

HANDBOOK FOR DEVELOPERS

PREPARED BY:
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

CITY OF JOLIET
150 West Jefferson Street
Joliet, Illinois 60432-4158
1-815-724-4040

City of Joliet Official Website: www.cityofjoliet.info

Last Revised Date: JULY 2009

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P R E F A C E

The guidelines presented in this handbook have been developed to assist real estate developers, builders, architects, engineers and others involved in construction and real estate development in the City of Joliet. The contents of this handbook represent a brief introduction to the procedures and prerequisites established in City ordinances, codes and policies. The use of these guidelines will maximize the efficiency and minimize the time required to receive desired services from the City. It should be recognized that these guidelines are general in nature and that specific problems will be given personal attention by City staff. The information presented in this handbook has no statutory standing and should not be considered a substitute for the actual law, ordinances, codes, or policies of the City of Joliet. These guidelines should be checked for change if the printing date on this copy is not a current date.

James M. Haller, Director
Community & Economic Development

BRIEF DESCRIPTION OF SELECTED CITY AGENCIES

The following City agencies have various responsibilities in the review and approval of real estate development projects. While other departments and public agencies may also be involved in certain types of projects, these are the primary public contacts for real estate and building projects within the City of Joliet.

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

Joliet Municipal Building - 1st Floor, South Wing
150 W. Jefferson Street, Joliet, IL. 60432-4158
Hours: 8:00 a.m. - 4:30 p.m., Monday-Friday
Phone: 1-815-724-4040

This Department is part of the City's full-time professional staff and is responsible for administering most ordinances relating to new and existing development within the City. All petitions for Plan Commission and Zoning Board of Appeals review are processed through this department. The department contains three divisions: Inspectional Services, Neighborhood Services, and Planning and Economic Development.

Inspectional Services Division

Joliet Municipal Building - 1st Floor, South Wing
150 W. Jefferson Street, Joliet, IL. 60432-4158
Hours: 8:00 a.m. - 4:30 p.m., Monday-Friday
Phone: 1-815-724-4070

Inspectional Services Division, a part of the Community & Economic Development Department, is responsible for administering the building codes adopted by the City of Joliet. The City currently utilizes the following codes:

- BOCA Basic Building Code
- BOCA Basic Fire Protection Code
- BOCA Basic Mechanical Code
- One and Two Family Dwelling Code

This office is also responsible for the issuance of building, demolition, moving permits, and inspection of property.

Neighborhood Services Division

Joliet Municipal Building - 1st Floor, South Wing
150 W. Jefferson Street, Joliet, IL. 60432-4158
Hours: 8:00 a.m. - 4:30 p.m., Monday-Friday
Phone: 1-815-724-4090 or 4091

The Neighborhood Services Division of the Community & Economic Development Department is responsible for administering neighborhood revitalization programs funded by the U.S. Department of Housing and Urban Development (HUD). These programs include various forms of housing rehabilitation assistance available to eligible property owners. The Division is also responsible for enforcement of the City's housing and property maintenance codes and ordinances, including a rental inspection program for multi-family structures.

Planning & Economic Development Division

Joliet Municipal Building - 1st Floor, South Wing
150 W. Jefferson Street, Joliet, IL. 60432-4158
Hours: 8:00 a.m. - 4:30 p.m., Monday-Friday
Phone:1-815-724-4050

This office is responsible for administering the City's planning and economic development activities. This office reviews all items presented for review by the Plan Commission and the Zoning Board of Appeals. The division maintains a wide variety of information and maps about Joliet. Preparation and administration of comprehensive and land use plans are also responsibilities of the division, along with updating the City's Subdivision Regulations and Zoning Ordinance.

G.I.S. MAPPING:

Joliet Municipal Building - 1st Floor, South Wing
150 W. Jefferson Street, Joliet, IL. 60432-4158
Hours: 8:00 a.m. - 4:30 p.m., Monday-Friday
Phone: 1-815-724-4117

The GIS Mapping Office maintains the digital base map and all relevant data layers for the City of Joliet.

PUBLIC UTILITIES DEPARTMENT

Water and Sewer Service Center
921 East Washington Street, Joliet, IL. 60433
Hours: 8:00 a.m. - 4:30 p.m., Monday-Friday
Phone:1-815-724-4220 (Contact number & after hours 24-Hr. emergency number)

This Department is part of the City's full-time professional staff and is responsible for the maintenance of the City's streets, alleys and the City's water and sewer lines and facilities. This Department contains two divisions: Water and Sewer

PUBLIC WORKS DEPARTMENT

921 East Washington Street, Joliet, IL. 60433 (Public Works & Engineering Div.)
Hours: 8:00 a.m. - 4:30 p.m., Monday-Friday
Phone:1- 815-724-4200 (Public Works Department)
Phone: 1-815-724-4210 (Engineering Division)

This Department is part of the City's full-time professional staff and is responsible for the maintenance of the City's streets, alleys and the City's water and sewer lines and facilities. This Department contains three divisions: Civil Engineering, Traffic Engineering and Streets.

CITY CLERK

Joliet Municipal Building, Behind the Information Desk
Hours: 8:00 a.m. - 4:30 p.m., Monday-Friday
Phone: 815/ 724-3780

The City Clerk's office performs clerical functions for the City Council and officially records all actions taken by the Council. All ordinances passed by the City Council to rezone, subdivide, or annex land; grant variations of use; or to regulate building construction or maintenance. All bonds or certificates of insurance required by City ordinances must be filed with this office.

CITY COLLECTOR

Joliet Municipal Building, Atrium
Hours: 8:00 a.m. - 4:30 p.m., Monday-Friday
Phone: 1-815-724-3970

This office collects all fines and fees associated with conducting business with the City. Records of special assessments are also maintained in this office.

The following boards review development projects within the City of Joliet and conduct public hearings where necessary:

COMMUNITY DESIGN REVIEW BOARD (C.D.R.B.)

Regular Meetings: First Thursday of each month at 9:00 a.m.
Meeting location: Joliet Municipal Building - 1st Floor, South Wing
Community & Economic Development Department
North & South Wing Conference Rooms – (Rooms. "A" and "B")
150 W. Jefferson Street, Joliet, IL. 60432-4158

The Community Design Review Board is a committee of staff members from the various City departments who jointly review subdivisions and other development proposals in order to coordinate the staff review and comments concerning these proposals. The Board reviews all petitions filed for review by the Plan Commission and Zoning Board of Appeals and any other business.

PLAN COMMISSION

Regular Meetings: Third Thursday of each month at 4:00 p.m.
Meeting location: Joliet Municipal Building, City Council Chambers - 2nd Flr.
150 W. Jefferson Street, Joliet, IL 60432-4158

The Plan Commission is an advisory body composed of nine (9) citizen members appointed by the Mayor and City Council. The Commission is responsible for the preparation and maintenance of the General Development Plan for the City of Joliet. The Commission also makes recommendations to the City Council on all petitions for zoning reclassifications, annexations, plats of subdivision, planned unit developments and amendments to the Zoning Ordinance and Subdivision Regulations. The Director of Community & Economic Development is the Secretary to the Commission and all petitions for review by the Plan Commission are filed in the Community & Economic Development office.

ZONING BOARD OF APPEALS

Regular Meetings: Third Thursday of each month at 1:30 p.m.
Meeting location: Joliet Municipal Building, City Council Chambers - 2nd Flr.
150 W. Jefferson Street, Joliet, IL 60432-4158

The Zoning Board of Appeals consists of seven (7) citizen members appointed by the Mayor and City Council. One member of the Zoning Board also serves on the Plan Commission. The Board is responsible for hearing and deciding appeals to the interpretation of the zoning ordinances and requests for special exceptions to, or variations from the regulations of the Zoning Ordinance. The board also holds a public hearing and makes a recommendation to the City Council on petitions for variations of use. The Director of Planning is Secretary to the Zoning Board of Appeals, and petitions may be filed at the Planning Division office.

PRE-COUNCIL

Regular Meetings: First and Third Monday of each month at 3:30 p.m.
Meeting location: Joliet Municipal Building, City Council Chambers - 2nd Flr.
150 W. Jefferson Street, Joliet, IL 60432-4158

The Pre-Council meeting is the work session of the Mayor and City Council wherein items to be considered by the City Council are reviewed and discussed prior to an actual vote. A public comment period is scheduled at the end of every pre-council meeting, subject to prior scheduling with the City Clerk.

CITY COUNCIL

Regular Meetings: First and Third Tuesday of each month at 6:30 p.m.
Meeting location: Joliet Municipal Building, City Council Chambers - 2nd Flr.
150 W. Jefferson Street, Joliet, IL 60432-4158

The City Council has the final authority for approving petitions for annexations, right-of-way vacations, subdivision approval, zoning changes, planned unit development approvals, certain special use permits and variations of use. The City Council also has the sole authority to modify or change City codes and ordinances, or to waive certain provisions of the City's development regulations. In rendering its decisions, the Council receives a recommendation from the City Manager as well as from the Plan Commission or Zoning Board of Appeals.

HOW TO PETITION THE CITY FOR ANNEXATION

In order to receive the benefit of City of Joliet services, including sewer and water service, police and fire protection, and other services, a property must be situated within Joliet's corporate limits. Any property, which is in unincorporated Will County and contiguous to Joliet's corporate limits, may be annexed to the City upon application to the City and approval by City Council. Any property, which meets these requirements, may be annexed to the City by having the owner or his authorized agent follow this procedure:

1. Applicant meets with a staff member from the Planning & Economic Development Division to discuss requirements for annexation.
2. Applicant meets with a staff member from the Public Works & Utilities Department to ascertain availability of utilities.
3. Applicant files a petition for annexation complete with legal description, signature of all owners, name and addresses of all owners within 300 feet of subject property, and filing fees, at least 27 days prior to the Plan Commission meeting. A plat of annexation will be required prior to City Council review.
4. Applicant must submit a recent tax bill and required fire and library detachment fees at time of application filing. The detachment fees are calculated at the rate of 300% of the annual tax paid to the fire and library district.
5. Staff reviews application at Community Design Review Board meeting.
6. Plan Commission holds a public hearing and recommends action of City Council. Applicant or authorized agent must appear at the Plan Commission meeting to affirm the petition and answer any questions.
7. City Council acts upon recommendation of Plan Commission.
8. City records ordinance approving annexation along with plat of annexation received from applicant.
9. Sewer and water connection fee is payable to the City Collector at time of building permit application.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL
ACTION: 45-60 DAYS

STATE OF ILLINOIS)

) SS.
COUNTY OF WILL)

BEFORE THE MAYOR AND CITY COUNCIL
OF THE CITY OF JOLIET, ILLINOIS

PETITION FOR ANNEXATION TO THE CITY OF JOLIET

Pursuant to Section 7-1-8 of the Illinois Municipal Code, the undersigned being duly sworn, states on oath as follows:

1. The undersigned is duly authorized by law to execute and file this Petition for Annexation.
2. The undersigned is the owner of record of all of the land within the territory described in Exhibit "A" ("Territory"), attached hereto and incorporated herein by reference.
3. The undersigned constitutes at least 51% of the electors residing within the Territory, if any.
4. The Territory is not within the corporate limits of any municipality.
5. The undersigned requests the annexation of the Territory to the City of Joliet, Illinois, together with that portion of any highway adjoining the Territory, which is not within any municipality.

DATE: _____

PETITIONER

Subscribed and Sworn to before me
this ____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

CASE NO. _____
DATE FILED _____

ANNEXATION INFORMATION SHEET

OWNERS:

(NAME) (ADDRESS) (PHONE)

(NAME) (ADDRESS) (PHONE)

REGISTERED VOTERS RESIDING ON TERRITORY TO BE ANNEXED:

(NAME) (ADDRESS) (PHONE)

(NAME) (ADDRESS) (PHONE)

ADDRESS OF PROPERTY:

(STREET) (TOWNSHIP) (ZIP CODE)

PROPERTY IDENTIFICATION NUMBER (TAX NO.): _____
LEGAL DESCRIPTION OF PROPERTY:

LOT SIZE: WIDTH _____ DEPTH _____ AREA _____

PRESENT USE: _____

EXISTING ZONING: _____

PROPOSED USE: _____

ZONING CLASSIFICATION REQUESTED: _____

USES OF SURROUNDING PROPERTIES:

NORTH _____ EAST _____

SOUTH _____ WEST _____

IMPORTANT:

You must attach a list of all land owners located within 300 feet of the property to be annexed. You must also appear before the Plan Commission and the City Council to present your annexation request. A lawyer may appear on your behalf.

The undersigned understands that they are not entitled to any City of Joliet funding for public improvements by virtue of this annexation.

I hereby depose and say that all of the above statements are true and correct to the best of my information and behalf.

PETITIONER DATE

PETITIONER DATE

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY
OF _____, 20_____.

NOTARY PUBLIC

HOW TO PETITION THE CITY FOR PLANNED UNIT DEVELOPMENT

The Joliet Zoning Ordinance provides for a special type of zoning approval which may be granted in any of the zoning districts and which is called Planned Unit Development (PUD). Under the provisions of the PUD section (Sec.47-15A.8 of the Zoning Ordinance), the City may grant approval for specific development plans, which include variation from the strict requirements of the district zoning regulations. A planned unit development must meet certain criteria for superior design and site planning, and the application process is as follows:

1. Applicant meets with the Community & Economic Development department or Planning Division to discuss the proposed development and PUD requirements.
2. The PUD process involves two steps: preliminary and final submissions. Applicant prepares and files a preliminary planned unit development application with the following supporting materials at least 27 days before the Plan Commission meeting:
 - a. 18 copies of a preliminary site plan showing existing conditions, as well as proposed (similar to a preliminary plat), with topography, proposed grading, location of buildings, utilities, drainage, and right-of-ways.
 - b. Two copies of preliminary engineering plans for extension of utilities, public improvements, and drainage.
 - c. Elevations and floor plans of proposed buildings.
 - d. Landscaping plans.
 - e. Written material to include: phasing of PUD, scope of development, financial plan, marketing plan, and ownership of open space. Eighteen copies will be required of any material larger than 8 1/2" x 14".
3. Staff reviews preliminary submission at Community Design Review Board meeting. Applicant is urged to attend this meeting.
4. Staff prepares report to Plan Commission.
5. Plan Commission holds a public hearing on the request and makes a recommendation to the City Council.
6. City Council reviews the request and acts on recommendation.
7. Applicant files for final planned unit development approval with the same supporting materials as above, only in final form (18 copies of final PUD required). A cost estimate and 2 copies of final engineering plans are required at this stage in a PUD.

8. Staff reviews final planned unit development at Community Design Review Board.
9. Plan Commission holds a public hearing on request and makes a recommendation to the City Council.
10. City Council acts on recommendation of Plan Commission subject to the receipt of performance bond or letter of credit for public improvements, 1 ¼ percent inspection fee, and irrevocable offer of dedication.
11. City records PUD after receipt of conditions noted above.
12. Applicant shall begin construction of all on-site development of a PUD within 36 months of Council approval.
13. Applicant may request a two-year extension of PUD approval after review of progress with the Plan Commission.
14. Any minor revision to an approved planned unit development, such as additional house plans, locations of buildings, etc., may be approved by the Plan Commission at a Study Session of a regular meeting without a public hearing or City Council action.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 45-60 days.

CASE NO. _____
DATE FILED: _____

CITY PLAN COMMISSION
JOLIET, ILLINOIS

**PETITION FOR A PLANNED UNIT DEVELOPMENT
(Check One)**

_____ Preliminary
_____ Final

NAME OF PUD: _____

NAME OF PETITIONER: _____ **PHONE:** _____

ADDRESS: _____

INTEREST OF PETITIONER: _____

NAME OF LOCAL AGENT: _____

ADDRESS: _____ **PHONE:** _____

OWNER: _____

ADDRESS: _____ **PHONE:** _____

ENGINEER: _____

ADDRESS: _____ **PHONE:** _____

LAND SURVEYOR: _____

ADDRESS: _____ **PHONE:** _____

ATTORNEY: _____

ADDRESS: _____ **PHONE:** _____

LEGAL DESCRIPTION OF PROPERTY: _____

COMMON ADDRESS: _____

PERMANENT INDEX NUMBER (Tax No.): _____

SIZE: _____

NO. OF LOTS: _____

PRESENT USE: _____ EXISTING ZONING: _____

USES OF SURROUNDING PROPERTIES: NORTH: _____

SOUTH: _____

EAST: _____

WEST: _____

Name of Park District: _____

Date Contacted Park District: _____

Is any open space/park site being offered as part of a preliminary
PUD? _____

If yes, what amount? _____

(Acknowledgment by Park District Official) _____

Has the Zoning Board of Appeals granted any variance, exception, or special permit concerning this
property? _____ If yes, list the Case No. and Name: _____

Is any variance from the Subdivision Regulations being requested? _____

If yes, describe: _____

Owners of land 300 feet adjacent or opposite the proposed subdivision: _____

Attach eighteen (18) copies of the plat to this petition.

List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations) by permanent index numbers: _____

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the Will County Recorder of Deeds office. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract of sale was executed.

In the event the property is held in trust: A list of all individual beneficial owners of the trust must be attached.

In the event of corporate ownership: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any shares of stock must be attached.

STATE OF ILLINOIS) ss
COUNTY OF WILL)

I, _____, hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true. I agree to be present in person or by representation when this is heard by the Plan Commission.

Date: _____
Petitioner's Name

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public

My Commission Expires:

City of Joliet Subdivision Regulations Process for Compliance with the Dedication of Park Lands or Fees in Lieu Thereof

- As a condition of approval of preliminary plat of residential subdivision, or of a preliminary plat of a Planned Unit Development, each sub-divider or developer shall dedicate land for park and recreational purposes to serve the immediate and future needs of the residents of the development, or provide a cash contribution in lieu of actual land dedication, or a combination of both.

- Seven and one half acres of land shall be dedicated for park purposes per every 333 lots and/or dwelling units contained in the preliminary plat of subdivision or planned unit development.

What follows is a summary of the key steps in the process. Complete details are outline in the City of Joliet Ordinance No. 11814.

1. Developers shall meet and discuss open space needs with the park district prior to submittal of a preliminary plat to the City of Joliet.
2. Written notice shall be given to the park district by the developer when a project has been filed for public hearing before the Plan Commission.
3. Within ninety days of written notification from a developer, and prior to City Council review of a preliminary plat, the park district shall notify the City in writing of its desire to accept land, cash or a combination of land and cash, in fulfillment of the developer's obligation.
4. The land to be dedicated for park purposes shall be clearly depicted on the preliminary plat.
5. The developer shall convey all required lands to the park district within two years after the recording plat or planned unit development plat for the unit in which the park site is located is accepted by the Office of the Recorder of Deeds for recording.
6. When a cash contribution is required, the developer shall make the cash contribution to the park district prior to the recording of the plat. Payments shall be made directly to the park district in which the development is located. Evidence of the conveyance of land or receipt from the park district for the payment of a cash contribution is required.

HOW TO PETITION THE CITY FOR REGIONAL POLLUTION CONTROL FACILITY

In 1981, legislation was enacted by the Illinois General Assembly, which gave units of local government more control over the location of new landfills and other industrial operations. Public Act 82-682 sets up a mechanism for local approval of new facilities prior to their obtaining permits from the Illinois Environmental Protection Agency (IEPA). Under the new law state environmental permits will no longer supersede local zoning restrictions--approval from both state and local government agencies will be needed before development or construction of the facility can proceed. In order to receive a local site approval, the following procedures must be followed:

1. Applicant meets with Community & Economic Development staff to discuss application requirements and review procedures.
2. Applicant serves public notices of intent to file an application 14 days prior to application submission.
3. Submission of letter of request for site approval, including application and review processing fees (Day 1).
4. Preliminary review of application by staff and establishment of public hearing (Day 2-10).
5. City publishes a notice of public hearing date in newspaper and notice by certified mail to members of General Assembly (Day 30).
6. City holds public hearing before Regional Pollution Control Committee of the City Council, with formal record established (Day 90-120).
7. Transcripts of hearing available and written comments received within 7 days of hearing accepted as part of record (Day 120-150).
8. Request brought to City Council for review with recommendations on site location suitability based upon nine (9) criteria (Day 150-180).
9. An appeal to the Illinois Pollution Control Board may be sought if approval not received.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 150-180 DAYS.

HOW TO PETITION THE CITY FOR RESIDENTIAL PERMIT PARKING

A Residential Permit Parking Program has been established to alleviate the on-street parking problem that may exist in certain residential neighborhoods that are near commercial areas, large institutions, and large apartment complexes that do not provide adequate parking for their businesses, institutions, or complexes. The Residential Permit Parking Program will be limited to those residential neighborhoods that file an application for participation in the program and that show through a parking survey that 33% or more of the vehicles that park in a given block of a residential neighborhood are not owned by the residents of that block. The City Council shall have the final decision making authority on the application and may impose reasonable conditions. A residential neighborhood may petition the City for a residential permit parking program by following these steps:

1. Applicant meets with staff of the Planning Division to discuss requirements and feasibility of the proposed residential permit parking program.
2. Applicant files application signed by a majority of the persons residing on a block complete with description of area within the parking program, and requested hours and days of week for the program, at least 27 days before Plan Commission meeting.
3. Staff requests a parking study from the Police Department to determine if at least 33% or more of the vehicles parked in a given block are not owned by the residents.
4. Staff reviews application at Community Design Review Board meeting.
5. Plan Commission holds public hearing on application and makes a recommendation to the City Council.
6. City Council acts upon recommendation of Plan Commission and establishes hours of the day, days of the week, or months of the year when such parking restrictions shall be effective.
7. Staff requests official signs to be erected indicating "Parking by Permit Only" from Department of Public Works.
8. Staff issues residential parking permits to residents of the designated area.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 45-60 DAYS.

CASE NO. _____
DATE FILED: _____

CITY PLAN COMMISSION
JOLIET, ILLINOIS

APPLICATION FOR RESIDENTIAL PERMIT PARKING

PETITIONER'S NAME: _____
ADDRESS: _____ PHONE: _____
LEGAL DESCRIPTION OF PROPERTY: _____

COMMON ADDRESS: _____
PERMANENT INDEX NUMBER (Tax No. PIN): _____
HOURS: _____ DAYS OF WEEK: _____
PRESENT USE & ZONING: _____
USES OF SURROUNDING PROPERTIES: NORTH: _____
SOUTH: _____
EAST: _____
WEST: _____

REASON FOR REQUEST: _____
PROPERTY INTEREST OF PETITIONER: _____

Attach a listing of all adjacent or opposite landowners within the area to be designated as permit parking.

The ownership of all property held in a trust must be submitted on a Certificate of Ownership.

STATE OF ILLINOIS) ss
COUNTY OF WILL)

I, _____, depose and say that the above statements are true and correct to the best of my knowledge and belief. I agree to be present in person or by representation when this petition is heard before the Plan Commission.

Petitioner's Signature

Subscribed and sworn to before me
this _____ day of _____, 20____

Notary Public

My Commission Expires: _____

APPLICATION FOR RESIDENTIAL PERMIT PARKING

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

Name & Signature Address

HOW TO PETITION THE CITY FOR A SPECIAL USE (Zoning Board of Appeals & City Council)

All residential zoning districts within the City have permitted uses of land identified in the Zoning Ordinance. Specifically, permitted uses in residential districts are restricted to residential, essential services, churches, agricultural, and community residential homes. Other uses are allowed in those districts, upon approval of a special use by the Zoning Board of Appeals. In addition, certain uses may be allowed as special uses by the Mayor and City Council with the advice of the Zoning Board of Appeals. Those are: police and fire stations, civil defense and emergency warning devices, juvenile and adult detention facilities, public works facilities, and other public service buildings and uses.

To petition for a special use, the following procedures must be followed:

1. Applicant checks requirements of Zoning Ordinance with Planning Division.
2. Applicant files petition, complete with legal description of property, signature of owners, names and addresses of all residents within 300 feet, and filing fee, at least 27 days before the Zoning Board of Appeals meeting.
3. Staff reviews application at Community Design Review Board meeting.
4. Zoning Board holds a public hearing on request and takes action, or in certain cases, makes a recommendation to the City Council. A special use permit is only granted when the following are met:
 - a) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public's health, safety, morals, comfort, or general welfare.
 - b) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
 - c) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
 - d) That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.
 - e) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
 - f) That the special use shall in all other respects conform to the applicable regulation of the district in which it is located.
 - g) At least one (1) year has elapsed since any denial of any proper application for a special use permit that would have authorized substantially the same as all or part of the sites, unless conditions in the area have substantially changed.
5. City Council acts on recommendation of the Zoning Board of Appeals in certain cases,
as identified above.

A special use permit shall be valid for a period no longer than 180 days from approval unless a building permit or certificate of occupancy is obtained within such period.

The Board of Appeals will have the authority to extend this period for one year upon written application and good cause without a hearing. If a special use is abandoned, or discontinued for a one-year period, the special use permit shall become void.

ESTIMATED TIME FROM RECEIPT OF PETITION TO ZONING BOARD ACTION: 30-60 Days.

PETITION APPLICATION SPECIAL USE PERMIT

PROCEDURES FOR FILING

Applications may be obtained at the Community and Economic Development Department. Assistance in filling out applications will be provided by the Planning Staff. Applications **must be notarized** and filed with the Department a minimum of 27 days before the scheduled meeting of the Zoning Board of Appeals.

The following fees are due when submitting an application:

Filing fee.....\$235.00

Sign deposit.....50.00 (for properties less than 1 acre)

Please see a planner for further instructions if the property is larger than 1 acre. The sign deposit is refundable and may be returned to the Planning Division on the day of, or any weekday following, the Zoning Board meeting. Please allow approximately 2 weeks for refund processing.

A site (plot) plan is required in order to consider a petition. In Special Use cases, floor plans are required, along with a plot plan depicting the location and number of parking spaces, structures on the lot and all setbacks. Please refer to the attached examples of a site plan and a floor plan.

If a site plan is not included, the petition may not be accepted as an agenda item for the Board.

Detailed information on zoning requirements are described in the Zoning Ordinance (No. 5285). Copies of the Ordinance are available for public review at the Community and Economic Development Department offices, and individual copies may be purchased for \$7.00 or can be accessed on-line at <http://www.cityofjoliet.info> (click on Economic Development, scroll down and click on Zoning Ordinances).

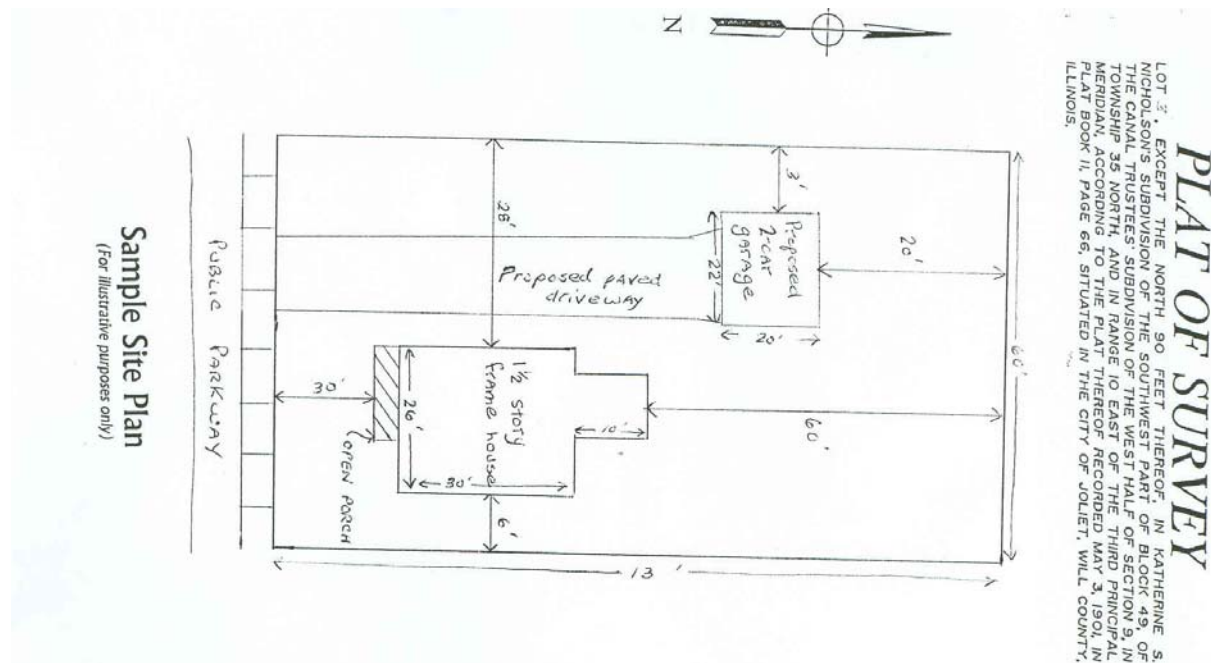
At least one sign shall be posted no later than 15 days, but not more than 30 days before, the hearing date. The sign shall contain the time and place of the public hearing and the nature of the request. It shall be placed in a conspicuous location on the property so it may be observed and read from the street. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of the \$50.00 deposit for each sign. It shall be the applicant's responsibility to post the sign.

Failure to post the sign as required may result in the deferral of action on, or the denial of, the applicant's petition.

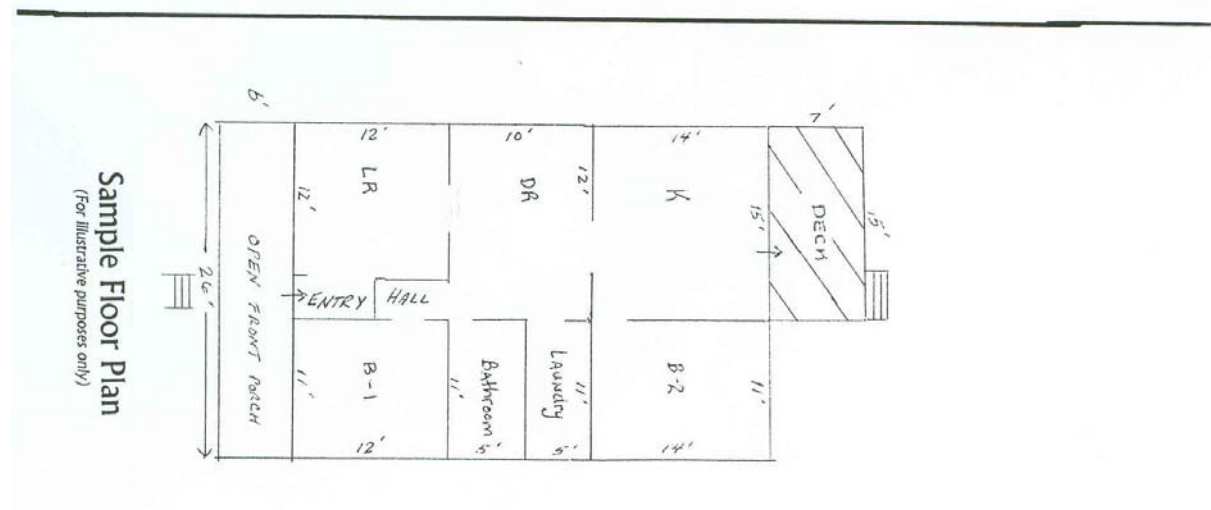
The Zoning Board of Appeals shall hear all applications for a special use permit. The Board shall have jurisdiction to render a final administrative decision for any special use specified in Sections 47-5.2 (a), 47-6.2 (a), 47-6A.2(a), 47-7.2(a), 47-8.2 (a), and 47-9.2(a). In all other cases the Board of Appeals shall act in an advisory capacity to the Mayor and City Council. In considering an application for a special use permit the Board of Appeals shall follow the procedures set forth in Section 47-19.7 for the review of special exceptions and variations.

If a site plan is not included, the petition may not be accepted as an agenda item for the Board.

Variation of Use cases: Floor plans are required, along with a plot plan depicting the location and number of parking spaces, structures on the lot and all setbacks.



Sample Site Plan
(For illustrative purposes only)



Sample Floor Plan
(For illustrative purposes only)

FOR OFFICE USE ONLY

***Verified by Planner (please initial): _____ ***

Payment received from: _____

Petition #: _____
Common Address: _____
Date filed: _____
Receipt #: _____

Additional contacts: _____

Meeting date requested: _____

ZONING BOARD OF APPEALS

JOLIET, ILLINOIS

PETITION FOR **SPECIAL USE** PERMIT

City of Joliet Planning Division, 150 W. Jefferson St., Joliet, IL 60432
Ph (815)724-4050 Fax(815)724-4056

PLEASE!
TYPEWRITE OR PRINT

PETITIONER'S NAME: _____

MAILING ADDRESS: _____ ZIP CODE: _____

PHONE: (Home) _____ (Work) _____

DATE OF BIRTH: _____ - _____ - _____ DRIVERS LICENSE # _____

ADDRESS FOR WHICH PERMIT IS REQUESTED: _____

PROPERTY INTEREST OF PETITIONER: _____

OWNER OF PROPERTY: _____

OWNER ADDRESS: _____

IF THIS VARIATION IS A REQUEST FOR THE OPERATION OF A BUSINESS, PLEASE PROVIDE THE FOLLOWING INFORMATION:

BUSINESS REFERENCES (*name, address, phone*):

OTHER PROJECTS AND/OR DEVELOPMENTS:

PERMANENT INDEX NUMBER (TAX NO. OR P. I. N.): _____

LEGAL DESCRIPTION OF PROPERTY (attached copy preferred):

LOT SIZE: WIDTH: _____ **DEPTH:** _____ **AREA:** _____

PRESENT USE & ZONING: _____

NORTH: _____ **EAST:** _____

SOUTH: _____ **WEST:** _____

SPECIAL USE REQUESTED: _____

The Zoning Board of Appeals is authorized to grant a special use permit provided the applicant establishes by clear and convincing evidence:

- (1) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare; and
- (2) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; and
- (3) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district; and
- (4) That adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided; and
- (5) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and
- (6) That the special use shall in all other respects conform to the applicable land use regulations of the district in which it is located and shall not be in violation of any other applicable law, ordinance or regulation; and
- (7) At least one (1) year has elapsed since any denial of any prior application for a special use permit that would have authorized substantially the same as all or part of the sites, unless conditions in the area have substantially changed.

Please describe how this request meets the criteria by responding to the following questions in your own words.

1. How will the establishment, maintenance, or operation of the special use affect the public health, safety, morals, comfort, or general welfare?

2. How will the special use impact properties in the immediate area? _____

3. Will the use impede the normal/orderly development/improvement of surrounding property?

4. Are adequate utilities, access roads, drainage, and/or other necessary facilities provided?

5. Have adequate measures been taken to provide ingress/egress design to minimize traffic congestion in public streets?

6. Does the use conform to the applicable land use regulations of the district in which it is located and does it violate any other applicable law, ordinance or regulation?

7. Has at least one (1) year elapsed since any denial of any prior application for a special use permit that would have authorized substantially the same as all or part of the sites (unless conditions in the area have changed substantially)?

A site (plot) plan is required in order to consider a petition. Please attach a site plan to this application.

If a site plan is not included, the petition may not be accepted as an agenda item for the Board.

The ownership of all property held in a trust must be submitted on a Certificate of Ownership.

STATE OF ILLINOIS) ss
COUNTY OF WILL)

I, _____, depose and say that the above statements are true and correct to the best of my knowledge and belief. I agree to be present in person or by representation when this petition is heard before the Zoning Board of Appeals.

Petitioner's Signature

Owner's Signature
(If other than petitioner)

Subscribed and sworn to before me
this _____ day of _____, 20____

In accordance with Resolution No. 1694 of the City of Joliet, all persons residing within 300 ft. of the property referred to in this application must be notified of the proposed rezoning. The Planning Division will notify these residents 10 days prior to the meeting of the Zoning Board of Appeals.

IMPORTANT!

Failure to supply the following items may result in non-acceptance as an agenda item for the Board.

- Site (plot) plan
- Notary Public stamp (original copy)
- Permanent Index Number (P.I.N.)
- Legal description
- Joliet Ownership Disclosure form
- All required fees (*Please make check payable to the City of Joliet*)

Thank you!

City of Joliet, Planning Division, 150 W. Jefferson St., Joliet, IL
60432

HOW TO PETITION THE CITY FOR A SPECIAL USE PERMIT (Commercial Use in Industrial District)

All land within the City of Joliet is classified within one of the several zoning districts established by the Joliet Zoning Ordinance. Each district has specific regulations, which govern the use and development of land within the district. Under the industrial districts certain uses are prohibited unless authorized as special uses by two-thirds majority of the Mayor and City Council. In order to petition for a special use, the following procedures must be followed:

1. Applicant checks requirements of Zoning Ordinance with Planning Division.
2. Applicant files petition, complete with legal description of property, signature of owners, names and addresses of all owners within 300 feet, and filing fee, at least 27 days before the Plan Commission meeting.
3. Staff reviews application at Community Design Review Board meeting.
4. Plan Commission holds a public hearing on request and makes recommendation to the City Council.
5. City Council acts upon recommendation of Plan Commission.
6. A special use permit shall be approved by the City Council only when the following findings are met:
 - a. The use will not be adversely affected by its location within industrial districts; and,
 - b. The use will not interfere with the orderly and economic development of the remaining portions of the industrial district.
7. City records ordinance approving special use permit.

ESTIMATED TIME FROM RECEIPT OF PETITION TO PLAN COMMISSION ACTION: 45-60 DAYS

CASE NO.: _____
DATE FILED: _____

CITY PLAN COMMISSION
JOLIET, ILLINOIS
PETITION FOR SPECIAL USE PERMIT

PETITIONER'S NAME: _____
ADDRESS: _____ PHONE: _____
LEGAL DESCRIPTION OF PROPERTY: _____

COMMON ADDRESS: _____
PERMANENT INDEX NO. (Tax No.): _____
LOT SIZE: WIDTH _____ DEPTH _____ AREA _____
PRESENT USE: _____ EXISTING ZONING: _____
USES OF SURROUNDING PROPERTIES: NORTH: _____
SOUTH: _____
EAST: _____
WEST: _____

Attach a listing of all adjacent or opposite owners within 300 feet of property.

REASON FOR REQUEST: _____
PROPERTY INTEREST OF PETITIONER: _____
OWNER: _____
ADDRESS: _____ PHONE: _____

The ownership of all property held in trust must be submitted on a Certificate of Ownership.

STATE OF ILLINOIS) ss
COUNTY OF WILL)

I, _____, depose and say that the foregoing statements are true and correct to the best of my knowledge and belief. I further agree to be present in person or by representation when this petition is heard before the Plan Commission.

Petitioner's Signature

Subscribed and sworn to before me
this _____ day of _____, 20____

Notary Public
My Commission Expires: _____

HOW TO PETITION THE CITY FOR A SPECIAL USE PERMIT (Nursing Homes, etc. in R-B District)

Nursing homes, sheltered care homes, homes for the aged, and sanitariums shall not be a permitted use in any district. Land in an R-B (restricted business) zoning district may be used for nursing homes, sheltered care homes, homes for the aged and sanitariums upon the issuance of a special use permit by the City Council. A property owner may petition the City for a special use permit by following these steps:

1. Applicant checks requirements of Zoning Ordinance with Planning Division.
2. Applicant prepares and files petition, complete with legal description, signature of owners, names and addresses of all owners within 300 feet, and filing fee, at least 27 days before the Plan Commission meeting.
3. Staff reviews application at Community Design Review Board meeting.
4. Plan Commission holds a public hearing and makes a recommendation to the City Council. Applicant must appear at hearing.
5. City Council acts upon recommendation of Plan Commission.
6. A special use permit shall be approved by the City Council only when the following findings are met:
 - a) The use is necessary for the public convenience at that location;
 - b) The design, location and operation will not be detrimental to or endanger the public health, safety, morals or welfare;
 - c) The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminishes property value within the neighborhood;
 - d) The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district; and,
 - e) The use will conform to the applicable regulations for the district in which it is located.
7. City records ordinance approving special use permit.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 45-60 DAYS

CASE NO.: _____

DATE FILED: _____

CITY PLAN COMMISSION
JOLIET, ILLINOIS
PETITION FOR SPECIAL USE PERMIT
(Nursing Homes, etc. in R-B Dist.)

PETITIONER'S NAME: _____

ADDRESS: _____ PHONE: _____

LEGAL DESCRIPTION OF PROPERTY: _____

COMMON

ADDRESS: _____

PERMANENT INDEX NO. (Tax No.): _____

LOT SIZE: WIDTH _____ DEPTH _____ AREA _____

PRESENT USE: _____ EXISTING ZONING: _____

USES OF SURROUNDING PROPERTIES: NORTH: _____

SOUTH: _____

EAST: _____

WEST: _____

Attach a listing of all adjacent or opposite owners within 300 feet of property.

REASON FOR REQUEST: _____

PROPERTY INTEREST OF PETITIONER: _____

OWNER: _____

ADDRESS: _____ PHONE: _____

The ownership of all property held in trust must be submitted on a Certificate of Ownership.

STATE OF ILLINOIS) ss

COUNTY OF WILL)

I, _____, depose and say that the foregoing statements are true and correct to the best of my knowledge and belief. I further agree to be present in person or by representation when this petition is heard before the Plan Commission.

Subscribed and sworn to before me
this _____ day of _____, 20____

Petitioner's Signature

Notary Public

My Commission Expires: _____

HOW TO PETITION THE CITY FOR SUBDIVISION OF LAND

The City of Joliet Zoning Ordinance states that only one principal building may be constructed on any parcel or subdivided lot. In order to subdivide land for the purpose of creating legal lots or parcels for transfer or building purposes, the owner must receive subdivision approval from the City. The approval process and the City's requirements for lots, streets, and other public improvements are described in detail in the Subdivision Regulations, a document available for purchase from the Community & Economic Development office. City review of proposed subdivisions follows a three-step procedure: preliminary plat (of the entire contiguous parcel owned by the applicant), final plat (that portion of the Preliminary plat to be developed immediately), and recording plat (same area as the final plat to be recorded). A description of the procedure is as follows:

PRELIMINARY PLAT:

1. Applicant meets with staff from Community & Economic Development to determine requirements for subdivision of land. Depending upon the size and complexity of the project, a meeting with Public Works & Public Utilities staff may also be required.
2. Applicant prepares and files application for preliminary plat including 18 copies of plat, names and addresses of owners within 300 feet, and filing fee, at least 27 days before Plan Commission meeting.
3. Staff reviews the preliminary plat at Community Design Review Board.
4. Applicant submits 18 revised plats for Plan Commission review.
5. Plan Commission holds a public hearing on preliminary plat and makes a recommendation to the City Council.
6. Applicant submits 18 copies of preliminary plat for City Council review.
7. City Council acts on recommendation of the Plan Commission.
8. Preliminary plat expires two years from date of approval, unless a final or recording plat is approved thereafter.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 45-60 DAYS.

FINAL PLAT:

1. Applicant prepares and files application for final plat including 18 copies of plat, 2 sets of construction plans for public improvements, storm detention calculations (if necessary), cost estimate for public improvements, and filing fee, at least 27 days before Plan Commission meeting.
2. Staff reviews final plat at Community Design Review Board meeting.
3. Applicant revises final plat and submits 18 copies for Plan Commission review.
4. Staff prepares report and recommendation to the Plan Commission.
5. Plan Commission holds a public hearing and makes a recommendation to the City Council.
6. Applicant submits 18 copies of final plat for City Council review.
7. City Council reviews final plat and acts on recommendation of Plan Commission.
8. Final plat approval expires in two years if a recording plat is not filed and approved.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 45-60 DAYS

RECORDING PLAT:

1. Applicant prepares and files recording plat application including 18 copies of plat, cost estimate and filing fee, at least 14 days prior to City Council meeting.
2. Staff reviews recording plat and schedules plat for City Council review.
3. City Council reviews the recording plat and stipulates conditions of approval which must be submitted within 60 days of the approval:
 - a. A performance bond or letter of credit for public improvements;
 - b. A one and one-quarter percent inspection fee for public improvements; and,
 - c. An irrevocable offer of dedication for public improvements.
 - d. Payment of Park District fee, if applicable.
4. Applicant submits two original mylars of recording plat for signatures by City officials. All requirements must be met prior to obtaining signatures.
5. Applicant's surveyor records recording plat with Recorder of Deeds, returning one stamped Mylar to the City of Joliet.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 14 DAYS
2/99

CASE NO: _____

DATE FILED: _____

**CITY PLAN COMMISSION
JOLIET, ILLINOIS**

PETITION FOR APPROVAL OF (Check One):

- _____ **Preliminary PIAT**
- _____ **Final Plat**
- _____ **Recording Plat**

NAME OF SUBDIVISION: _____

NAME OF PETITIONER: _____ **PHONE:** _____

ADDRESS: _____

INTEREST OF PETITIONER: _____

NAME OF LOCAL AGENT: _____

ADDRESS: _____ **PHONE:** _____

OWNER: _____

ADDRESS: _____ **PHONE:** _____

ENGINEER: _____

ADDRESS: _____ **PHONE:** _____

LAND SURVEYOR: _____

ADDRESS: _____ **PHONE:** _____

ATTORNEY: _____

ADDRESS: _____ **PHONE:** _____

LEGAL DESCRIPTION OF PROPERTY: _____

COMMON ADDRESS: _____

PERMANENT INDEX NUMBER (Tax No.): _____

SIZE: _____

NO. OF LOTS: _____

PRESENT USE: _____ EXISTING ZONING: _____

USES OF SURROUNDING PROPERTIES: North: _____

South: _____

East: _____

West: _____

Name of Park District: _____

Date Contacted Park District: _____

Is any open space/park site being offered as part of a preliminary plat? _____

If yes, what amount? _____

(Acknowledgment by Park District Official) _____

Has the Zoning Board of Appeals granted any variance, exception, or special permit concerning this

property? _____ If yes, list the Case No. and Name: _____

Is any variance from the Subdivision Regulations being requested? _____

If yes, describe: _____

Owners of land 300 feet adjacent or opposite the proposed subdivision: _____

Attach eighteen (18) copies of the plat to this petition.

List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations) by permanent index numbers: _____

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the Will County Recorder of Deeds office. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract of sale was executed.

In the event the property is held in trust: A list of all individual beneficial owners of the trust must be attached.

In the event of corporate ownership: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any shares of stock must be attached.

STATE OF ILLINOIS) ss
COUNTY OF WILL)

I, _____, hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true. I agree to be present in person or by representation when this is heard by the Plan Commission.

Date: _____
_____ Petitioner's Name

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public My Commission Expires: _____

City of Joliet Subdivision Regulations

Process for Compliance with the Dedication of Park Lands or Fees in Lieu Thereof

- As a condition of approval of preliminary plat of residential subdivision, or of a preliminary plat of a Planned Unit Development, each subdivider or developer shall dedicate land for park and recreational purposes to serve the immediate and future needs of the residents of the development, or provide a cash contribution in lieu of actual land dedication, or a combination of both.
- Seven and one half acres of land shall be dedicated for park purposes per every 333 lots and/or dwelling units contained in the preliminary plat of subdivision or planned unit development.

What follows is a summary of the key steps in the process. Complete details are outlined in the City of Joliet Ordinance No. 11814.

1. Developers shall meet and discuss open space needs with the park district prior to submittal of a preliminary plat to the City of Joliet.
2. Written notice shall be given to the park district by the developer when a project has been filed for public hearing before the Plan Commission.
3. Within ninety days of written notification from a developer, and prior to City Council review of a preliminary plat, the park district shall notify the City in writing of its desire to accept land, cash or a combination of land and cash, in fulfillment of the developer's obligation.
4. The land to be dedicated for park purposes shall be clearly depicted on the preliminary plat.
5. The developer shall convey all required lands to the park district within two years after the recording plat or planned unit development plat for the unit in which the park site is located is accepted by the Office of the Recorder of Deeds for recording.
6. When a cash contribution is required, the developer shall make the cash contribution to the park district prior to the recording of the plat. Payments shall be made directly to the park district in which the development is located. Evidence of the conveyance of land or receipt from the park district for the payment of a cash contribution is required.

HOW TO PETITION THE CITY FOR VACATION OF RIGHT-OF-WAY

Throughout the City of Joliet there are many miles of public streets, alleys, and easements in which the City retains certain real estate rights and interests. In some cases, there may no longer be a public need to retain these interests, and the right-of-way may be "vacated" by the City upon a request from adjacent owners. In order for property owners to petition the City for vacation of adjacent right-of-way, the following steps should be followed:

1. Applicant meets with staff of the Planning Division to discuss requirements and feasibility of the proposed vacation.
2. Applicant files petition complete with legal description of property, signatures of all adjacent property owners to the subject property, names and addresses of all owners within 300 feet, and filing fee, at least 27 days before Plan Commission meeting.
3. Staff reviews application at Community Design Review Board meeting.
4. Plan Commission holds public hearing on petition and makes a recommendation to the City Council.
5. City requests appraisal report from appraiser; applicant to pay appraiser's fee, upon receipt of the appraisal report.
6. City Council acts upon recommendation of Plan Commission and establishes the purchase price for the vacated real estate, which is due within 30 days of action.
7. Applicant purchases vacated property. City Clerk records ordinance. Applicant records deed.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 45-60 DAYS.

CASE NO. _____

DATE FILED: _____

CITY PLAN COMMISSION
JOLIET, ILLINOIS
PETITION TO VACATE

PETITIONER'S NAME: _____

ADDRESS: _____ PHONE: _____

LEGAL DESCRIPTION OF PROPERTY: _____

COMMON ADDRESS: _____

PERMANENT INDEX NO. (Tax No.): _____

LOT SIZE: Width _____ Depth _____

Area _____

PROPOSED USE AFTER VACATION: _____

USES OF SURROUNDING PROPERTIES: North: _____

South: _____

East: _____

West: _____

Attached a listing of all adjacent or opposite landowners within 300 feet of property.

REASON FOR
REQUEST: _____

Is the Property owned by the City of Joliet? YES _____ NO _____

What portion of the right-of-way do you wish to own as a result of the vacation _____

I understand that I will be required to pay for an appraisal of the property requested to be vacated, and that I will be required to purchase it at fair market value established by that appraisal.

STATE OF ILLINOIS) ss
COUNTY OF WILL)

I, _____, depose and say that the foregoing statements are true and correct to the best of my knowledge and belief, I further state that I agree to be present in person or by representation when this petition is heard by the Plan Commission.

Petitioner's Signature

Subscribed and sworn to before me
this _____ day of _____, 20 _____

Notary Public My Commission Expires: _____

The undersigned owners of adjacent property do not object to the vacation of the following described property:

OWNER'S NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____

**PETITION APPLICATION
VARIATION/APPEAL/VARIATION OF USE**

PROCEDURES FOR FILING

Applications may be obtained at the Community and Economic Development Department. Assistance in filling out applications will be provided by the Planning Staff. Applications ***must be notarized*** and filed with the Department a minimum of 27 days before the scheduled meeting of the Zoning Board of Appeals.

The following fees are due when submitting an application:

Filing fee \$120.00
Sign deposit \$ 50.00 (for properties less than 1 acre)

Please see a planner for further instructions if the property is larger than 1 acre. The sign deposit is refundable and may be returned to the Planning Division on the day of, or any weekday following, the Zoning Board meeting. Please allow approximately 2 weeks for refund processing.

The regular meeting of the Zoning Board of Appeals is held on the third Thursday of each month at 1:30 P.M. in the City Council Chambers, 150 West Jefferson Street. The applicant or his agent must appear and testify under oath at the scheduled meeting.

A site (plot) plan is required in order to consider a petition. In Variation of Use cases, floor plans are required, along with a plot plan depicting the location and number of parking spaces, structures on the lot and all setbacks. Please refer to the attached examples of a site plan and a floor plan.

If a site plan is not included, the petition may not be accepted as an agenda item for the Board.

Detailed information on zoning requirements are described in the Zoning Ordinance (No. 5285). Copies of the Ordinance are available for public review at the Community and Economic Development Department offices, and individual copies may be purchased for \$7.00 or can be accessed on-line at <http://www.cityofjoliet.info> (click on Economic Development, scroll down and click on Zoning Ordinances).

At least one sign shall be posted no later than 15 days, but not more than 30 days before, the hearing date. The sign shall contain the time and place of the public hearing and the nature of the request. It shall be placed in a conspicuous location on the property so it may be observed and read from the street. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of the \$50.00 deposit for each sign. It shall be the applicant's responsibility to post the sign.

Failure to post the sign as required may result in the deferral of action on, or the denial of the applicant's petition.

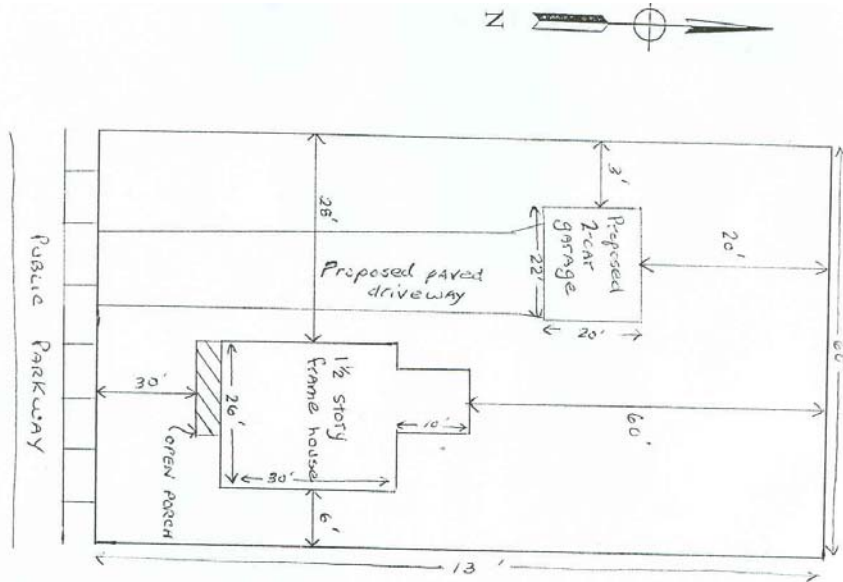
Decisions for variations and/or appeals and recommendations for variations of use will be made by the Board within 10 days of the date of hearing. The decision of the board is final on applications for variations and/or appeals. On applications for Variations of Use, the Board acts as a recommending body for the City Council, and the decision of the City Council is final.

If a site plan is not included, the petition may not be accepted as an agenda item for the Board.

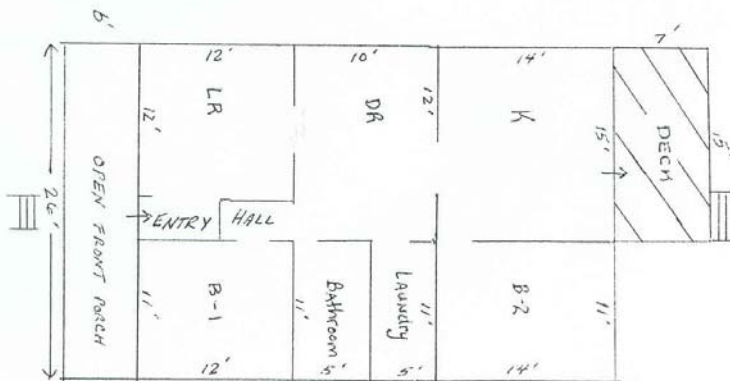
Variation of Use cases: Floor plans are required, along with a plot plan depicting the location and number of parking spaces, structures on the lot and all setbacks.

PLAT OF SURVEY

LOT 3, EXCEPT THE NORTH 90 FEET THEREOF, IN KATHERINE S. NICHOLSON'S SUBDIVISION OF THE SOUTHWEST PART OF BLOCK 49, OF THE KANAWA TRUSTEES SUBDIVISION OF THE WEST HALF OF SECTION 9, IN TOWNSHIP 20 NORTH, AND IN RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, SECOND RANGE, AND THE AREA THEREOF RECORDED MAY 3, 1901, IN PLAT BOOK 11, PAGE 66, SITUATED IN THE CITY OF JOULET, WILL COUNTY, ILLINOIS.



Sample Site Plan
(For illustrative purposes only)



Sample Floor Plan
(For illustrative purposes only)

HOW TO PETITION THE CITY FOR VARIANCE FROM THE ZONING REGULATIONS OR VARIATION OF USE

The Joliet Zoning Ordinance provides for Special Exceptions or Variations from the strict application of the zoning regulations in cases where a particular and unique hardship caused by the special circumstances of the property would result. Variations from the height, area, lot coverage and setback requirements may be approved by the Zoning Board of Appeals. A variation of use may only be approved by the City Council. The application procedure is as follows:

1. Applicant checks special exception or variation requirements with the Planning Division staff.
2. Applicant prepares and files an application for variation, including a legal description, site plan, names and addresses of residents within 300 feet, and a filing fee within 27 days of the Zoning Board of Appeals meeting. In variation of use cases, floor plans are required.
3. Staff reviews application at the Community Design Review Board meeting.
4. Zoning Board of Appeals hold a public hearing on petition and either makes a final decision in variance or special exception cases; or makes a recommendation to the City Council in variation of use cases. Applicant must attend the Zoning Board meeting.
5. A variation shall not be granted in any case unless the Board shall find and clearly state in its record of the case that:
 - a) Reasons sustaining the contention that strict enforcement of the ordinance would involve practical difficulties or impose exceptional hardship were found as follows: (list reasons);
 - b) Adequate evidence was submitted to establish practical difficulties or particular hardship so that, in the judgment of the Board, a variation is permitted because the evidence sustained the existence of each of the three following conditions:
 - (1) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the particular district or zone;
 - (2) The plight of the owner is due to unique circumstances; and,
 - (3) The variation, if granted, will not alter the essential character of the locality.
6. City Council acts on recommendation of Zoning Board of Appeals in variation of use cases.

ESTIMATED TIME FROM RECEIPT OF PETITION TO ZBA OR CITY COUNCIL ACTION: 30-60 DAYS

HOW TO PETITION THE CITY FOR ZONING RECLASSIFICATION (REZONING)

All land within the City of Joliet is classified within one of the several zoning districts established by the Joliet Zoning Ordinance. Each zoning district has specific regulations, which govern the use and development of land within the district. When a property owner desires to change the zoning of a property in order to develop with a different use than the current zoning allows, the following steps must be followed:

1. Applicant checks requirements of Zoning Ordinance with Planning Division.
2. Applicant prepares and files petition, complete with legal description, signature of owners, names and addresses of all owners within 300 feet, and filing fee, at least 27 days before the Plan Commission meeting. If a large area is being rezoned, or multiple zonings are being requested, a plat of zoning may be required.
3. Staff reviews application at Community Design Review Board meeting.
4. Plan Commission holds a public hearing and makes a recommendation to the City Council. Applicant must appear at hearing.
5. City Council acts upon recommendation of Plan Commission.
6. City records ordinance approving zoning reclassification.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 45-60 DAYS

CASE NO. _____
DATE FILED: _____

CITY PLAN COMMISSION
JOLIET, ILLINOIS

PETITION FOR RECLASSIFICATION

PETITIONER'S NAME: _____
ADDRESS: _____ PHONE: _____
LEGAL DESCRIPTION OF PROPERTY: _____

COMMON ADDRESS: _____
PERMANENT INDEX NUMBER (Tax No. PIN): _____
LOT SIZE: WIDTH _____ DEPTH _____ AREA _____
PRESENT USE: _____ ZONING: _____
USES OF SURROUNDING PROPERTIES: NORTH: _____
SOUTH: _____
EAST: _____
WEST: _____

ZONING CLASSIFICATION REQUESTED: _____
REASON FOR REQUEST: _____
PROPERTY INTEREST OF PETITIONER: _____
OWNER OF PROPERTY: _____
ADDRESS: _____ PHONE: _____

Attach a listing of all adjacent or opposite land owners within 300 feet.

The ownership of all property held in a trust must be submitted on a Certificate of Ownership.

STATE OF ILLINOIS) ss
COUNTY OF WILL)

I, _____, depose and say that the above statements are true and correct to the best of my knowledge and belief. I agree to be present in person or by representation when this petition is heard before the Plan Commission.

Petitioner's Signature

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

HOW TO POST A SIGN FOR ANY LAND USE CHANGE

In an effort to increase the awareness of neighborhoods of potential land use changes in their areas, the City of Joliet requires posting of a sign giving notice of a hearing on a proposed land use change. All petitions filed for review by the Zoning Board of Appeals and Plan Commission must follow these procedures for:

A. Parcels comprising less than one (1) acre:

1. At least one sign for every 500 feet of street frontage, with a minimum of one sign on each street abutting the property shall be posted.
2. The sign shall be posted at least 15 days but not more than 30 days before the hearing date.
3. The sign shall contain the time and place of the public hearing and the nature of the land use change being requested. It shall be placed in a conspicuous location on the property so it may be observed and read from the street.
4. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of a \$50.00 deposit for each sign.
5. It shall be the applicant's responsibility to post the sign. Written certification of the posting of the sign shall be provided by the applicant to the City with the date and location of the posting of the sign.
6. Upon completion of the public hearing, the sign shall be removed and returned to the City within ten days. The applicant's deposit shall be refunded upon return of the sign.
7. Failure to post the sign as required may result in the deferral of action on, or the denial of the applicant's petition.

B. For parcels comprising 1 acre or more:

1. The applicant or the applicant's agent shall erect a sign or signs with minimum dimensions of three (3) by four (4) feet. The number and location of the sign(s) shall be determined by the City Manager or his designee.
2. The sign(s) shall conform to the format provided by the City Manager or his designee and shall contain the time and place of public hearing and the nature of the application
3. The sign(s) shall be posted at least 15 days but not more than 30 days before the public hearing date.
4. It shall be the responsibility of the applicant to prepare and create such signs and to erect whatever framework that may be necessary to display the signage.
5. Upon completion of the public hearing, the sign(s) shall be removed within 10 days. If the applicant fails to remove the sign, the City of Joliet may remove the sign, and the cost of such removal shall be billed to the applicant and shall constitute a debt payable to the City.

HOW TO APPLY FOR A BUILDING PERMIT

The City of Joliet requires a building permit for all new construction and for any additions, modifications or alterations to existing buildings, including alterations or changes in the mechanical or electrical equipment. The Inspectional Services Division of the Department of Community & Economic Development is responsible for reviewing applications for building permits and for enforcement of the following codes, which have been adopted (with slight modifications) by the City of Joliet:

1998 Illinois State Plumbing Code
INTERNATIONAL BUILDING CODE (2003)
INTERNATIONAL RESIDENTIAL CODE (2003)
INTERNATIONAL FIRE PREVENTION CODE (2003)
INTERNATIONAL MECHANICAL CODE (2003)
INTERNATIONAL FUEL GAS CODE (2003)
INTERNATIONAL ENERGY CODE (2003)
NATIONAL ELECTRIC CODE (2002 EDITION)

Consolidated Stormwater Management, Soil Erosion, Sediment Control, and Floodplain Management Regulations (2003)

A full description of all building and related code requirements and enforcement procedures is found in Chapter 8 of the City Code of Ordinances. In general, the steps involved in the permit application process and concluding with the final certificate of occupancy are as follows:

1. Applicant checks permitted uses and other requirements under the Zoning Ordinance with the Planning Division.
2. Applicant checks building code requirements with Building Inspector and obtains application for building permit.
3. Applicant checks requirements for street grades, driveways, drive-in permits, drainage, and storm water detention, and availability of water, sanitary sewer, and storm sewer with Public Works & Public Utilities Departments. If sewer is unavailable, applicant checks with Will County Health Department about requirements for installation of private sewage disposal system.
4. Applicant checks availability of electricity, gas and telephone service with the appropriate utility companies (see listing at end of handbook).
5. Applicant completes and files building permit application, together with required fee and the following:
 - a. Legal description of property;
 - b. Listing of all sub-contractors (plumbing, heating, and electrical). All contractors must have the appropriate license as well as a Certificate of Insurance on file with the Building Inspector. Any contractor doing work on the public right-of-way must name the City of Joliet as additional insured.
 - c. Estimated value should include all labor and materials costs, including mechanicals.
 - d. Three sets of construction plans sealed by an Illinois Registered Architect, and a site plan drawn to scale indicating locations of sewer, water and public sidewalks. One approved set will be returned to the contractor and must be kept at the job site.
6. If building permit is for a restaurant or store dealing with food or groceries, applicant must submit a letter of approval from the Will County Health Department.
7. The provisions of the Americans with Disabilities Act must be followed.
8. State of Illinois EPA Permits. See page 23 and/or 24 for details on how to connect to or extend the sanitary sewer and/or water main.

9. A State Highway Permit must be obtained for any sidewalk, driveway and excavation on State right-of-way.
10. If property is located in a flood plain, flood-proofing requirements must be met.
11. All assessments must be paid prior to issuance of building permit. Assessments can be checked with the City Collector.
12. Public walks are required for all new construction. Supplementary sidewalk/drive and construction water permits are also issued.
13. If building permit is approved, applicant applies for plumbing, electrical, and heating permits.

ESTIMATED TIME FROM RECEIPT OF APPLICATION TO ISSUANCE OF BUILDING PERMIT:
5-15 DAYS.

Construction must begin no later than six months from the date of issuance of a building permit. Applicant must request inspections from the following inspectors at the following points in construction:

BUILDING INSPECTOR:

- a) After footings have been dug and before they are poured;
- b) After all framing is completed and the building is "closed in";
- c) After the building is completed and before it is occupied.

ELECTRICAL INSPECTOR:

- a) After the electrical work has been roughed in;
- b) After all electrical work has been completed and before building is occupied;

PLUMBING INSPECTOR:

- a) After the plumbing work has been roughed in;
- b) After all plumbing work has been completed and before building is occupied;
- c) If private sewage disposal system is being installed, applicant requests inspection from Will County Health Department after the entire private disposal system is installed and before any portion has been covered. Approval is necessary before the building is occupied.

HEATING AND AIR-CONDITIONING INSPECTOR:

- a) After heating and air-conditioning has been roughed in;
- b) After all heating and air-conditioning work is completed and before building is occupied.

A Certificate of Occupancy must be obtained from the Building Inspector prior to occupying or using a building.

HOW TO APPLY FOR A PERMIT TO DEMOLISH A BUILDING OR STRUCTURE

The City of Joliet requires a permit for the demolition of any building or structure within the City. In order to obtain a demolition permit from the Inspectional Services Division, the demolition contractor must follow these steps:

1. Applicant checks requirements for demolition permit with Building Inspector, including requirements for fences, barricades, sidewalk, sheds, and aprons, and picks up an application.
2. Applicant checks with Director of Public Utilities Department regarding disconnection of building from City sewer and water lines. The applicant is required to disconnect the building from City water and sewer lines. This disconnection includes removing the water service line back to the main and plugging the sanitary sewer lateral at the property line.
3. Applicant notifies utility companies of the proposed demolition and arranges for disconnection of all service lines.
4. Applicant secures bond and Certificate of Insurance (naming City of Joliet additionally insured) in required amounts.
5. Applicant submits completed application, bond, or Certificate of Insurance to Building Inspector, with required fees.
6. If permit is approved, applicant provides all required protections and proceeds with demolition under the time schedule shown on the application.

HOW TO APPLY FOR A PERMIT FOR A DRIVE-IN FACILITY

The City of Joliet requires a permit for any drive-in facility (existing or new) for banks, restaurants, retail liquor establishments, food stores, car washes, gasoline stations, currency exchanges, cleaning establishments. Before a building permit shall be issued by the Inspectional Services Division for the construction of any drive-in facility (existing or new), the Public Works Department must investigate certain factors, which must be provided to the Department on a site plan. The following steps must be followed to obtain a permit:

1. Applicant submits a site plan to the Public Works Department for review, concerning the following factors:
 - a. Right-of-way encroachment;
 - b. Existing and proposed driveway locations;
 - c. Existing and proposed driveway design;
 - d. Sight distance;
 - e. Drainage;
 - f. Use of curbs;
 - g. Parking;
 - h. Setbacks;
 - i. Lighting;
 - j. Signs, existing and proposed; and,
 - k. Peak traffic periods.
2. Staff prepares report and recommendation to City Council.
3. City Council acts on recommendation.
4. If approved, building permit is issued.

ESTIMATED TIME FROM RECEIPT OF APPLICATION TO CITY COUNCIL ACTION: 14-30 DAYS.

HOW TO EXTEND A CITY WATERMAIN

The Illinois Environmental Protection Agency controls extensions of public water supplies. Before new water mains can be built to extend City water service, the applicant must obtain a water main construction permit from the IEPA. Therefore, in order to extend City water service, the following actions must occur:

1. Applicant meets with staff member of Public Works & Utilities Department to discuss requirements and feasibility of proposed water main.
2. Applicant prepares three (3) sets of applications and three (3) sets of the plans to the Public Works & Utilities Department. The Public Utilities Division requires a copy of the construction plans on Mylar or other reproducible medium. The construction permit should be granted within 45 to 90 days. The application must include the City's \$50.00 review fee as well as the Illinois E.P.A.'s fees. These fees are on a sliding scale depending on the length of the project.
3. City applies to Permit Section, Division of Public Water Supplies, Illinois Environmental Protection Agency, for water main construction permit.
4. IEPA returns one set of approved plans to City and sends construction permit to design engineer and a copy of the permit to the City.
5. After receipt of permit, applicant may begin construction. If any excavation is to occur in a dedicated, public right-of-way, an excavation permit must be obtained from the City's Inspection Services Division (see Building Permit).
6. After the water main has been constructed, the City inspects the water main and certifies that it meets all state and local requirements. At this time, the City may accept the improvements.
7. The City applies to the IEPA for an operating permit.
8. The IEPA sends the operating permit to the City.

ESTIMATED TIME FROM SUBMITTAL OF APPLICATION MATERIALS TO CITY UNTIL GRANTING OF CONSTRUCTION PERMIT: 60-120 DAYS.

HOW TO CONNECT TO OR EXTEND A CITY SANITARY SEWER

The Illinois Environmental Protection Agency controls connections to and extensions of sanitary sewer systems. Before City sewers can be tapped or extended, the applicant must receive authorization from the IEPA to connect to or extend a sanitary sewer. IEPA permits are required for any connection of 1500 gallons per day or greater. Connections of less than 1500 gallons per day require only local building permit. Therefore, to obtain sewer service, the following steps must be taken:

1. Applicant meets with staff member of Public Works & Utilities Department to discuss requirements and feasibility of proposed sewer connection or extension.
2. Applicant prepares three (3) sets of applications and three (3) sets of the plans to the Public Works & Utilities Department. The Public Utilities Division requires a copy of the construction plans on Mylar or other reproducible medium. The construction permit should be granted within 45 to 90 days. The application must include the City's \$50.00 review fee as well as the Illinois E.P.A.'s fees. These fees are on a sliding scale depending on the population to be connected.
3. City applies to Permit Section, Division of Water Pollution Control, Illinois Environmental Protection Agency, for construction and operation permit.
4. IEPA sends permit to City and design engineer.
5. After receipt of permit, applicant may begin construction. If any excavation is to occur in a dedicated, public right-of-way, an excavation permit must be obtained from the City's Inspection Services Division (see Building Permit).
6. After the construction has been completed, the City inspects the work and certifies that it meets all State and local requirements. At this time the City may accept the improvements.

ESTIMATED TIME FROM SUBMITTAL OF APPLICATION MATERIALS TO CITY UNTIL GRANTING OF CONSTRUCTION AND OPERATION PERMIT: 60-120 DAYS.

HOW TO APPLY FOR A PERMIT TO MOVE A BUILDING

The City of Joliet requires a permit for the relocation of any building from one site to another within the City of Joliet. In order to obtain a permit from the Inspectional Services Division, the moving contractor should follow these steps:

1. Applicant checks requirements for moving a building as well as all zoning requirements of the intended site, with Building Inspector and/or Planning Division and picks up an application.
2. Applicant obtains written consent of majority of property owners fronting on both sides of the street in the block in which the building is to be relocated. This must be filed with the completed application.
3. Applicant checks with Public Works & Utilities Department, Police Department, and Fire Department in choosing a route and a time to begin the move. Applicant obtains approval from the Illinois State Highway Department, if routing of move will include any State highway.
4. Applicant checks with Utility Companies (Commonwealth Edison, Ameritech, etc.) to secure clearances for their lines.
5. Applicant checks with Director of Public Utilities Department to determine the necessity and/or method of disconnection from City water and sewer lines.
6. Applicant submits application together with the required bond, Certificate of Insurance and fees to Building Inspector.
7. If permit is granted, applicant proceeds with moving as arranged.

**ZONING DISCLOSURE FOR REAL PROPERTY SALES
(Rider 408)**

The seller of any real property located within the corporate limits of the City of Joliet shall, in the real estate sales contract signed by the parties to the contract or by written addendum thereto, disclose (a) the zoning classification of the property, (b) the existence of any special use permit, conditional use permit, variation, variation of use, special exception, or restrictive covenant enforceable by the City of Joliet, and (c) the status of the property as either a permanent or amortized legal nonconforming use; provided, however, that this Section shall not apply to the sale of lots of record improved with detached single-family dwellings.

**RIDER NO. 408
CITY OF JOLIET ZONING DISCLOSURE**

ADDRESS OF PROPERTY: _____
PROPERTY IDENTIFICATION NO.: _____
CURRENT ZONING CLASSIFICATION: _____

1. The property is subject to the following conditions, restrictions, or limitations (check if applicable):

- _____ Special Use Permit
- _____ Conditional Use Permit
- _____ Variation
- _____ Variation of Use
- _____ Special Exception
- _____ Restrictive Covenant Enforceable by City
- _____ Other _____

Explanation of any condition, restriction, or limitation:

2. The person requesting the issuance of this disclosure form has identified the present use of the property as _____.

The use is (check the applicable one):

- _____ A permitted use in the specified zoning classification.
- _____ A legal nonconforming use that is a permitted use until _____ (date).
- _____ An illegal nonconforming use that is not a permitted use.

CITY OF JOLIET

By: _____
Title: _____
Date: _____

NOTE FROM CITY OF JOLIET: The above information accurately reflects the current zoning of property as disclosed by the City of Joliet zoning maps. This disclosure should not be construed as assuring that the current usage of the property is in conformance with the current zoning.

THE UNDERSIGNED ACKNOWLEDGE RECEIPT OF THIS ZONING DISCLOSURE FORM:

BUYER:

SELLER:

Date: _____

Date: _____

REVISED 1/17/95

RESIDENTIAL REAL ESTATE TRANSFER DISCLOSURE ORDINANCE

This Ordinance requires sellers of Residential Real Property to disclose certain information to prospective buyers prior to entering into a residential real estate sales contract. The ordinance applies only to the sale of Residential Real Property, which consists of property improved with a single-family residence, town house or condominium, which has not previously been occupied by its owner. The ordinance also applies to the sale of vacant lots zoned for residential use located in a subdivision that has been record platted within the preceding five years (prior to 1/2000). Commercial and industrial properties, existing homes and rental properties are not subject to the ordinance. A completed Residential Real Estate Transfer Disclosure form must be submitted with all preliminary, final and recording plats reviewed by the Plan Commission and City Council.

CITY OF JOLIET RESIDENTIAL TRANSFER INFORMATION AND DISCLOSURE FORM

The property you are about to purchase is located within the City of Joliet. Police, Fire Protection, Ambulance, Water and Sanitary Sewer Services are provided by the City of Joliet. Garbage, Recycling and Yard Waste Collection Services are provided by a City of Joliet contractor. The City of Joliet requires that before signing a contract to purchase residential real property, the Seller must make certain disclosures to the Buyer regarding the property, the subdivision in which it is located and the surrounding area. A copy of this form must be signed by the Buyer and the Seller and filed with the City of Joliet. In most cases, Real Estate Transfer Tax stamps will not be issued until this form is signed and properly filed. This may prevent the Buyer from recording a deed to the property. This form is only required in connection with the sale of an attached or detached single family residence, townhome or condominium which has not been previously occupied by its owner as a residence or an unimproved lot which is zoned for residential uses and located in a subdivision any part of which has been record platted within the five years preceding sale. **IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE PLANNING DIVISION AT 815/ 724-4050.**

INFORMATION ABOUT THE PROPERTY

Mailing Address: _____ Zip Code: _____
County: _____ Township: _____
Municipality: City of Joliet Joliet Councilmanic District No.: _____

Name of Subdivision: _____
Subdivision Unit: _____ Lot Number: _____

INFORMATION ABOUT PUBLIC SERVICES

Police, Fire, Ambulance and 911: City of Joliet

Garbage, Recycling, Yard Waste Collection (check one): City of Joliet Contractor Private Contractor

Animal Control: _____

School District(s): _____

Name of Elementary School: _____

Name of Middle School: _____

Name of High School: _____

Public Library: _____

Park District: _____

Post Office Branch: _____

INFORMATION ABOUT ZONING

Zoning of the Property Being Sold: _____

All Other Zoning Districts within Subdivision: _____

All Land Uses Proposed or Approved Within Subdivision: _____

All Zoning Classifications of Property Adjoining or Across the Street from Subdivision:

North: _____

South: _____

East: _____

West: _____

All Current Land Uses of Property Adjacent to or Across the Street from Subdivision:

North: _____

South: _____

East: _____

West: _____

INFORMATION ABOUT THE SUBDIVISION HOMEOWNERS ASSOCIATION

Name or Proposed Name of Homeowners Association: _____

Name, Address, Phone of Management Company, if any: _____

Current Monthly Assessment: \$ _____ Other Association Charges? _____

What are the Fees for Using the Common Areas of the Subdivision? \$ _____

Approximate Date Common Areas Will Be Ready for Use? _____

What is the Association Responsible to Repair and Maintain? _____

When Does the Developer Transfer Control of the Association to the Homeowners? _____

NOTE: Monthly Assessments may increase after purchase.

INFORMATION ABOUT RESTRICTIVE COVENANTS

Do Restrictive Covenants Apply to the Property? (Check one): No Yes Document No. _____

Who Enforces the Covenants? _____

Can the Covenants be Changed After the Property is Sold Without the Buyer's Consent? _____ How?: _____

Are Modular Homes Permitted in the Subdivision? _____

INFORMATION ABOUT STORMWATER DRAINAGE

Who Owns the Stormwater Detention Ponds? _____

Who Maintains Stormwater Detention Ponds? _____

The Following Lots Have Frontage on the Stormwater Detention Ponds: _____

Is Any Part of the Property Being Sold in the Floodplain? (Check one): No Yes

Is Any Part of the Subdivision Located in the Floodplain? (Check one): No Yes

Is any Part of the Property Being Sold in a Drainage Easement? (Check one): No Yes

Where is the Drainage Easement Located? _____

INFORMATION ABOUT MAINTENANCE OF STREETS AND COMMON AREAS

Are All Streets in the Subdivision to be maintained by the City of Joliet? (Check one): No Yes

Name of All Private Streets in the Subdivision: _____

Who Maintains the Private Streets? _____

Who is Responsible for Snow Removal on Private Streets? _____

Name of Streets in Subdivision Currently Designed to Connect to Adjacent Subdivisions: _____

Who Owns the Landscaped Berms and Common Areas in the Subdivision? _____

Who Maintains the Berms and Common Areas? _____

INFORMATION ABOUT TYPICAL SELLER AND HOMEBUILDER RESPONSIBILITIES

In most cases the Seller pays all Real Estate Transfer Taxes. Who pays the Transfer Taxes for this purchase? (Check one) Seller Buyer Estimated Amount of Transfer Taxes to be paid by Buyer? \$ _____

The City of Joliet requires the Seller to install and pay for all public improvements, including roadways, streetlights, parkway trees, sidewalks, driveway aprons and drainage swales. Is the Buyer responsible for any of these items? (Check one): No Yes Which improvements? _____

What is the Estimated Cost of the Public Improvements to be paid for by the Buyer? \$ _____

SELLER:

BUYER:

DATE: _____

DATE: _____

City of Joliet Ownership Disclosure Form

This ordinance requires disclosure of ownership and other interested parties on all zoning or subdivision petitions heard by the Plan Commission, Zoning Board of Appeals, or City council and all business licenses and building permits issued by the City.

CITY OF JOLIET OWNERSHIP DISCLOSURE FORM

The City of Joliet requires that applicants for zoning relief, subdivision approval, building permits and business licenses disclose the identity of all persons having an ownership interest in the business and the real property associated with the application. A copy of this form must be completed and submitted with other application materials. Failure to properly complete and submit this form may result in the denial of the application.

I. INFORMATION ABOUT THE APPLICATION

This form is submitted as part of an application for the following (check all that apply):

- Rezoning, Special Use Permit, Variation or Other Zoning Relief (Complete Sections II and III)
- Preliminary Plat, Final Plat or Record Plat of Subdivision (Complete Sections II and III)
- Building Permit (Complete Sections II and III)
- Business License (Complete All Sections)

II. INFORMATION ABOUT THE PROPERTY

The address and PIN(s) of the real property associated with this application is

PIN(s): _____

III. INFORMATION ABOUT PROPERTY OWNERSHIP

The owner of the real property associated with this application is a (check one):

- Individual Corporation Land Trust
- Limited Liability Company Partnership
- Other (describe): _____

If the owner is an individual, state the name and address of the individual owner(s):

If the owner is a corporation, state the names and addresses of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders:

If the owner is a limited liability company, state the names and addresses of all members of the company along with the percentage of ownership held by each member:

If the owner is a land trust, state the names and addresses of the trustee(s) and all beneficiaries:

Trustee(s):

Beneficiaries:

If the owner is a partnership, state the names and addresses of all partners:

If the owner is another type of organization, please state the names and addresses of all persons having a legal or equitable ownership interest in the organization or the right to direct the affairs of the organization:

IV. INFORMATION ABOUT BUSINESS OWNERSHIP

If the owner of the business is different than the owner of the real property associated with the application, then the following information must be provided:

The owner of the business associated with this application is a (check one):

Individual Corporation Limited Liability Company Partnership

Other (describe): _____

If the owner of the business is an individual, state the name and address of the individual owner(s):

If the owner of the business is a corporation, state the names and addresses of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders:

If the owner of the business is a limited liability company, state the names and addresses of all members of the company along with the percentage of ownership held by each member:

If the owner of the business is a partnership, state the names and addresses of all partners:

If the owner of the business is another type of organization, please state the names and addresses of all persons having a legal or equitable ownership interest in the organization:

NOTE: If a stockholder, member, beneficiary or partner disclosed in Section III or Section IV is not an individual, then the individuals holding the legal or equitable title to the real property or business associated with the application must also be disclosed. For example, if the real property associated with an application is owned by a land trust, and the beneficiary of the land trust is a limited liability company, then the members of the limited liability company must be disclosed. If one of the members of the limited liability company is a partnership, then the identity of the partners must be disclosed. If one of the partners is a corporation, then all persons owning 3% or more of the issued stock must be disclosed.

Date: _____

Signed: _____

Name, Title and Telephone Number of Person Completing and Submitting This Form

OFFICE USE ONLY

Disclosure Approved Disclosure Not Approved

Disclosure Reviewed by : _____ Date: _____

MAPS, CODES AND REGULATIONS

Any developer, contractor, or property owner may obtain copies of the various codes, ordinances, and maps which are available from the City. The following list provides the source and price for the most frequently requested materials.

<u>ITEM</u>	<u>H T E CODE</u>	<u>SOURCE</u>	<u>PRICE</u>
City Ordinances		City Clerk	\$.25/page
City Ordinances - Certified		City Clerk	\$2.00/ 1st 3 pages \$1.00 each add'l page
Handbook for Developers	BI	Community & Economic Dev. Department.	\$7.00
Subdivision Regulations	BI	Community & Economic Dev. Department.	\$25.00
Zoning Ordinance	BI	Community & Economic Dev. Department.	\$25.00
Near West Side Comprehensive Plan (April 2007)	BI	Community & Economic Dev. Department.	\$10.00
Northwest Quadrant Land Use Plan w/color maps	BI	Community & Economic Dev. Department.	\$18.00
Kendall Co. Comp. Plan (2004)	BI	Community & Economic Dev. Department.	\$25.00
South Side Comp. Plan (2007)	BI	Community & Economic Dev. Department..	\$25.00
Street Index	BF	Community & Economic Dev. Department..	\$20.00

MAPS:			
Complete Set Zoning Maps (200' scale)	BF	Planning Div.	\$100.00
200' scale zoning or address map		Planning Div.	\$3.75/sheet
Generalized Zoning Map	BF	Planning Div.	\$7.00
Council District Map	BF	Planning Div.	\$7.00
Quarter Section w/topos		Planning Div	\$25.00
City Map	BF	City Clerk	\$1.00

FLAGS			
Custom, City of Joliet Flags	N1 , plus budget code	Planning Div	\$60.00

F E E S

ITEM	HTE	COST
Annexation Agreement/Amend to Annexation Agreement	BC	\$500.00 (charge for undeveloped single-family lots & everything else.) No charge for already developed single-family lots)
Annexation Petition	BC	\$120.00
Building Permit		(based on value of construction)
Construction Water		(based on sq. ft. or per room)
Contractor License-Electrical		\$100.00
Contractor License-Heating		\$100.00
Detachment Petition	BP	\$120.00
Demolition Permit-Single-Family		\$60.00
Demolition Permit-Other Structures		\$120.00
Development Impact Fee		(See Section 23-60 of Code of Ordinances)
Electrical Permit		(varies)
EPA Sewer Permit Processing Fee		\$50.00
EPA Water Permit Processing Fee		\$50.00
Fire Protection District Disconnection Fee	DZ	Price Varies (See Section 23-43 of the Code of Ordinances)
Garage Sale Permit		\$4.00 (2 days)
Heating Permit		(based on value of system)
Inspection Fee for Public Improvements	BT	1 1/4% of total cost of improve
Moving a Building		\$ 150.00
Park Site Contribution		(See Section 8 of Subdivision Regulations)
Planned Unit Development (PUD) Petition	BB	\$ 235.00
Plumbing Permit		(based on # of fixt.)
Authorization for Sewer Service Permit		\$31.00
Authorization for Water Service Permit		\$31.00
Excavation in Public Right-of-way		\$25.00
Tap Fee		\$120.00-\$265.00 (based on size)
1" Tap		1"=\$120.00; 1 1/2"-2"=\$120.00; 3"-12" =\$265.00
Public Library District Disconnection Fee	94	Price varies (See Section 23-47 of Code of Ordinances)
Regional Pollution Control Permit		\$1,875.00 (Non-Hazardous)
Regional Pollution Control Permit		\$3,750.00 (Hazardous)
Sanitary Sewer Connection Fee		\$2,500.00 (rate after 12/31/05)
Sidewalk/Driveway Permit (if new)		\$19.00 for 1 st 100-ft. \$0.10/additional ft.
School Donation Fees		(See Section 7 of Subdivision Regulations)
Special Exception		\$235.00
Special Use Permit (Nursing Home in R-B dist)	BE	\$235.00
Special Use Permit (Commercial Use in an Indust.District)	BE	\$235.00
Special Use Permit (Zoning Board of Appeals)	BE	\$235.00
Street Name Change	QA	\$120.00
Subdivision of Land - PRELIMINARY PLAT	BB	\$120.00 plus \$12.00/ea. lot \$1,200.00 max. (includes filing fee)
Subdivision of Land - FINAL PLAT	BB	\$120.00 plus \$12.00/ea. lot \$1,200.00 max. (includes filing fee)
Subdivision of Land - RECORDING PLAT	BB	\$360.00
Vacation of Right-of-way	BJ	\$120.00
Variation of Use or Variation	BE	\$120.00
Water Connection Fee		\$3,500.00 (new rate after 12/31/05)
Zoning/ Reclassification/ Rezoning	BD	\$235.00
Zoning Sign Deposit (for all ZBA/PC items)	CA	\$50.00 deposit (unless dev. uses own signs)

Last Revised date: March 23, 2009

DIRECTORY OF UTILITY COMPANIES

ELECTRICITY: **Commonwealth Edison Company**
1910 S. Briggs Street
Joliet, Illinois 60433-9537
Tim Coslet, Public Relocations 1-815-221-4996
Customer Service: 1-800-334-7661

TELEPHONE: **AT & T Company**
65 W. Webster Street, Floor 3
Joliet, Illinois 60432-4090
1-815 727-8275 (**E. of Midland Ave.**)
1-815-727-8282 (**W. of Midland Ave.**)
Customer Service: 1-800-288-2020

NATURAL GAS: **NICOR Gas Company**
3000 E. Cass Street
Joliet, Illinois 60432-9731
Scott Stogsdill 1-815-221-4996
Customer Service: 1-888-642-6748

TELEVISION/CABLE: **Comcast Cable Services**
1304 Marquette Road.
Romeoville, Illinois 60446
Frank Gautier or Robert Schuller, Jr. 1-630-600-6347
Customer Service: 1-866-594-1234

CITY OF JOLIET

PUBLIC UTILITIES DEPT.

(water & sewer issues): **City of Joliet/Public Utilities Department**
921 E. Washington Street
Joliet, Illinois 60433
(Water & Sewer Division) 1-815-724-4220 (24-Hr. number)

CITY OF JOLIET –CUSTOMER SERVICE

(To establish new water/sewer/garbage service) 1-815-724-3820

CITY OF JOLIET

PUBLIC WORKS DEPT.

City of Joliet/Public Works Department
921 E. Washington Street
Joliet, Illinois 60433
1-815/ 724-4200 (Public Works Div.)
1-815/ 724-4210 (Engineering Div.)