



### SPECIAL USE APPLICATION

(To request a Special Use or Amendment, or a Special Use for PUD or Amendment)

<b>For City Use</b>	
Project Name:	<u>Fox Haven Square - Stuart's Crossing PUD</u>
Project Number:	<u>2023 -PR- 011</u>
Cityview Project Number:	<u>PLSU20240005</u>



- File this application to request a Special Use for a property, or to request to amend an existing Special Use Ordinance for a property
- Complete the application and submit with all required attachments to the Community Development Division.
- The information you provide must be complete and accurate. If you have a question please contact the Community Development Division.
- City staff will review the submittal for completeness and for compliance with applicable requirements prior to establishing a public hearing date.

<b>1. Property Information:</b>	Location:	502 N Kirk Rd	
	Parcel Number (s):	09-25-178-002;09-25-178-003	
	Proposed Name:	Fox Haven Square	
<b>2. Applicant Information:</b>	Name:	Greco Investment Management LLC	Phone: 630-577-7156
	Address:	1307 Schiferl Rd Bartlett, IL 60103	Email: pat@gsifamily.com
<b>3. Record Owner Information:</b>	Name:	SVAP III Stuart's Crossing Small Shops LLC; SVAP III Stuart's Crossing Vacant Lots LLC	Phone: 323-289-6342
	Address:	302 Datura Street, Suite 100 West Palm Beach, FL 33401	Email: pwei@sterlingorganization.com

**4. Identify the Type of Application:**

- Special Use for Planned Unit Development - PUD Name:** Stuart's Crossing
  - New PUD
  - Amendment to existing PUD- Ordinance #: 1997-M-115
  - PUD Preliminary Plan filed concurrently
  
- Other Special Use (from list in the Zoning Ordinance):**
  - Newly established Special Use
  - Amendment to an existing Special Use Ordinance #:

**5. Information Regarding Special Use:**

Comprehensive Plan designation of the property: Corridor/Regional Commercial

Is the property a designated Landmark or in a Historic District? No

What is the property's current zoning? BC Community Business District

What is the property currently used for? Vacant

If the proposed Special Use is approved, what improvements or construction are planned?

Construction of 16,150-sf, 19,500-sf, 14,250-sf, and 20,000-sf commercial retail buildings with parking lot and outdoor plaza and outdoor seating for community use.

**6. For Special Use Amendments only:**

Why is the proposed change necessary?

Proposed revisions are required due to the concept to maximize use of property and creating outdoor space for community use.

What are the proposed amendments? (Attach proposed language if necessary)

Building Coverage: Requesting amendment to deviate from BR standard of 30% to 22% with a FAR of 0.22; Kirk Road Parking/Paving Setback: Requesting amendment to revise PUD standard of 50 ft to 40 ft. Parking Spaces: Requesting amendment to allow for less required spaces per floor area. Variation to off-street parking requirements. ; Signage: updates as provided in applicaiton design packet.; Variations to required building foundation landscaping ; variations to requirements of the Design Review Standards

**Note for existing buildings:** If your project involves using an existing building, whether you plan to alter it or not, please contact the St. Charles Fire Department (630-377-4458) and the Building and Code Enforcement Division (630-377-4406) for information on building, life safety and other code requirements. Depending on the proposed use, size of structure and type of construction, these requirements can result in substantial costs.

**7. Required Attachments:**

*If multiple zoning or subdivision applications will be submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.  
Provide 1 copy of each required item, unless otherwise noted.*

- APPLICATION FEE:** Special Use for PUD: **\$1,000**  
All other Special Use requests: \$750
- REIMBURSEMENT OF FEES AGREEMENT:** An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.
- REIMBURSEMENT OF FEES INITIAL DEPOSIT:** Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the subject property:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$1,000	\$2,000	\$3,000	\$4,000
2 or 3	\$2,000	<b>\$4,000</b>	\$5,000	\$7,000
4 or more	\$3,000	\$5,000	\$7,000	\$10,000

- PROOF OF OWNERSHIP:** a) A current title policy report; or  
b) A deed and a current title search

*NOTE: Private covenants and deed restrictions can limit private property rights with respect to the use of land even though the City's Zoning Ordinance may authorize the use or a less restrictive use. We strongly advise that you perform a title search on the property to determine if there any private covenants containing use restrictions or other deed restrictions. As those private covenants and deed restrictions may conflict with the City's Zoning Ordinance, it is further recommended that you consult with an attorney to obtain an opinion with respect to whether your intended use is compatible with those restrictions.*

- OWNERSHIP DISCLOSURE:** Use the appropriate disclosure form (attached), if the owner or applicant is a Partnership, Corporation, Trust, or LLC.
- LETTER OF AUTHORIZATION:** If the property owner is not the applicant, an original letter of authorization from the property owner permitting the applicant to file the zoning application with the City of St. Charles for the subject property.
- LEGAL DESCRIPTION:** For entire subject property, on 8 1/2 x 11 inch paper and Microsoft Word file.
- PLAT OF SURVEY:** A current plat of survey for the subject property showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.
- FINDINGS OF FACT:** Fill out the attached "Criteria for Planned Unit Developments (PUDs)" form for any PUD application and the "Findings of Fact – Special Use" form for all other Special Use applications.
- LIST OF PROPERTY OWNERS WITHIN 250 FT.:** Fill out the attached form or submit on a separate sheet. The form or the list must be signed and notarized. Property ownership information may be obtained using Kane County's interactive GIS mapping tool: [http://gistech.countyofkane.org/gisims/kanemap/kanegis4\\_AGOx.html](http://gistech.countyofkane.org/gisims/kanemap/kanegis4_AGOx.html)
- SOIL AND WATER CONSERVATION DISTRICT LAND USE OPINION APPLICATION:** As required by State law, submit a Land Use Opinion application and required fee directly to the Kane-DuPage Soil and Water Conservation District. Provide a copy of completed Land Use Opinion application to the City. The Land Use Opinion application can be found on the Kane-DuPage SWCD website: <http://www.kanedupageswcd.org/>

**ENDANGERED SPECIES REPORT:** As required by State law, file an Endangered Species Consultation Agency Action with the Illinois Department of Natural Resources. Provide a copy of the report to the City. The online Ecological Compliance Assessment Tool (EcoCAT) should be utilized: <https://dnr2.illinois.gov/EcoPublic/>

**TRAFFIC STUDY:** If applicable. Staff will advise you whether a traffic study is recommended based on the project. Regardless, the Plan Commission or City Council may request a traffic study as a part of the review process.

**PLANS:** All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

**Copies:** Ten (10) full size copies, one (1) 11" by 17", and PDF electronic file emailed to: [cd@stcharlesil.gov](mailto:cd@stcharlesil.gov)

**Site Plan or plans shall show the following information:**

1. Accurate boundary lines with dimensions
2. Streets on and adjacent to the tract: Name and right-of-way width
3. Location, size, shape, height, and use of existing and proposed structures
4. Location and description of streets, sidewalks, and fences
5. Surrounding land uses
6. Date, north point, and scale
7. Ground elevation contour lines
8. Building/use setback lines
9. Location of any significant natural features
10. Location of any 100-year recurrence interval floodplain and floodway boundaries
11. Location and classification of wetland areas as delineated in the National Wetlands Inventory
12. Existing zoning classification of property
13. Existing and proposed land use
14. Area of property in square feet and acres
15. Proposed off-street parking and loading areas
16. Number of parking spaces provided, and number required by ordinance
17. Angle of parking spaces
18. Parking space dimensions and aisle widths
19. Driveway radii at the street curb line
20. Width of driveways at sidewalk and street curb line
21. Provision of handicapped parking spaces
22. Dimensions of handicapped parking spaces
23. Depressed ramps available to handicapped parking spaces
24. Location, dimensions and elevations of freestanding signs
25. Location and elevations of trash enclosures
26. Provision for required screening, if applicable
27. Exterior lighting plans showing:
  - a. Location, height, intensity and fixture type of all proposed exterior lighting
  - b. Photometric information pertaining to locations of proposed lighting fixtures

**(Note- For a Special Use for PUD, submit PUD Preliminary Plan Application In lieu of Site Plan)**

**I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.**





OWNERSHIP DISCLOSURE FORM  
LIMITED LIABILITY COMPANY (L.L.C.)

Florida <sup>MD</sup>  
STATE OF ILLINOIS )  
Palm Beach <sup>MD</sup> ) SS.  
KANE COUNTY )

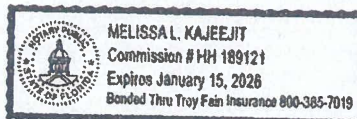
I, Brian Fried, being first duly sworn on oath depose and say that I am  
Manager of SVAP III stuart's Crossing, LLC, SVAP III stuart's Crossing Small Shops, LLC, SVAP III stuart's Crossing Vacant lot, LLC, an Illinois <sup>Delaware</sup> Limited Liability  
Company (L.L.C.), and that the following persons are all of the members of the said L.L.C.:

Sterling Value Add Investments III, LLC, a Delaware  
limited liability company, its sole Member

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: [Signature], Manager

Subscribed and Sworn before me this 1<sup>st</sup> day of  
February, 20 24.



[Signature]  
Notary Public

**SVAP III Stuarts Crossing, LLC  
SVAP III Stuarts Crossing Small Shops, LLC  
SVAP III Stuarts Crossing Vacant Lot, LLC  
c/o Sterling Retail Services, Inc.**

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February 1, 2024

To Whom It May Concern:

On behalf of the ownership, this letter shall serve as an authorization for Greco Investment Management, LLC and its affiliates to file for Special Use and PUD Preliminary Plan approval with the City of St. Charles for the subject parcels (tax ID #09-25-178-002 and #09-25-178-003).

Sincerely,



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Name: Jordan Fried  
Title: Vice President

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302 Datura Street, Suite 100, West Palm Beach, Florida 33401

Telephone: (561) 835-1810



LEGAL DESCRIPTION

THE FOLLOWING LOT LOCATED IN ST. CHARLES, KANE COUNTY, ILLINOIS:

PARCEL 1:

LOT 4 IN STUART'S CROSSING RETAIL, BEING A SUBDIVISION OF PART OF THE NORTHWEST 1/4 OF SECTION 25, TOWNSHIP 40 NORTH, RANGE 8, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT RECORDED SEPTEMBER 15, 1998 AS DOCUMENT 98K083752, IN KANE COUNTY, ILLINOIS.

PARCEL 2:

RIGHTS FOR BENEFIT OF PARCEL 1 CREATED BY AND GRANTED IN THE CONSTRUCTION, OPERATION AND RECIPROCAL EASEMENT AGREEMENT ("REA") RECORDED SEPTEMBER 11, 1998 AS DOCUMENT 98K082487 FOR THE PURPOSE OF (1) PARKING OF PASSENGER VEHICLES (2) VEHICULAR, AND PEDESTRIAN PASSAGE (3) CONNECTION WITH AND USE OF WATER, SANITARY AND STORM WATER, TELEPHONE, ELECTRIC LINES, CONDUITS, TRANSMISSION AND OTHER SIMILAR UTILITY FACILITIES AND (4) DRAINAGE OF STORM WATER.

PARCEL 3:

LOT 3 IN STUART'S CROSSING RETAIL, BEING A SUBDIVISION OF PART OF THE NORTHWEST ¼ OF SECTION 25, TOWNSHIP 40 NORTH, RANGE 8, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT RECORDED SEPTEMBER 15, 1998 AS DOCUMENT NUMBER 98K083752, IN KANE COUNTY, ILLINOIS.

# WARE MALCOMB

ARCHITECTURE  
PLANNING  
INTERIORS

CIVIL ENGINEERING  
BRANDING  
BUILDING MEASUREMENT

May 1, 2024

**Ms. Ellen Johnson**

City of St. Charles - Community Development Department  
Two East Main Street  
St. Charles, IL 60174  
[ejohnson@stcharlesil.gov](mailto:ejohnson@stcharlesil.gov)

**Application for Completeness Review for Fox Haven Square**

Dear Ms. Johnson,

We are in receipt of your email review dated April 30th, 2024 which highlighted items needed to amend the previously submitted application for the Special Use and PUD Amendment for the Fox Haven Square project within the Stuart's Crossing PUD in St. Charles, IL. This letter is intended to outline the following requested variances to the planning and zoning standards:

1. We are requesting to reduce the parking setback along Kirk Rd. to under 50 ft. According to the staff report dated September 6<sup>th</sup>, 2023, a 50 ft. setback is consistent with the Jewel property, a reduced setback could be appropriate if the setback is sufficiently landscaped.
2. The proposed number of parking spaces has been reduced to a total below the current PUD parking requirement. The required parking is being satisfied by the shared parking between adjacent uses. Current parking codes allow Shared Parking calculations based on hours of operations.
3. Building façade mounted signage and new ground sign conceptual designs are included
4. We are requesting a variance on PUD required building foundation landscaping however have added to other areas of the site to offset these totals.
5. We request a variance to the Design Review Standards for Building #4 elevations.

We are very excited to bring this fantastic vision to fruition in St. Charles. If you have any questions or comments we will happily be available to discuss further.

Best regards,

**Ware Malcomb**



Jason Golub, AIA  
Regional Director

## CRITERIA FOR PLANNED UNIT DEVELOPMENTS (PUDs)

**\*Use this form for PUD or PUD Amendment applications\***

*The St. Charles Zoning Ordinance requires the Plan Commission to consider the criteria listed below in making a recommendation to the City Council on whether the proposed Planned Unit Development is in the public interest. As the applicant, the "burden of proof" is on you to provide information that addresses the criteria below in order to demonstrate that the project is in the public interest.*

**PUD Name: Stuarts Crossing/Fox Haven Square**

**From the St. Charles Zoning Ordinance, Section 17.04.410.3:**

The Plan Commission shall not favorably recommend, and the City Council shall not approve, a Special Use for a PUD or an amendment to a Special Use for a PUD unless they each make findings of fact based on the application and the evidence presented at the public hearing that the PUD is in the public interest, based on the following criteria:

- i. The proposed PUD advances one or more of the purposes of the Planned Unit Development procedure stated in Section 17.04.400.A:**
  1. To promote a creative approach to site improvements and building design that results in a distinctive, attractive development that has a strong sense of place, yet becomes an integral part of the community.
  2. To create places oriented to the pedestrian that promote physical activity and social interaction, including but not limited to walkable neighborhoods, usable open space and recreational facilities for the enjoyment of all.
  3. To encourage a harmonious mix of land uses and a variety of housing types and prices.
  4. To preserve native vegetation, topographic and geological features, and environmentally sensitive areas.
  5. To promote the economical development and efficient use of land, utilities, street improvements, drainage facilities, structures and other facilities.
  6. To encourage redevelopment of sites containing obsolete or inappropriate buildings or uses.
  7. To encourage a collaborative process among developers, neighboring property owners and residents, governmental bodies and the community

The site improvements are proposed on vacant land which is under utilized in a highly commercial area of the City. These buildings and improvements will attract additional businesses and serve the City and surrounding communities. There is a proposed outdoor plaza and seating area which will promote social interaction. In addition, the increased consumer traffic will improve the accessibility to existing businesses in the area, bringing in increased activity and revenue to the City.

ii. **The proposed PUD and PUD Preliminary Plans conform to the requirements of the underlying zoning district or districts in which the PUD is located and to the applicable Design Review Standards contained in Chapter 17.06, except where:**

- A. Conforming to the requirements would inhibit creative design that serves community goals, or**
- B. Conforming to the requirements would be impractical and the proposed PUD will provide benefits that outweigh those that would have been realized by conforming to the applicable requirements.**

**Factors listed in Section 17.04.400.B shall be used to justify the relief from requirements:**

1. The PUD will provide community amenities beyond those required by ordinance, such as recreational facilities, public plazas, gardens, public art, pedestrian and transit facilities.
2. The PUD will preserve open space, natural beauty and critical environmental areas in excess of what is required by ordinance or other regulation.
3. The PUD will provide superior landscaping, buffering or screening.
4. The buildings within the PUD offer high quality architectural design.
5. The PUD provides for energy efficient building and site design.
6. The PUD provides for the use of innovative stormwater management techniques.
7. The PUD provides accessible dwelling units in numbers or with features beyond what is required by the Americans with Disabilities Act (ADA) or other applicable codes.
8. The PUD provides affordable dwelling units in conformance with, or in excess of, City policies and ordinances.
9. The PUD preserves historic buildings, sites or neighborhoods.

The amendment to the PUD will provide additional community amenities in the form of an outdoor plaza/seating area which will promote increased social interaction. Proposed landscaping will provide natural feels and proposed permeable pavers within the parking lot promote positive stormwater management techniques.

iii. **The proposed PUD conforms with the standards applicable to Special Uses (Section 17.04.330.C.2):**

**A. Public Convenience: The Special Use will serve the public convenience at the proposed location.**

The site is surrounded by existing commercial retail which is currently serving the public. The improvements will increase public usage and convenience.

**B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary utilities have been, or are being, provided.**

The project site was originally part of the Stuart's Crossing PUD, which provided detention and infrastructure for future development.

**C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.**

The site is surrounded by existing commercial retail. The proposed commercial buildings will not impact the surrounding businesses in a negative way.

**D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The site is surrounded by existing commercial retail, therefore will not impede on normal and orderly development of the surrounding property

**E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.**

The site is within an existing commercial area, therefore will not change the demographics of the surrounding businesses and will not be detrimental to the public

**F. Conformance with Codes: That the proposed Special Use conforms to all applicable provisions of the St. Charles Municipal Code and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.**

The development will conform to existing and approved provisions as applicable to the existing PUD and the City codes.

**iv. The proposed PUD will be beneficial to the physical development, diversity, tax base and economic well-being of the City.**

The proposed development will utilize vacant space to attract additional businesses which can be accessed by the City and surrounding communities. This will attract consumers and bring additional revenue to the City.

**v. The proposed PUD conforms to the purposes and intent of the Comprehensive Plan.**

The proposed commercial retail development is within an existing commercial area of the City, therefore will not impact the purpose and intent of the Comprehensive Plan.



**PUD PRELIMINARY PLAN APPLICATION**

**For City Use**  
 Project Name: Fox Haven Square - Stuart's Crossing PUD  
 Project Number: 2023 -PR- 011  
 Cityview Project Number: PLPUD202400006

Received Date  
**RECEIVED**  
 FEB 02 2024  
 City of St. Charles  
 Community Development

- File this application to request approval of a PUD Preliminary Plan. Normally, this application is reviewed concurrently with an application for Special Use for PUD, unless a Special Use for PUD has previously been granted and no amendment is necessary.
- Complete the application and submit with all required attachments to the Community Development Division.
- The information you provide must be complete and accurate. If you have any questions please contact the Community Development Division.
- City staff will review the submittal for completeness and for compliance with applicable requirements. Staff will distribute the plans to other City departments for review when the application is complete.
- The PUD Preliminary Plan will be scheduled for Plan Commission review when staff has determined the plans are ready.

<b>1. Property Information:</b>	Location: 502 N Kirk Rd	
	Parcel Number (s): 09-25-178-002;09-25-178-003	
	Proposed PUD Name: Fox Haven Square	
<b>2. Applicant Information:</b>	Name: <u>Investmot</u> Greco Investment Management LLC	Phone: 630-577-7156
	Address: 1307 Schiferl Rd Bartlett, IL 60103	Email: pat@gsifamily.com
<b>3. Record Owner Information:</b>	Name: <u>SVAP III Stuart's Crossing Small Shops LLC</u> <u>SVAP III Stuart's Crossing Valant Lot LLC</u>	Phone: 323-289-6342
	Address: 302 Datura Street, Suite 100 West Palm Beach, FL 33401	Email: pwei@sterlingorganization.com

**4. Identify the Type of Application:**

- New proposed Planned Unit Development (PUD) – *Special Use Application to be filed concurrently*
- Existing Planned Unit Development (PUD)
  - PUD Amendment required for proposed plan – *Special Use Application to be filed concurrently*

**Subdivision:**

- Proposed lot has already been platted and a new subdivision is not required.
- New subdivision of property is required:
  - Final Plat of Subdivision Application filed concurrently
  - Final Plat of Subdivision Application to be filed later

**5. Required Attachments:**

*If multiple zoning or subdivision applications will be submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.*

**Submit 1 copy of each required item, unless otherwise noted.**

- APPLICATION FEE: \$500
- REIMBURSEMENT OF FEES AGREEMENT: An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.
- REIMBURSEMENT OF FEES INITIAL DEPOSIT: Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the subject property:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
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- PROOF OF OWNERSHIP: a) A current title policy report; or  
b) A deed and a current title search

*NOTE: Private covenants and deed restrictions can limit private property rights with respect to the use of land even though the City's Zoning Ordinance may authorize the use or a less restrictive use. We strongly advise that you perform a title search on the property to determine if there any private covenants containing use restrictions or other deed restrictions. As those private covenants and deed restrictions may conflict with the City's Zoning Ordinance, it is further recommended that you consult with an attorney to obtain an opinion with respect to whether your intended use is compatible with those restrictions.*

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- LEGAL DESCRIPTION: For entire subject property, on 8 1/2 x 11 inch paper and Microsoft Word file.
- PLAT OF SURVEY: A current plat of survey for the subject property showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.



**SOIL AND WATER CONSERVATION DISTRICT LAND USE OPINION APPLICATION:** As required by State law, submit a Land Use Opinion application and required fee directly to the Kane-DuPage Soil and Water Conservation District. Provide a copy of completed Land Use Opinion application to the City. The Land Use Opinion application can be found on the Kane-DuPage SWCD website: <http://www.kanedupageswcd.org/>

**ENDANGERED SPECIES REPORT:** As required by State law, file an Endangered Species Consultation Agency Action with the Illinois Department of Natural Resources. Provide a copy of the report to the City. The online Ecological Compliance Assessment Tool (EcoCAT) should be utilized: <https://dnr2.illinois.gov/EcoPublic/>

**STORMWATER MANAGEMENT:** Written information as described in the Stormwater Management Requirements for Preliminary Plans (attached).

**PUBLIC BENEFITS, DEPARTURES FROM CODE:** A written statement describing how the PUD meets the purposes and requirements established in Section 17.04.400 of the Zoning Ordinance. List any requests for deviations (departures) from the requirements of Title 16 "Subdivisions and Land Improvement" and Title 17 "Zoning" and provide a rationale for each requested deviation.

**CONSTRUCTION SCHEDULE:** Indicate the following:

- Phases in which the project will be built with emphasis on area, density, use and public facilities, such as open space, to be developed with each phase. Overall design of each phase shall be shown on the Plat of Subdivision and through supporting material.
- Approximate dates for beginning and completion of each phase.

**PARK AND SCHOOL LAND/CASH WORKSHEETS:** *For residential developments only.* Use the attached worksheet to calculate the estimated population and student yields and resulting land/cash contributions in accordance with Title 16 of the St. Charles Municipal Code.

**INCLUSIONARY HOUSING WORKSHEET:** *For residential developments only.* Use the attached worksheet to calculate the affordable unit requirement and indicate how the development will comply with Title 19 of the St. Charles Municipal Code.

**PLANS:** All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

**Copies:** Ten (10) full size copies, one (1) 11" by 17", and PDF electronic file emailed to: [cd@stcharlesil.gov](mailto:cd@stcharlesil.gov)

**PRELIMINARY PLAT OF SUBDIVISION / DRAWING REQUIREMENTS CHECKLIST:** If the PUD Preliminary Plan involves the subdivision of land, submit a Preliminary Plat of Subdivision that includes the information listed on the Subdivision Plat Drawing Requirements Checklist. Also submit a completed Subdivision Plat Drawing Requirements Checklist (attached).

**PRELIMINARY ENGINEERING PLANS / DRAWING REQUIREMENTS CHECKLIST:** Plans shall include the following information. Also submit a completed Drawing Requirements Checklist- Preliminary Engineering Plans.

1. Accurate boundary lines with dimensions
2. Existing and proposed easements: location, width, purpose
3. Streets on and adjacent to the tract: Name and right-of-way width, center line elevation, and culverts
4. Location, size, shape, height, and use of existing and proposed structures

5. Location and description of streets, sidewalks, and fences
6. Surrounding land uses
7. Legal and common description
8. Date, north point, and scale
9. Existing and proposed topography
10. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the proposal indicated
11. Location of utilities
12. Building/use setback lines
13. Location of any significant natural features
14. Location of any 100-year recurrence interval floodplain and floodway boundaries
15. Location and classification of wetland areas as delineated in the National Wetlands Inventory
16. Existing zoning classification of property
17. Existing and proposed land use
18. Area of property in square feet and acres
19. Proposed off-street parking and loading areas
20. Number of parking spaces provided, and number required by ordinance
21. Angle of parking spaces
22. Parking space dimensions and aisle widths
23. Driveway radii at the street curb line
24. Width of driveways at sidewalk and street curb line
25. Provision of handicapped parking spaces
26. Dimensions of handicapped parking spaces
27. Depressed ramps available to handicapped parking spaces
28. Location, dimensions and elevations of freestanding signs
29. Location and elevations of trash enclosures
30. Provision for required screening, if applicable
31. Provision for required public sidewalks
32. Certification of site plan by a registered land surveyor or professional engineer
33. Geometric plan showing all necessary geometric data required for accurate layout of the site
34. Grading plans showing paving design, all storm sewers, and detention/retention facilities including detention/retention calculations) and erosion control measures
35. Utility plans showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures
36. Exterior lighting plans showing:
  - Location, height, intensity and fixture type of all proposed exterior lighting
  - Photometric information pertaining to locations of proposed lighting fixtures
37. Typical construction details and specifications
38. Certification of site engineering plans by a registered professional engineer
39. Proof of application for Stormwater Management Permit

**ARCHITECTURAL PLANS:** Architectural plans and data for all principal buildings with sufficient detail to permit an understanding of the exterior appearance and architectural style of the proposed buildings, the number, size and type of dwelling units, the proposed uses of nonresidential and mixed-use buildings, total floor area and total building coverage of each building.

**TREE PRESERVATION PLAN:** When required, in accordance with Ch. 8.30 of the St. Charles Municipal Code (see attached "Tree Preservation Requirements for Preliminary Plans". This information may be included as part of the Landscape Plan set.


**LANDSCAPE PLAN:** Landscape Plan showing the following information:

- Delineation of the buildings, structures, and paved surfaces situated on the site and/or contemplated to be built thereon
- Delineation of all areas to be graded and limits of land disturbance, including proposed contours as shown on the Site/Engineering Plan.
- Accurate property boundary lines
- Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping
- Site area proposed to be landscaped in square feet and as a percentage of the total site area
- Percent of landscaped area provided as per code requirement
- Dimensions of landscape islands
- Setbacks of proposed impervious surfaces from property lines, street rights-of-way, and private drives
- Location and identification of all planting beds and plant materials
- Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species
- Landscaping of ground signs and screening of dumpsters and other equipment

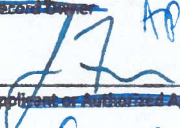
**SKETCH PLAN FOR LATER PHASES OF PUD:** For phased PUDs only, submit a plan that shows, at minimum, the following:

- General location of arterial and collector streets
- Location of any required landscape buffers
- Location of proposed access to the site from public streets
- Maximum number of square feet of floor area for nonresidential development
- Maximum number of dwelling units for residential development
- Open space and storm water management land

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.

  
 Applicant/Authorized Agent      2-1-24      Date

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 Record Owner      2/2/24      Date