



**VILLAGE OF MATTESON**  
**Planned Unit Development Procedure**

**OUTLINE**

1. Concept Plan:
  - a) Pre-application meeting with Community Development Department;
  - b) Preparation of application packet;
  - c) Review of packet by Community Development Department staff (recommended);
  - d) Plan Commission Meeting
2. Preliminary Development Plan;
  - a) Formal application (submission of packets and fee);
  - b) Preliminary Comments by Community Development Department staff and revisions by Petitioner;
  - c) Notice in newspaper, notice by letter to surrounding property owners;
  - d) Review by Plan Commission at a public hearing;
  - e) Action by Village Board at meeting;
  - f) Adoption of Ordinance;
3. Final Development Plan;
  - a) Formal application (submission of packets and fee);
  - b) Preliminary Comments by Community Development Department staff and revisions by Petitioner;
  - c) Notice in newspaper, notice by letter to surrounding property owners;
  - d) Review by Plan Commission at a public hearing;
  - e) Action by Village Board at meeting;
  - f) Adoption of Ordinance.

## **PLANNED UNIT DEVELOPMENT PROCEDURE**

1. **Pre-Application Meeting** – The petitioner should meet with the Community Development Staff for a pre-application meeting to informally discuss the proposed Planned Unit Development (PUD) prior to filling out a formal application. At the pre-application meeting, the petitioner should provide general information that describes or outlines the existing conditions of the site and the proposed PUD a Preliminary Site Plan would be helpful in the discussion of proposed project. A request to informally discuss the proposed annexation with the Plan Commission may be made at this time. The Community Development staff will also review the types of required submittals (see item #2 below and attached Submittals List), the number of copies required and the approximate length of review time required by the Village.

The petitioner is encouraged to become familiar with the appropriate provisions of the Zoning Code in preparation of submitting the Concept Plan.

2. **Concept Plan** – When the petitioner has plans in substantially completed form, it is recommended that a draft copy of all application documents shall be submitted for preliminary review by the Community Development staff. Staff will review the project for compliance with all applicable Village ordinances and will raise any concerns or issues with the proposal. Following review by staff, the petitioner may wish to modify the proposal to respond to staff comments.
3. **Required Submittals for a Concept Plan** – The petitioner shall prepare the following item for submittal to Village staff:
  - a) **Character & Objectives Statement/Use Description** – A short statement describing the nature of the project (i.e. what is being proposed) and the relationship of the proposed PUD to surrounding uses.
  - b) **Plat of Survey** – A current Plat of Survey of the property, prepared by a land surveyor registered with the State of Illinois, with contour lines depicting the existing grade and a statement that the property is or is not in the floodplain;
  - c) **Site Plan** – A plan or plat including a north arrow, address of the site, name of the preparer and date, showing:
    - 1) Lot line dimensions and lot area;
    - 2) Location of any existing and proposed structures on the lot;
    - 3) Street locations, right-of-way widths and pavement widths;
    - 4) Location of sidewalks, curb cuts and driveways;
    - 5) Location of parking areas
    - 6) On-site traffic access and circulation delineated by directional arrows and signs;
    - 7) Open spaces;

- 8) Location of existing and proposed signs;
- 9) Zoning of subject property and adjacent properties.

4. **Review of Submittal by Community Development Department** – Once accepted the Community Development staff will review the application and will get comments from the Fire Department, Police Department, Public Works Department and other Village Departments. These comments will be forwarded to the petitioner and the Plan Commission. The petitioner can revise the proposed plans prior to the Plan Commission meeting or can proceed with out revisions.
5. **Plan Commission Meeting** – The Plan Commission will review the submitted documents and advise the applicant as to the compatibility of the propped development with the Comprehensive Plan, Design Guidelines and Zoning Ordinance. These recommendations are advisory in nature and are only relative to the pre-application review process. The recommendations do not constitute a waiver from the requirements contained in the Village Ordinances.
6. **Required Submittals for a Preliminary Development Plan** – The petitioner shall prepare the following items for submittal to Village staff:
  - a) **Application** – Completed application for a PUD (form attached);
  - b) **Character & Objectives Statement/Use Description** – A short statement describing the nature of the project (i.e. what is being proposed), the relationship of the proposed PUD to surrounding uses, a description of the existing and proposed use(s) of all structures and land. The statement should evaluate the economic effects of the proposed Annexation and the impacts of such elements as noise, glare, odor, fumes, and vibration on adjoining property. The statement should discuss the general compatibility with existing and proposed uses in the general vicinity and with the recommendations of the Comprehensive Plan; and
  - c) **Proof of Ownership** – A copy of a Guarantee Title Policy or other proof of ownership as approved by the Community Development Department staff;
  - d) **Disclosure of Interest** – If the subject property is held in a trust, a complete disclosure of interest of the ownership, including the names of trustees and beneficial owners, shall be provided. If the subject property is owned by a corporation, a disclosure of the shareholders, including the names of the officers and directors, should be provided (form attached);
  - e) **Affidavit of Authorization** – A document signed by the owner of the subject property which authorizes the petitioner to represent them for the Annexation shall be provided (form attached);
  - f) **Quantitative Summery** – This shall include a list of:
    - 1) The zoning classification of the surrounding properties;

- 2) A chart showing the land uses proposed for the development (in acres and percentage of land area);
  - 3) The size for the total project (in acres);
  - 4) The square footage of impervious surface;
  - 5) The number and type of any proposed dwelling units (if any);
  - 6) The square footage and type of any proposed commercial or industrial uses;
  - 7) Phasing of the project (if applicable);
  - 8) Land to be dedicated to the School District (if applicable);
  - 9) Land to be dedicated for Parks or Openspace;
  - 10) Land to be dedicated for Village Uses;
  - 11) A list of variations from the zoning ordinance that are being requested;
  - 12) A description of the operations on the site (hours and types of proposed uses, etc.).
- g) Plat of Survey – A current Plat of Survey of the property, prepared by a land surveyor registered with the State of Illinois, with contour lines depicting the existing grade and a statement that the property either is or is not in the floodplain;
- h) Existing Conditions Maps – A map depicting the location of the property in relation to the surrounding properties (aerial photo) and a map depicting the existing conditions on the site including any existing structures, roads and significant vegetation.
- i) Site Plan – A plan or plat drawn to scale, including a north arrow, address of the site, name of the preparer and date, showing:
- 1) Lot line dimensions and lot area;
  - 2) Existing or proposed grades with contour intervals not in excess of two feet;
  - 3) Location of any existing and proposed structures on the lot;
  - 4) Street locations, right-of-way widths and pavement widths;
  - 5) Location, width and materials of sidewalks, curb cuts and driveways;
  - 6) Location and size of any sanitary sewer and water lines or septic systems and wells, location of storm sewers;
  - 7) Location and width of easements;
  - 8) Location of parking areas, type of surface, dimension of parking spaces and drive aisles;
  - 9) Location of loading areas, types of surface, dimensions, striping and signing, type of screening;
  - 10) On-site traffic access and circulation delineated by directional arrows and signs;
  - 11) Open spaces;
  - 12) Location of existing and proposed signs;
  - 13) Location, height and type of existing and proposed lighting;
  - 14) Location, size and species of existing and proposed landscaping;
  - 15) Zoning of subject property and adjacent properties;

- 16) Other data that may be necessary for the review of the application, as determined by the Planning and Development staff;
- j) Preliminary Plat – The plat should show the location of lots, block, streets, easements, and dedications;
  - k) Landscape Plan – A site map depicting the location, size, species of vegetation on the site;
  - l) Tree Survey & Analysis – A map depicting the approximate location of all existing trees over 1½” in caliber (species, condition and caliber) and proposed trees to be preserved on the subject site;
  - m) Building Elevations – Proposed building elevations for all buildings that are proposed to be built on the site including floor plans. These elevations should depict all four sides of the building and include materials to be used in construction. Any out-buildings or trash enclosures should also be included in this exhibit;
  - n) Photometric Plans – A map of the site depicting the location of the light fixtures and the number of foot-candles. Cut sheets of the actual fixtures should also be included;
  - o) Sign Elevations – A map of the proposed sign package including elevations, locations and quantities;
  - p) Traffic Study – A traffic study may be required by the Village Staff;
  - q) List of surrounding property owners and preaddressed envelopes – A list of all the adjoining property owners of the subject property, excluding streets, railroads, or other rights-of-way. Preaddressed labels appropriate for placing on standard #10 (4½ x 9½ inch) envelopes.

**NOTE:** Waiver of the required documentary evidence can be granted by the Community Development Director provided staff determines that the information is insignificant or unnecessary.

**NOTE:** The petitioner should be aware that the requirements outlined herein are the minimum requirements for processing an application for the PUD and that, from time to time, the Plan Commission may require such other information that it deems necessary to determine if the proposed PUD meets the intent and requirements of the Zoning Code.

7. **Formal Application** – After the petitioner has received comments from the Plan Commission they may proceed with the formal application. This commences with the petitioner compiling a draft of the application documents and forwarding them to the Community Development Staff for review;

8. **Required Submittals for a Preliminary Development Plan** – The petitioner shall prepare the following items for submittal to Village staff:
- a) Application – Completed application for a PUD (form attached);
  - b) Character & Objectives Statement/Use Description – A short statement describing the nature of the project (i.e. what is being proposed), the relationship of the proposed PUD to surrounding uses, a description of the existing and proposed use(s) of all structures and land. The statement should evaluate the economic effects of the proposed Annexation and the impacts of such elements as noise, glare, odor, fumes, and vibration on adjoining property. The statement should discuss the general compatibility with existing and proposed uses in the general vicinity and with the recommendations of the Comprehensive Plan; and
  - c) Proof of Ownership – A copy of a Guarantee Title Policy or other proof of ownership as approved by the Community Development Department staff;
  - d) Disclosure of Interest – If the subject property is held in a trust, a complete disclosure of interest of the ownership, including the names of trustees and beneficial owners, shall be provided. If the subject property is owned by a corporation, a disclosure of the shareholders, including the names of the officers and directors, should be provided (form attached);
  - e) Affidavit of Authorization – A document signed by the owner of the subject property which authorizes the petitioner to represent them for the Annexation shall be provided (form attached);
  - f) Quantitative Summary – This shall include a list of:
    - 1) The zoning classification of the surrounding properties;
    - 2) A chart showing the land uses proposed for the development (in acres and percentage of land area);
    - 3) The size for the total project (in acres);
    - 4) The square footage of impervious surface;
    - 5) The number and type of any proposed dwelling units (if any);
    - 6) The square footage and type of any proposed commercial or industrial uses;
    - 7) Phasing of the project (if applicable);
    - 8) Land to be dedicated to the School District (if applicable);
    - 9) Land to be dedicated for Parks or Openspace;
    - 10) Land to be dedicated for Village Uses;
    - 11) A list of variations from the zoning ordinance that are being requested;
    - 12) A description of the operations on the site (hours and types of proposed uses, etc.).
  - g) Plat of Survey – A current Plat of Survey of the property, prepared by a land surveyor registered with the State of Illinois, with contour lines

depicting the existing grade and a statement that the property either is or is not in the floodplain;

- h) Existing Conditions Maps – A map depicting the location of the property in relation to the surrounding properties (aerial photo) and a map depicting the existing conditions on the site including any existing structures, roads and significant vegetation.
- i) Site Plan – A plan or plat drawn to scale, including a north arrow, address of the site, name of the preparer and date, showing:
  - 1) Lot line dimensions and lot area;
  - 2) Existing or proposed grades with contour intervals not in excess of two feet;
  - 3) Location of any existing and proposed structures on the lot;
  - 4) Street locations, right-of-way widths and pavement widths;
  - 5) Location, width and materials of sidewalks, curb cuts and driveways;
  - 6) Location and size of any sanitary sewer and water lines or septic systems and wells, location of storm sewers;
  - 7) Location and width of easements;
  - 8) Location of parking areas, type of surface, dimension of parking spaces and drive aisles;
  - 9) Location of loading areas, types of surface, dimensions, striping and signing, type of screening;
  - 10) On-site traffic access and circulation delineated by directional arrows and signs;
  - 11) Open spaces;
  - 12) Location of existing and proposed signs;
  - 13) Location, height and type of existing and proposed lighting;
  - 14) Location, size and species of existing and proposed landscaping;
  - 15) Zoning of subject property and adjacent properties;
  - 16) Other data that may be necessary for the review of the application, as determined by the Planning and Development staff;
- r) Preliminary Plat – The plat should show the location of lots, block, streets, easements, and dedications;
- s) Landscape Plan – A site map depicting the location, size, species of vegetation on the site;
- t) Tree Survey & Analysis – A map depicting the approximate location of all existing trees over 1½” in caliber (species, condition and caliber) and proposed trees to be preserved on the subject site;
- u) Building Elevations – Proposed building elevations for all buildings that are proposed to be built on the site including floor plans. These elevations should depict all four sides of the building and include materials to be used in construction. Any out-buildings or trash enclosures should also be included in this exhibit;

- v) Photometric Plans – A map of the site depicting the location of the light fixtures and the number of foot-candles. Cut sheets of the actual fixtures should also be included;
- w) Sign Elevations – A map of the proposed sign package including elevations, locations and quantities;
- x) Traffic Study – A traffic study may be required by the Village Staff;
- y) List of surrounding property owners and preaddressed envelopes – A list of all the adjoining property owners of the subject property, excluding streets, railroads, or other rights-of-way. Preaddressed labels appropriate for placing on standard #10 (4½ x 9½ inch) envelopes.

**NOTE:** Waiver of the required documentary evidence can be granted by the Community Development Director provided staff determines that the information is insignificant or unnecessary.

**NOTE:** The petitioner should be aware that the requirements outlined herein are the minimum requirements for processing an application for the PUD and that, from time to time, the Plan Commission may require such other information that it deems necessary to determine if the proposed PUD meets the intent and requirements of the Zoning Code.

9. **Preliminary Staff Review of the Preliminary Development Plan** – When the petitioner has plans in substantially completed form, it is recommended that a draft copy of all application documents shall be submitted for preliminary review by the Community Development staff. Staff will review the project for compliance with all applicable Village ordinances and will raise any concerns or issues with the proposal. Following review by staff, the petitioner may wish to modify the proposal to respond to staff comments.
  - a). PUD application request requires a non-refundable fee of \$750 at due at time of submittal
  - b). Upon receipt the application and fifteen (15) copies of the required items enumerated above and the application fee, the Community Development staff shall set a date for a public hearing before the Plan Commission on the application for a PUD. The application must be received a minimum of 21 days in advance of the proposed public hearing date;
  - c). Not more than 30 days nor less than 15 days before the public hearing before the Plan Commission, the Planning and Development staff will place a legal notice in either The Daily Southtown or the Star newspaper which will describe the petitioner's request, location of the subject property

and the time, date, and location of the public hearing. The staff will also mail a notice of the PUD request to adjacent property owners; and

- d). The Community Development Director, if he/she considers it necessary, may call upon any Village department or official for their review of the proposed PUD prior to any public hearing. Such review shall be in writing and take no more than 10 days.

10. **Staff Review** – The Community Development Staff will review the request for compliance with the provisions of the Comprehensive Plan, Zoning Code, Design Guidelines and other applicable codes. Staff will also visit the subject property. A staff report, which summarizes the request and presents staff concerns, will be prepared and submitted to the Plan Commission. The petitioner will be provided a copy of the staff report and the agenda prior to the Plan Commission meeting.

11. **Public Hearing** –

- a) The Community Development Department Development staff will submit the application, staff support and any other supporting documents to the Plan Commission to conduct the public hearing thereon. The Plan Commission meets on the first and third Thursday of each month, at 7:30 p.m. in the Matteson Village Hall, 4900 Village Commons Drive;
- b) The petitioner or his/her representative must attend the public hearing. It is the responsibility of the petitioner to present an argument supporting the request for a PUD in a complete and logical manner and to have available all evidence necessary to support the request. It is advisable, but not required, for the petitioner to prepare color versions of the plans (site plan, landscaping, building drawings), mounted for presentation purposes;
- c) The Plan Commission may make a decision at one meeting or choose to continue the public hearing to another date for a variety of reasons, including but not limited to: additional information is deemed necessary; Plan Commissioners desire an opportunity to visit the site or request staff to conduct further research; or insufficient time remains on the night of the public hearing to conclude the hearing. If the hearing is continued, no additional public notice is required to be published; however the sign remains on the subject property;
- d) At the close of the public hearing, the Plan Commission will take a roll call vote on the requested PUD. The Plan Commission may recommend approval, approval with conditions, or denial. In making its recommendation, the Plan Commission must find that the requested PUD meets the following **findings of fact**:
  - 1) The PUD fulfills the objectives of the comprehensive plan and the land use policies of the Village and presents an innovative and creative approach to the development of land and living environments.

- 2) The proposed land uses fulfill, or can reasonably be expected to fulfill a need or demand for such uses within the Village.
- 3) The physical design of the PUD efficiently utilizes the land, adequately provides for transportation and public facilities, and preserves natural features of the site, and that the property is suitable for the proposed purposes and land uses;
- 4) Any exceptions to bulk and density regulations of the underlying zoning shall be solely for the purpose of promoting an efficient and coordinated site plan, no less beneficial to the residents or occupants of such development, as well as the neighboring property, than would be obtained under the bulk and density regulations of this ordinance for buildings developed on separate zoning lots;
- 5) The PUD meets the requirements and standards of the Planned Unit Development regulations;
- 6) Open spaces and recreational facilities are provided;
- 7) Will have vehicular approaches to the property which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads; and
- 8) The PUD is compatible with the adjacent properties and the neighborhood, and along the periphery of the PUD yards or setbacks shall be provided that meet or exceed the regulations of the district in which the PUD is located.

12. **Village Board Action:**

- a). Within 90 days after the close of the public hearing, the Plan Commission will submit to the Village Board the minutes or transcripts which contain the Commission's recommendations to the Village Board and summarize what occurred at the public hearing, the exhibits presented and the citizens and witnesses heard;
- b). After receiving the minutes or transcripts and supporting documents, the Village Board will schedule the request on a Village Board agenda. The Village Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. The petitioner will be informed by the Community Development Department staff at which Village Board meeting they are scheduled to be heard. The petitioner or his/her representative must be in attendance at these meetings.
- c). The meeting of the Village Board is not a public hearing. The Village Board may decide to approve, approve with conditions, or deny the requested PUD. Conditions or restrictions may be required to reduce or minimize injurious effects of PUD on other property or to implement the

general purpose and intent of the Zoning Code. Action on the requested PUD will be by an ordinance which is adopted by the Village Board.

- d). After the Village Board votes on the petition, if the decision is to approve the PUD, the petitioner may submit the Final Development Plan.

13. **Preliminary Staff Review of Final Development Plan** – When the petitioner has plans in substantially completed form, it is recommended that a draft copy of all application documents shall be submitted for preliminary review by the Community Development staff. Staff will review the project for compliance with all applicable Village ordinances and will raise any concerns or issues with the proposal. Following review by staff, the petitioner may wish to modify the proposal to respond to staff comments.

- a). PUD application request requires a non-refundable fee of \$750 at due at time of submittal
- b). Upon receipt the application and fifteen (15) copies of the required items enumerated above and the application fee, the Community Development staff shall set a date for a public hearing before the Plan Commission on the application for a PUD. The application must be received a minimum of 21 days in advance of the proposed public hearing date;
- c). Not more than 30 days nor less than 15 days before the public hearing before the Plan Commission, the Planning and Development staff will place a legal notice in either The Daily Southtown or the Star newspaper which will describe the petitioner's request, location of the subject property and the time, date, and location of the public hearing. The staff will also mail a notice of the PUD request to adjacent property owners; and
- d). The Community Development Director, if he/she considers it necessary, may call upon any Village department or official for their review of the proposed PUD prior to any public hearing. Such review shall be in writing and take no more than 10 days.

14. **Staff Review** – The Community Development Staff will review the request for compliance with the provisions of the Comprehensive Plan, Zoning Code, Design Guidelines and other applicable codes. Staff will also visit the subject property. A staff report, which summarizes the request and presents staff concerns, will be prepared and submitted to the Plan Commission. The petitioner will be provided a copy of the staff report and the agenda prior to the Plan Commission meeting.

15. **Public Hearing** –

- a) The Community Development Department Development staff will submit the application, staff support and any other supporting documents to the Plan Commission to conduct the public hearing thereon. The Plan Commission meets on the first and third Thursday of each month, at 7:30 p.m. in the Matteson Village Hall, 4900 Village Commons Drive;

- b) The petitioner or his/her representative must attend the public hearing. It is the responsibility of the petitioner to present an argument supporting the request for a PUD in a complete and logical manner and to have available all evidence necessary to support the request. It is advisable, but not required, for the petitioner to prepare color versions of the plans (site plan, landscaping, building drawings), mounted for presentation purposes;
- c) The Plan Commission may make a decision at one meeting or choose to continue the public hearing to another date for a variety of reasons, including but not limited to: additional information is deemed necessary; Plan Commissioners desire an opportunity to visit the site or request staff to conduct further research; or insufficient time remains on the night of the public hearing to conclude the hearing. If the hearing is continued, no additional public notice is required to be published; however the sign remains on the subject property;
- d) At the close of the public hearing, the Plan Commission will take a roll call vote on the requested PUD. The Plan Commission may recommend approval, approval with conditions, or denial. In making its recommendation, the Plan Commission must find that the requested PUD meets the following **findings of fact**:
  - 1) The PUD fulfills the objectives of the comprehensive plan and the land use policies of the Village and presents an innovative and creative approach to the development of land and living environments.
  - 2) The proposed land uses fulfill, or can reasonably be expected to fulfill a need or demand for such uses within the Village.
  - 3) The physical design of the PUD efficiently utilizes the land, adequately provides for transportation and public facilities, and preserves natural features of the site, and that the property is suitable for the proposed purposes and land uses;
  - 4) Any exceptions to bulk and density regulations of the underlying zoning shall be solely for the purpose of promoting an efficient and coordinated site plan, no less beneficial to the residents or occupants of such development, as well as the neighboring property, than would be obtained under the bulk and density regulations of this ordinance for buildings developed on separate zoning lots;
  - 5) The PUD meets the requirements and standards of the Planned Unit Development regulations;
  - 6) Open spaces and recreational facilities are provided;

- 7) Will have vehicular approaches to the property which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads; and
- 8) The PUD is compatible with the adjacent properties and the neighborhood, and along the periphery of the PUD yards or setbacks shall be provided that meet or exceed the regulations of the district in which the PUD is located.

16. **Village Board Action:**

- a). Within 90 days after the close of the public hearing, the Plan Commission will submit to the Village Board the minutes or transcripts which contain the Commission's recommendations to the Village Board and summarize what occurred at the public hearing, the exhibits presented and the citizens and witnesses heard;
- b). After receiving the minutes or transcripts and supporting documents, the Village Board will schedule the request on a Village Board agenda. The Village Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. The petitioner will be informed by the Community Development Department staff at which Village Board meeting they are scheduled to be heard. The petitioner or his/her representative must be in attendance at these meetings.
- c). The meeting of the Village Board is not a public hearing. The Village Board may decide to approve, approve with conditions, or deny the requested PUD. Conditions or restrictions may be required to reduce or minimize injurious effects of PUD on other property or to implement the general purpose and intent of the Zoning Code. Action on the requested PUD will be by an ordinance which is adopted by the Village Board.
- d). After the Village Board votes on the petition, if the decision is to approve the PUD, the petitioner may seek building permits after the ordinance has been approved, and all other required Village requirements have been met. A building permit must be applied for within 18 months from the date of the ordinance or the PUD will become null and void. The Planning and Development Department will compare plans submitted for permits to the plans that were approved by the Village Board and any conditions applied to the PUD.

Questions may be directed to a Village Planner at phone number 708.283.4900.



**APPLICATION FOR  
PLANNED UNIT DEVELOPMENT  
VILLAGE OF MATTESON**

The undersigned petitions the President and Village Board of Trustees of the Village of Matteson, Illinois, to consider the Planned Unit Development described in this application.

**Date Filed:** \_\_\_\_\_ **Application No.:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Contact Information:**

**Address of Applicant:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell/Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Property Interest of Applicant:** \_\_\_\_\_

(Owner, Contract Purchaser, Owner Representative)

**Name of Owner:** \_\_\_\_\_

**Contact Information:**

**Address of Owner:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell/Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address and Legal Description of Property:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Permanent Index Number(s). (PIN):** \_\_\_\_\_

**Zoning:** \_\_\_\_\_ **Lot Dimensions:** \_\_\_\_\_

**Lot Area:** \_\_\_\_\_

**Present Use:** \_\_\_\_\_

**Requested Use:** \_\_\_\_\_

\_\_\_\_\_

**Estimated Date to Begin New Use/Construction:** \_\_\_\_\_

**Narrative Statement** stating what the petitioner is planning to construct on the property, evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan:

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**Describe How the PUD:**

1. Fulfills the objectives of the comprehensive plan and the land use policies of the Village and presents an innovative and creative approach to the development of land and living environments: \_\_\_\_\_

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2. Proposed land uses fulfill, or can reasonably expected to fulfill a need or demand for such uses within the Village: \_\_\_\_\_

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3. Physical design of the PUD efficiently utilizes the land, adequately provides for transportation and public facilities, and preserves natural features of the site, and that the property is suitable for the proposed purposes and land uses: \_\_\_\_\_

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4. Exceptions to bulk and density regulations of the underlying zoning shall be solely for the purpose of promoting an efficient and coordinated site plan, no less beneficial to the residents or occupants of such development, as well as the neighboring property, than would be obtained under the bulk and density regulations of this ordinance for buildings developed on separate zoning lots:

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5. Meets the requirements and standards of the Planned Unit Development regulations: \_\_\_\_\_

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6. Provides Open spaces and recreational facilities: \_\_\_\_\_

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7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Is compatible with the adjacent properties and the neighborhood, and along the periphery of the PUD yards or setbacks shall be provided that meet or exceed the regulations of the district in which the PUD is located: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Matteson for the purpose of inspection.

I (We) consent to pay the Village of Matteson all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

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Signature of Applicant

Date

**THE BEST INTERESTS OF THE APPLICANT WILL BE SERVED  
BY COMPLETING THIS APPLICATION IN DETAIL**

**Experts Contact Information (if applicable):**

**Name of Attorney:** \_\_\_\_\_

**Address of Attorney:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell/Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Engineer:** \_\_\_\_\_

**Address of Engineer:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell/Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Surveyor:** \_\_\_\_\_

**Address of Owner:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell/Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of \_\_\_\_\_:** \_\_\_\_\_

**Address of Owner:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell/Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of \_\_\_\_\_:** \_\_\_\_\_

**Address of Owner:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell/Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of \_\_\_\_\_:** \_\_\_\_\_

**Address of Owner:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell/Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of \_\_\_\_\_:** \_\_\_\_\_

**Address of Owner:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell/Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**OWNERSHIP BY LAND TRUST**

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

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

Legal Description: \_\_\_\_\_

\_\_\_\_\_

TRUSTEE: \_\_\_\_\_ TRUST NO. \_\_\_\_\_

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

**LIST ALL BENEFICIARIES:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## OWNERSHIP BY A CORPORATION

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

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

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

**AFFIDAVIT OF AUTHORIZATION**

I, \_\_\_\_\_ owner of the property  
described as \_\_\_\_\_

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

verify that \_\_\_\_\_  
is duly authorized to apply and represent my interests before the Matteson Plan  
Commission, Zoning Board of Appeals and/or Village Board of Trustees. Owner  
acknowledges that any notice given applicant is actual notice to owner.

\_\_\_\_\_  
PROPERTY OWNER

\_\_\_\_\_  
NOTARY

**LETTER OF AUTHORIZATION**

I, \_\_\_\_\_, Registered Land Surveyor with the State of Illinois, hereby authorize the Village of Matteson to record the plat(s) or plan(s) prepared by me for \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**Matteson Project Submittals List - Subject:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **PIN(s):** \_\_\_\_\_

<b>Applications</b>		<b>(x) if Required</b>	<b>Fees</b>
1.	Annexation*	_____	_____
2.	Special Use Permit	_____	_____
3.	Special Use Permit for a Planned Unit Development	_____	_____
4.	Subdivision Preliminary/Final Plat	_____	_____
5.	Zoning Map Amendment	_____	_____
6.	Zoning Text Amendment	_____	_____
7.	Zoning Variations	_____	_____
 <b>Submission Materials</b>		<b>Yes</b>	<b>No</b>
8.	Cover Letter Listing Attachments	_____	_____
9.	Character & Objectives/Use Description	_____	_____
10.	Proof of Ownership	_____	_____
11.	Disclosure of Interest	_____	_____
12.	Affidavit of Authorization	_____	_____
13.	Quantitative Summary	_____	_____
14.	Plat of Survey/Legal Description	_____	_____
15.	Preliminary/Final Plat	_____	_____
16.	Existing Conditions Plan	_____	_____
17.	Surrounding Conditions Plan	_____	_____
18.	Site Plan	_____	_____
19.	Landscape Plan	_____	_____
20.	Tree Survey & Analysis	_____	_____
21.	Building Elevation Drawings (4 sides)	_____	_____
22.	Color Rendering	_____	_____
23.	Floor Plan	_____	_____
24.	Photometric Plan with Light Fixture Cut Sheets	_____	_____
25.	Traffic Study	_____	_____
26.	Sign Elevations	_____	_____
27.	Sign Plan	_____	_____
28.	Trash Enclosure/Exterior Equipment/Fences/Screening	_____	_____
29.	Grading Plan (if new construction)	_____	_____
30.	Utilities Plan	_____	_____
31.	Road Plans/Details	_____	_____
32.	Public Improvements List	_____	_____
33.	Public Improvements Cross-sections	_____	_____
34.	Deed/Easement Agreements	_____	_____
35.	Letter of Authorization to Record Plats	_____	_____
36.	List of surrounding property owners and preaddressed labels	_____	_____
37.	Other	_____	_____

\*Fees for the review of the petition and annexation agreement by the Village Attorney are not included. They are billed at an hourly rate.