



Community Development Department  
 Planning Division  
 4900 Village Commons  
 Matteson, IL 60443  
 (708) 283-4940

## APPLICATION FOR PLANNED UNIT DEVELOPMENT (PUD)

The Planned Unit Development (PUD) approach provides the flexibility needed to promote innovative and creative land development that achieves the community vision outlined in the comprehensive plan. Within the framework of a PUD normal zoning standards may be modified. The resulting flexibility is intended to encourage developments that are more environmentally sensitive, economically viable, and aesthetically pleasing than might otherwise be possible if the standards of the underlying zoning district (s) were strictly enforced. The objectives of the PUD are to stimulate creative approaches to the residential, commercial and industrial development of land; to provide more efficient use of land; and to preserve or enhance natural features and provide open spaces areas.

### Planned Unit Development (PUD) Review Fees

The Planned Unit Development (PUD) review fees are as follows. Contact the Planning Division with any questions concerning this fees schedule.

Preliminary or Final Planned Unit Development (PUD) (based on size of parcel)	0-5 acres: \$ 750
	6-10 acres \$1,200
	11-50 acres: \$2,250
	51-100 acres: \$3,000
	>100 acres: \$3,000 plus \$20 per add'l acre over 100
	More than 3 reviews : \$500 per add'l review

**Additional Fees** - Additional fees will apply for PUD application requests that also necessitate review of any of the following plans. Contact the Planning Division with any questions concerning the fees schedule.

Site Plan Review (based on size of parcel)	0-10 acres: \$ 500 11-40 acres \$1,000 > 40 acres: \$1,800
Landscape Plan Review (based on size of parcel)	More than 3 reviews of individual plans: \$100 per add'l review
Building Elevation Plan Review	\$500
Signage Plan Review	More than 3 reviews of individual plans: \$100 per add'l review
All four (4) Plan Reviews	Total of all individual plan review fees less \$500

**EXHIBIT "A"**

**ENGINEERING PLAN REVIEW &  
CONSTRUCTION OBSERVATION FEE SCHEDULE**

<b>ENGINEERING PLAN REVIEW &amp; CONSTRUCTION OBSERVATION FEES SCHEDULE</b>	
<b><u>Filing Fees</u></b>	
The following non-refundable filing fee shall be collected from the applicant at time of preliminary engineering plan review, whether for new construction, redevelopment or remodeling.	
0 to< 3 acres	\$ 1,330.00
3 to< 10 acres	\$ 3,325.00
10 to 35 acres	\$ 6,650.00
35 to 50 acres	\$ 10,640.00
50+acres	\$ 19,950.00
The filing fee amount shall be deducted from the required at the time of recording the subdivision plat or issuance of a building permit, whichever occurs first.	
<b><u>Plan Review Fees</u></b>	
At the time of application for approval of the final engineering site improvement plans, the developer shall pay a fee sufficient to compensate the Village Engineer and/or his/his designee for examination of the final engineering plans and all supporting documents.	
In cases where engineering review costs exceed the amount collected, the Village will invoice directly for the additional amount. (See Fee Schedule below.)	
0 to< 3 acres	\$ 2,500.00
3 to< 10 acres	\$ 5,000.00
10 to <35 acres	\$ 7,500.00
35 to <50 acres	\$ 12,000.00
50+acres	\$ 25,000.00
<b><u>Construction Observation Fees</u></b>	
All improvements approved by the Village Engineer and/or his/her designee shall be observed during the course of construction by the Village Engineer and/or his/her designee. As compensation for such observation, the developer shall pay an observation fee. Observation fees shall be in addition to the Plan Review Fee. (See Fee Schedule below.)	
0 to <3 acres	\$ 3,500.00
3 to <10 acres	\$ 5,500.00
10 to <35 acres	\$ 8,000.00
35 to <50 acres	\$ 13,000.00
50+acres	\$ 30,000.00

## **Submittal Requirements**

An applicant shall refer to Section 159.62 Planned Unit Developments (Ordinance No.: 3036) & Plan Review Checklist for required plan information, as well as the Village's Zoning Ordinance, and Design and Development Guidelines when preparing the plans for submission.

**NOTE:** The submittal requirements are the minimum requirements for processing a PUD request, and that, from time to time, Staff, the Plan Commission or Village Board may require such other information that it deems necessary to determine if the proposed PUD meets the intent of the PUD objectives and/or the requirements of the zoning ordinance and subdivision regulations.

**Complete Application Submittals:** All documentation and plans required at the time of application need to be submitted together. Piecemeal submittals cannot be processed and will not be accepted.

Last updated: September 21, 2010

**I. APPLICATION INFORMATION**

**Date Filed:** \_\_\_\_\_

**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 Action/Use:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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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:

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**Estimated Date to Begin New Use/Construction:** \_\_\_\_\_  
(include a phasing schedule, if applicable)

**II. CERTIFICATIONS AND UNDERSTANDINGS:**

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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**III. 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

**OWNERSHIP BY LAND TRUST, if applicable**

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

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

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

\_\_\_\_\_

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

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

**LIST ALL BENEFICIARIES:**

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

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

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

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

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

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

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



**OWNERSHIP BY A CORPORATION, if applicable**

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: \_\_\_\_\_ % \_\_\_\_\_

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