



**SITE PLAN  
BUILDING ELEVATION  
LANDSCAPE PLAN  
SIGNAGE PLAN  
APPLICATION FOR THE  
VILLAGE OF MATTESON**

**I. REQUEST: The undersigned petition the Village of Matteson, Illinois to approve the application(s) submitted.**

Please complete and return this form to the Community Development Department, 4900 Village Commons, Matteson, IL 60443. If you have questions, please phone 708.283.4944.

- |                          |                           |          |
|--------------------------|---------------------------|----------|
| <input type="checkbox"/> | Site Plan Review          | \$150.00 |
| <input type="checkbox"/> | Building Elevation Review | \$150.00 |
| <input type="checkbox"/> | Landscape Plan Review     | \$150.00 |
| <input type="checkbox"/> | Signage Plan Review       | \$150.00 |
| <input type="checkbox"/> | All four (4) Plan Reviews | \$500.00 |

**II. APPLICATION INFORMATION:**

A. Date Filed: \_\_\_\_\_

B. Project Name: \_\_\_\_\_

C. Address of Property: \_\_\_\_\_

D. Permanent Index No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

F. Name of Applicant(s): \_\_\_\_\_

G. Address of Applicant(s): \_\_\_\_\_  
\_\_\_\_\_

H. Phone No. (Business): \_\_\_\_\_ (Home): \_\_\_\_\_

I. Name of Property Owner: \_\_\_\_\_

J. Address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_

K. Phone No. (Business): \_\_\_\_\_ (Home): \_\_\_\_\_

L. Project Description: \_\_\_\_\_

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**III. CERTIFICATIONS AND UNDERSTANDINGS:**

- A. I (We) believe that all of the statements on the documents submitted as required on the attached list as part of this application are true to the best of my (our) knowledge and belief.
  
- B. I (We) consent to entry in or upon the premises described in this application by any authorized official of the Village of Matteson for the purpose of inspection.
  
- C. I (We) understand that this application will not be submitted to the Plan Commission or the Village Board until all items on the attached list are reviewed by Village staff.

\_\_\_\_\_  
Print Name (Applicant 1)

\_\_\_\_\_  
Print Name (Applicant 2)

\_\_\_\_\_  
Signature (Applicant 1)

\_\_\_\_\_  
Signature (Applicant 2)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**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.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
NOTARY

# Matteson Project Submittals List

## Site Plan Review/Building Elevation Review/Landscape Plan Review/Signage Plan

- |  |                          | Applicable to: |
|--|--------------------------|----------------|
| 1. Application & Application Details                   | <input type="checkbox"/> |                |
| 2. Narrative Statement/Use Description                 | <input type="checkbox"/> |                |
| 3. Plat of Survey/Legal Description                    | <input type="checkbox"/> |                |
| 4. Site Plan   | <input type="checkbox"/> |                |
| 5. Location map  | <input type="checkbox"/> |                |
| 6. Landscape Plan                                      | <input type="checkbox"/> | LP             |
| 7. Building Elevation Drawings – Four Sides            | <input type="checkbox"/> | BE             |
| 8. Building Elevation Drawings – Sign Location         | <input type="checkbox"/> | BE & SP        |
| 9. Trash Enclosure Exterior Equipment/Fences/Screening | <input type="checkbox"/> | BE             |
| 10. List of Building Materials & Colors                | <input type="checkbox"/> |                |
| 11. Sign Plan and List of Signs – Sign Elevations      | <input type="checkbox"/> | SP             |
| 12. Proof of Ownership & Affidavit of Consent          | <input type="checkbox"/> |                |
| 13. Disclosure of Interest                             | <input type="checkbox"/> |                |
| 14. Fee(s)   | <input type="checkbox"/> |                |

LP – Landscape Plan Review

BE – Building Elevations Review

SP – Site Plan Review



**SITE PLAN/BUILDING  
ELEVATION/LANDSCAPE PLAN/SIGNAGE  
PLAN REVIEW**

**PROCEDURE**

**I. Pre-Application Meeting** - The petitioner or his representative should meet with the Community Development staff for a preapplication meeting to informally discuss the proposed project prior to filling out a formal application. At the pre-application meeting, the petitioner should provide general information, which describes or outlines the existing conditions of the site and the proposed improvements/changes to the site. A request to informally discuss the proposed project with the Plan Commission may be made at this time. The Community Development staff will also review the types of required submittals (see item #3 below, and attached Submittals List), the numbers of copies required, the application fee, and how long the request will likely take to be reviewed by the Village.

**II. Required Submittals** - The petitioner shall prepare the following items:

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

**NOTE:** The requirements outlined herein are the minimum for processing the application, and the Community Development staff may require additional information if necessary.

- A. **Application** - Completed application for Site Plan Review, Building Elevation Review, Landscape Plan Review, or Signage Plan Review;
- B. **Narrative Statement** - A description of the proposal;
- C. **Plat of Survey** - A current Plat of Survey of the property, prepared by a land surveyor registered with the State of Illinois. Contour lines depicting existing grades and a statement that the property is or is not in the floodplain may be required;
- D. **Site Plan** - A plan or plat, drawn to scale and including a north arrow, address of the site, name of the preparer and date, showing:
  - a. Property and street pavement lines, lot line dimensions and lot area;
  - b. Existing or proposed grades, with contour intervals not in excess of two feet;
  - c. Location of any existing and proposed structures on the lot;

- d. Street locations, rights-of-way widths, and pavement widths;
  - e. Location, width and materials of sidewalks, curb cuts and driveways;
  - f. Location and size of sanitary sewer and water lines or septic systems and wells, location of storm sewers;
  - g. Location and width of easements;
  - h. Location of parking areas, type of surface, dimensions of parking spaces and drive aisles, calculations for determining the required number of parking spaces as required by the Matteson Zoning Code, and all traffic direction pavement markings or signage;
  - i. Location of loading areas and trash facilities, types of surface, dimensions of stripping and signing, type of screening;
  - j. On-site traffic access and circulation delineated by directional arrows and signs;
  - k. Open spaces;
  - l. Location of existing and proposed signs;
  - m. Location, height and type of existing and proposed lighting;
  - n. Location, size and species of existing and proposed landscaping, including a planting list which identifies the common and scientific names of all plant materials, the total number of each, the minimum size at installation, and the minimum spacing;
  - o. Zoning of subject property and adjacent properties; and
  - p. Other data that may be necessary for the review of the application, as determined by the Community Development staff;
- E. **Exterior Building Elevations** - Scaled drawings of all exterior facades of the building, including identification of all proposed major building materials, colors and textures, and all proposed wall signs;
- F. **Lighting Drawings/Photometric Plan** - Catalogue cuts or scaled drawings of all proposed light poles and luminaries, including identification of the proposed exterior finish color, type of luminaire and wattage. A point-by-point photometric plan, superimposed on a site plan, depicting illumination levels throughout the site extending to the property lines, is required for all parking lots;
- G. **Signage Drawings** - Scaled drawings of all proposed signs, freestanding or wall-mounted, including identification of all sign materials and colors, copy, method of applying copy, and method of illumination (if any); and
- H. **Trash Enclosures/Fencing** - Scaled drawings of any trash enclosures, fencing or railings, including identification of materials and colors.

III. **Preliminary Staff Review** - When the petitioner has plans in substantially completed form, a draft copy of all application documents should be submitted for preliminary review by 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.

#### **IV. Formal Application:**

- A. Site Plan Review, Building Elevation Review, Landscape Plan Review, or Signage Plan requests require an application fee. Staff will identify the amount of the fee, as determined by the Village Board, at the pre-application meeting. The fee is payable when formal application is made for the review(s); and
- B. Upon receipt of the required number of copies of all of the items enumerated above and the application fee, the Community Development staff shall set a date for a public meeting before the Plan Commission on the application for Site Plan Review, Building Elevation Review, Landscape Plan Review, and/or Signage Plan reviews. The application must be received a minimum of 14 days in advance of the proposed meeting date.

**V. Staff Review** – The Community Development staff will review the request for compliance with the provisions of the Appearance Guide and Criteria, Zoning Code, Sign Code and other applicable codes. Staff will also visit the subject property. The petitioner will be provided a copy of the staff report and the agenda of the Plan Commission meeting in advance of the meeting date.

#### **VI. Public Meeting:**

- A. The Community Development staff will submit the application, supporting materials, staff reports and any other documents to the Plan Commission to conduct the public meeting thereon. The Plan Commission meets on the first and third Thursday of each month, at 7:30 p.m. at the Matteson Village Hall, located at 4900 Village Commons Drive.
- B. The petitioner or his/her representative must attend the meeting. It is the responsibility of the petitioner to present an argument supporting the request for the petition approval 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 colored versions of the plans (site plan, landscaping, building drawings), mounted for presentation purposes;
- C. The Plan Commission may make a decision at one meeting/hearing, or choose to continue the public meeting to another date for a variety of reasons, including but not limited to: if additional information is deemed necessary; if Commissioners desire an opportunity to visit the site or request staff to conduct further research; or if insufficient time remains on the night of the public meeting to conclude the review;

- D. After the petitioner's presentation and all questions or comments from members of the public, the Plan Commission will take a roll call vote on the request. The Plan Commission may recommend approval, approval with conditions, or denial. In making its recommendation the Plan Commission will use following criteria:
- a. Conformance to Village Code and Appearance Review Guidelines;
  - b. Compatibility – Character (integration with surrounding area and Village as a whole);
  - c. External Effects
    - i. Site relationships and landscape design;
    - ii. General circulation, both vehicular and pedestrian; and
    - iii. Maintenance of exterior;
  - d. Architectural Issues:
    - i. Composition (relationship of the parts to the whole);
    - ii. Massing;
    - iii. Materials
    - iv. Harmony of colors; and
    - v. Scale.

The Plan Commission is the final ruling on these petitions. After approval of the petitions by the Plan Commission the Petitioner may apply for building permits.

Questions may be directed to a Deputy Director of Community Development at 708.283.4944.