



Village of Clarendon Hills  
Zoning Board of Appeals/Plan Commission

## Planned Unit Development (PUD) Process

NOTICE TO APPLICANTS: Applications shall be submitted at least 30 calendar days prior to the requested Public Hearing date. Applications will not be accepted and/or processed until ALL of the requirements listed in item 1 (below) are submitted.

1. **The Applicant must file the following with the Community Development Director:**

- a. Application: one (1) signed and notarized original;
- b. \* Preliminary PUD Plat: 16 full sized copies and one (1) reduced (8 1/2" X 11") copy with the required information as listed in Section 20.14.2G of the Zoning Ordinance;

and/or

Final PUD Plat: 16 full sized copies and one (1) reduced (8 1/2" X 11") copy with the required information as listed in Section 20.14.2L of the Zoning Ordinance;

- c. Landscape Plan: 16 full sized copies and one (1) reduced (8 1/2" X 11") copy depicting the type, locations, number, and size of the proposed landscaping for the development;
- d. Elevation Plan: 16 full sized copies and one (1) reduced (8 1/2" X 11") copy depicting the proposed front elevation of the proposed building(s) and listing the proposed building materials;
- e. School Impact Analysis, Tax Impact Analysis and Traffic Impact Analysis as listed in Section 20.14.2G of the Zoning Ordinance;
- f. \* List of Parcel Numbers, Names, and Addresses of the owners of record (as determined by the Downers Grove Township Assessors Office) of all parcels within 250 feet of the subject property;
- g. Cost Recovery Form: one (1) signed and notarized original; and
- h. Filing Fee and \*Deposit:

R-1 zoning - \$500.00 fee and \$1,000.00 deposit for 1st acre, plus \$200 fee and \$400 deposit for each additional 1/2 acre or portion thereof.

All other zoning - \$1,000.00 fee and \$2,000.00 deposit for 1st acre, plus \$300 fee and \$600 deposit for each additional 1/2 acre or portion thereof.

NOTE: ALL PLANS MUST BE DRAWN TO SCALE AND FOLDED TO 9" X 12"

\* Not required for a Final PUD application

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2. The Village publishes a Public Hearing Notice for the Preliminary PUD Plat in a local newspaper not more than 30 days nor less than 15 days before the Public Hearing.
3. The Village sends a Public Hearing Notice by certified mail to all owners of record within 250 feet of the subject property not more than 30 days nor less than 15 days before the public hearing.
4. The application, supporting documentation, Public Hearing Notice, and staff report for the Preliminary PUD Plat is sent to the Zoning Board of Appeals/Plan Commission (ZBA/PC).
5. The ZBA/PC holds the Public Hearing on the 3rd Thursday of the month at 7:30 p.m. in the Board Room of the Village Hall, 1 N. Prospect Avenue. **THE APPLICANT OR A REPRESENTATIVE IS REQUIRED TO MAKE A PRESENTATION REGARDING THE PUD REQUEST TO THE ZBA/PC AT THE PUBLIC HEARING.** The order of business for a Public Hearing is as follows:
  - a. Reading of the official Public Hearing Notice
  - b. Applicant's presentation
  - c. Public testimony
  - d. Rebuttal and summarization by applicant
  - e. Closing of Public Hearing
  - f. Opening of decision meeting
  - g. Staff report presentation
  - h. ZBA/PC questions and discussion
  - i. Motion
  - j. Closing of decision meeting
6. The ZBA/PC will review and make a recommendation on the Preliminary PUD Plat request based upon a findings of fact that the standards for PUDs in Section 20.14.3 of the Zoning Ordinance have been met.
7. The motion by the ZBA/PC for the Preliminary PUD Plat can be to approve, approve with conditions, deny, or continue the case to a future meeting. In Clarendon Hills, the ZBA/PC is a recommending body to the Village Board on PUDs.
8. In order for the request to be transmitted to the Village Board, **the Applicant must submit 23 full sized copies and one (1) reduced copy (8 1/2" X 11") of the most recently prepared (revised) Preliminary PUD Plat, landscape plan, and elevation plan to staff a minimum of 10 calendar days before the scheduled Village Board meeting (1st and 3rd Monday of each month).**
9. The ZBA/PC recommendation is transmitted to the Land Use Committee (Village Board) who can either recommend approval, approval with conditions, denial, or refer the case back to the ZBA/PC for further review.

10. If the Land Use Committee recommends approval of the Preliminary PUD Plat, staff will transmit the necessary Ordinance to the Village Board for approval.
11. If the Preliminary PUD Plat is approved, the Ordinance approving the Preliminary PUD will be recorded at the DuPage County Recorder's Office.
12. If the Preliminary PUD Plat is approved, **the Applicant can then submit an application for a Final PUD Plat** that is in conformance with the Preliminary PUD Plat.
13. The application, supporting documentation, and staff report for the Final PUD Plat is sent to the ZBA/PC.
14. ZBA/PC holds the Presentation Meeting on the 3rd Thursday of the month at 7:30 p.m. in the Board Room of the Village Hall, 1 N. Prospect Avenue. **THE APPLICANT OR A REPRESENTATIVE IS REQUIRED TO MAKE A PRESENTATION REGARDING THE PUD REQUEST TO THE ZBA/PC AT THE PRESENTATION MEETING.** The order of business for the Presentation Meeting is similar to the procedure in number 5 above.
15. The motion by the ZBA/PC can be to approve the Final PUD Plat if it is in substantial conformance with the Preliminary PUD Plat or deny the Final PUD Plat because it is not in conformance with the Preliminary PUD Plat. In Clarendon Hills, the ZBA/PC is a recommending body to the Village Board on PUDs.
16. In order for the request to be transmitted to the Village Board, **the Applicant must submit 23 full sized copies and one (1) reduced copy of the most recently prepared Final PUD Plat, landscape plan, and elevation plan to staff a minimum of 10 calendar days before the scheduled Village Board meeting (1st and 3rd Monday of each month).**
17. The ZBA/PC recommendation is transmitted to the Land Use Committee (Village Board) who can either recommend approval, approval with conditions, denial, or refer the case back to the ZBA/PC for further review.
18. If the Land Use Committee recommends approval of the Final PUD Plat, staff will transmit the Final PUD Plat to the Village Board for approval .
19. If the Final PUD Plat is approved, the Final PUD Plat will be recorded at the DuPage County Recorder's Office.
20. During and/or after the PUD Process the Applicant will receive invoices for costs (public hearing notice fees, transcripts, etc.) incurred by the Village. **The Applicant must pay the invoices prior to the Village releasing the deposit.**

It is recommended that the Applicant meet with the Community Development Director prior to submitting an application. If you have questions regarding the PUD process or would like to schedule a meeting, contact the Community Development Director at (630) 286-5412.