

PLAN COMMISSION PROCEDURES PRELIMINARY/FINAL PLAT

Contact the Building Commissioners Office at (815) 741-5106. The staff will inform you as to the next available meeting date, the cost of the meeting and the cut off date to get on the agenda.

You will need to submit 30 copies of your preliminary or final plat with the correct fee to the Clerks Office 25 days prior to the established meeting date.

Any subdivider who files a preliminary/final plat must pay a subdivider deposit fee of \$5,000.00. This fee shall be held in escrow by the Treasurer to secure payment by the developer of all code-authorized inspection fees (whether the inspection is performed by the Building Commissioner, Plumbing Inspector, Electrical Inspector, or the City Engineer or his designate) as well as the professional services charge of the City Engineer or, where applicable the City Attorney for any work done in connection with the supervision and inspection of any aspect of the subdividers or developers construction progress. The Treasurer shall deposit the funds in an interest bearing savings account in the City's name. Where the developer or subdivider cannot show the Plan Commission proof of payment of the deposit, the Plan Commission shall table the hearing on the developer's project until such time as the deposit is paid.

The petitioner must notify all property owners within 300 feet (500 feet for a PUD) of the property. Once you have obtained the property owners names, there are two ways to notify them.

If you are going to notify property owners by personal deliver, you will need to personally hand them a letter with their name and address on it and then have them affix their signature on the notifications sheets showing that they accepted the notice.

If you are unable to contact the property owner by personal delivery or if the property owner refuses to accept the letter by personal delivery, then a certified letter with return receipt will have to be sent.

Property owners should be notified of the meeting date a minimum of fourteen (14) days prior to the meeting. A signature sheet is attached to the application and there is also a sample letter enclosed for your convenience.

On the night of the meeting you will be required to submit to the secretary of the Commission, your affidavit of notification and copies of the return receipt cards if applicable.

The Plan Commission will either make a favorable/unfavorable recommendation to the Council. The City Council will hear the case the first Monday of the following month unless it is a holiday.

If you have any questions regarding this matter please contact the City Clerks Office at (815) 741-5100 Monday through Friday from 8:00 a.m. to 5:00 p.m.

NOTICE TO NEIGHBORING PROPERTY OWNERS

DATE: _____

TO: _____

ADDRESS: _____

CITY/STATE: _____

Dear _____;

I have applied to the City of Crest Hill Plan Commission for a:

____ zoning change ____ variation

____ planned unit development ____ preliminary/final plat

Address of the property: _____

The request, if granted, would permit the use of the property in the following manner:

The Plan Commission will hold public hearing on my application on

_____, 20____ at 7:00 p.m. at the City of Crest Hill
Municipal Building, in the City Council Chambers, 1610 Plainfield Road at which time
you may express your views in person.

If you have any questions regarding our request, please fee free to contact us at

() _____

OWNER OR PETITIONER

(PLEASE PRINT NAME)

ORDINANCE NO. 1157

AN ORDINANCE PROVIDING FOR INITIAL DEVELOPER'S DEPOSIT
ON SUBDIVIDER FEES AND CHARGES

WHEREAS, the City of Crest Hill has experienced unprecedented growth in both its population and corporate land area; and

WHEREAS, the largest share of growth is instituted by subdividers and land developers; and

WHEREAS, the City currently has in effect a schedule of rates and charges for various license, construction and subdivider's fees, including the building inspector, engineering and attorney fees necessary for the City monitor proper compliance with all codes and construction standards; and

WHEREAS, the City has experienced occasions where subdividers have commenced development of a subdivision, put various city employees and professionals to the time and expense of monitoring their work, and then have abandoned the projects without paying for the fees incurred and assessed; and

WHEREAS, a mechanism is needed for the City to have monies from the developer at the initiation of development to defray the fees and costs as they arise, and to collect the monies should the developer abandon the project, as well as for the City to initiate enforcement of collection of fees without incurring the delay occasioned by asking for direct Council action.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, ILLINOIS, AS FOLLOWS:

Section 1: There is hereby added to Title 15 of the Crest Hill Municipal Code Section 15.08.080, which shall provide as follows:

"SEC. 15.08.080 DEVELOPER AND SUBDIVIDER FEE DEPOSIT.

A. Before a subdivider or developer is issued a final plat of subdivision by the Mayor and City Council, or is granted final approval for a planned unit development (P.U.D.), and in any event before a subdivider or developer is granted any building permit for erection of any edifice (whether it be residential, commercial or industrial) within the subdivision or P.U.D., that person or corporate entity shall pay to the City Clerk a fee deposit of \$5,000.00. Said deposit shall be held in escrow by the Treasurer to secure payment by the developer of all Code-authorized inspection fees (whether the inspection is performed by the Building Commissioner, Plumbing Inspector, or

Electrical Inspector), as well as the professional services charge of the City Engineer or, where applicable, the City Attorney, for any work done in connection with the supervision and inspection of any aspect of the subdivider's or developer's construction progress. Said deposit shall not discharge the developer or subdivider of the requirement to pay all building permit, inspection, and miscellaneous fees required under this Chapter as they fall due, and payment of those fees during construction of the project shall not obligate the City to refund any part of the deposit. When the subdivider's or developer's project is completed and all inspections have been successfully passed and paid for, the Treasurer shall refund to the developer the deposit. Provided, however, that if the subdivider or developer fails or refuses, upon timely notice served upon him by regular mail by the City Treasurer, to remit the fees required under the City's codes (including subdivision regulations and zoning ordinance), the Treasurer may, without further action by the City Council, apply any necessary part of the deposit to defray the unpaid fees or charges. Whenever part or all of a deposit is applied to an existing subdivider's or developer's unpaid balance (together with any interest that has accrued on said balance), the Treasurer shall forthwith notify the subdivider or developer of the action taken, by certified mail, sent to his last known address.

B. When, in the Treasurer's considered opinion, a subdivider or developer's delinquency in the payment of the above fees and charges exceeds the \$5,000.00 deposit, the Treasurer may, without further action by the Mayor or Council, cause legal proceedings to be filed against the entity to recover any excess.

C. A subdivider or developer may, in case of hardship, petition the City Council for full or partial relief from the deposit requirement, which the Council may grant on good cause shown."

Section 2: This Ordinance shall take effect as of August 31, 2000, and shall apply to all subdividers or developers who, as of that date, have not been issued their final plat of subdivision, approval of P.U.D., or initial building permit.

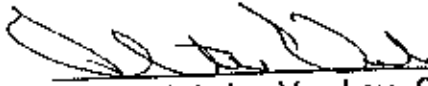
Section 3: This Ordinance shall be published in a newspaper of general circulation in Will County by the City Clerk, and shall also be available in pamphlet form for inspection by the general public at the Clerk's office during normal business hours.

PASSED THIS 21st DAY OF August, 2000.

AYES: 6


NAYS: 2

ABSENT: 0


Christine Vershay, City Clerk

APPROVED THIS 21st DAY OF August, 2000.


Donald L. Randich, Mayor

ATTEST: 
City Clerk

ORDINANCE NO. 1209

AN ORDINANCE AMENDING SEC. 15.08.080 OF THE MUNICIPAL CODE TO
ESTABLISH A TIME LIMIT FOR PAYMENT OF SUBDIVIDER'S DEPOSIT

WHEREAS, Sec. 15.08.080 of the Crest Hill Municipal Code (Ord. 1157) established the requirement that a developer must advance a \$5,000.00 deposit to the City to secure payment of his upcoming inspection and professional fees, and

WHEREAS, the Code Section does not currently require payment until the proposed subdivision is presented to the City Council for final plat approval, and

WHEREAS, certain inspection and professional fees may be incurred by the City with respect to the proposed subdivision before the final plat is approved, and

WHEREAS, allowing the subdivider or developer to wait until the final plat presentation to pay the deposit enables him to abandon the project at the preliminary plat stage without paying any of the relevant fees or costs that may have been incurred by the City, requiring the City to chase the developer to collect the fees or costs; and

WHEREAS, it is in the best interest of the City of Crest Hill and its citizens that developers and subdividers be required to pay the deposit in advance of the first Plan Commission presentation to avoid loss of repayment of costs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, ILLINOIS, AS FOLLOWS:

Section 1: Section 15.08.080 of the Crest Hill Municipal Code is hereby amended to read as follows:

"SEC. 15.08.080 DEVELOPER AND SUBDIVIDER FEE DEPOSIT.

A. Before a subdivider or developer may appear before the Plan Commission to present his or her proposed subdivision or planned unit development (P.U.D.), that person or corporate entity shall pay to the City Clerk a fee deposit of \$5,000.00. Said deposit shall be held in escrow by the Treasurer to secure payment by the developer of all Code-authorized inspection fees (whether the inspection is performed by the Building Commissioner, Plumbing Inspector, Electrical Inspector, or the City Engineer or his designate), as well as the professional services charge of the City

Engineer or, where applicable, the City Attorney, for any work done in connection with the supervision and inspection of any aspect of the subdivider's or developer's construction progress. The Treasurer shall deposit the funds in an interest bearing savings account in the City's name. Where the developer or subdivider can not show the Plan Commission proof of payment of the deposit, the Plan Commission shall table the hearing on the developer's project until such time as the deposit is paid.

B. Said deposit shall not discharge the developer or subdivider of the requirement to pay all building permit, inspection, professional and miscellaneous fees required under this Code as they fall due, and payment of part of those fees during the construction process shall not obligate the City to refund any part of the deposit. When the project is completed and all inspections have been successfully passed and paid for and all professional fees reimbursed, the Treasurer shall refund to the developer the deposit, including any accrued interest thereon. Provided, however, that if the subdivider or developer fails or refuses, upon timely notice served upon him by regular mail by the City Treasurer, to remit the fees required under the City's codes (including subdivision regulations and the Zoning Ordinance), the Treasurer shall, upon expiration of 45 days from the date of mailing, notify the Building Inspector. The Inspector shall suspend any building permits of the developer, his contractors or subcontractors, and stop work on the project, until such time as the delinquent fees are paid along with any interest or late charges. If the Building Inspector or his designee reports to the City Treasurer that the developer has abandoned the project, the Treasurer may pay all such delinquent fees out of the \$5,000.00 deposit. Whenever part or all of a deposit is applied to an existing subdivider's or developer's unpaid balance, the Treasurer shall forthwith notify the subdivider or developer of the action taken, by certified mail, sent to his last known address.

C. A subdivider or developer may, in case of hardship, petition the City Council for full or partial relief from the deposit requirement, which the Council may grant on good cause shown."

Section 2: This Ordinance shall take effect as of November 1, 2001, and shall apply to all subdividers or developers who, as of that date, have not yet paid their deposit. Developers who have appeared before the Plan Commission but have not completed the process of plat approval shall be advised by the City Clerk that the deposit must be paid before the next formal action by the Plan Commission or the City Council, as the case may be.

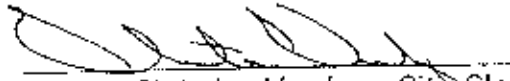
Section 3: This Ordinance shall be published in a newspaper of general circulation in Will County by the City Clerk, and shall also be available in pamphlet form for inspection by the general public at the Clerk's office during normal business hours.

PASSED THIS 15th DAY OF October, 2001.

Ayes: 8

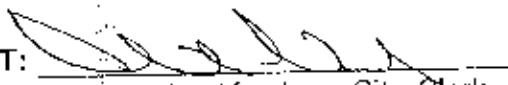
Nays: 0

Absent: 0


Christine Vershay, City Clerk

APPROVED THIS 15th DAY OF October, 2001.


Donald L. Randich, Mayor

ATTEST: 
Christine Vershay, City Clerk