



25 East State Street, North Aurora, IL 60542  
P: 630.897.1457 F: 630.897.0269  
Website: [www.northaurora.org/forms/](http://www.northaurora.org/forms/)  
Email: [cdinfo@northaurora.org](mailto:cdinfo@northaurora.org)

## APPLICATION FOR SITE PLAN REVIEW

Subject Property: \_\_\_\_\_

PIN(s): \_\_\_\_\_

Parcel(s) Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Present Use: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_ Intended Use: \_\_\_\_\_

Comprehensive Plan Designation for this Property: \_\_\_\_\_

Contiguous Zoning: \_\_\_\_\_

### CONTACT INFORMATION:

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Applicant Email: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Signature Date: \_\_\_\_\_

Signature of Owner\*: \_\_\_\_\_ Signature Date: \_\_\_\_\_

\*A signed letter by the owner authorizing the applicant to apply for a site plan review may be submitted in lieu of signing this form. If Applicant is other than owner, please attach letter of authorization from Owner.

### **Instructions:**

- Please see the submittal checklist regarding required submittals for site plan reviews.
- Provide all submitted documents electronically in PDF format.
- Provide a written narrative describing the proposed site plan and all planned improvements.
- Provide the following plans for the site (if applicable): site plan, building elevations, landscape plan, photometrics plan, signage plan, preliminary engineering, parking plan, etc.
- Staff may request the applicant provide additional materials in order to process and complete application review.

### **FOR OFFICE USE**

Petition Number: \_\_\_\_\_ File Name: \_\_\_\_\_

Filing Date: \_\_\_\_\_ Fee Received: \_\_\_\_\_



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## **REQUIRED SUBMITTAL CHECKLIST**

- Introduction Letter. Please include information relevant to the development, which describes the proposed use, site plan and all planned improvements. *Please note any large water user (over 5,000 gallons per day) must provide information for a water impact study and pay an impact fee per section 13.24.060 of the North Aurora Municipal Code.*
- Proof of ownership of the zoning lot in question. If applicant is not the owner, a statement signed by the owner must be submitted certifying that the owner is jointly filing the application for site plan review.
- A plat of survey of the parcel or parcels of land comprising the zoning lot, drawn to scale, showing the actual dimensions of said zoning lot, including all parcels or lots contained therein, and drawn in accordance with the recorded plat of such land. Plat must include a legal description and show any existing structures on the lot. This includes any setbacks to the principal building, accessory buildings and all other relevant dimensions.
- A site location map drawn to an appropriate scale indicating existing land use and zoning of all property within two hundred (200) feet of the subject property.
- A site plan drawn to scale, which shall indicate, at a minimum (see site plan specifications following this section):
  - Property lines.
  - Acreage and proposed density.
  - Public rights-of-way, easements, and utilities.
  - Proposed and existing building footprints on the subject property and all surrounding properties, including dimensioned setbacks from property lines.
  - Parking spaces locations, dimensions and number of spaces.
  - Paved surfaces, materials and location(s).
  - Landscape plan indicating existing and proposed landscape materials and associated proposed plant materials list.
  - Details for screening, fencing, site lighting, and signs. Where site lighting is proposed, a photometric grid that indicates light intensity in footcandles across the site and at all property lines shall also be required.
  - Architectural elevations drawn to scale and indicating building height, photographs and massing diagrams of the subject property and abutting properties that show all facades of the proposed building in its existing context.
- A copy of owner's title insurance policy commitment or deed for the subject property.
- Disclosure of beneficiaries of land trust, if applicable.
- Visit the Illinois Department of Natural Resources' website <https://dnr.illinois.gov> and initiate a consultation using DNR's EcoCat online application.



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- Visit the Kane DuPage Soil and Water Conservation District's website [www.kanedupageswcd.org](http://www.kanedupageswcd.org) for a Land Use Opinion Application.
- There is no filing fee. However, please note, a separate escrow deposit may be required to establish an escrow for the project. Any unused portion of the escrow will be returned to the payer upon completion of the project. Additional information can be found on the Village's Escrow Application.

### **SITE PLAN SPECIFICATIONS**

**Site Plan Specifications:** Plans and drawings shall be a minimum scale of one inch equals forty feet (1" = 40'), unless otherwise indicated. The maximum sheet size shall be twenty-four inches by thirty-six inches (24" x 36"), and all plans shall be folded to approximately eight and one-half inches by eleven inches (8½" x 11"). The following is required on all site plan drawings:

1. Proposed name of the development (the proposed development shall not duplicate the name of any plat recorded in Kane County).
2. Drawing title and sheet title.
3. Exhibit number and label.
4. Engineering scale, both numerically and graphically.
5. North arrow, designated as true north.
6. Date of preparation of original drawing and date of any revisions.
7. Names, addresses, and phone and fax numbers of the owner, subdivider or developer having control of the site.
8. Name and professional seal of registered engineer and/or surveyor.
9. Name, professional seal, address, and phone number of site planner(s).

### **SITE PLAN REVIEW STANDARDS**

This section provides standards by which to determine and control the physical layout and design of a particular zoning parcel to achieve the following purposes.

- Compatibility with adjacent and nearby land uses, buildings, and structures, within a minimum distance of two hundred fifty (250) feet.
- Protection and enhancement of community property values.
- Efficient use of land.
- Minimization of traffic, safety hazards, and overcrowding problems.
- Minimization of environmental problems.
- Maintenance of common areas and common open space.

**Standards for Site Plan Review.** The scope of site plan review includes the location of principal and accessory structures, infrastructure, open space, landscaping, topography, grading plan, building elevations, exterior lighting, traffic movement and flow, number of parking spaces, design of parking lots, and location of landscaping and screening. In reviewing site plans, the relationship of the site plan to adopted land use policies, and the goals and objectives of the Comprehensive Plan shall be evaluated. In addition, the following characteristics shall also be considered:



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1. The arrangement of the structures and buildings on the site to:
  - a. Allow for the effective use of the proposed development.
  - b. Allow for the efficient use of the land.
  - c. Ensure compatibility with development on adjacent property.
  - d. Respond to off-site utility and service conditions, and minimize potential impacts on existing or planned municipal services, utilities, and infrastructure.
  - e. Protect the public health, safety, convenience, comfort, and general welfare.
  - f. Conform to the requirements of this Ordinance and other applicable regulations.
2. The arrangement of open space or natural features on the site to:
  - a. Create a desirable and functional environment for patrons, pedestrians, and occupants.
  - b. Preserve unique natural resources where possible, such as, but not limited to forested areas and, hydrological features.
  - c. Provide adequate measures to preserve existing healthy, mature trees wherever practically feasible.
  - d. Provide adequate measures to preserve identified natural resources on adjacent sites.
  - e. Design drainage facilities to promote the use and preservation of natural watercourses, patterns of drainage and compliance with existing stormwater control and erosion protection facilities or requirements.
  - f. Avoid unnecessary or unreasonable alterations to existing topography.
3. The organization of circulation systems to:
  - a. Provide adequate and safe access to the site.
  - b. Minimize potentially dangerous traffic movements.
  - c. Separate pedestrian and auto circulation and provide for bicycle parking or storage insofar as practical.
  - d. Minimize curb cuts.
4. 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.
5. In accordance with Section 14.2 (Landscape Plan) the design of landscape improvements and related features to:
  - a. Create a logical transition to adjoining lots and developments.
  - b. Screen incompatible, negative, or unsightly 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 microclimate of the site.
  - e. Promote and enhance the appearance and image of the Village.
6. Site illumination that is designed, located, and installed in a manner that will minimize adverse impacts on adjacent properties.
7. Conformance of the proposed development with the goals and policies of the Comprehensive Plan and all Village codes and regulations.