

**PLANNED UNIT DEVELOPMENT APPLICATION
&
PUBLIC HEARING APPLICATION CHECKLIST**

APPLICANT _____

ADDRESS _____

TELEPHONE NUMBER _____

APPLICATION FOR _____
(Preliminary, Final, or Amendment)

PART I

Date received

Applicant's authorization letter from the titleholder of the property _____

Planned Development review fees:
Preliminary, Final, or Amendment; \$400.00 + \$10.00/acre _____

Deposit for reimbursement of fees:
Up to 2.0 acres; \$5000.
Greater than 2.0 acres but less than 20.0 acres; \$10,000.
20.0 acres or more; \$15,000. _____

Completed application 25 Copies _____

Survey of property 25 Copies _____

Legal description of property 25 Copies _____

Map showing location of property 25 Copies _____

Trust/Owners disclosure certificate (when in trust) _____

List of property owners, addresses, and PIN's within 250 feet
(Streets or alleys do not count as part of the 250 feet).
PIN's available at the township assessor's office. _____

PART II

To be completed after Part I has been submitted to the City and a Hearing date has been assigned.

Copy of notification letter sent certified mail or hand delivered to
property owners within 250 feet. _____

Sworn affidavit listing names, addresses, and PIN's of property owners
within 250 feet and date certified letters sent or hand delivered. _____

Certified mail returned receipts from notices sent to property owners
within 250 feet or signatures of property owners indicating receipt of notice. _____

ATTORNEY AND MISCELLANEOUS FEES

1. Attorney fees. Where the City incurs costs for the services of the corporation counsel in connection with any permit or application, the City shall charge to the applicant the costs of such services.
2. Miscellaneous fees. Where application or petition is made for relief, not otherwise provided for under this code, in connection with the use or development of land, the City shall charge to the applicant or petitioner its actual cost to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, court reporters, and/or traffic, drainage or other consultants, its costs related to any required notices or recordations in connection with any petition or application filed by the applicant or petitioner.

The applicant will be responsible for:

- Preparing and publishing the announcement of the public hearing in a local newspaper.
- Paying the cost of the notice directly to the newspaper.
- Scheduling and paying for a court reporter for the public hearing.

City of Marengo Reimbursement of Fees Agreement (DEPOSIT)
Chapter 20 of the Marengo Municipal Code

All checks to be made payable to: **City of Marengo** 132 East Prairie Street, Marengo IL 60152

815-568-7112

DEPOSIT: In the event it is deemed necessary for the City to obtain professional services including but not limited to the following: attorneys, engineers, planners, architects, surveyors, traffic or drainage experts, or others consultants, in connection with the petitioner's request for the City to consider or otherwise take action upon any annexation, zoning change, subdivision development or other development upon real estate property. This is to be an initial deposit to be credited against fees and costs incurred for the described information below. (Fees (deposits) are Not cumulative. Only the highest applicable deposit for a multi-part proceeding is required) (amount are shown in chart below)

INVOICES: Regular invoices shall be sent to the petitioner for costs incurred, and the petitioner shall remit to the City within 30 days of said invoice to maintain required deposit amount. Interest in the amount of 1.5 percent per month shall accrue on all sums outstanding for 30 days or more.

REFUND: Any surplus funds in the account of the petitioner after all costs are paid shall be returned after approved by the City Administrator or City Attorney, upon written request of the petitioner.

OWNER: Name of Property Owner: _____
 Owner's address: _____
 Telephone numbers: Daytime: _____ Evening: _____

PETITIONER: Name of Petitioner: _____
 Petitioner's Address: _____
 Telephone numbers: Daytime: _____ Evening: _____

LOCATION OF PROPERTY:
General location _____

Total acreage: _____ **Parcel Identification Number** _____ - _____ - _____

(If more than one please include all)
 (use additional page if necessary)

LEGAL DESCRIPTION: (attach as Exhibit A)

Exhibit B

Proceeding	FEE (deposit)	Proceeding	FEE (deposit)
Annexation	\$5,000.00	Appeal	\$400.00
Re-zoning, residential, per lot	\$500.00	Re-zoning, commercial	\$5,000.00
Special Use permit, residential	\$500.00	Special use permit, non-residential	\$500.00 per acre up to \$5,000.00
Zoning text amendment	\$5,000.00	Zoning variation, residential (1 lot)	\$500.00
Zoning variation, residential (2 or more lots)	\$1,000.00	Zoning variation, non residential	\$1,000.00
Zoning upon annexation	\$500.00 per acre, up to \$5,000.00	Subdivision or planned development, up to 2.0 acres	\$1,000.00
Subdivision or planned development, greater than 2.0 acres, but less than 20.0 acres	\$5,000.00	Subdivision or planned development, 20.0 acres or more	\$10,000.00
Site plan review, up to 2.0 acres	\$1,000.00	Site plan review, greater than 2.0 acres	\$5,000.00
Other improvement or development activity, individual residential	\$500.00	Other improvement or development activity, multi-lot residential or non-residential	\$1,000.00

City of Marengo: By: _____
 City Administrator

Date: _____

Petitioner: _____
 Owner