

Planned Development CONCEPT PLAN CHECKLIST



Notwithstanding the required information and data listed on the **Development Application & Fees** form, the Director of Economic and Community Development, in his/her sole and absolute discretion, may waive one or more of these submittal requirements if deemed not applicable or if a written request for a waiver is granted. Otherwise all materials must be submitted as required by Paragraph 11-201(E)(9) of the Oak Forest Zoning Ordinance.

✓ **SUBMITTAL MATERIALS | as determined by staff**

REQUIRED PLANS & STUDIES

1. **Map of vicinity.** A map depicting municipal and special district boundaries where adjacent to or within the subject property.
2. **Schematic, soft-line drawings.** To illustrate the proposed planned development concept, including public or private rights-of-way on or adjacent to the subject property, the proposed dimensions and locations of vehicular and pedestrian circulation and parking elements, public and private open space, and residential, commercial, office, industrial and other land uses, and the general locations of and purpose of all easements.
3. **Schematic, Soft-Line Architectural Elevations.** To illustrate the general style of architecture and typical building materials.
4. **Tax Impact Study.** To indicate the possible tax consequences the proposed planned development will have upon the City and other affected taxing bodies.
5. **Traffic and Transit Impact Study.** To include a list of new street construction and traffic control improvements necessary to accommodate the estimated increase in traffic and traffic related problems occasioned by the proposed development and a statement of the applicant's proposals for providing those needed improvements.
6. **Preliminary Engineering Study.** To show the location and adequacy of existing and proposed sanitary sewer, storm sewer and water distribution systems.

WRITTEN MATERIALS

7. **Name of development.** A development name unique to the Oak Forest area for identification purposes.
8. **Proof of ownership.** Evidence that the applicant has sufficient control over the subject property to effectuate the proposed planned development, including a statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property, and a recent commitment for title insurance or ownership search certificate.
9. **Ownership and Lease Statement of Intent.** A statement of the applicant's intent with respect to the ownership, sale and leasing of the various completed units, structures, spaces and areas within the proposed planned development.
10. **Existing Environmental Conditions Statement.** A written statement identifying existing natural and environmental resources and features on the subject property, including its topography, vegetation, soils, geology, and scenic view, and the impact of the proposed planned development on such resources and features, including proposals to preserve or protect such resources and features.
11. **A written statement addressing the following matters:**
 - A general description of the proposed planned development, the planning objectives to be achieved by it, including the rationales and assumptions of the applicant supporting the proposed planned development, and the market it is intended to serve.
 - How the proposed planned development is to be designed, arranged and operated so as not to adversely affect the development and use of neighboring property in accordance with applicable regulations of this Code.
 - How the planned development sought meets the **STANDARDS** (below).

STANDARDS. Please review the Standards for Planned Developments as set forth in Subsection 11-503(E) of the Zoning Ordinance. The staff, Planning and Zoning Commission and City Council will use these standards in making a determination whether or not the proposed special use is appropriate.

1. **Standards for All Planned Developments.** No special permit for a planned development shall be recommended or granted unless the applicant shall establish that the proposed development will meet each of the following additional standards:
 - a. *Unified Ownership Required.* The entire property proposed for planned development treatment shall be in single ownership or under such unified control as to ensure that the entire property will be developed as a unified whole. All owners of the property shall be included as joint applicants on all applications and all approvals shall bind all owners. The violation of any owner as to any tract shall be deemed a violation as to all owners and all tracts.
 - b. *Minimum Area.* The district regulations of this Code establishing standards for particular types of planned development specify the minimum area required for same planned development. In addition to meeting that specific standard, or where no specific standard is set, the applicant shall have the burden of establishing that the subject property is of sufficient size and shape to be planned and developed as a unified whole capable of meeting the objectives for which planned developments may be established pursuant to this Section.
 - c. *Covenants and Restrictions to be Enforceable by City.* All covenants, deed restrictions, easements and similar restrictions to be recorded in connection with the planned development shall provide that they may not be modified, removed or released without the express consent of the City Council and that they may be enforced by the City as well as by future landowners within the proposed development.
 - d. *Public Open Space and Contributions.* Whenever the Official Comprehensive Plan or Official Map indicates that development of a planned development will create a need for land for public purposes of the City within the proposed planned development, the City Council may require that such area be designated and to the extent such need is specifically and uniquely attributable to the proposed development, dedicated to the City for such use. In addition, the City Council may require evidence that all requirements of City ordinances pertaining to the dedication of land or the contribution of cash in connection with subdivisions or developments of land have been met as respects the proposed planned development.
 - e. *Common Open Space.*
 - i. *Amount, Location and Use.* The failure of a planned development to provide common open space shall be considered to be an indication that it has not satisfied the objectives for which such developments may be approved pursuant to this Code. When common open space is provided in a planned development, the amount and location of such open space shall be consistent with its intended function as set forth in the application and planned development plans. No such open space shall be used for the construction of any structure or improvement except such structures and improvements as may be approved in the Final Plan as appropriate to the intended leisure and recreational uses for which such open space is intended.
 - ii. *Preservation.* Adequate safeguards, including recorded covenants or dedication of development rights, shall be provided to prevent the subsequent use of common open space for any use, structure, improvement or development other than that shown on the approved Final Plan. The restrictions must be permanent and not for a given period of years and must run with the land.
 - iii. *Ownership and Maintenance.* The Final Plan shall include such provisions for the ownership and maintenance of such open space and improvements as are reasonably necessary to ensure their continuity, care, conservation, maintenance and operation in accordance with predetermined standards and to ensure that remedial measures will be available to the City if such open space or improvements are permitted to deteriorate or are not maintained in a condition consistent with the best interests of the planned development or the City.
 - iv. *Property Owners' Association.* When the requirements of the preceding Subparagraph are to be satisfied by the ownership or maintenance of such open space or improvements by a property owners' association, such association shall meet each of the following standards:

- 1) The by-laws and rules of the association and all declarations, covenants and restrictions to be recorded must be approved as part of the Detailed Plan prior to becoming effective. Each such document shall provide that it shall not be amended in any manner that would result in it being in violation of the requirements of this Subparagraph.
 - 2) The association must be established and all covenants and restrictions recorded prior to the sale of any property within the area of the planned development designated to have the exclusive use of the proposed open space or improvements.
 - 3) The association must be responsible for casualty and liability insurance, taxes, and the maintenance of the open space and improvements to be deeded to it.
 - 4) Membership in the association must be mandatory for each property owner, and any successive owner, having a right to the use or enjoyment of such open space or improvements.
 - 5) Every property having a right to the use or enjoyment of such open space or improvements must pay its pro rata share of the cost of the association by means of an assessment to be levied by the association that meets the requirements for becoming a lien on the property in accordance with statutes of the State of Illinois.
 - 6) The association must have the right to adjust the assessment to meet changed needs. The membership vote required to authorize such adjustment shall not be fixed at more than 51 percent of the members voting on the issue.
 - 7) The City must be given the right to enforce the covenants.
 - 8) The City must be given the right, after ten days' written notice to the association, to perform any maintenance or repair work that the association has neglected to perform, to assess the membership for such work and to have a lien against the property of any member failing to pay such assessment. For this purpose alone, the City shall have all the rights and powers of the association and its governing body under the agreements and declarations creating the association.
- f. *Landscaping and Perimeter Treatment.* Any area of a planned development not used for structures or circulation elements shall be landscaped or otherwise improved. The perimeter of the planned development shall be treated so as to ensure compatibility with surrounding uses by means such as provision of compatible uses and structures; setbacks; screening; or natural or manmade buffers. Every planned development shall provide a perimeter landscaped open space along each of its boundaries; each such open space shall have a minimum depth equal to the minimum applicable yard required in the district in which it is located.
- g. *Private Streets.* Private streets shall be permitted in a planned development provided that:
- i. Said streets shall be treated as public streets and rights of way for purposes of all setbacks, yards and calculations under this Code.
 - ii. Said streets shall be owned and maintained by a property owners' association meeting the requirements set forth in Subparagraph E2(e)(4) above; and
 - iii. A covenant shall be recorded against the subject property acknowledging that the City shall at no time be under any obligation to provide maintenance for or accept dedication of said streets.
 - iv. Utilities. All utility lines shall be installed underground.
2. **Additional Standards for Specific Planned Developments.** Where the district regulations authorizing any planned development use in a particular district impose standards to be met by such planned development in such district, a special permit for such development shall not be recommended or granted unless the applicant shall establish compliance with such special standards.