



Village of Algonquin, IL Development Handbook

Last Revised: May 2024



Welcome to Algonquin!

Welcome and thank you for your interest in developing in the Village of Algonquin. On behalf of our Village Board, Village Staff, and the residents of Algonquin, we are excited to have you invest in our community. Whether you are looking to annex and develop a new site or you want to redevelop an existing site, this Development Handbook will walk you through the process. If you are ready to begin the process or don't even know where to start, staff will be more than happy to speak with you to discuss your project.

.....

This Development Packet will walk you through the process of submitting a development petition for the following:

- ✓ Annexation
 - ✓ Amendment to the Zoning Ordinance
 - ✓ Zoning Map Amendment (Rezoning)
 - ✓ Appeal
 - ✓ Special Use Permit
 - ✓ Variation
 - ✓ Preliminary and/or Final Plat of Subdivision
 - ✓ Preliminary or Final Planned Unit Development (PUD)
 - ✓ Amendments to a Final Planned Unit Development (PUD)
-

OVERVIEW OF THE ENTITLEMENT APPROVAL PROCESS	PAGE 3
SECTION 1: CONCEPT PLAN CONSULTATION	PAGE 5
SECTION 2: DEVELOPMENT PETITION & SUBMITTAL REQUIREMENTS	PAGE 9
SECTION 3: LEGAL NOTICE REQUIREMENTS FOR A PUBLIC HEARING	PAGE 21
SECTION 4: PLAN & DOCUMENT REQUIREMENTS	PAGE 25
SECTION 5: LANDSCAPE GUIDELINES	PAGE 37
SECTION 6: RANDALL ROAD CORRIDOR MULTIFAMILY DESIGN GUIDELINES	PAGE 43
SECTION 7: DEVELOPMENT FEE SCHEDULE & POLICIES	PAGE 47

Overview of the Entitlement Approval Process

Concept Plan Consultation

2-3 Weeks per Review Cycle

1. Submit a Concept Plan Consultation Application to Staff for review.
2. Staff will review the submitted Concept Plan materials for compliance with the Village Code and guidelines as well as approved PUDs (Planned Developments), agreements, and plans.
3. Once Staff's review is complete, you will be sent a Property Research Report with written comments and markups.
4. You may then chose to have a meeting with Staff if you have additional questions about the feedback and to also learn more about code requirements and submittal procedures.
5. Schedule a pre-application meeting with Staff to discuss the approval process, possible timeline(s), fees, and required submittal materials.

Staff Review Period

2 - 4 Weeks per Review Cycle

1. Submit a Development Petition that includes all fees and exhibits.
2. Staff will conduct a completeness check to ensure that fees are paid and all required documents are included. The submittal is not complete and cannot be reviewed if there are any missing fees, documents, or signatures.
3. Staff will distribute and review the submittal. This review period typically takes 2 or more weeks.
4. Staff will provide written comments and may require revised plans.
5. When no additional major revisions are required, Staff will schedule the project for the next possible Planning & Zoning Commission meeting.
6. If a public hearing is required, you must complete the required notice a minimum of 15 days prior to the Public Hearing. See page 21 for more information regarding Public Notice.

Review Body Meetings

6 - 8 Weeks

Planning & Zoning Commission

2nd Monday of each Month

The Planning & Zoning Commission reviews the project and conducts the Public Hearing. The Commission either votes to make a recommendation to the Village Board or tables the vote until the next meeting if further discussion and/or information is required.

Committee of the Whole Meeting

2nd & 3rd Tuesday of each Month

The Committee of the Whole discusses the project and verbally makes a recommendation to the Village Board or tables the vote until the next meeting if further discussion and/or information is required.

Village Board Meeting

1st & 3rd Tuesday of each Month

If recommended to the Village Board, an ordinance for the zoning petition will appear on the agenda at the next Village Board meeting. The Village Board will vote to either approve, approve with conditions, or deny the request.

Next steps

- Staff will provide a "Next Steps" letter that includes the approved ordinance(s), the required actions to receive final Staff approval, and the required fees, escrows, and bonds/LOCs that need to be received prior to issuance of building and site development permits.
- Submit for your building permit(s) if you have not already done so.
- If applicable, coordinate with Staff to schedule a pre-construction meeting.

Please note that the Zoning Entitlement Process is typically 3 to 6 months depending on the complexity of the request. The time frame will lengthen if multiple Plan Commission meetings or Village Board meetings are required for the zoning petition. The time frame will also lengthen if the applicant does not submit the required materials or revisions to Village Staff in a timely matter. This visual is intended to serve as a guide to the Village's zoning procedures. The Village of Algonquin assumes no liability for applications that take longer than the predicted time frame.

This page left intentionally blank



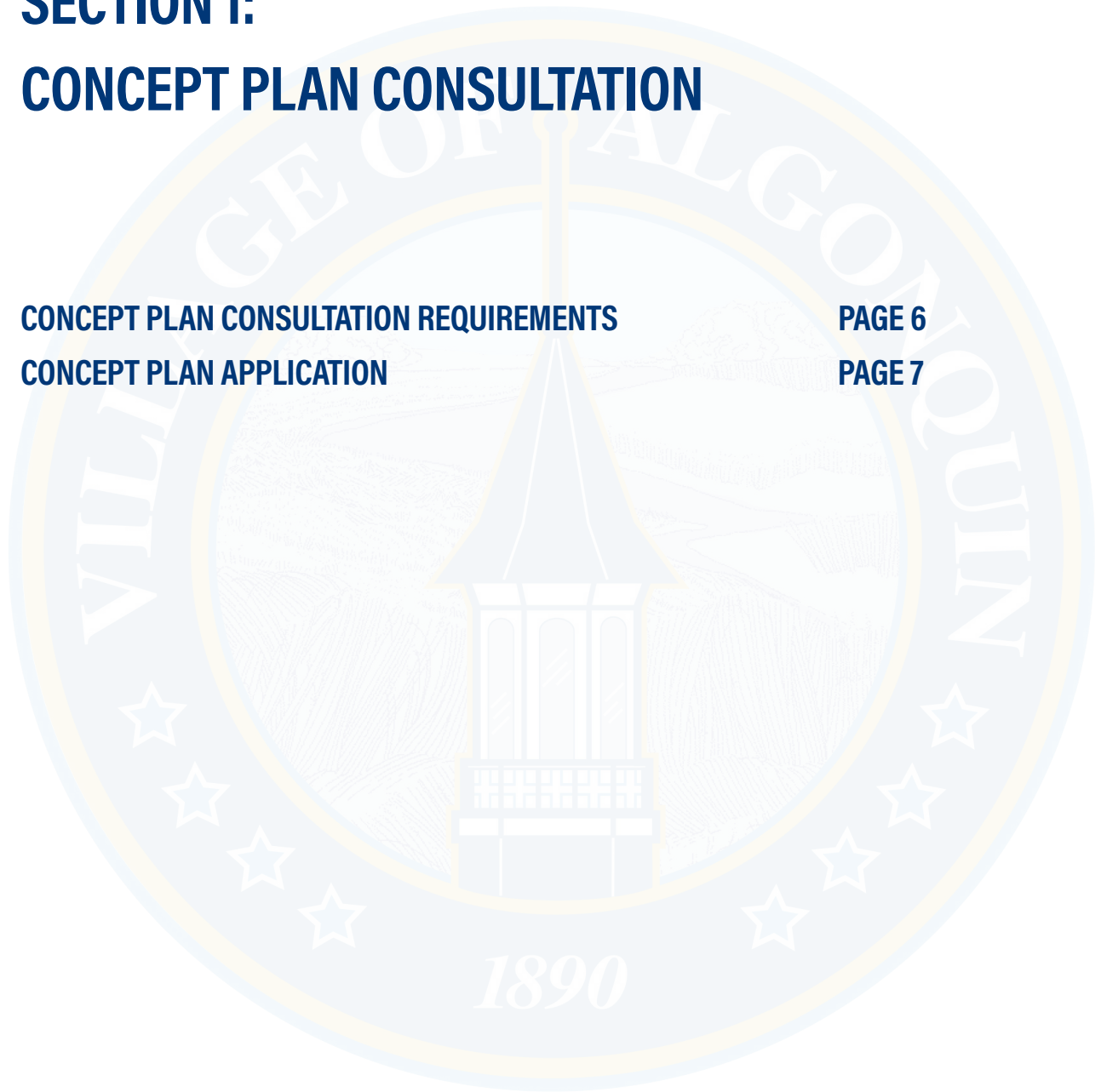
SECTION 1: CONCEPT PLAN CONSULTATION

CONCEPT PLAN CONSULTATION REQUIREMENTS

PAGE 6

CONCEPT PLAN APPLICATION

PAGE 7



Concept Plan Consultation

Description:

The Concept Plan Consultation process allows an interested party to submit a high-level conceptual plan for a proposed development and receive initial comments from Village staff and special districts. The primary benefit of going through this process is to receive feedback from the Village on the development concept and identify any potential concerns before committing the substantial resources required to submit an official Development Petition.

Please note: This process does NOT include or guarantee any zoning entitlements.

Submittal Requirements:

- Consultation Application**
- Project Narrative**
- Conceptual Site Plan** - include general placement of structures, roads, stormwater, landscaping, setbacks, dimensions of all roads and paths, acres of open space, parking ratio, etc...
- Context & Connections Map** - include adjacent properties' land uses & zoning districts, roadway and path connections to surrounding area, and any nearby regional stormwater systems
- Conceptual Elevations**
- Other Items as deemed necessary by staff**

Village Review Process:

1. Applicant submits a completed application packet (see submittal requirements).
2. Staff distributes plans to the DRG (Development Review Group) for review. The review can take 1-2 weeks depending on the complexity of the project.
3. Staff will provide written feedback to the applicant. The feedback will include comments on the submitted plans as well as the next steps the applicant take for official approval.
4. If necessary, a Concept Review Meeting can be requested where the applicant can receive direct feedback from the DRG.
5. The Applicant can resubmit their documents if major changes are made to the conceptual site plan and/or elevations.
6. Applicant may use the review summary as a reference for any future development should they choose to formally submit a Petition.

Thank you for your interest in the Village of Algonquin!

Submit your application and materials to:

Patrick M. Knapp, AICP | Director of Community Development
P: 847.658.5808 | E: patrickknapp@algonquin.org



APPLICATION FOR A CONCEPT PLAN CONSULTATION & REVIEW

CONCEPT PLAN INFORMATION

Project Title: _____ Total Acres: _____

Address/Location: _____ PIN(s): _____

The subject property is: Incorporated Unincorporated Improved Unimproved

Current Zoning: _____ Proposed Zoning: _____

Proposed Land Use Description: (does not replace a detailed project narrative)

CURRENT PROPERTY OWNER

Name: _____ Company: _____

Email: _____ Phone: _____

PRIMARY PROJECT CONTACT

(check one) Owner Owner's Agent Design Professional Developer Other : _____

Name: _____ Company: _____

Email: _____ Phone: _____

**This is the contact we will use to schedule a Concept Review Meeting and to whom we'll provide all plan feedback*

SUBMITTAL CHECKLIST

1. Consultation/Review Application
2. Project Narrative
3. Conceptual Site Plan
4. Context & Connections Map
5. Conceptual Building Elevations

Signature: _____

Date: _____

Email your completed application to patrickknapp@algonquin.org

FOR STAFF USE ONLY

Received by: _____ Received on: _____

Distributed to DRG on: _____ Comments Due: _____

Concept Review Meeting scheduled for: _____ Location: _____

This page left intentionally blank



SECTION 2: DEVELOPMENT PETITION & SUBMITTAL REQUIREMENTS

SUBMISSION CHECKLIST	PAGE 10
DEVELOPMENT PETITION	PAGES 11 - 12
DEVELOPMENT REVIEW FEES	PAGE 13
AFFIDAVIT OF OWNERSHIP - SAMPLE	PAGE 14
PLANNED DEVELOPMENT STANDARDS	PAGE 15
SPECIAL USE STANDARDS	PAGE 16
ZONING MAP AMENDMENT STANDARDS	PAGE 16
VARIATION STANDARDS	PAGE 16
REIMBURSEMENT OF FEES AGREEMENT	PAGES 17 - 18
W-9	PAGE 19
ANNEXATION PETITION	PAGE 20

Submission Checklist

After meeting with staff to discuss your project, digitally submit a set of the requested items to: patrickknapp@algonquin.org. Incomplete submissions cannot be reviewed by staff.

<input type="checkbox"/>	1. Development Petition Form - Pages 11 & 12																
<input type="checkbox"/>	2. Annexation Petition - Page 20																
<input type="checkbox"/>	3. Development Review Fee - Check made out to the <i>Village of Algonquin</i> , Page 13																
<input type="checkbox"/>	4. Escrow Fee, W-9, Reimbursement of Fees Agreement - Check made out to the <i>Village of Algonquin</i> (must be separate check from Development Review Fee Check) Pages 13, 17 - 20																
<input type="checkbox"/>	5. Full Project Narrative - Provide a full narrative of your project and request. Include the business operations, hours, number of employees, expected peak hour customers, changes from existing Planned Development (PUD), etc... The narrative shall be on letterhead and signed/dated.																
<input type="checkbox"/>	6. Response to Standards - Provide a full response to the applicable standards. The response(s) shall be on letterhead and signed/dated. The standards can be found on Pages 15 - 16																
<input type="checkbox"/>	7. Ownership Information <input type="checkbox"/> Affidavit of Ownership - Page 14 <input type="checkbox"/> Proof of Ownership (warranty deed, title insurance, etc...) <input type="checkbox"/> Paid Receipt of the most recent tax bill <input type="checkbox"/> Document indicating intent to buy or lease																
<input type="checkbox"/>	8. Plat of Survey with legal description(s) saved as a Word or Text File																
<input type="checkbox"/>	9. Plans - See Sections 4, 5, & 6 for a plan requirements <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Separate Site Plan</td> <td><input type="checkbox"/> Photometric Plan</td> </tr> <tr> <td><input type="checkbox"/> Annexation Plat</td> <td><input type="checkbox"/> Landscape Plan</td> </tr> <tr> <td><input type="checkbox"/> Plat of Subdivision</td> <td><input type="checkbox"/> Public Safety Plan</td> </tr> <tr> <td><input type="checkbox"/> Building Elevations</td> <td><input type="checkbox"/> Tree Preservation Plan</td> </tr> <tr> <td><input type="checkbox"/> Floor Plans</td> <td><input type="checkbox"/> Protective Covenants</td> </tr> <tr> <td><input type="checkbox"/> Sign Elevations</td> <td><input type="checkbox"/> List of all current tenants and vacant space with the square feet of each unit</td> </tr> <tr> <td><input type="checkbox"/> Engineering Plans</td> <td><input type="checkbox"/> Other 1: _____</td> </tr> <tr> <td><input type="checkbox"/> Turning Template</td> <td><input type="checkbox"/> Other 2: _____</td> </tr> </table>	<input type="checkbox"/> Separate Site Plan	<input type="checkbox"/> Photometric Plan	<input type="checkbox"/> Annexation Plat	<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Plat of Subdivision	<input type="checkbox"/> Public Safety Plan	<input type="checkbox"/> Building Elevations	<input type="checkbox"/> Tree Preservation Plan	<input type="checkbox"/> Floor Plans	<input type="checkbox"/> Protective Covenants	<input type="checkbox"/> Sign Elevations	<input type="checkbox"/> List of all current tenants and vacant space with the square feet of each unit	<input type="checkbox"/> Engineering Plans	<input type="checkbox"/> Other 1: _____	<input type="checkbox"/> Turning Template	<input type="checkbox"/> Other 2: _____
<input type="checkbox"/> Separate Site Plan	<input type="checkbox"/> Photometric Plan																
<input type="checkbox"/> Annexation Plat	<input type="checkbox"/> Landscape Plan																
<input type="checkbox"/> Plat of Subdivision	<input type="checkbox"/> Public Safety Plan																
<input type="checkbox"/> Building Elevations	<input type="checkbox"/> Tree Preservation Plan																
<input type="checkbox"/> Floor Plans	<input type="checkbox"/> Protective Covenants																
<input type="checkbox"/> Sign Elevations	<input type="checkbox"/> List of all current tenants and vacant space with the square feet of each unit																
<input type="checkbox"/> Engineering Plans	<input type="checkbox"/> Other 1: _____																
<input type="checkbox"/> Turning Template	<input type="checkbox"/> Other 2: _____																
<input type="checkbox"/>	10. Studies/Reports <input type="checkbox"/> Natural Resource Inventory (Kane County Only) - Kanedupageswcd.org/kd/natural-resource-inventorySoils/Geotechnical Report <input type="checkbox"/> Soils/Geotachnical Report <input type="checkbox"/> Ecological Compliance (EcoCAT) <input type="checkbox"/> Environmental Assessment/Phase 1 Environmental Report <input type="checkbox"/> Fiscal Impact & School Demographic Study <input type="checkbox"/> Traffic Study <input type="checkbox"/> Existing Tree Inventory <input type="checkbox"/> Wetland Delineation Report <input type="checkbox"/> Other Study: _____																

All required plans/drawings shall indicate the following basic information on each page:

- Name of development, project title, and property address
- Preparer - Company and Name
- Date of preparation and subsequent revisions
- Scale, both in numerals and graphic, and north arrow
- Page Title

Visit www.algonquin.org to refer to the most recent Ordinances and Regulations



Village of Algonquin Development Petition

OFFICE USE ONLY
CASE # _____
DATE RECEIVED: _____

Completion of this petition satisfies the requirement of filing a petition in matters before the Planning and Zoning Commission. Please type or print legibly and include original signatures. Digitally submit this petition along with ALL required materials to: patrickknapp@algonquin.org.

PETITION TYPE - Select all that apply

- | | | |
|--|---|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Variation |
| <input type="checkbox"/> Amendment to the Zoning Ordinance | <input type="checkbox"/> Preliminary | <input type="checkbox"/> Plat of Subdivision |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Final | <input type="checkbox"/> Preliminary |
| <input type="checkbox"/> Zoning Map Amendment (Rezoning) | <input type="checkbox"/> Major Amendment* | <input type="checkbox"/> Final |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Minor Amendment* | <input type="checkbox"/> Other: _____ |

PROJECT INFORMATION

Project Title: _____

Project Description: _____

PUD/Master Plan/Subdivision: _____

Project Location: _____
Use street address. Use the closest intersection if no address. Attach Legal Description.

PIN(s): _____

Current Zoning: _____ Proposed Zoning: _____

Current Use: _____ Proposed Use: _____

Gross Site Area (Acres): _____ Net Site Area (Acres): _____

Number of Lots Proposed: _____ Number of Dwelling Units Proposed: _____

Approximate Cost of Construction: \$ _____

**Contact Community Development Staff before you submit your petition to determine if your project constitutes a major or minor amendment to a Planned Unit Development.*

PETITIONER CONTACT INFORMATION

(check one) Owner Owner's Agent Design Professional Developer Other : _____

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____ E-Mail: _____

OWNER CONTACT INFORMATION

Owner (required if not Petitioner)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____ E-Mail: _____

SIGNATURES

As owner of the property, I hereby authorize the seeking of the above requested action. The Owner agrees to and does hereby grant the Village permission to go upon or over any part of the Property for the purpose of taking video and pictures of the site and construction activities. This grant of permission includes authority for the Village to use a small unmanned aerial vehicle to capture images of the Property.

Signature of Owner* (submit Affidavit of Ownership)

Date

Print Name of Owner

Signature of Petitioner (if different from the owner)

Date

Print Name of Petitioner

*If the subject property is held in a trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter, which names all beneficiaries of the trust.

Development Review Fees

Development review fees are paid at the time of a Development Petition submission. The fees cover the costs associated with the review and any relevant materials. A submittal is not complete and cannot begin until all required fees are paid.

See Section 7 of this Handbook for a list of possible Development Fees that are paid after approval and before construction.

Review Fees

Note: in cases of mixed-use developments, the fee for the entire development will be calculated using whichever category represents more than 50% of the development. The fees shall cumulate for requests that include multiple actions.

Single Lot Residential Request		\$600
Annexation, Amendment to the Zoning Ordinance, Appeal, Variation, Zoning, & Special Use		\$600
Plat of Subdivision	Up to 2.0 acres (flat fee)	\$500
	Each additional acre or part thereof above 2.0 acres	\$25/acre
PUD & PUD Amendment - Residential	Up to 2.0 acres (flat fee)	\$1,000
	Each additional acre or part thereof above 2.0 acres up to 50.0 acres	\$25/acre
	Each additional acre or part thereof above 50.0 acres	\$10/acre
PUD & PUD Amendment - Non-Residential	Up to 2.0 acres (flat fee)	\$900
	Each additional acre or part thereof above 2.0 acres up to 50.0 acres	\$20/acre
	Each additional acre or part thereof above 50.0 acres	\$10/acre

.....

Escrow Fees

In order to secure the reimbursement of the Village for any tests, legal, engineering, planning, and inspection fees, an escrow shall be deposited with the Village with an executed reimbursement of fees agreement and W-9 before any consideration by the Village on any matter. More information can be found in Chapter 25 of the Village Code.

Note: in the case of larger or more complex developments, the village may require a larger escrow. The fees shall cumulate for requests that include multiple actions.

Single Lot Residential Request or Minor Planned Unit Development Amendments		No Escrow
Annexation, Amendment to the Zoning Ordinance, Appeal, Variation, Zoning, & Special Use		\$3,000
Subdivision or Lot Consolidation	Less than 1.0 acre	\$3,000
Plat of Subdivision & Planned Unit Development (PUD)	Less than 1.0 acres (PUD only)	\$6,000
	1.01 - 5.00 acres	\$8,000
	5.01 - 10.00 acres	\$10,000
	10.01 acres are more	\$12,000

Affidavit of Ownership - Sample Language

TEXT IS AVAILABLE UPON REQUEST

COUNTY OF _____)
STATE OF ILLINOIS _____)

I, _____, under oath, state that I am [*the sole owner of the property, an owner of the property, or an authorized officer for the owner of the property*]

commonly described as _____ [*Enter Property Address & PIN(s) Here*]

and that such property is owned by _____ as of this date.
(print name)

(signature)

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

Notary Public

Standards

Provide a response to all applicable standards.

Planned Development Standards – Section 21.11.E of the Algonquin Zoning Ordinance provides that a Planned Development shall conform to the following requirements:

1. The number of dwelling units erected shall not exceed the number permitted by the regulations of the district in which it is located, except in cluster developments where a density bonus may be granted as part of the planned development.
2. If a building is permitted to exceed the height limit of the district in which it is located, the yards and open spaces around such building shall be increased by an amount equal to the height that the building exceeds the height limit of the district measured in feet.
3. If more intensive uses are permitted than are allowed by the district regulations, there must be clear evidence that such uses are appropriate, provided the Planning and Zoning Commission finds:
 - a. That the use permitted by such exceptions is necessary or desirable and is appropriate with respect to the primary purpose of the development;
 - b. That the uses permitted by such exception are not of such a nature or so located as to exercise a detrimental influence on the development nor on the surrounding neighborhood;
 - c. That, in an industrial development, such additional uses allowed by exception shall conform to the performance standards of the district in which the development is located as set forth in Section 21.4 herein;
 - d. That the use exceptions allowed are on file in the Community Development Department;
5. The amount of off-street parking must be adequate to serve the needs of the projects. The Planning and Zoning Commission and Village Board may require more or less off-street parking than is otherwise required by this Chapter if it is determined the use(s) warrants the deviation.
6. If any open space or recreational facility is to be used solely by the residents of the project, adequate provisions shall be made for assessments against the property within the project so that such facilities can be properly improved, maintained, and operated.
7. All residential planned developments that involve annexation shall include clearly identifiable community-wide benefit improvements to the Village. Benefits may include the following, but shall not be limited to those listed: expansion of Village infrastructure that can serve other parts of the community; creation of a community park; dedication of right-of-way or construction of a collector road; and component of a larger mixed-use development that includes commercial uses. The larger the residential unit count, the larger the community-wide benefit improvements.
8. All commercial planned developments that include lots fronting on any major collector or arterial roadway shall provide landscaped open space between each building and parking lot. Said landscaped area shall include combinations of trees, shrubs, and seasonal plantings that shall be planted on top of earthen berms. The appropriate land area, height of the berm, and exact plant material specifications shall be reviewed and approved by the Village Board as part of the final planned development review process.

Special Use Standards – Section 21.11.E.3 of the Algonquin Zoning Ordinance provides that a Special Use shall conform to the following standards:

1. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility that is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;
2. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity, or injurious to property values or improvements in the vicinity;
3. That the proposed use will comply with the regulations and conditions specified in this Chapter for such use and with the stipulations and conditions made a part of the authorization granted by the Village Board.

Zoning Map Amendment (Rezoning) Standards – Without specific standards in the Village's Zoning Code, the standard in Illinois is to rely on the "LaSalle Factors" and also factors from the Sinclair Pipeline Company vs. Village of Richton Park.

1. Will the rezoning of the Subject Property negatively impact the existing uses or zoning of nearby property?
2. To what extent do the current zoning restrictions diminish the property value of the Subject Property and nearby property?
3. To what extent does the rezoning promote the health, safety, morals, and general welfare of the public?
4. What is the suitability of the Subject Property for the zoned purposes?
5. What is the relative gain to the public as compared to the hardship imposed upon the individual property owner?
6. Does the proposed development on the Subject Property comply with the policies and official land use plan and other official plans of the Village?

Variation Standards – When evidence in a specific case shows conclusively that literal enforcement of any provision of this Chapter would result in a practical difficulty or particular hardship because of unusual surroundings or condition of the property involved, or by reason of exceptional narrowness, shallowness, or shape of the zoning lot, or because of unique topography, underground conditions, or other unusual circumstances, the Planning and Zoning Commission may determine and vary the application of the provision and the Village Board may grant, by ordinance, a variation to permit relief from any provision relating to the construction or alteration of buildings or structures.

The property owner's desire to build an accessory structure in a location only possible via a variation is not grounds for a variation if the improvement may be made elsewhere on the property without a variation. A reasonable alternative may include modifying the plans of the proposed structure, such as making it smaller than desired. Section 21.17.E.1 of the Algonquin Zoning Ordinance provides that a Variation shall conform to the following standards:

1. The variation will not impair an adequate supply of light and air to adjacent property.
2. The variation will not unreasonably diminish the values of adjacent property.
3. The variation will not unreasonably increase congestion in the public streets or otherwise endanger public safety
4. The variation is in harmony with the general purpose and intent of the Zoning Code.



Village of Algonquin

REIMBURSEMENT OF FEES AGREEMENT

Date: _____ Village of Algonquin Account No. _____
Village of Algonquin Case No. _____

OWNER:

Name of Property Owner _____

Owner's Address _____

Telephone Number: _____ Fax: _____

E-mail: _____

PETITIONER:

Name of Petitioner _____

Petitioner's Address _____

Telephone Number: _____ Fax: _____

E-mail: _____

LOCATION OF PROPERTY:

General Location:

Total Acreage: _____ PIN(S): _____

Legal Description (attach as Exhibit A)

1. **Deposit:** In the event that it is necessary for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, traffic or drainage experts, or other consultants, in connection with any Petitioner's request for the Village to consider or otherwise take action upon any annexation, zoning change, subdivision development, PUD or other improvement or development upon real property, then the Petitioner and Owner of the property shall be jointly and severally liable for the payment of such professional fees. At the time the Petitioner requests action from the Village he will be required to deposit an amount of from \$500.00 to \$10,000.00, depending upon the size of the project as determined by the Village Manager or set forth in Chapter 25 of the Algonquin Municipal Code, with the Village as an initial deposit to be credited against fees and costs incurred for the above described services.

2. **Invoices, Payment of Fees:** Upon submission of bills by all professional staff and retained consultants deemed necessary by the Village, the Village shall pay said fees out of the specified escrow account. At such time as the balance of the specified account reaches one-quarter of the original amount deposited, the Village may demand an additional sum of money that, in addition to the balance in the specified account, shall equal the amount originally demanded and required by the Village, or such lesser fraction thereof that the Village might in such case determine. The petitioner shall reimburse the Village within 30 days of said demand. At all times the petitioner shall maintain a balance equal to its deposit with the Village.

3. **Withdrawal of Petition:** A petitioner who withdraws a petition may apply in writing to the Village Clerk for a refund of his initial deposit. The Manager may, in his discretion, approve the refund application less any actual fees and costs which the Village has already incurred, relative to the petition.

4. Professional Fees: Any professional fees incurred as a direct or indirect result of the petitioner, owner or their agent requesting a professional opinion or otherwise requesting relief or assistance from the Village, whether or not related to real property, shall be reimbursed in accordance with Chapter 25 of the Algonquin Municipal Code.
5. Default: Upon the failure of the owner or petitioner to reimburse the Village in accordance with Chapter 25 of the Algonquin Municipal Code, no action on any request made by the owner or petitioner will be undertaken by the Board of Trustees, or by any other official, quasi-official or deliberative individual or body thereunder, including Staff; and such request shall remain in abeyance until all outstanding fees are paid in full. The Owner and Petitioner herein agree to extensions of any statutory timelines that may be necessary until such time as the escrow account has been replenished in accordance with said Chapter 25, upon which the Village agrees to proceed promptly and with due diligence thereafter. The Owner and Petitioner agree that the Village may withhold any other action, legislative or ministerial, which may include the issuance of permits, licenses, approval, execution or recording of plats, approval of zoning actions, or any other Village action for, on or upon the subject property, until the Default is cured. Upon any failure to reimburse the Village in accordance with said Chapter 25 or the Algonquin Subdivision Ordinance, interest in the amount of 1-1/2 percent per month shall accrue on all sums outstanding for 30 days or more, plus any legal expenses and five percent of the outstanding amount due in order to cover administrative expenses. The Village may, in its discretion, elect to place a lien against any real property associated with the petitioner's request, for any amount of expenses, including administrative costs and reasonable attorney fees that have been outstanding for 30 days or more.
6. Assigning Authority: The Village Manager is authorized to assign requests for professional services to the Village staff or to consultants as he deems appropriate.
7. Remedies: The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be construed to limit or waive the Village's right to proceed against any or all parties in a court of law of competent jurisdiction.
8. Agreement: At the time the petitioner requests action from the Village, the petitioner will be required to enter into this agreement with the Village.
9. Refund: Any surplus funds in the account of the petitioner or owner shall be returned not greater than ninety days after receipt of a final statement by all professional staff and retained consultants, upon written request by the petitioner and/or owner.
10. Severability: If any provision of this Agreement or its application to any person, entity or property is held to be invalid, such provision shall be deemed to be excised here from and the invalidity thereof shall not affect the application or validity of any other terms, conditions and provisions of this Agreement and, to that end, any terms, conditions and provisions of this Agreement are declared to be severable.

By signing this Agreement the petitioner and/or owner acknowledge that each of them has read the foregoing paragraphs and each of them fully understands and agrees to comply with the terms set forth herein. Further, by signing below, each signatory warrants that he/she/it possesses full authority to so sign.

The owner and/or petitioner agree that owner and petitioner shall be jointly and severally liable for payment of fees referred to in applicable sections of the ordinances of the Village of Algonquin, and as referred to hereinabove.

Village of Algonquin:

By: _____
Village Manager

Petitioner

Print Name

ATTEST:

Owner

Print Name

Village Clerk

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	(Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									

or

Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Annexation Petition - Sample Language

STATE OF ILLINOIS)
) SS
COUNTY OF [County])

**BEFORE THE CORPORATE AUTHORITIES OF
THE VILLAGE OF ALGONQUIN**

**IN THE MATTER OF THE ANNEXATION OF CERTAIN
TERRITORIES TO THE VILLAGE OF ALGONQUIN**

PETITION FOR ANNEXATION

NOW COMES the undersigned Petitioner who requests the annexation of the territory hereinafter described to the Village of Algonquin, McHenry and Kane Counties, Illinois, and in support of such request, the Petitioner, being duly sworn on oath, represents and says as follows:

1. That the undersigned Petitioner is the Court Appointed Independent Administrator for the Estate of the owner of record of all the territory described in Exhibit "A" attached and specifically incorporated by reference herein.
2. Said territory is not within the corporate limits of any municipality but is contiguous to the Village of Algonquin.
3. All electors, if any residing on said territory, have signed the petition for annexation.
4. This petition is contingent upon the approval by the corporate authorities of the Village of Algonquin of a certain Annexation Agreement submitted by the [Petitioner/contract purchaser/developer].

WHEREFORE, it is respectfully requested that said territory be annexed to the Village of Algonquin, [County] County, Illinois.

(print name)

Petitioner(s): _____ [signature(s)]

Subscribed and sworn to before me this ____ day of

Name(s): _____ [printed name(s)]

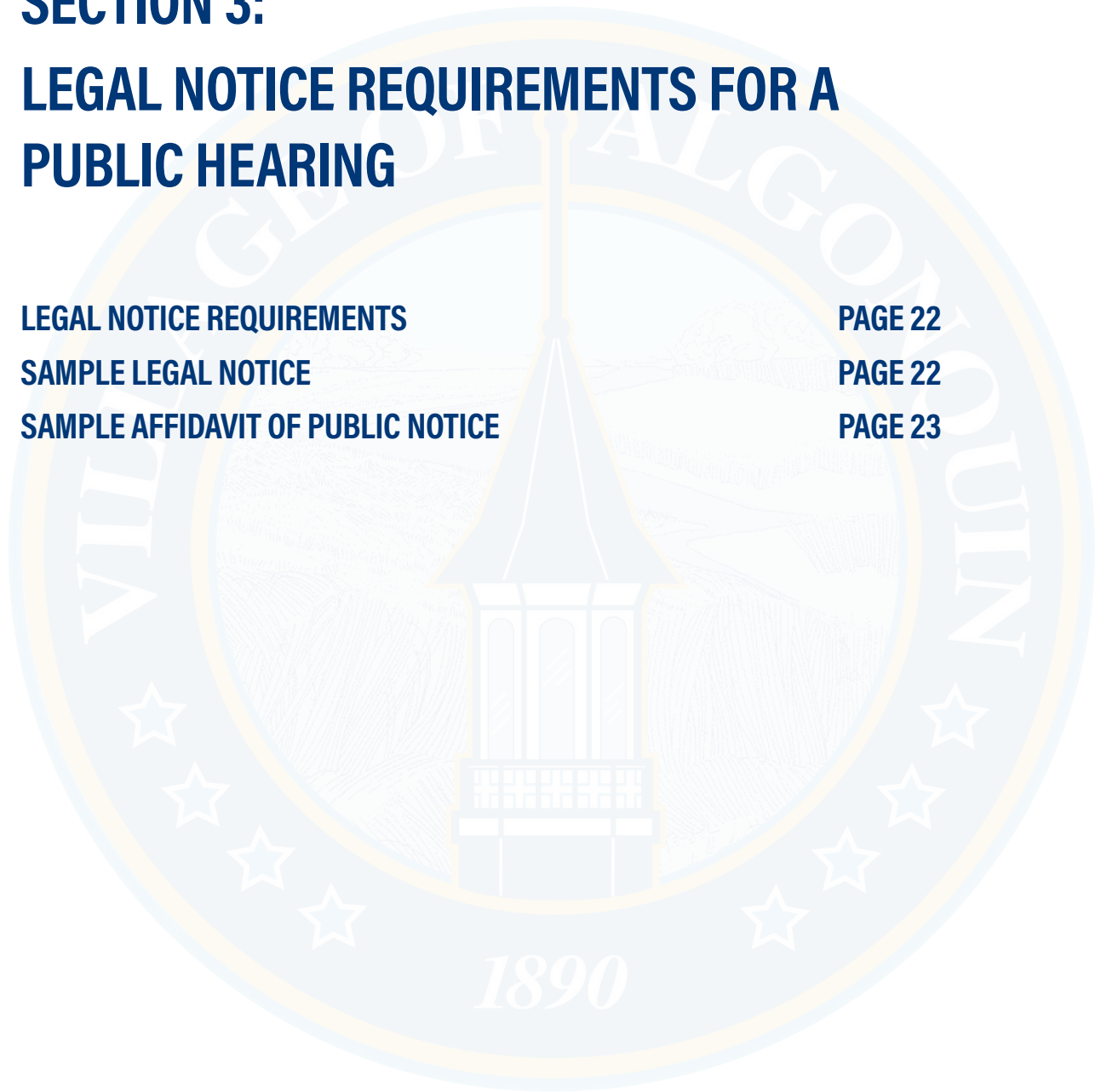
_____, 20____

Notary Public

My commission expires: _____

SECTION 3: LEGAL NOTICE REQUIREMENTS FOR A PUBLIC HEARING

LEGAL NOTICE REQUIREMENTS	PAGE 22
SAMPLE LEGAL NOTICE	PAGE 22
SAMPLE AFFIDAVIT OF PUBLIC NOTICE	PAGE 23



Legal Notice Requirements

Legal Notices shall be published and postmarked by the Petitioner not less than 15 days nor more than 30 days before the Planning & Zoning Public Hearing date. There are 3 requirements that must be fulfilled in order to schedule a Public Hearing.

- Publish the Legal Notice to the Newspaper: the Petitioner shall publish the Legal Notice to the Daily Herald or Northwest Herald. Be sure to request a certificate of Publication and also confirm the date of publication is in the required time frame.
- Send your Public Notice to Adjacent Property Owners: the Petitioner shall send the Legal Notices by Certified Mail to individuals who last paid taxes on the property adjacent to the subject property (exclusive of rights-of-ways). The Petitioner shall at least include the Legal Notice (make sure you insert the newspaper publication date at the bottom) in the Certified Mail.
- Post a Public Notice Sign (or signs) on the Subject Property: the Sign(s) are supplied by the village, but the Petitioner is required to pick up the sign(s) and install them on the subject property. The sign(s) shall be posted in a conspicuous location that allows for unobstructed public viewing. Be sure to take a picture of the sign(s) once posted on site.

For additional details on legal notice requirements, reference Village Code Chapter 21.18.

.....
Sample Legal Notice - Items in [brackets] are to be added by the petitioner.

BEFORE THE PLANNING AND ZONING COMMISSION OF THE VILLAGE OF ALGONQUIN

IN THE MATTER OF THE APPLICATION OF:

[insert name of Petitioner/Owner]

LEGAL NOTICE

Notice is hereby given in compliance with the Zoning Ordinance of the Village of Algonquin, Illinois, that a public hearing will be held before the Planning and Zoning Commission of the Village of Algonquin upon the application of [insert name of Petitioner] relating to the Property Commonly known as: [insert address of property; if there is no common address, insert legal description or include it as an exhibit]

Property Index Number: [insert PIN(s)]

Current Zoning: [insert current zoning district]

Acreage of Site: [insert acreage, sq ft if under an acre]

Owner of Record: [insert owner of record, trust, etc... if different from developer]

This application is filed for the purpose of [insert action(s) requested], pursuant to the requirements of Section [insert section number(s)] of the Algonquin Zoning Ordinance. Plans for this project can be viewed at the Village of Algonquin Community Development Department offices during regular business hours.

A public hearing before the Planning and Zoning Commission on the said application will be held at 7:00 p.m. on [date of Planning & Zoning Commission Public Hearing, as determined by staff], at the William J. Ganek Municipal Center, 2200 Harnish Drive, Algonquin, Illinois, at which time and place all interested persons are invited to attend the public hearing and will be given an opportunity to be heard.

/s/ Planning and Zoning Commission
 Village of Algonquin

TO BE PUBLISHED IN THE [Northwest Herald or Daily Herald] ON [insert date of publication].

Affidavit of Public Notice - Sample Language

An Affidavit of Public Notice shall be filled out by the Petitioner (or their designee) and submitted to Village staff prior to the Public Hearing. Draft text is available upon request.

STATE OF _____

COUNTY OF _____

IN THE MATTER OF THE APPLICATION OF _____)
(Name of Petitioner, Trust, etc.)
_____)

AFFIDAVIT

I, _____, [attorney for the petitioner, owner, petitioner, or representative of the owner], being first duly sworn on oath deposes and states as follows:

A. That a copy of the legal notice, concerning the hearing date for the above-mentioned Petitioner, was sent to each of the persons named below by certified mail notifying them of the hearing before the Planning and Zoning Commission on _____, 20____, at 7:00 p.m. at the Ganek Municipal Center, 2200 Harnish Drive, Algonquin, Illinois. Said notice was mailed to each of the below mentioned persons attached hereto as Exhibit “___” by certified mail on _____, 20____.

B. That the posting requirements of the Zoning Code have been complied with by placing the customary public notice sign on the subject property on _____, 20____. A photo of the Public Notice sign is attached hereto as Exhibit “___”.

C. Attached hereto and labeled Exhibit “___” is a true and correct copy of the Publication Certificate evidencing the publication of notice in a newspaper of general circulation on _____, 20____.

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

Notary Public

My commission expires: _____

This page left intentionally blank



SECTION 4: PLAN & DOCUMENT REQUIREMENTS

SITE PLAN REQUIREMENTS	PAGE 26
BUILDING ELEVATION REQUIREMENTS	PAGE 26
SIGNAGE PLAN REQUIREMENTS	PAGE 26
PLAT OF ANNEXATION REQUIREMENTS	PAGE 27
FINAL PLAT REQUIREMENTS	PAGE 28
PRELIMINARY ENGINEERING REQUIREMENTS	PAGES 29 - 30
FINAL ENGINEERING REQUIREMENTS	PAGES 31 -32
ALGONQUIN-LITH FPD TRUCK TURN DIAGRAM	PAGE 33
HUNTLEY FPD TRUCK TURN DIAGRAM	PAGE 34
CARPENTERSVILLE FPD TRUCK TURN DIAGRAM	PAGES 35 - 36

Site Plan Requirements

Chapter 26

A Site Plan is required for nearly all Zoning requests. A Site Plan shall be legible, drawn to scale, and include the following items:

Required Elements:

- Zoning Data Box that includes existing and proposed:
 - Building set-backs
 - Floor area
 - Lot coverage
 - Number of required and provided parking stalls
- Building footprints
- Sign locations
- Sidewalks, multiuse paths, and crosswalk markings
- Lane markings and parking stall striping
- Trash enclosures
- Loading docks
- Fire lanes
- Area lighting
- Drainage easements
- Fences
- Retaining walls
- Mailbox locations

Building Elevation Requirements

Chapter 21 & Chapter 26

Building elevations, or renderings, are required with any request that is altering a facade or expanding a building footprint.

Requirements:

- Existing and proposed color renderings of all sides of the building and all accessory structures
- Material call-outs on the color renderings
- Materials table
 - Material type and part number
 - Color
 - Manufacture
 - Dimension
- Building elevations included with a Final Submittal shall be stamped by an Architect
- Full material samples shall be sent to Staff for review, prior to any public meetings

Signage Plan Requirements

Chapter 29

Requirements:

- Dimensions
 - Overall sign area/height/width
 - Text height
 - Logo area/height/width
- Written Sign Criteria - if varying from the Sign Code
- The sign(s) accurately shown on the building elevation with dimensions from edge of the signable area and building
- Dark/Night Visual if illuminated

Plat of Annexation Requirements

Chapter 22, Appendix D

Requirements

For all preliminary plats of subdivisions/planned developments not already annexed, a Plat of Annexation must be submitted to include the following items:

- The plat should be titled "Plat of Annexation." A plat of survey cannot be used as a substitute. Various elements from a plat of survey can be reused, such as location markings, symbols, adjacent section numbers, and so forth.
- The legal description of the property must be centered at the top, just below the title. A common address, if one has been assigned and/or is applicable, should be listed just after the legal description, such as "commonly known as 111 ABC Street, Algonquin, Illinois."
- The plat must show a north arrow.
- A numeric and graphic scale must be provided.
- The property index number(s) (PIN[s]) for the parcel must be listed.
- A location map, showing the parcel in relation to the surroundings, should be provided if possible.
- The firm that prepared the plat and its address must be stated. If a person prepared the plat, his/her name and title (e.g., "registered land surveyor") and address must be stated. A seal and signature are required. Signature blocks shall be included for the Village Board. It will be recorded with the county as part of an ordinance annexing the property and not as a stand-alone document.
- The date of preparation must be indicated.
- The annexation boundaries must be shown with a dark line, and the text, "Hereby Annexed to the Village of Algonquin," or equivalent contained within the parcel in question. Arrows drawn from the text to the principal borders of the area being annexed should be included for the sake of clarity.
- Annexations must go to the far side of any adjacent public right-of-way unless the right-of-way has been annexed to another municipality. The borders referred to in paragraph 9 above should reflect this appropriately. All adjacent roads should be shown and labeled. Prior to preparing the plat of annexation, the borders should be verified with the county and Sidwell maps. The legal description should include the far side of applicable public roads/rights-of-way and will be different from the legal description of the parcel shown on the plat of survey.

Certificates Required - *See Chapter 22, Appendix A for Language*

- Village Board Certificate
- Surveyor's Certificate
- County Clerk's Certificate
- Recorder's Certificate

Final Plat Requirements

Chapter 22, Section 22.03

Requirements

- The name of the subdivision/planned development.
- The legal description of the land proposed to be subdivided.
- Point of beginning and point of commencement if it is utilized in the legal description.
- The names and addresses of the owners of record of the land proposed to be subdivided (including all of the beneficiaries of any land trust which holds title to such land), together with a certified copy of the trust agreement and all amendments thereto, the subdivider and the designer who prepared the final plat.
- The date of the final plat and any revision dates.
- PIN at the preliminary plat stage.
- A scale of 1 inch to 50 feet, shown graphically and numerically on a sheet 24" x 36" and no larger than 30" x 36". The plat shall also be submitted in AutoCAD format containing the subdivision calculations at the time the mylars are submitted for Village signatures. In the event that the indicated scale is not conducive to depicting accurately the size and shape of the parcel to be developed while still maintaining a workable size drawing, the petitioner may request a waiver of the scale from the Community Development Director.
- The plat must show a north arrow.
- The boundaries of the proposed subdivision/planned development based on an accurate transverse with angular and lineal dimensions.
- The exact location, width and names of all streets within and adjoining the subdivision. Street names shall be determined pursuant to Section 22.05-F-4 herein.
- The distances to the nearest established street lines and official survey monuments that shall be accurately described in the plat. A minimum of two monuments will be required per development over 2 acres. The Public Works Department will determine the final number of monuments to be placed during engineering review of submitted plans. These monuments shall be concrete posts with an iron rod core and topped with an engraveable brass plate that shall contain USGS datum, including elevation, longitude, latitude, and state plane coordinates. The monument shall become part of the Village's benchmark system and numbered accordingly.
- Township and section lines accurately tied to the lines of the subdivision by distances and angles.
- The radii, internal angles, points of curvature, tangent lengths, and bearings and lengths of all arcs.
- All easements for public services, drainage, and utilities that do not fall within dedicated rights-of-way.
- All lot and boundary lines, with accurate dimensions in feet and hundredths.
- Accurate outlines and legal descriptions, designated with lot or outlot numbers, of any areas to be donated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed for the common use of all lot owners within the subdivision.
- Building setback lines accurately shown with dimensions.
- Square footages labeled on each lot or as set forth on a table.

Certificates Required (if applicable) - See Chapter 22, Appendix A for Language

- | | | |
|---|--|--|
| <input type="checkbox"/> Owner and Any Mortgage of Record | <input type="checkbox"/> County Clerk's Certificate | <input type="checkbox"/> Village, County, and/or State Engineer |
| <input type="checkbox"/> Village Board Certificate | <input type="checkbox"/> Recorder's Certificate | <input type="checkbox"/> Public Utility Easement Provisions for Electrical & Communications Services |
| <input type="checkbox"/> Planning & Zoning Chairperson | <input type="checkbox"/> Surface Water Drainage Statement | <input type="checkbox"/> Public Utility Easement Provisions for Nicor Gas Company |
| <input type="checkbox"/> Village Collector | <input type="checkbox"/> Drainage Easement Provisions | |
| <input type="checkbox"/> Surveyor's Certificate | <input type="checkbox"/> Village Utility Easement Provisions | |

Preliminary Engineering Requirements

Page 1 of 2

Title Sheet

- Name and Address of Development
- Name of Subdivision and Lot Number, if available, or PIN
- Name and contact information of Developer/Owner Name and contact information of Engineer
- Vicinity Map
- Total acreage of site
- Date of plan preparations and/or revisions
- North arrow and scale
- Legend (if it does not fit, put on the overall plan sheet)
- Site Benchmark

Overall Plan Sheet

- The locations, widths, and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, public and private easements, permanent buildings or structures, section lines, and Village boundary lines within, and within 200 feet adjacent to the land proposed to be subdivided.
- The boundary lines of adjacent tracts of subdivided or unsubdivided land shown in relation to and within 100 feet of the parcel being proposed to be subdivided, including those areas within 200 feet of the far right-of-way lines of adjoining streets and roads.
- The existing zoning of the land proposed to be subdivided and adjacent tracts within 100 feet, including those areas within 200 feet of the far right-of-way line of adjoining streets and roads.
- Contours at 1-foot intervals showing streams and rivers on the parcel proposed to be subdivided and within 200 feet of all of its boundaries. USGS datum with benchmarks shall be indicated.
- Contours at 1-foot intervals showing lakes, ponds, and swamps on the parcel proposed to be subdivided and within 200 feet of all of its boundaries. USGS datum with benchmarks shall be indicated

- Contours at 1-foot intervals showing wetlands and other low-lying natural detention areas on the parcel proposed to be subdivided and within 200 feet of all of its boundaries. USGS datum with benchmarks shall be indicated
- Contours at 1-foot intervals showing floodways and floodplains on the parcel proposed to be subdivided and within 200 feet of all of its boundaries. USGS datum with benchmarks shall be indicated
- Show proposed parks and existing parks within 200 ft of property line boundaries
- Show proposed public open spaces & natural areas and existing public open spaces & natural areas within 200 ft of property line boundaries
- Show both proposed and existing buildings and structures
- Show existing easements and dedications, clearly identified, with the width, length, etc.
- Existing streets, street names, width of street, type of curb & gutter, sidewalk, bike paths, historically or archaeologically sensitive areas, parks & other public open spaces, natural areas, permanent buildings or structures
- Proposed streets, street names, width of street, type of curb & gutter, publicly-owned lighting systems, sidewalk, bike paths, permanent buildings or structures
- Items to be removed and/or abandoned. Please provide a legend for removal items.
- Existing encroachments
- Proposed geometrics
- Location of detention basins
- Show data and/or maps to prove or disprove Conservation Design triggers per Village Ordinance.

Preliminary Engineering Requirements

Page 2 of 2

Grading & Utility Plan

- Existing topography depicted with 1-foot contours, extending 200 ft beyond the property limits.
- Label 100-year floodplain, floodway & water courses
- Wetland boundaries
- Existing overland flood route
- Proposed overland flood route, if not on a roadway, they must be contained in an easement
- Proposed grading must include at a minimum the following:
 - i. Spot shots for roadways, including centerline elevations of all proposed roadways where grade breaks exist including all high points, sag points, overland flow routes
 - ii. Spot shots for parking lots, including all high points, low points and overland flow routes
 - iii. T/F grades for buildings
 - iv. Contours for detention facilities, berms, hills
- NWL of stormwater management facilities
- HWL of stormwater management facilities
- Stage Storage Table with required and provided detention volumes
- Stormwater management facility location and dimensions
- Existing utilities extending 200 ft beyond the property limits, including the location & size within the proposed subdivision and in the adjoining streets and properties.
- Show existing septic tanks and wells on the site are to be abandoned and, if so, the general procedures to be followed.
- Show locations for any possible retaining wall
- Water Main
 - i. Proposed water mains
 - ii. Proposed valves & valve vaults
 - iii. Proposed fire hydrants
 - iv. Label proposed pipe diameters
- Sanitary Sewer
 - i. Proposed sanitary sewer
 - ii. Proposed sanitary sewer manholes
 - iii. Proposed rims and inverts at major intersections
 - iv. Indicate possible drop manholes or lift stations
 - v. Label proposed pipe diameters
- Storm Sewer
 - i. Proposed storm sewers
 - ii. Proposed storm sewer manholes
 - iii. Proposed rims and inverts at major intersections
 - iv. Label proposed pipe diameters

Construction approved products list website:

https://www.algonquin.org/egov/documents/1679934935_33721.pdf

Village approved construction details list website:

https://www.algonquin.org/egov/documents/1668199916_41195.pdf

Final Engineering Requirements

Page 1 of 2

Title Sheet

- Name and Address of Development
- Name and Lot Number of Subdivision
- Name and contact information of Developer/Owner Name and contact information of Engineer
- Name and contact information of Architect
- Vicinity Map
- Total acreage of site
- Date of plan preparations and/or revisions
- Legend (if it does not fit, put on the overall plan sheet)

Overall Plan Sheet

- Show floodplain limits
- Show wetlands limits
- Show water courses
- Show floodways
- Show proposed parks
- Show public open spaces
- Show both proposed and existing buildings and structures
- Existing easements and dedications, clearly identified, with the width, length, etc.
- Existing streets, street names, width of street, type of curb & gutter, sidewalk, bike paths, historically or archaeologically sensitive areas, parks & other public open spaces, permanent buildings or structures
- Items to be removed and/or abandoned. Please provide a legend for removal items.
- Existing structures
- Existing encroachments
- Street stationing
- Proposed geometrics
- Limits of construction
- Location of detention basins

Erosion Control Plan

- Show location of construction entrance(s)
- Show location and limits of silt fence, inlet filter locations, other pertinent erosion control items
- Show limits of temporary and permanent stabilization

Grading & Utility Plan

- Existing topography depicted with 1-foot contours, extending 100' beyond the property limits, at a minimum, unless otherwise directed by the Engineering Department
- Label 100-year floodplain, floodway, water courses
- Wetland boundaries
- Existing overland flood route
- Proposed overland flood route, if not on a roadway, they must be contained in an easement
- Proposed grading must include at a minimum the following:
 - i. Spot shots for roadways, including centerline elevations of all proposed roadways where grade breaks exist including all high points, sag points, overland flow routes
 - ii. Spot shots for parking lots, including all high points, low points and overland flow routes
 - iii. T/F grades for buildings
 - iv. Contours for detention facilities, berms, hills
- NWL of stormwater management facilities
- HWL of stormwater management facilities
- Stage Storage Table with required and provided detention volumes
- Stormwater management facility location, dimensions, and slopes - 3:1 max for private, 4:1 max for naturalized.
- Existing utilities extending 100' beyond the property limits, at a minimum, unless otherwise directed by the Engineering Department. Including the location & size within the subdivision and in the adjoining streets and properties of the existing sewers, water mains, culverts, drain pipes and electric and gas utility lines

Final Engineering Requirements

Page 2 of 2

- Water Main
 - i. Proposed public water main minimum 8" diameter (Ductile Iron)
 - ii. Locate valve vaults and include size (Watermain up to 8" diameter a 48" valve vault may be used, for main greater than 10" diameter, a 60" valve vault must be provided)
 - iii. Locate proposed fire hydrants
 - iv. Label pipe diameters
 - Sanitary Sewer
 - i. Proposed public sanitary sewer minimum 8" diameter
 - ii. Label pipe diameters
 - iii. Label rims and inverts at major intersections
 - iv. Indicate possible drop manholes or lift stations
 - v. Manholes for 8"-18" shall be 48" in diameter, 21" and above shall be 60" diameter
 - vi. Manholes shall be placed not more than 400' apart
 - Storm Sewer
 - i. Proposed public storm sewer minimum 12" diameter (RCP).
 - ii. Label pipe diameters
 - iii. Label rims and inverts at major intersections
 - iv. Call out the slopes*
 - Call out the slopes*
 - Call out the separation between utility conflicts*
 - All public utilities shall be centered in easements
 - No public utility or landscaping shall be within the influence of stormwater management facilities and overflow routes
 - Lighting plan for any public lighting - note: a separate photometric plan is still required for on-site lighting
- * Note: a utility profile may be included in place of showing pipe slopes and utility conflicts

Construction approved products list website:
https://www.algonquin.org/egov/documents/1679934935_33721.pdf

Village approved construction details list website:
https://www.algonquin.org/egov/documents/1668199916_41195.pdf

Algonquin-LITH Fire Protection District



Turning Performance Analysis

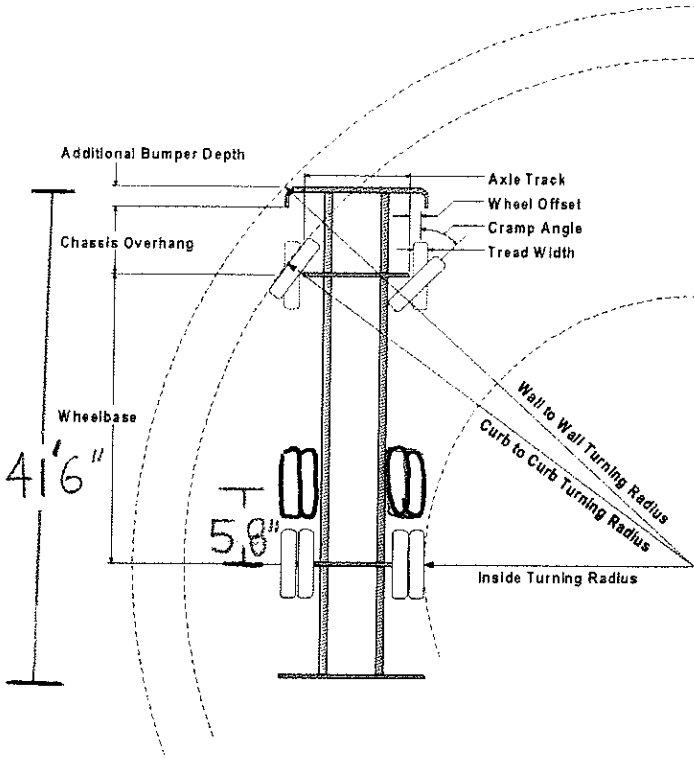
11/12/2018

Bid Number: 639

Department: Algonquin-Lake in Hills F.P.D.

Chassis: Arrow XT Chassis, Aerials/Tankers, Tandem Axle

Body: Aerial, HD Ladder 105', Alum Body



Parameters:

Inside Cramp Angle:	45°
Axle Track:	82.92 in.
Wheel Offset:	4.68 in.
Tread Width:	16.3 in.
Chassis Overhang:	68.99 in.
Additional Bumper Depth:	19 in.
Front Overhang:	87.99 in.
Wheelbase:	246 in.

Calculated Turning Radii:

Inside Turn:	19 ft. 5 in.
Curb to curb:	35 ft. 4 in.
Wall to wall:	39 ft. 10 in.

Comments:

Category	Option	Description
Axle, Front, Custom	0018453	Axle, Front, Oshkosh TAK-4, Non Drive, 22,800 lb, Qtm/AXT/DCF
Wheels, Front	0019611	Wheels, Front, Alcoa, 22.50" x 12.25", Aluminum, Hub Pilot
Tires, Front	0594821	Tires, Front, Goodyear, G296 MSA, 425/65R22.50, 20 ply
Bumpers	0557812	Bumper, 19" Extended Steel Painted, AXT, DCF, SFR, Enf
Aerial Devices	0673137	Aerial, 105' Heavy Duty Ladder (500 dry/500 water)

Notes:

Actual Inside cramp angle may be less due to highly specialized options.

Curb to Curb turning radius calculated for 9.00 inch curb.

Huntley Fire Protection District

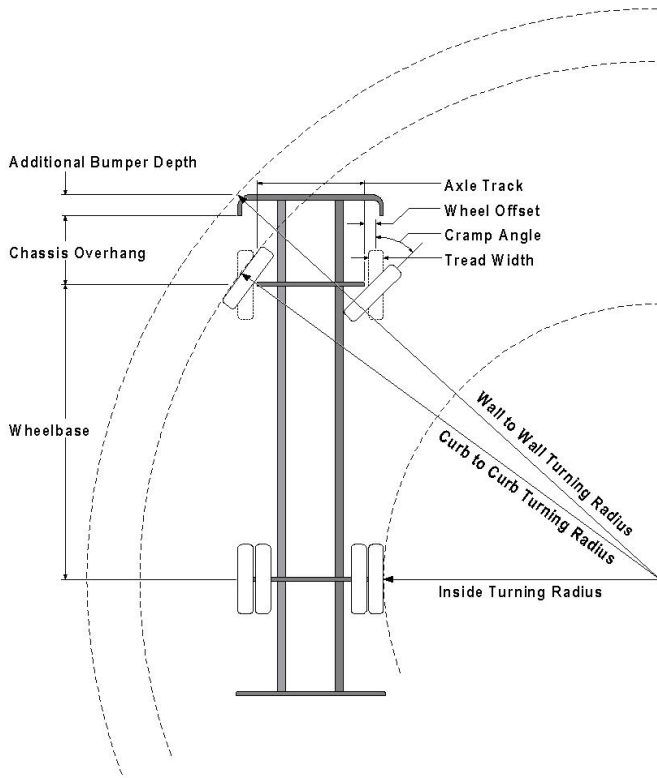


Turning Performance Analysis

04/08/2022

Bid Number: 1077
Department: Huntley Fire Protection District

Chassis: Velocity Chassis, PAP (Big Block), 2010
Body: Aerial, Platform 100', Alum Body



Parameters:	
*Inside Cramp Angle:	40°
Axle Track:	82.92 in.
Wheel Offset:	4.68 in.
Tread Width:	16.3 in.
Chassis Overhang:	78 in.
Additional Bumper Depth:	19 in.
Front Overhang:	146.1 in.
Wheelbase:	257.5 in.

Calculated Turning Radii:	
Inside Turn:	24 ft. 6 in.
Curb to curb:	40 ft. 0 in.
Wall to wall:	47 ft. 6 in.

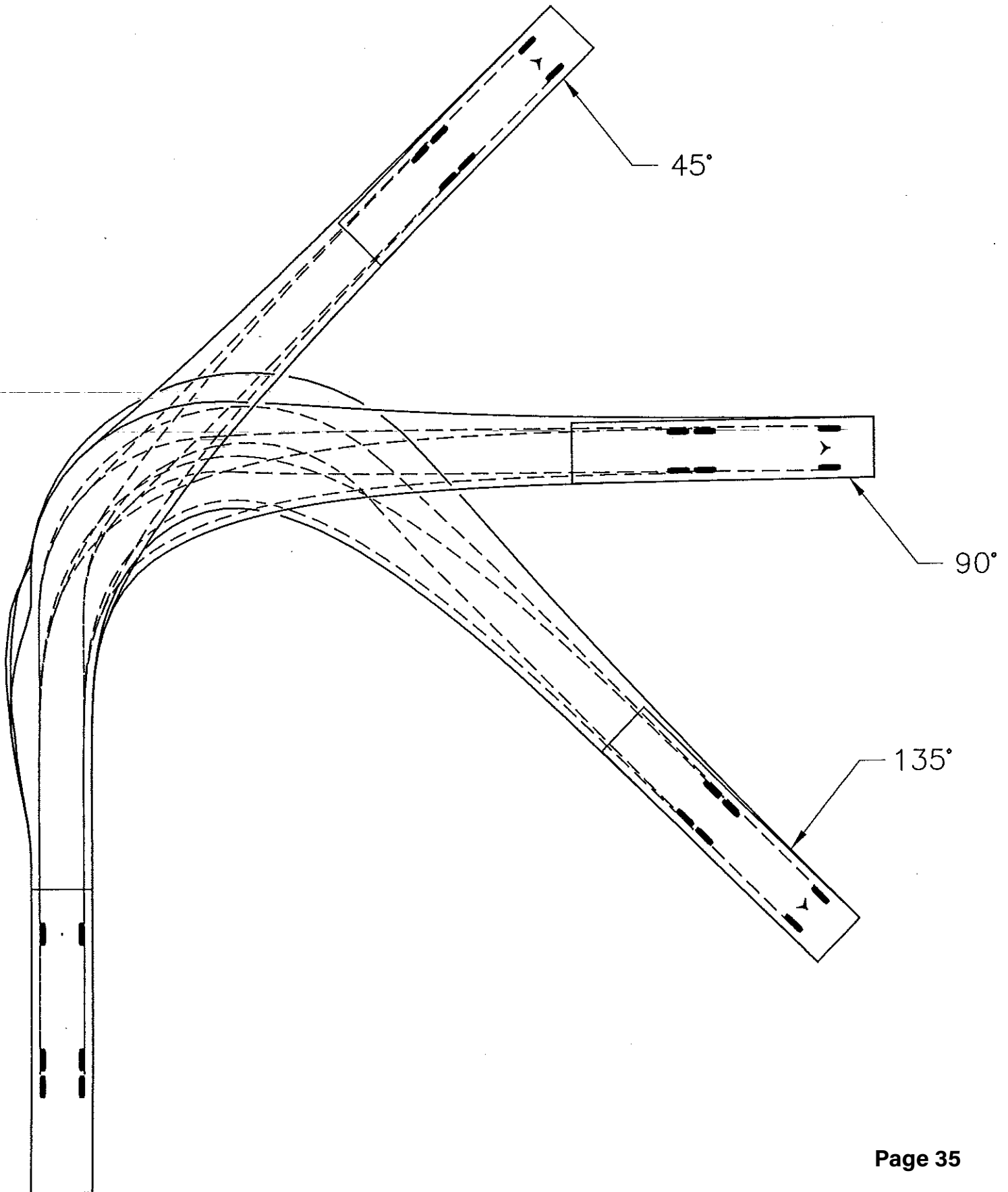
Category	Option	Description
Tires, Front	0677592	Tires, Front, Goodyear, G296 MSA, 425/65R22.50, 20 ply, Fire Service Load Rating
Bumpers	0123625	Bumper, 19" Extended, Imp/Vel
Axle, Front, Custom	0508846	Axle, Front, Oshkosh TAK-4, Non Drive, 24,000 lb, Velocity
Wheels, Front	0019611	Wheels, Front, Alcoa, 22.50" x 12.25", Aluminum, Hub Pilot
Aerial Devices	0784643	Aerial, 100' Pierce Platform, 35 MPH Wind Rating, 400lb Tip Load Allowance

Notes:

*Actual inside cramp angle may be less than shown.
 Curb to Curb turning radius calculated for 9.00 inch curb.

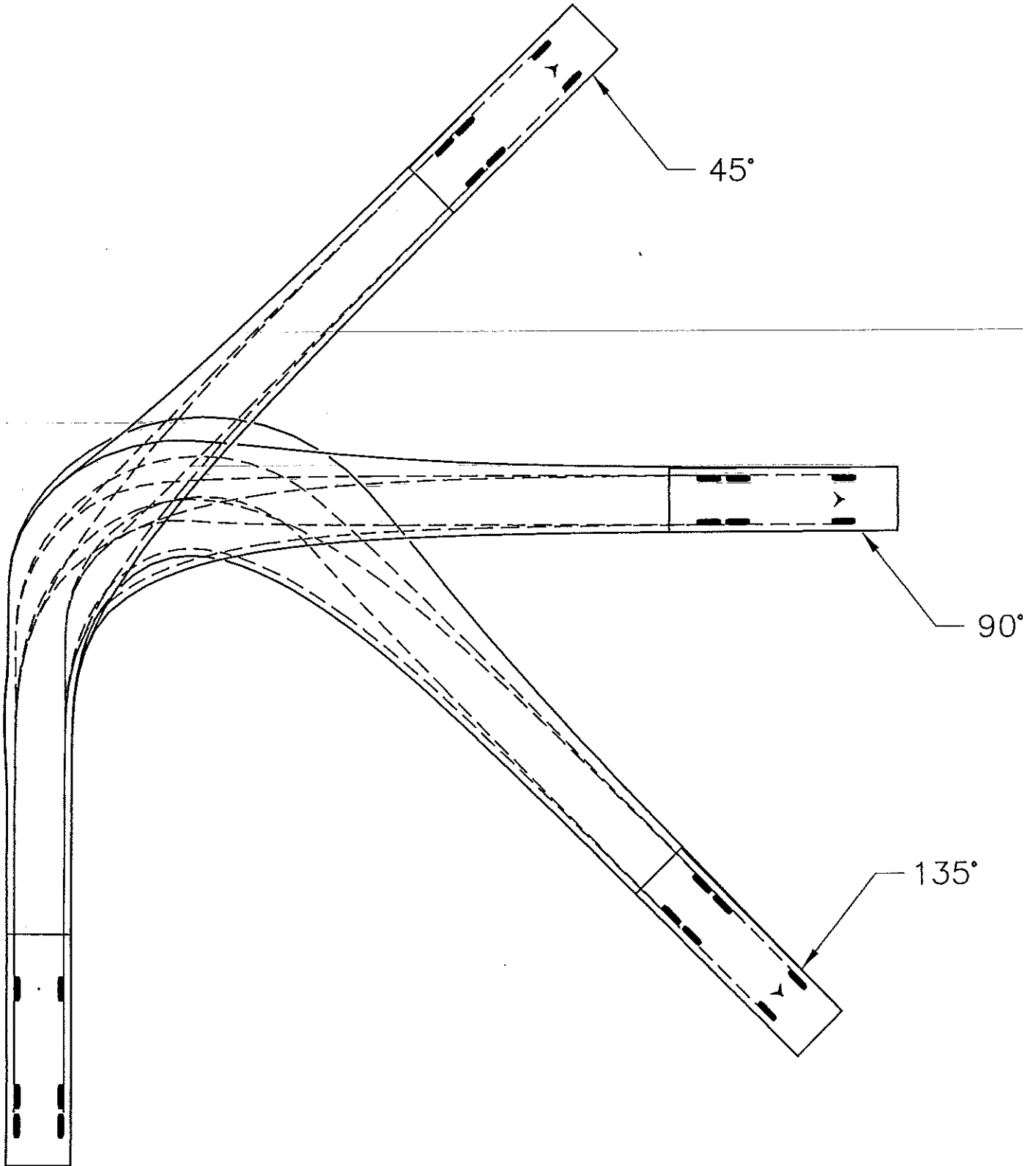
Carpentersville & Countryside Fire Protection District

LADDER TRUCK
SCALE: 1" = 20'



Carpentersville & Countryside Fire Protection District

TRUCK 941
SCALE: 1" = 20'



**SECTION 5:
LANDSCAPE GUIDELINES**



Village of Algonquin Landscaping Guidelines

The purposes of these landscape guidelines are to promote, protect, and preserve the general health and safety of the people of the community and, as part of the general welfare, ensure aesthetic enhancement of land uses in the community through the use of appropriately designed, installed and maintained landscaping.

It is also the purpose of these regulations to safeguard the environmental quality and aesthetic character of the community by limiting the removal and ensuring the replacement of trees upon private property within the Village. These regulations are intended to preserve insofar as practical, existing vegetation and topographical features by limiting unnecessary clearing and modification of land, encouraging the retention of existing mature trees, requiring the replacement of indigenous trees with approved species, and encouraging the energy-efficient operation of land uses in the public interest.

Required Landscape Plan Elements

Title Block

- Name and address of project developer
- Name of landscape architect/designer, and name, phone number, and address of the firm responsible for preparation of the landscape plan
- Scale data
- North arrow
- Date

Site Line Study

- May be required by Staff

Existing Tree Survey

- A tree survey shall be prepared which lists the location of existing vegetation (4" DBH and above) with sizes and species (common and botanical names) recorded. Indicate on the plan those materials to be preserved, removed, or transplanted, consistent with those provisions contained in Section 5.15 of the Village Code.

Planting Schedule

- Proposed plant material schedule, in tabular form, listing: botanical names, common names, caliper or height as applicable, and quantity of all shrubs and trees. A cost estimate for landscape materials shall be submitted under separate cover.
- Plant material schedule, in tabular form, of all trees to be removed (four-inch (4") DBH and above), listing: botanical names, common names, DBH and height, and quantity. Number, or otherwise clearly identify, which trees are designated for removal based on the survey.

Irrigation Plan

- Include if installing irrigation
- Waiver of liability required if installed in Public ROW

Contents

- Principal and accessory structures including fencing, screening walls, and freestanding signs. Include entry and exit points
- Other exterior landscape amenities (planters, etc...)
- Paved and unpaved surfaces, including sidewalks, plazas, and parking lots. Parking lot areas shall have parking spaces and curbs delineated
- Garbage and recycling areas (trash enclosures), loading docks, service entrances, outside storage areas, and enclosures shall be noted on the plan
- All utilities (underground, surface, and overhead, including hydrants)
- Existing plant material to remain, including identification of trees, shrubs, and ground cover
- Proposed location of all new plant materials as identified according to the planting schedule
- The proposed treatment of all ground surfaces (ground covers, sod, seed, and/or plantings)
- Location of existing and proposed public right of way, lot lines, easements, and utility appurtenances
- Location of exterior lighting (including but not limited to decorative; fixtures and pole heights shall be noted), including parking lot lighting
- Methods to be used to protect plants, trees, and planted areas (curbs, ties, walls, etc.)
- Grading and drainage plan, showing spot elevations, cross-sections, and/or contours existing and proposed at 1-foot (1') contour intervals
- Proposed native seeding areas. Identify the native plantings/seed/etc... in the legend

Design Criteria

Scale and Nature of Landscape Material

- The scale and nature of landscape material shall be appropriate to the site and structures.

Minimum Standards

- Landscape plans for projects shall address the individual lot or overall project, as applicable, including but not limited to the location of parkways and parkway trees, buffering, model areas, public open space areas, parks, private open space areas, parking lots, and stormwater management areas.
- Landscaping for each non-residential lot shall be a minimum of twenty percent (20%) of the total (gross) lot area. Figures used to calculate required amounts shall not include detention or retention areas. Such landscaping may consist of berms, shade and ornamental trees, evergreens, shrubbery, hedges, and/or other planting materials. Landscaping may be used in addition to fencing, as required by the Village in the planned development, site plan, or plat of subdivision review process.
- Additional landscaping may be required by the Village Board as part of a planned development or when a non-residential lot is adjacent to or across a public street from a property zoned for residential use.

Selection of Plant Material

- Trees to be installed shall meet the minimum criteria:
 - Evergreen trees shall be a minimum of six feet (6') in height.
 - Deciduous shade trees and ornamental deciduous trees shall be a minimum of 3 inches in diameter when measured at DBH, unless otherwise approved by the Village.
- Shrubs to be installed shall meet the minimum criteria at the time of installation:
 - Fifty percent (50%) of shrubs shall be deciduous and fifty percent (50%) shall be evergreen.
 - For shrubs that mature at less than five feet (5') in height, the minimum installation size shall be two feet (2').
 - For shrubs that mature taller than five feet (5') in height, the minimum installation size shall be three feet (3').
 - Hedges, where required, shall be planted and maintained so as to form a continuous, unbroken, solid, visual screen within one (1) year after the time of planting.
- Sod/Grass: Grass sod shall be clean and reasonably free of noxious weeds and pests or diseases. Grass seed shall be in conformance with U. S. Department of Agriculture rules and regulations under the Federal Seed Act and applicable Illinois state seed laws. Grass areas shall be planted in species normally grown as a permanent lawn in Northeast Illinois.
- Native Vegetation: Open space or planting bed areas may contain specific mixes or groupings of singular native plants such as prairie grasses and/or forbs, meadow or wetland grasses or sedges, or other specific plant groupings.
- Ground Cover: Ground covers used in lieu of grass in whole or in part shall be planted in such a manner as to present a finished appearance and reasonably complete coverage within one (1) year after planting.

Plant Installation

- Plant materials used in conformance with provisions of this Chapter shall conform to the American Association of Nurserymen's Standard for Nursery Stock (ANSI 260.1-1986), or equal thereto. Planting stock shall be well-branched and well-formed, sound, vigorous, healthy, and free from disease, sun-scald, windburn, abrasion, harmful insects or insect eggs, and shall have healthy, normal, and unbroken root systems. Deciduous trees and shrubs shall have symmetrical tops with typical spread of branches for each particular species or variety.
- A schedule of prohibited and permissible plant materials is provided by the village upon request.
- Where overhead power lines exist, only trees that have a mature height of twenty feet (20') or less should be planted underneath.
- Except for areas occupied by planting beds, all landscaping areas located in the front or exterior side yards shall be sodded.
- Except for areas occupied by planting beds, all landscaping areas located in the interior side or rear yards shall be sodded or seeded.
- Plant materials installed along the perimeters of parking areas and rights of way shall be salt hardy.

Planting Beds:

- Outside of existing plantings, the remaining planting beds shall be mulched in their entirety with ground cover, shredded bark, or other similar material.

Site Landscaping

Parking Lot Landscape Islands:

All parking lots designed for four (4) or more required parking spaces shall be planted in accordance with the following guidelines:

- Landscape Island Planting Areas: A planting island of at least one hundred and twenty (120) square feet in area, and at least seven feet (7') in width, as measured back of curb to back of curb shall be provided for every seventeen (17) parking spaces in a parking row. A planting island shall be required at the end of each row of parking stalls regardless of the number of parking stalls in the row.
- Landscape Island Planting Materials: One shade tree shall be provided for every one hundred twenty (120) square feet of area in a landscape planting island. There shall be at least fifty percent (50%) live coverage. Live coverage shall consist of a mixture of planting material, including evergreens, shrubs, and perennials.
- Any parking lots located in front of the primary building shall be screened with a hedge or similar treatment covering 100 percent (100%) of the width of the parking lot, maintained between a height of thirty to forty-eight inches (30" - 48") to help block headlights yet ensure safety is not compromised.
- Where a parking lot abuts a property zoned for residential use, landscaping shall be provided as follows:
 - The screen/buffer setback area between the parking lot and residential property line shall be a minimum of 10 feet. Based on the scale of the project, this setback may be greater as required and approved by the Village.
 - Shade trees shall be provided at the equivalent of not more than forty feet (40') apart.
 - Other planting material, including ornamental trees, evergreens, shrubbery, and/or other planting materials may be required.

Perimeter Landscaping:

The regulations shall apply to the area defined along an adjacent lot line, extending to any or all of the following: exterior curblines of a parking lot; drive aisles or loading docks; and any building.

- The minimum required width of a site perimeter landscaping area shall be ten feet (10').
- Any parking lots located in front of the primary building shall be screened with a hedge or similar treatment covering one hundred percent (100%) of the width of the parking lot. Hedges shall be maintained between thirty to forty-eight inches (30" - 48") to help block headlights, yet ensure that safety is not compromised.
- Other landscape improvements, including berms, ornamental trees, evergreens, shrubbery, and hedges, shall be provided.
- Site perimeter surfaces shall be graded, covered with a minimum of six inches (6") of topsoil and sodded, or covered with ground cover vegetation as approved by the Village Board.
- Perimeters abutting/adjacent to single-family residential uses: The following landscaping is required along lot lines that are adjacent or abutting a single-family residential use.
 - Front and Exterior Side Yards:
 - Where located across a street from residential use, continuous landscaping shall be provided along the frontage to a height of thirty to forty-eight inches (30" - 48").
 - Shade trees shall be provided at the equivalent of forty feet (40') apart along the abutting lot line.

Site Landscaping (continued)

- Rear and Interior Side Yards:
 - A screen/buffer shall be provided at a minimum of six feet (6') in height.
 - Shade trees shall be provided at the equivalent of forty feet (40') apart along the abutting lot line.
 - Other planting material, including ornamental trees, evergreens, shrubbery, hedges, and/or other live planting materials shall be provided at intermittent locations, covering at least seventy-five percent (75%) of the linear frontage.
 - Alternatively, the developer may choose a six-foot (6') commercial grade wood fence of a single material and single color, with shade trees placed inside the fence at the equivalent of one (1) tree per fifty (50) linear feet. Additional landscaping may be required outside of the fence.
- Perimeters abutting/adjacent to non single-family residential uses:
 - Landscaping shall be provided across fifty percent (50%) of the abutting lot line to a minimum height of thirty to forty-eight inches (30" - 48"). For lot lines greater than one hundred feet (100') in length, plantings shall be placed in clusters, containing a minimum of seven (7) shrubs per cluster, spaced at intervals of approximately thirty-five feet (35') along the lot line.
 - Shade trees shall be provided at the equivalent of forty feet (40') apart along the abutting lot line.

Foundation Landscaping

- Width: A landscaping area of a minimum of four feet (4') in width shall be located around the front and exterior side facade of all buildings; decorative, year-round planter boxes and pots may be an acceptable alternative subject to the approval of the community development director.
- Coverage: Required foundation landscaping areas shall remain open and free of all paving except where walks to buildings and other similar paving are required.
- Landscaping Materials: Such landscaping shall consist of ornamental trees, evergreens, shrubbery, hedges, and/or other live planting materials. Particular attention shall be paid to screening mechanical equipment, trash receptacles, and loading docks; softening large expanses of building walls; and accenting entrances and architectural features.

Screening

- Loading docks and service yards must be screened from view from residential properties and the public right-of-way by a minimum six-foot (6') fence, or one hundred percent (100%) landscaping consisting of at least seventy-five percent (75%) evergreen plant material, to a minimum height of six feet (6').
- Ground-level mechanical and air conditioning equipment shall be screened on all sides by landscape material of mature height that will meet or exceed the height of the equipment being screened.

Free-standing Signs - Minimum Standards:

- All freestanding signs shall be located in a landscaped area separated and protected from vehicular circulation, pedestrian movement, and parking areas.
- A minimum of two (2) square feet of landscaping is required for every one (1) square foot of sign face erected.
- Freestanding signs shall be landscaped at their base in a way that is harmonious with the landscape concept of the whole site.
- Landscaping shall form an attractive, dense cluster at the base of a ground sign that is equally attractive in winter and summer, such as evergreens.
- Landscaping shall not obstruct the line of sight of motorists or pedestrians.

Stormwater Management Areas - Minimum Standards

- Dry detention areas shall be completely seeded and/or sodded unless a "wetland enhanced" bottom is required. Wet retention areas shall be seeded/sodded and/or planted with wetland plants on the sides.
- Additional landscaping shall be used when a stormwater management area, particularly a dry detention basin, is adjacent to or across a public street from a property zoned for residential use.
- Retention ponds shall have a two-foot (2') edging at the mean water level of gravel, stone, or similar material to prevent erosion of the banks. A wetland planting edge may be required in lieu of the hard edge treatment.
- Other landscape improvements, including shade trees, ornamental trees, evergreens, shrubbery, and hedges, shall be provided along the perimeter of the detention/retention area.
- Additional landscaping may be required by the Village.

Right-of-Way Landscaping

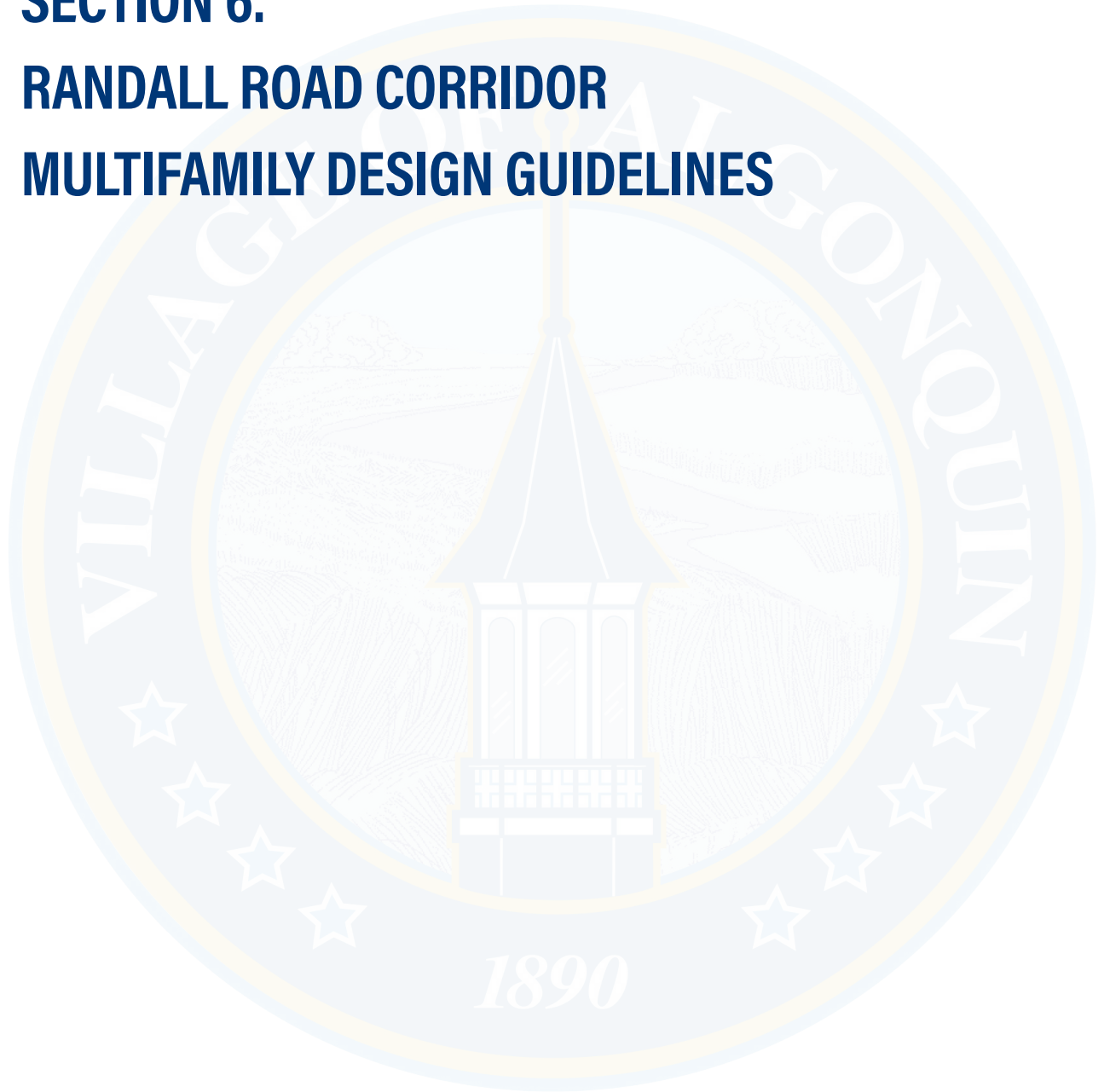
Design Criteria:

- Except as modified by conditions of natural topography or specific needs of site development, street trees shall be distributed evenly within right-of-way areas in order to maximize the growth potential of individual trees and to facilitate tree maintenance.
- To assure safe visibility is maintained at all times, particular attention shall be given to plantings at or near street intersections, pedestrian crossings, and off-street parking areas.
- Approved street tree species shall be planted in such a way as to avoid any monoculture type planting.

Minimum Standards:

- The spacing of street trees shall be no less than forty feet (40') between plantings. Street trees shall be planted as close to the minimum spacing standard as possible.
- Trees shall be planted a minimum of two feet (2') from all curbs, curb lines, and sidewalks. Parkways, as measured from the back of the curb to the closest edge of the sidewalk, smaller than 4 feet, shall not be suitable for parkway trees, unless approved by the Public Works Director or his designee. Trees planted on a parkway where a sidewalk exists shall be centered between the back of the curb and the closet edge of the sidewalk.
- No street tree shall be planted closer than thirty-five feet (35') from a street corner, measured from the point of the nearest intersecting curb or curb lines. No street tree shall be planted closer than 10 feet to any fire hydrant unless the location is previously approved by the Public Works Director or his designee.
- No street tree other than those acceptable by the Public Works Department shall be planted under or within ten (10) lateral feet of any overhead utility wire. Nor shall any tree beside a small tree be planted over or within five (5) lateral feet of any underground water line, sewer line, transmission line, or other underground utility.
- No more than 20 percent (20%) of any genus and no more than 10 percent (10%) of any species may be planted within the parkway of any subdivision
- A list of acceptable trees shall be obtained from the Public Works Department.
- The species of trees listed in Section 30.05-A2g may be considered for planting in other areas of the site if approved as part of the approved landscape plan. Trees whose root systems are of atypical nature to eventually cause interference problems with water or sewer lines shall not be planted in any area of a site where the typical root spread would reach such lines.
- Parkway trees shall be balled and burlapped and shall have a minimum caliper of 3 inches (3") measured at 6 inches (6") above the ground level. Trees shall be subject to the 15-month maintenance period and must be inspected prior to release to the Village.
- All parkways within the dedicated streets, vacant parcels, remnant parcels, and open space areas shall be graded smooth, covered with a minimum of 6 inches (6") of topsoil, and seeded/sodded.

**SECTION 6:
RANDALL ROAD CORRIDOR
MULTIFAMILY DESIGN GUIDELINES**



Village of Algonquin Randall Road Corridor Design Guidelines

For New Multiple-Family & Townhouse Developments in the Randall Road Corridor

1. Building Location & Design

- a. The building location & design should provide a healthy, safe environment in attached single-family and multiple-family developments, where residents can have privacy while also having opportunities to relate to their neighbors and the community.
- b. All private yards shall be landscaped with turf, ground cover, shrubs, trees or other landscape improvements, such as walkways and patios.
- c. No more than four (4) townhouse dwelling units in a row should typically be attached to one another, however exceptions may be reviewed and approved based on site plan design and context appropriateness.

2. Building Materials

- a. A minimum of 75% of a building's front elevation* shall have full-depth brick masonry materials and a stone base foundation (minimum of 3' tall) around the entirety of the building. Building elevations with warm-toned color schemes are generally preferred; greyscale designs are highly discouraged.

*Please note: for multi-family apartment buildings, each elevation façade shall have a minimum of 75% full-depth brick masonry materials.

- b. The following construction materials are prohibited:
 - Concrete blocks (CMU's)
 - Exposed aggregate (rough finish) concrete wall panels
 - Tilt-up concrete panels (of the kind you see on industrial buildings)
 - Exterior Insulated Finishing Systems (EIFS) or Stucco
 - Plywood, composite plywood or masonry sidings (T-111)
 - Panel brick or thin-set veneers
 - Plastic
 - Highly reflective glass
 - Vinyl or aluminum horizontal siding
- c. The use of uniform exterior building materials shall be required on all facades. For example, if the front wall contains a mixture of brick and wood, the side and rear walls shall contain the same materials in approximately the same proportions.
- d. Buildings should be constructed of quality materials that reduce maintenance costs over the life of the building, relate to traditional building materials used historically in the Village of Algonquin, and reinforce the character of the community.

3. Façade Articulation & Reduction in Mass and Scale

- a. Architectural design should use facade articulation techniques to reduce the apparent bulk of buildings and relate them to a human scale. The overall height/stories of any structure should be differentiated by means of horizontal bars, changes in building materials, or other details.
- b. To avoid the appearance of blank walls facing the street, when the side walls of a townhouse or multiple-family development face a street, the walls facing the street should be designed with elements typical of a front façade, including masonry, doors and/or windows etc.
- c. Large, flat facades should be avoided by articulating the building mass to create substantial shadows and visual interest. Windows, dormers, projected entrances and overhangs are encouraged on the street-facing façade to add variety and maintain a pedestrian-scale.
- d. Front entryways shall be distinctly articulated for each unit, including individual walks and/or stairs, a stoop, canopy or front porch, and unique architectural features or other appropriate means of distinction. Raised front entryways are encouraged.
- e. Buildings should be designed to be viewed from multiple directions and, therefore, should be designed with consistent materials and treatment that wraps around all sides.
- f. There should be a unifying architectural design for multiple-family and townhouse developments with more than one building, utilizing a common vocabulary of architectural forms, elements, materials and colors; however, enough variety between buildings to avoid monotonous design is encouraged.
- g. Windows, doors, and building edges should be trimmed out with appropriate materials in a width corresponding to the scale and style of the building.

4. Roof Forms

- a. HVAC equipment and similar appurtenances shall be located and/or screened so as not to be visible from public streets or adjoining property. Pipe stacks and similar appurtenances that are required by code and cannot reasonably be hidden should be concealed as much as possible by location and coloring.
- b. To ensure that new developments are consistent and compatible with the surrounding neighborhood character, consistency in the roofline should be achieved by using similar roof forms with varying height and proportion.
- c. For larger buildings, roof forms should be articulated so that varied planes and massing within the overall roof form are provided. Large, monotonous, simple pitched roofs, without breaks in the expanse of the roof, should be avoided; dormers and gables may be used to break up large expanses of roof area. Note: flat roofs are generally discouraged for all residential buildings.

5. Parking Areas & Pedestrian Walkways

- a. Parking areas and pedestrian walkways should provide safe access and adequate parking for residents and guests, while avoiding large expanses of paved areas and minimizing the visibility of parking facilities from public view; connections should be provided in and between parking lots, street sidewalks, open spaces and buildings.
- b. Parking lots and/or garages for multi-family developments should be located to the rear or side of the lot, in areas that are less visible from public streets.
- c. Townhomes should typically be designed with garages to the rear of the units or, if located at the front of the units, designed so that the garages do not form the most prominent visual element of the façade. Substantial effort shall be made to disguise and/or understate the garage doors, and side-loading is preferred.
- d. Curb cuts should be minimized on arterial roadways through shared access, rather than individual driveways for each unit; curb cuts on collector streets should also be minimized unless required by the specific site design layout (such as

This page left intentionally blank



SECTION 7: DEVELOPMENT FEE SCHEDULE & POLICIES

ANNEXATION FEES	PAGE 48
FEE TO ANNEX	PAGE 48
MUNICIPAL ADMIN AND PUBLIC SAFETY FEE	PAGE 48
WATER & SEWER IMPROVEMENT FEES	PAGE 48
TRANSITION FEES	PAGE 48
PLATTING FEES	PAGE 48
DEVELOPMENT FEES	PAGE 49
PARK/OPEN SPACE DEDICATION	PAGE 49
SCHOOL SITE DEDICATION	PAGE 49
WATER & SEWER TAP-ON FEES	PAGE 50
CUL-DE-SAC FEE	PAGE 50
WATERSHED PROTECTION FEE	PAGE 50
BUILDING PERMIT FEES	PAGE 50
KANE COUNT ROAD IMPACT FEE	PAGE 50
FIRE DISTRICT REVIEW FEE	PAGES 50 - 51
PUBLIC ART FEE	PAGE 51
RECAPTURE FEE	PAGE 51
CONSTRUCTION FEES	PAGE 51
CONSTRUCTION ESCROW	PAGE 51
GIS ASSET COLLECTION FEE	PAGE 51
SITE DEVELOPMENT FEE	PAGES 51 - 52
OTHER FEES	PAGE 52

Development Fee Schedule and Policies

These fees are paid later in the approval process. Contact Staff to discuss which fees are applicable to your project.

Annexation Fees

- **Fee to Annex** - The fee for annexation is \$500/acre for non-residential land and \$1,000/acre for residential land, prorated for portions of an acre. The fee is calculated on gross acreage and acreage calculations must be carried out to the hundredth decimal point. These fees are payable within 30 days after the Village Board action to approve the annexation.
- **Municipal Administration and Public Safety Building Fee** - A fee of \$500 per dwelling unit in any residential development is required as a contribution toward the acquisition, construction, and maintenance of a municipal administration and police/public safety facility. This fee is due and payable on a per-unit basis at the time of issuance of a building permit.
- **Water and Sewer Improvement Fees** - Regional Water and Sewer Improvement fees may be applicable to certain areas of the Village or areas designated to be annexed to the Village. These fees are required to provide or upgrade water and sewer system capabilities, including wells, lift stations, booster stations, tanks, water treatment plants, and other facilities that may be off-site improvements required to properly service large areas and multiple properties.

Petitioners should consult with Village staff as to the applicability of improvement fees to their property, and the terms under which they are calculated and payable. The current fee is \$4,500/acre.

- **Transition Fees** - Residential growth related to development has an immediate impact on the local governments that serve them, e.g. The Village, schools, library districts, and fire protection districts. It is estimated that the delay in receipt of money to pay for such services is eighteen months. In an attempt to offset the operational costs of servicing new residential developments, transition fees are required to be paid at the time of building permit.

Dwelling Unit Type	School District	Village	Fire District	Library District
3 Bedrooms or less	\$2,535.49	\$1,537.93	\$185.00	\$85.00
4 Bedrooms	\$4,000.00	\$1,996.82		
5 Bedrooms or more	\$2,929.02	\$2,000.00		
<i>Contact the Village for calculations for any other dwelling unit size or type not shown.</i>				

Platting Fees

The fee for platting is \$1,000/acre, prorated for portions of an acre. This fee is based on gross acreage and acreage calculations must be carried out to the hundredth decimal point. For residential developments, there is an additional fee of \$75/person. See the table to the right to calculate the persons/unit for each dwelling type. Population calculations must be carried out to the tenth decimal point. If the unit mix is unknown, the Village assumes that all single-family detached dwelling units will be 4 bedrooms in size. Developers may apply for refunds for homes with fewer bedrooms at the time of building permit payment.

	Type of Dwelling Unit	Total Persons Per Unit
Single Family - Detached	3 bedrooms or less	3.25
	4 bedrooms or more	4.00
Single Family - Attached	2 bedrooms or less	2.5
	3 bedrooms	3.00
	4 bedrooms or more	4.00
Apartment Units	Efficiency	1.00
	1 bedroom	1.60
	2 bedrooms	2.50
	3 bedrooms or more	3.30
<i>Contact the Village for calculations for any other dwelling unit size or type not shown.</i>		

The platting fees are payable after the Village Board action to approve the final plat of subdivision and before the final plat of subdivision is recorded by the Village. For further details, see Chapter 22.4 of the Algonquin Municipal Code.

Development Fees

- **Park/Open Space Dedication** - For residential developments or uses only, the Village of Algonquin requires a donation of park land/open space, or in lieu of land, a cash contribution. The donation is based upon the estimated population which is calculated from the formula in Chapter 22.09 of the Algonquin Municipal Code. The requirement is one (1) acre of land per one hundred (100) people. Population calculations and the resulting acreage are carried out to the thousandth decimal point.

In lieu of land, the Village may require a cash donation. The cash donation is determined by the fair market value of the property. The current value basis for "improved property" by the Village is \$157,500 per acre, pro-rated for portions of an acre, using the acreage calculated above.

The decision whether to require a land or cash donation is generally made during consideration of an annexation agreement or preliminary plat of subdivision/PUD, as applicable. The timing as to when a land donation must be deeded to the Village may be negotiated in the annexation agreement or subdivision agreement. A cash donation must be paid before the approval of a final plat of subdivision, unless otherwise provided for in the agreement. If a developer wishes to pay on a per-dwelling unit building permit basis, a separate agreement must be executed in accordance with Chapter 22 of the Algonquin Municipal Code.

Petitioners proposing to develop property in Dundee Township of Kane County should be aware that the entirety of Dundee Township is in the boundaries of the Dundee Township Park District. In addition, all portions of the Village in Grafton Township are in the Huntley Park District. However, the Village maintains its own park system within its corporate boundaries, and donations specified herein fulfill all requirements of the Village park donations. For further details, see Chapter 22.9 of the Algonquin Municipal Code.

- **School Site Dedication** - For residential developments or uses only, the Village requires a donation of land for school purposes, or in lieu of land, a cash contribution. The donation is based upon the estimated population which is calculated from the formula in Chapter 22.09 of the Algonquin Municipal Code. Table 6 in Chapter 22.09 is then used to calculate the minimum land donation. Population calculations and the resulting acreage are carried out to the thousandth decimal point.

In lieu of land, a cash donation may be required. The cash donation is determined by the fair market value of the property. The current value basis for "improved property" used by the Village is \$157,500 per acre, pro-rated for portions of an acre, using the acreage calculation stated above.

The decision whether to require a land or cash donation is determined based on the advice of school district officials during the consideration of an annexation agreement or preliminary plat of subdivision/PUD, as applicable. The timing as to when a land donation must be deeded may be negotiated in an annexation agreement or subdivision agreement. A cash contribution is due and payable prior to the approval of a final plat of subdivision unless otherwise provided for in an annexation or subdivision agreement (if applicable). Typical cash donations by dwelling unit type are shown in the table below. Cash donations must be paid on a lump-sum basis at the time of approval of a final plat. If a developer wishes to pay on a per-dwelling unit building permit basis, a separate agreement must be executed in accordance with Chapter 22 of the Algonquin Municipal Code. Check with staff to determine the school district in which the property lies, and to obtain the names of contact persons.

Dwelling Unit Type	School	Park	Total
3 - Bedroom Single - Family Detached	\$3,431	\$4,566	\$7,997
4 - Bedroom Single - Family Detached	\$5,863	\$5,928	\$11,791
2 - Bedroom Townhouse	\$ 806	\$3,134	\$3,940
3 - Bedroom Townhouse	\$1,513	\$3,767	\$5,280
<i>Contact the Village for calculations for any other dwelling unit size or type not shown.</i>			

- Water and Sewer Tap-on Fees** - Each building and/or dwelling unit is subject to standard water and sewer tap-on fees as established by the Village Code. These fees are due and payable on a per-unit basis at the time of issuance of a building permit and are based upon projected water consumption for the type of use that the lines serve.

	Tap-on Fee for Plats Approved:	Dwelling unit with 1 and 2 bedrooms	Dwelling unit with 3 or more bedrooms	All other uses (per P.E. or part thereof)
Water Tap-On Fees	Before 2/1/04	\$3,300	\$3,500	\$1,066, \$3,200 min
	2/1/04 - 2/5/08	\$5,650	\$6,000	\$1,880, \$5,650 min
	2/6/08 - 2/1/09	\$5,932	6,300	\$1,927, \$5,932 min
	2/2/09 - 2/1/10	\$6,229	\$6,615	\$1,975, \$6,229 min
	2/1/10 - 2/1/11	\$6,540	\$6,945	\$2,024, \$6,540 min
	2/2/11 - 2/1/12	\$6,867	\$7,293	\$2,075, \$6,867 min
	2/2/12 - 2/1/13	\$7,211	\$7,65	\$2,127, \$7,211 min
	2/2/13 - Present	\$7,571	\$8,040	\$2,180, \$7,571 min
Sewer Tap-On Fees	Before 2/1/04	\$3,200	\$3,500	\$1,066, \$3,200 min
	2/1/04 - 2/5/08	\$4,480	\$5,000	\$1,490, \$4,480 min
	2/6/08 - 2/1/09	\$5,376	\$6,000	\$1,639, \$5,376 min
	2/2/09 - 2/1/10	\$5,645	\$6,300	\$1,680, \$5,645 min
	2/1/10 - 2/1/11	\$5,927	\$6,615	\$1,722, \$5,927 min
	2/2/11 - 2/1/12	\$6,223	\$6,945	\$1,765, \$6,223 min
	2/2/12 - 2/1/13	\$6,535	\$7,293	\$1,809, \$6,535 min
	2/2/13 - Present	\$6,861	\$7,658	\$1,854, \$6,861 min

Where fees are based on estimates, the fee shall be adjusted to reflect the average use one year after initial occupancy.

- Cul-de-sac Fee** - Any development, residential or non-residential, that includes cul-de-sacs is required to pay \$6,000 for each platted cul-de-sac to defray the Village's cost of providing the additional maintenance services associated with cul-de-sacs. See Chapter 22 of the Algonquin Municipal Code for definitions of a cul-de-sac. This fee is due after Village Board action to approve a final plat of subdivision.
 - Watershed Protection Fee** - All new development projects shall pay a watershed protection fee. The Village uses the collect fees to preserve, protect, restore, and maintain the watershed ecosystems. This fee shall be paid at the time of the building permit issuance. The fee is \$250/residential unit or \$100/10,000 square feet of non-residential building.
 - Building Permit Fees** - Each building and/or dwelling unit is subject to standard building permit fees as established by the Municipal Code. Building permit fees are due and payable on a per-unit basis at the time of issuance of a building permit and are generally based on the value of the structure, plus certain fixtures and equipment.
- See Appendix B & Chapter 23 of the Algonquin Municipal Code for the formulas employed to calculate fees and the current fee schedule.
- Kane County Road Improvement Impact Fee** - All new commercial and residential buildings located in Kane County are required to pay a roadway impact fee to Kane County prior to the issuance of a building permit from the Village of Algonquin. For an application or fee schedule, please contact the Kane County Division of Transportation at 630.845.3798 or visit <http://kdot.countyofkane.org/Pages/Impact-Fees.aspx>. The Village of Algonquin will require a receipt from Kane County indicating the impact fee has been paid before releasing any building permit.
 - Fire District Review Fee** - A fire district review fee is assessed on all new construction. This fee are due and payable prior to the issuance of a building permit on a per lot basis for residential development. The Village of Algonquin will not issue a building permit until evidence is presented to the Village from the building permit applicant that the fire district review fee has been paid to the appropriate Fire Protection District.

Fire District	Residential Projects	Commercial Projects
Algonquin-LITH Fire Protection District	\$600/unit	3,000 sq ft or less = \$300 3,000 sq ft or more = \$0.12/sq ft
Huntley Fire Protection District	\$30/unit	\$0.10/sq ft, min \$100

- **Algonquin Public Art Fee** - Please see the Algonquin Public Art Master Plan and Ordinance 2005-0-16 for further information. All new development projects shall contribute to the public art program in one of three ways:
 1. Provide and maintain artwork, as approved by the Algonquin Public Arts Commission. Artwork shall be installed before the issuance of a Certificate of Occupancy.
 2. Reserve a display site and pay a fee. A specific site shall be reserved within the development for the display of public art. A \$1,000 credit shall be given for the display site. The fee shall be assessed as indicated below. The site shall be determined before the issuance of a site development permit.
 3. Contribute to the Public Art Reserve Fund. All fees shall be paid at the time of the building permit issuance.

Non-Residential Projects	Residential Projects	Mixed-Use Projects
20,000 sq ft or less 5¢/sq ft 20,001 - 100,000 sq ft 2.5¢/sq ft 100,001 sq ft or more 1¢/sq ft	\$25/unit	The developer shall pay both the commercial square footage and the residential units.

- **Recapture Fees** - Certain recapture fees for utilities, roads, or other improvements previously constructed by, or on behalf of other parties, may apply to certain areas of the Village or areas designated to be annexed to the Village. Due to the differences in fees and terms of applicable recapture agreements, petitioners should consult with staff as which, if any, recapture agreements are applicable, the estimated recapture fee(s), and the timing as to when such fees are payable.

Construction Fees

- **Construction Escrow** - Before a site development permit is issued, a construction escrow account shall be established. The escrow amount shall be 3% of the Engineer’s Estimated Cost of Public and Private Improvements. This deposit shall be delivered to the Village before the execution and recording of the final plat and/or a site development permit is issued.
- **GIS Asset Collection Fees** - The GIS asset collection fee shall be 0.75% of the Village Engineer’s Estimated Cost of Public and Private Improvements. This fee shall be paid before the execution and recording of the final plat and/or a site development permit is issued.
- **Site Development Fees** - Site Plan and Development Review is imposed on all new construction and additions; erection of building structures for all private land uses except single-family or two-family residential uses; and on the modification or improvement of land. Fees are due and payable on a per-unit or per-acre basis at the time of site development permit application.

Site plan and development permit fee schedule

Use of Property		Fee	
Residential Property	Single lot	\$60.00	
	Subdivisions/PUDs	Up to 1 acre or any portion thereof	\$150.00 flat fee
		Over 1 acre up to 5 acres	\$150.00 plus \$60.00 per acre or part thereof
		Over 5 acres up to 20 acres	\$300.00 plus \$30.00 per acre or part thereof
		Over 20 acres up to 50 acres	\$720.00 plus \$30.00 per acre or part thereof
		Over 50 acres	\$1,440.00 plus \$30.00 per acre or part thereof
Commercial or Industrial Property	Up to 1 acre or any portion thereof	\$180.00 flat fee	
	Over 1 acre up to 5 acres	\$240.00 plus \$60.00 per acre or part thereof	
	Over 5 acres up to 20 acres	\$480.00 plus \$60.00 per acre or part thereof	
	Over 20 acres up to 50 acres	\$1,080.00 plus \$30.00 per acre or part thereof	
	Over 50 acres	\$2,400.00 plus \$30.00 per acre or part thereof	

Other Fees, Donations, and Requirements

- Special fees or contributions may be required for unique situations, such as road extensions, intersections, deceleration/turning lanes, or other improvements serving the development, or for other specific improvements not subject to other agreements or recaptures. For further details, consult with staff.
- The Village reserves the right to charge reasonable fees for the review of concept plans, due to costs of retained personnel for which the Village is charged. The Village also reserves the right to limit the extent of the review of concept plans.
- Standard dedication of rights-of-way, easements, and similar public improvements as a function of the subdivision process are also required.
- The Village reserves the right to add or change any fees at any time, as it deems are in the best interests of the Village. Fees may also be subject to increases due to changes in the CPI.
- Separate sign permit fees are charged for signage for all developments. Approval of or payment of fees for any of the steps in the development process does not grant rights to any signage unless otherwise provided for in an annexation agreement (if applicable).

