application unless and until all fees, costs, and other outstanding financial obligations are paid to the Village.

Agent or Attorney of Applicant			Name of Applicant		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Telephone		Fax	Telephone		Fax
Date: _____			Signature of Applicant		
Date: _____			Signature of Applicant		
Date: _____			Signature of Applicant		