

# Village of Mokena



## Guide to Land Use & Development

*Revised 2019*

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The Village of Mokena's Guide to Land Use and Development is only intended to provide instructional assistance to, and greater predictability for, persons seeking land use action or desiring to develop or improve real property within the Village. No rights shall attach from the language or information contained herein, and the same is subject to revision by the Village at any time without notice. Nothing contained in this document is intended or implied to guarantee approval for any requested action. While this Guide has been adopted by the Village as a guideline for land development and zoning, in the event any language or information contained herein is in conflict with any provision of the Municipal Code of the Village of Mokena, as amended, the Municipal Code shall control.

Dear Neighbor,

On behalf of the Village of Mokena, allow me to welcome those of you that are new to the Village, and to thank all of you for participating in Mokena's future. The Village is committed to creating a positive environment for both our current and future residents. As part of that objective, we have prepared this Guide to Land Use and Development to aid in your understanding of the Village's development review process, and to ensure that your development is processed as smoothly as possible.

We are always happy to answer any of your questions and work with you in the improvement of your property. Should you have any questions or comments about our development process, or any other matter regarding the Village, please feel free to contact the Community Development Department at (708) 479-3900. Your comments will be forwarded to a staff member who will gladly help you.

The Village of Mokena prides itself on its positive relationship with residents, builders, and business owners. Thank you for making the Village an even better place to live and work.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank Fleischer". The signature is written in a cursive, flowing style.

Frank Fleischer  
Village President

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### **Part V - Exhibits**

- A - General Information Application
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- C - Variation(s) Check-Off List
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- J - Development Check-Off List for Land Subdivision or Planned Unit Development
- K - Site Plan & Architectural Review Application
- L - Fee Schedule & Standard Contributions
- M - Engineering Submittal Guidelines
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### ***Other important documents available at the Community Development Department or on our website:***

- Comprehensive Land Use Plan
- Master Transportation Plan
- Subdivision Regulations
- Public Improvements Specification Manual
- Zoning Ordinance
- Zoning Map
- SPARC Guide

## Part I - The Land Use and Development Process

There are several different components to the land use and development process. In carrying out a project, the petitioner may need to participate in one or more of those functions described in the pages that follow. A brief description of these processes follows:

**Annexation** - Properties that are not within the municipal boundaries of the Village must be annexed to Mokena as part of our development process, as long as they are contiguous with the Village Corporate Limits as per State Statute.

**Planned Unit Development** - A site can be developed under the Planned Unit Development provisions, which is defined by the Zoning Ordinance special use, in order to take advantage of unique site qualities or allow for exceptional design. In doing so, the development may depart from strict conformance with some zoning requirements. The Village's Comprehensive Land Use Plan provides design and development guidelines for such uses.

**Rezoning** - A rezoning is called for in cases where a proposed development does not match the designation of the Zoning Ordinance. A rezoning can only be granted in cases where the action is in the public interest, and not solely for the benefit of the owner. The Village's Comprehensive Land Use Plan provides recommended zoning designations for property in the Village.

**Special Use** - A special use permit is required for proposed uses of land that are not listed as a "permitted use" but rather as a "special use" of the zoning district in which the property is located.

**Subdivision** - Compliance with the Village's Comprehensive Land Use Plan and Subdivision Regulations is required for dividing a parcel of land into two or more parts with the intent of transferring ownership or developing the land.

**Variation** - A variation is required if new development or alteration of an existing structure does not conform to the current Village Zoning Ordinance regulations.

### PUBLIC NOTICE

Notice as to the time and place of the public hearing for any proposed variation, special use, zoning amendment, annexation, or planned unit development shall be posted by the Village in accordance with Section 9-3-4B of the Village of Mokena Zoning Ordinance.

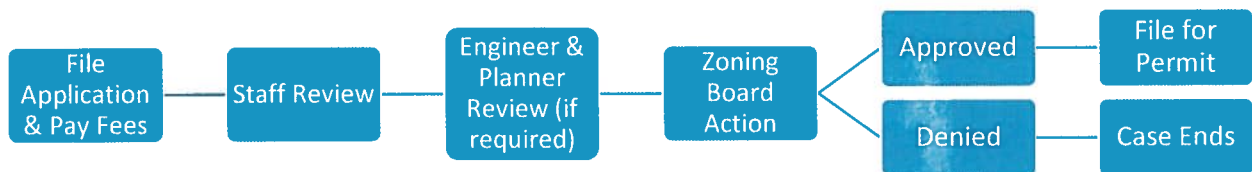
# Chapter 1 - Zoning Variations

## 1. Requirement

In some cases of placing a structure on a lot (including primary buildings, accessory uses, and other structures) there may be practical difficulties or particular hardships in following the strict letter of the zoning provisions. Those provisions include setback requirements, density, building height, infrastructure construction standards, signs sizes, parking requirements, etc. Relief from those standards can be granted by the Zoning Board of Appeals, within the defined standards of the Village Zoning Ordinance.

To be approved, a variation must be caused by unique circumstances, and not alter basic character of the site or area. More detailed information about the standards for approval of variations is located in the Village of Mokena Zoning Ordinance Section 9-4-3G.

## 2. Process



**NOTE: If the variation is approved, the review fee and the permit fee are separate.**

## 3. Fees

As indicated in the Fee Schedule and Standard Contributions (*Exhibit L*)

## 4. Information to provide the Village

The Following information must be provided to the Village upon submitting an application for a variation(s).

- \_\_\_\_\_ General Information Application (*Exhibit A*)
- \_\_\_\_\_ Ten (10) copies of the applicable plans (for Staff Review) with the site plan overlay
- \_\_\_\_\_ Variation(s) Application (*Exhibit B*) and responses to Standards for Variations (see below)
- \_\_\_\_\_ Proof of Property ownership
- \_\_\_\_\_ Survey of the property (prepared by a certified Illinois architect or engineer)
- \_\_\_\_\_ Digital legal description in Microsoft Word format

**5. Standards for Variations:**

As directed by the Village of Mokena Zoning Ordinance (Section 9-4-3G), a variation may be granted by the Zoning Board of Appeals if the following criteria are met:

1. The Zoning Board of Appeals shall not vary the provisions of this Title authorized in this Section, unless: (1) the variation is in harmony with the general purpose and intent of this Title; and (2) there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of the regulations of this Title relating to use, construction, or the alteration of buildings and structures, or the use of land. In its consideration of the standards of practical difficulties or practical hardship, the Zoning Board of Appeals shall require evidence that:

*Please provide a written response to the following questions along with your Variation Application.*

- a. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the particular zone;
- b. The plight of the owner if due to unique circumstances; and
- c. The variation, if granted, will not alter the essential character of the locality.

2. A variation shall be permitted only if the evidence, in the judgment of the Zoning Board of Appeals, sustains each of the three conditions enumerated above.

*Please provide a written response to the following questions along with your Variation Application.*

- a. The particular physical surroundings, shape or topographical conditions of the specific property involved will bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were carried out;
- b. The conditions upon which the petition for a variation is based would not be applicable generally to other property within the same zoning classification;
- c. The purpose of the variation is not based exclusively upon a desire to make more money out of the property;
- d. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- e. The granting of the variation will not be detrimental to the public welfare or unduly injurious to other property or improvements in the neighborhood in which the property is located; or
- f. The proposed variation will not impair an adequate supply of air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

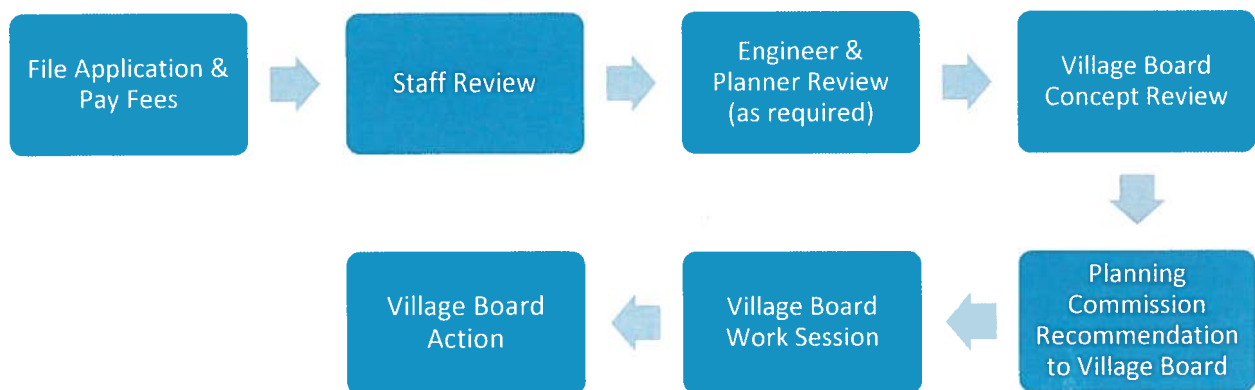
**Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.**

# Chapter 2 - Rezoning of Property (Map Amendments)

## 1. Requirement

Rezoning is required in cases where the current zoning does not comply with the Village's Comprehensive Land Use Plan, or a proposed development does not match the land use designated in the Zoning Ordinance. A rezoning can only be granted in cases where the action is in the public interest, and not solely to the benefit of the owner. This judgment is made based on the proposed development's compatibility with other uses in the area, and conformance with the Comprehensive Plan.

## 2. Process



## 3. Fees

As indicated in the Fee Schedule and Standard Contributions (*Exhibit L*)

## 4. Information to Provide the Village.

The following information must be provided to the Village upon submitting application for rezoning:

- \_\_\_\_\_ General Information Application (*Exhibit A*)
- \_\_\_\_\_ Ten (10) copies of all applicable plans (prepared by a certified Illinois architect, engineer, or planner)
- \_\_\_\_\_ Rezoning (Map Amendments) Application (*Exhibit D*) and responses for standards for rezoning (see below)
- \_\_\_\_\_ Proof of Property ownership
- \_\_\_\_\_ Digital legal description in Microsoft Word format

**NOTE: After staff review is complete and any changes have been made to the plans and/or items have been made to meet Village Code, submit 25 copies of folded plans for distribution.**



## 5. Standards for Rezoning:

As directed by the Village of Mokena Zoning Ordinance, in considering a rezoning, the Planning Commission will consider the following matters:

*Please provide a written response to the following questions along with your Rezoning Application.*

- a. What are the existing uses of property within the general area of the property in question;
- b. The zoning classification of the property within the general area of the property in question;
- c. The suitability of the property in question for the use permitted under the existing zoning classification;
- d. The trend of development, if any, in the general area of the property in question, including changes, if any, which may have taken place since the day that the property in question was placed in its present zoning classification; and
- e. Conformance or nonconformance with officially adopted plans of the Village.

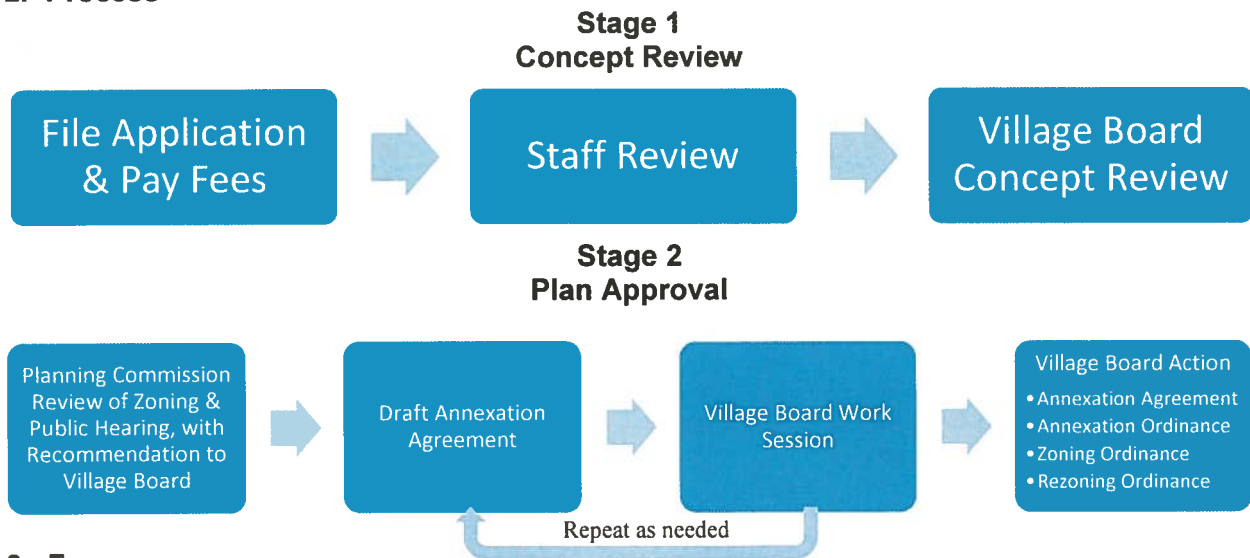
**Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.**

# Chapter 3 - Annexation of Property

## 1. Requirement

Properties that are not within the municipal boundaries of the Village must be annexed into Mokena as part of the development process should they be contiguous to the corporate limits and within the limits of the Village boundary agreements with surrounding communities.

## 2. Process



## 3. Fees

As indicated in the Fee Schedule and Standard Contributions (*Exhibit L*)

## 4. Information to provide the Village

The following information must be provided to the Village upon submitting application for annexation:

- \_\_\_\_\_ General Information Application (*Exhibit A*)
- \_\_\_\_\_ Ten (10) copies of a plat of survey including legal description of property
- \_\_\_\_\_ Proof of Property ownership
- \_\_\_\_\_ Copy of "Offer to Purchase" (if contract purchase of property)
- \_\_\_\_\_ Digital legal description in Microsoft Word format
- \_\_\_\_\_ Plat of Annexation prepared by a licensed surveyor

**NOTE: After staff review is complete and any changes have been made to the plans and/or items have been made to meet Village Code, submit 25 copies of folded plans for distribution.**

## **5. The Annexation Agreement**

As part of the annexation process, the petitioner and the Village will enter into an annexation agreement. That contract provides the conditions under which the property may be developed, and specifies the commitments of each party. Each annexation agreement is different, depending on the circumstances surrounding a particular property. However, certain aspects of the agreement are required by the Village, in most cases including; extension of or connection to utilities, site maintenance, mowing of detention/retention areas, road improvements, recaptures, letters of credit, and contributions.

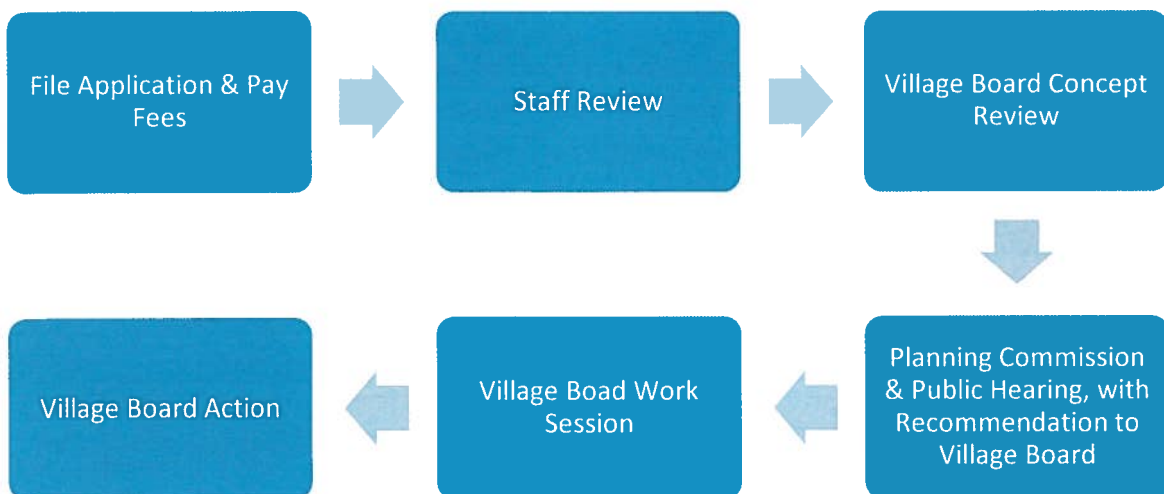
**Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.**

## Chapter 4 - Special Uses (other than a Planned Unit Development)

### 1. Requirement

Through its Zoning Ordinance, the Village is divided into districts. Within these districts, the uses of land and requirements for structures are generally uniform. However, there are cases where, because of unique characteristics, some uses and activities require special consideration as to their impact on neighboring uses - these are "special uses".

### 2. Process



### 3. Fees

As indicated in the Fee Schedule and Standard Contributions (*Exhibit L*)

### 4. Information to Provide the Village

The following information must be provided to the Village upon submitting application for a special use:

- \_\_\_\_\_ General Information Application (*Exhibit A*)
- \_\_\_\_\_ Ten (10) copies of site plans (prepared by a certified Illinois architect, engineer, or planner)
- \_\_\_\_\_ Special Use Permit (SUP) Application (*Exhibit G*) with written response to Village Standards for Special Uses
- \_\_\_\_\_ Proof of Property ownership/Lease agreement
- \_\_\_\_\_ Digital legal description in Microsoft Word format

**NOTE: After staff review is complete and any changes have been made to the plans and/or items have been made to meet Village Code, submit 25 copies of folded plans for distribution.**

## 5. Standards for Special Use

As directed by the Village of Mokena Zoning Ordinance, a special use may be granted by the Village Board if the following criteria are met:

*Please provide a written response to the following questions along with your Special Use Application.*

- a. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public's health, safety, morals, comfort or general welfare;
- b. 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 and impair property values within the neighborhood;
- c. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
- d. Adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided;
- e. Adequate measures have been or will be taken to provide ingress and egress designed as to minimize traffic congestion in the public streets;
- f. The special use shall in all other respects conform to the applicable regulation of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Planning Commission; and
- g. At least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same for all or part of the site, unless the Village Board determines that conditions in the area have substantially changed.

*Continued on the next page...*

The Planning Commission, in making its recommendation to the Village Board, may take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

*Please provide a written response to the following questions along with your Special Use Application.*

- a. The extent to which the proposed special use departs from the zoning and subdivision regulations otherwise applicable to the subject property, including, but not limited to, the density dimensions, area, bulk and uses, and the reasons why such departures are deemed to be in the public interest;
- b. In what respects the proposed special use meets the requirements and standards of the special use regulations;
- c. The method by which the proposed special use makes an adequate provision for public services, provides adequate control over vehicular traffic, provides for and protects designated, common open space and furthers the amenities of light and air, recreation and visual enjoyment;
- d. The relationship and compatibility of the proposed special use to adjacent properties and neighborhoods;
- e. The desirability of the proposed special use to physical development, tax base and economic well being of the Village; and
- f. The conformity with the intent and spirit of the Comprehensive Plan of the Village.

**NOTE: Special Use Permits are active for a period of six months, unless significant action towards moving the development forward is occurring.**

**Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.**

# Chapter 5 - Planned Unit Developments

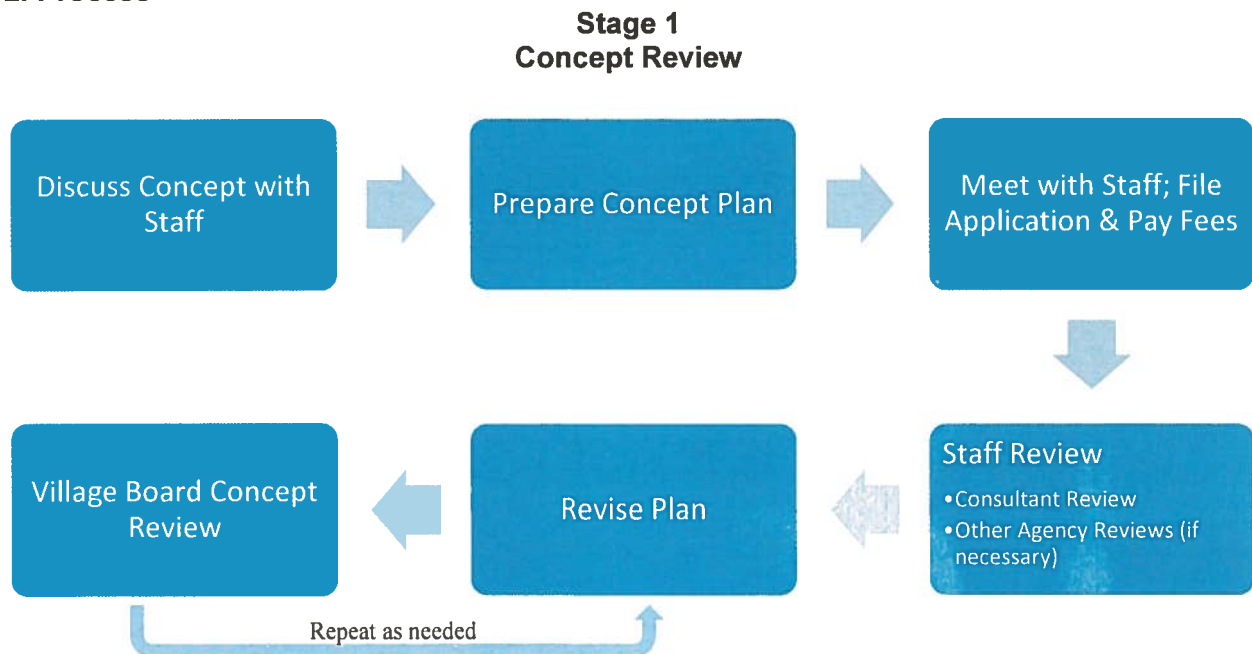
## 1. Requirement

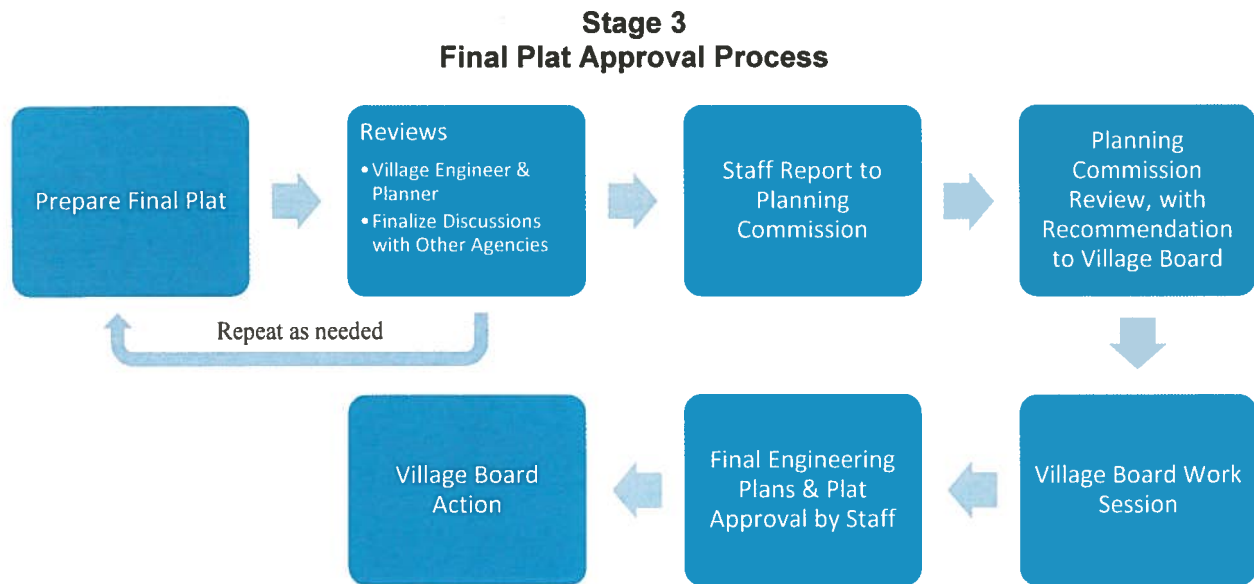
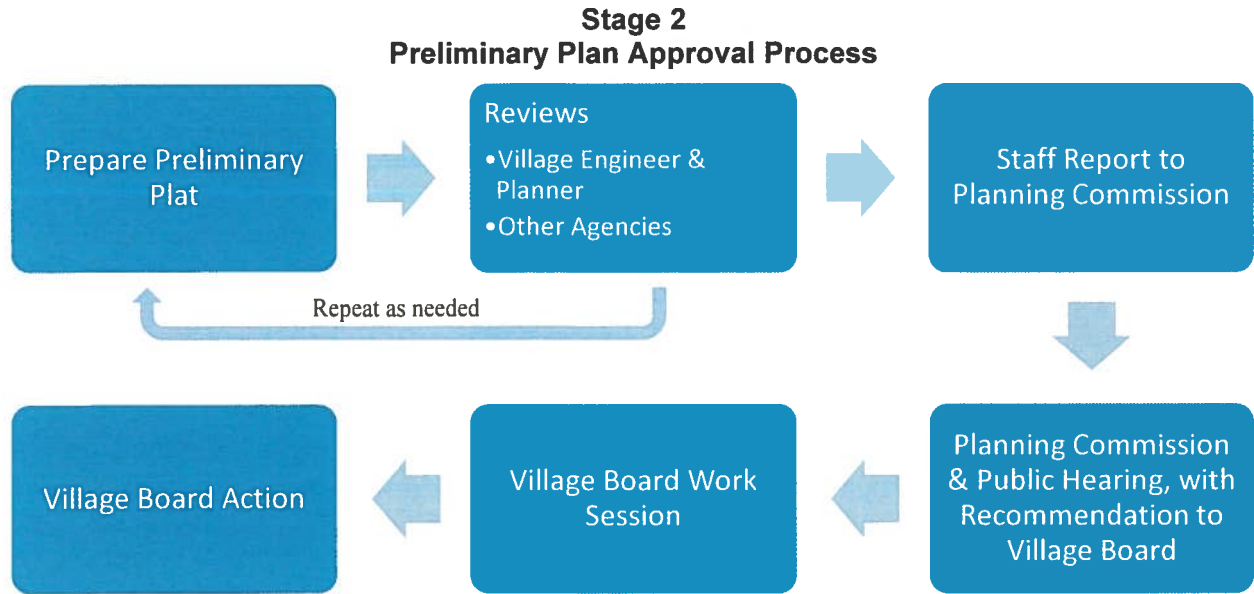
A site can be developed as a Planned Unit Development (PUD) in order to take advantage of unique site qualities or allow for exceptional design. The process is flexible in that the development may depart from the strict conformance of the Zoning Ordinance. However, the development must conform to the PUD regulations in the Village's Zoning Ordinance, including:

- 1) conform to the Village's Comprehensive Plan,
- 2) be under single ownership or control, and
- 3) be compatible with surrounding properties.

The specific information which must be included on all PUD submissions is listed in the Village of Mokena Zoning Ordinance and Subdivision Regulations.

## 2. Process





**3. Fees**

As indicated in the Fee Schedule and Standard Contributions (*Exhibit L*)

*Continued on the next page...*



#### 4. Information to Provide the Village

The following information must be provided to the Village upon submitting an application for Planned Unit Development:

- \_\_\_\_\_ General Information Application (*Exhibit A*)
- \_\_\_\_\_ Ten (10) folded copies of concept plans
- \_\_\_\_\_ 11x17" clear and readable reduction of preliminary/final plat (as required by the Will County Recorder)
- \_\_\_\_\_ Subdivision/Planned Unit Development (PUD) Application (*Exhibit I*), and response to standards for special uses (see below)
- \_\_\_\_\_ Proof of Property ownership (or contract to purchase)
- \_\_\_\_\_ Two (2) copies of a plat of survey including legal description of property
- \_\_\_\_\_ Digital legal description in Microsoft Word format

**NOTE: After staff review is complete and any changes have been made to the plans and/or items have been made to meet Village Code, submit 25 copies of folded plans for distribution.**

#### 5. Standards for Planned Use Development (PUD)

As directed by the Village of Mokena Zoning Ordinance, a special use may be granted by the Village Board if the following criteria are met:

*Please provide a written response to the following questions along with your Planned Use Development Application.*

- a. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public's health, safety, morals, comfort or general welfare;
- b. 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 and impair property values within the neighborhood;
- c. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
- d. Adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided;
- e. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;

- f. The special use shall in all other respects conform to the applicable regulation of the district in which it is located, except as such regulations may in each instance be modified by the Board pursuant to the recommendation of the Planning Commission; and
- g. At least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same for all or part of the site, unless the Village Board determines that conditions in the area have substantially changed;

The Planning Commission, in making its recommendation to the Village Board, may take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

*Please provide a written response to the following questions along with your Planned Use Development Application.*

- a. The extent to which the proposed special use departs from the zoning and subdivision regulations otherwise applicable to the subject property, including, but not limited to, the density dimensions, area, bulk and uses, and the reasons why such departures are deemed to be in the public interest;
- b. In what respects the proposed special use meets the requirements and standards of the special use regulations;
- c. The method by which the proposed special use makes an adequate provision for public services, provides adequate control over vehicular traffic, provides for and protects designated, common open space and furthers the amenities of light and air, recreation and visual enjoyment;
- d. The relationship and compatibility of the proposed special use to adjacent properties and neighborhoods;
- e. The desirability of the proposed special use to physical development, tax base and economic well being of the Village; and
- f. The conformity with the intent and spirit of the Comprehensive Plan of the Village.

No Special Use Permit for a Planned Unit Development shall be favorably recommended or granted pursuant to this Section 9-4-6 unless the applicant shall establish that the proposed development will meet each of the standards made applicable to Special Uses pursuant to Section 9-4-5. In addition, no Special Use Permit for a Planned Unit Development shall be favorably recommended or granted unless the applicant shall establish that the proposed development will meet each of the following additional standards:

*Continued on the next page...*

*Please provide a written response to the following questions along with your Planned Use Development Application.*

- a. Comprehensive Plan. A Planned Unit Development must conform to the intent and spirit of the Comprehensive Plan of the Village.
- b. Site. The site of a Planned Unit Development must be under single ownership and/or unified control at the time of development.
- c. Compatibility. The uses permitted in a Planned Unit Development must be a type and so located as to exercise no undue detrimental influence upon surrounding properties.
- d. Need. A clear showing of need for the proposed use(s) must be made.
- e. Yards. The required yards along the periphery of the Planned Unit Development shall be at least equal in width and/or depth to that of the adjacent zoning district.
- f. Parking Requirements. Adequate parking shall be provided and in no event shall the parking be less than that provided for in other sections of this Title. Parking for residential use shall not be less than two spaces per dwelling unit.
- g. Traffic. Adequate provision shall be made to provide ingress and egress so designed as to minimize traffic congestion in the public street.
- h. Design Standards. The provisions of the Subdivision and Plat Ordinance of the Village shall be adhered to, unless the Village Board grants a waiver.

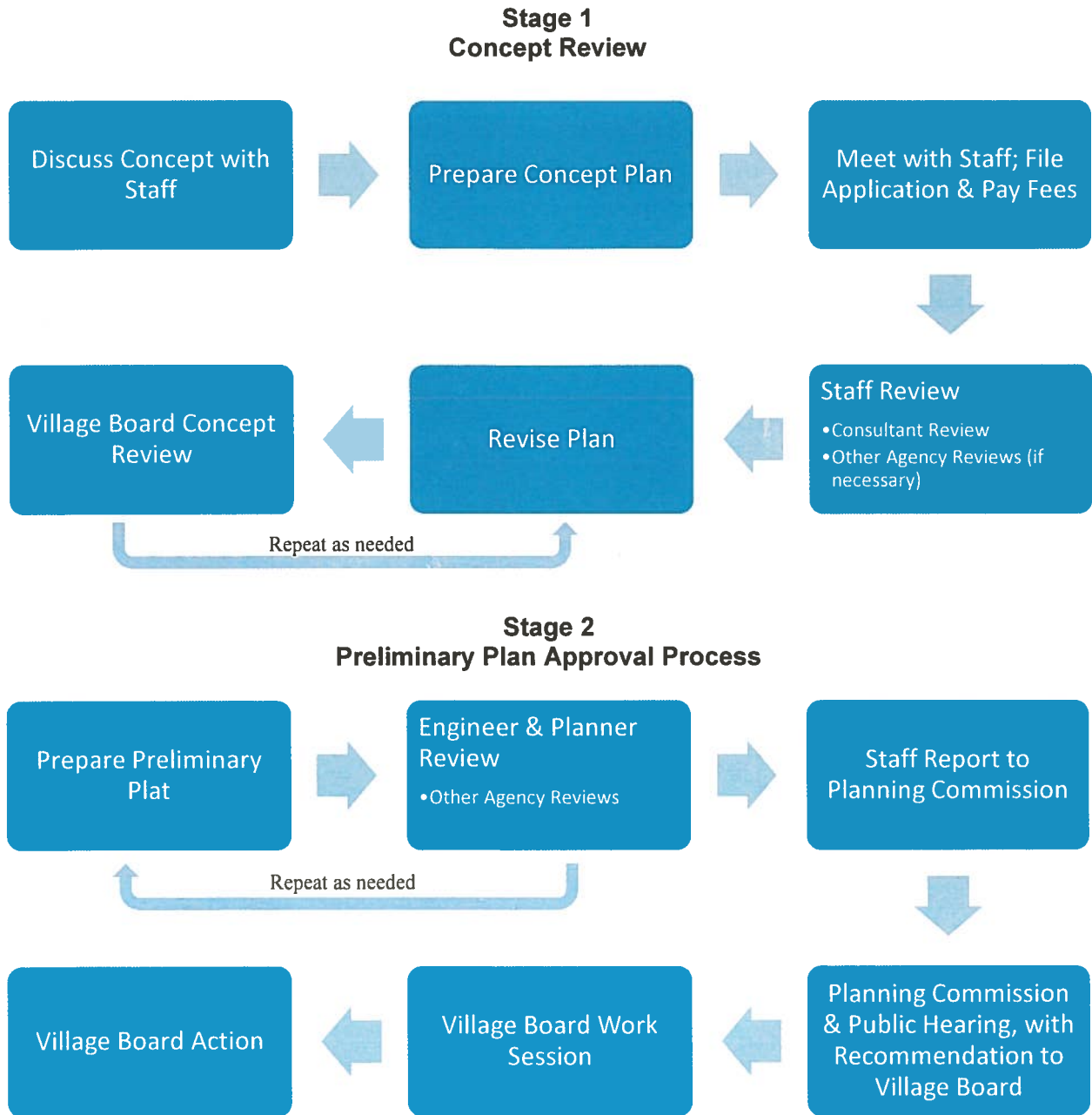
**Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.**

# Chapter 6 - Subdivision of Land

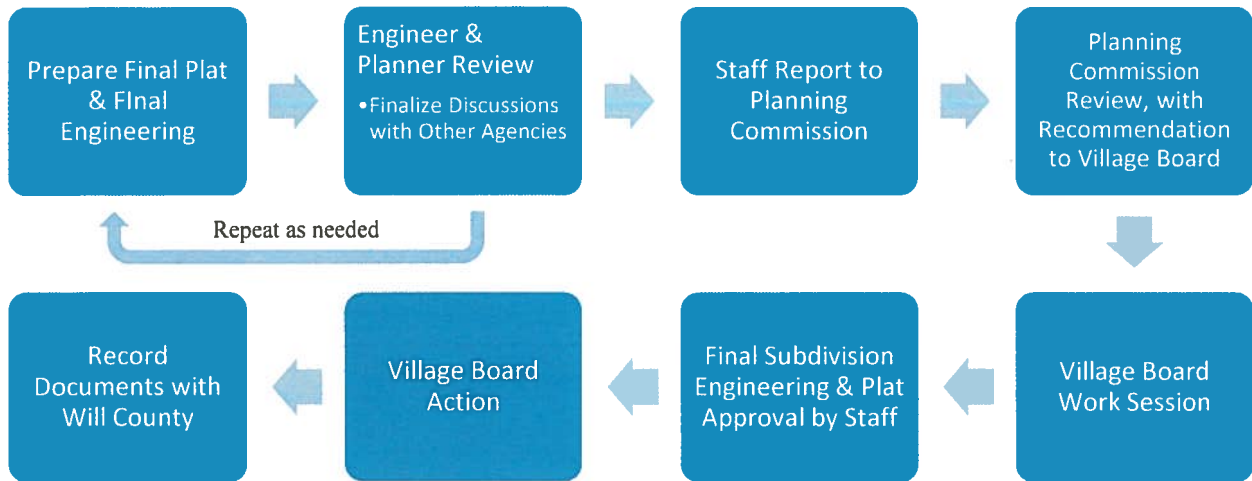
## 1. Requirement

Dividing a parcel of land into two or more parcels must be done in compliance with the Village's subdivision regulations. This includes cases where the parcel is being split with the intent of transferring ownership or developing the land. This process also applies to cases where the petitioner wishes to build more than one dwelling on a single parcel.

## 2. Process



**Stage 3  
Final Plat Approval Process**



**3. Fees**

As indicated in the Fee Schedule and Standard Contributions (*Exhibit L*)

**4. Information to Provide the Village**

The following information must be provided to the Village upon submitting application for Subdivision of Land:

- \_\_\_\_\_ General Information Application (*Exhibit A*)
- \_\_\_\_\_ Ten (10) folded copies of plans (prepared by a certified Illinois architect, engineer, or land planner)
- \_\_\_\_\_ 11x17" clear and readable reduction of preliminary/final plat (as required by the Will County Recorder)
- \_\_\_\_\_ Subdivision/Planned Unit Development (PUD) Application (*Exhibit I*)
- \_\_\_\_\_ Proof of Property ownership (or contract to purchase)
- \_\_\_\_\_ Ten (10) copies of a plat of survey including legal description of property
- \_\_\_\_\_ Digital legal description in Microsoft Word format

**Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.**

# Chapter 7 - Site Plan and Architectural Review Committee

## 1. Requirement

This Committee meets to review non-residential development site plans with the goal of enhancing the overall aesthetics and functionality of business site development. This Committee meets on the first Wednesday of every month to assess any modifications or changes to existing non-residential buildings including but not limited to structural modifications affecting exterior elevations, landscaping, downtown façade grants, and expansions of less than 15% of the size of the building. The Site Plan and Architectural Review Committee also reviews all new non-residential buildings and site development.

## 2. Process



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## 3. Fees

As indicated in the Fee Schedule and Standard Contributions (*Exhibit L*)

#### 4. Information to Provide the Village

The following information must be provided to the Village upon submitting application for Site Plan and Architecture Review:

\_\_\_\_\_ Site Plan & Architectural Review Application (*Exhibit K*)

\_\_\_\_\_ Ten (10) folded copies of plans in accordance to the SPARC guide (prepared by a certified Illinois architect, engineer, or land planner)

\_\_\_\_\_ Proof of Property ownership (or contract to purchase)

\_\_\_\_\_ Additional copies as necessary for formal review

**Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.**

## Part II - Important Contacts

**Village of Mokena**  
**11004 Carpenter Street**  
**Mokena, IL 60448**  
**(708) 479-3900**

### **Village President and Board of Trustees**

The Village President and Board of Trustees (there are six Trustees) are the governing body of the Village, elected at large by the residents of Mokena every four years, in staggered terms. The Board meets the second and fourth Mondays of every month to discuss and decide all matters of Village policy, including development proposals at both the draft and final stages. The Village Board makes final decisions regarding special use permits, planned unit developments, rezoning, annexations, and subdivisions of land. The Village Board meets every third Monday to discuss conceptual review of proposals, but takes no formal action on these proposals.

### **Village Clerk**

The Village Clerk is the official record keeper of the Village of Mokena.

### **Planning Commission**

The Planning Commission conducts public hearings and makes recommendations to the Board of Trustees regarding rezoning requests, special use permits, planned unit developments, and subdivision of land, and also makes recommendations to the Board of Trustees regarding amendments to the zoning ordinance. The Commission, whose nine members are appointed by the President and Board of Trustees, meets the third Thursday of every month, or as needed by the direction of the Chairman.

### **Zoning Board of Appeals**

The Zoning Board of Appeals conducts public hearing and decides all variation requests, and appeals to the decisions of the Zoning Official. The Board, whose seven members are appointed by the President and Board of Trustees, meets the third Thursday of every month, or as needed by the direction of the Chairman.

### **Site Plan & Architectural Review Committee (SPARC)**

The purpose of this committee is to review applications for new construction of, or major external modifications to, nonresidential structures. SPARC meets the first Wednesday of every month or as needed based upon the direction of the Chairman.

### **Village Administrator**

The Village Administrator is responsible for the day to day functions of the Village, and oversees the operations of all Village departments.

### **Community Development Director**

The Community Development Director is responsible for coordination of engineering reviews, planning reviews, and public hearings related to the development of land, including planned unit developments (PUDs), subdivisions of land, and annexations. This office also enforces the Building Code and Zoning Ordinance by issuing building and occupancy permits, coordinating inspections, and processing requests for variations, special uses, and rezoning.



**Village Engineer**

The Village Engineer coordinates engineering plan reviews, field inspections of all public improvements, administers and monitors all letters of credits and any request to reduce or release same. All grading and drainage design plans are handled by the Village Engineer.

**Village Planner**

The Village Planner assists the Community Development Director by coordinating the review of development proposals, enforcing the Zoning Ordinance, forwards development proposals to the Village Board, the Planning Commission, the Zoning Board of Appeals, and the Site Plan and Architectural Review Committees.

**Building, Planning, and Economic Development Specialist**

The Building, Planning, and Economic Development Specialist is responsible for managing a wide range of duties, including plan review, permit issuance, and field inspections related to building code enforcement, we well as assisting in the processing of land development and zoning variation application. In addition, this position assists in recruiting new industrial and commercial businesses, and implements activities and programs that furthers the economic wellbeing of the community.

**Public Works Director**

The Public Works Director is responsible for maintaining and overseeing the operation of all public infrastructures such as sewer and water lines, roadways and Village owned buildings and property. In cases where construction of such infrastructure is part of the development process the Public Works Director may review proposed development plans.

**Mokena Police Department  
10907 Front Street  
(708) 479-3912**

The Police Department is charged with protecting the safety of Mokena residents and their property. In many cases, a development will impact that responsibility by extending existing resources or creating entirely new security needs. The Department reviews larger development proposals and comments on their impact on the community.

**Fire Protection Districts**

**Mokena Fire Protection District**  
Station I  
19853 S. Wolf Road  
Mokena, IL 60448  
(708) 479-5371

**New Lenox Fire Protection District**  
Station I  
261 E. Maple Street  
New Lenox, IL 60451  
(815) 462-2701

**Frankfort Fire Protection District**  
Station I  
103 S. Maple Street  
Frankfort, IL 60423  
(815) 469-1700

Fire prevention services for the Village of Mokena are provided by three separate fire protection districts. They are not departments of the Village, but rather separate service districts having their own taxing authority. The Mokena Fire Protection District serves most of the Mokena community; the Frankfort Fire Protection District serves the far southern and eastern portions of the area; and the New Lenox Fire Protection District covers the far western end of the community. The fire

districts review development proposals to ensure that new developments meet all building and fire code regulations, and that street and building configurations provide acceptable access for their equipment. The Fire Protection Districts receive a contribution per dwelling unit as set forth in Chapter 5 of the Village Subdivision Regulations.

## School Districts

**Mokena  
School District #159**  
District Office  
11244 Willowcrest Lane  
Mokena, IL 60448  
(708) 342-4900

Elementary (K-3)  
11244 Willowcrest Lane  
Mokena, IL 60448  
(708) 342-4850

Intermediate (4 & 5)  
11331 W. 195<sup>th</sup> Street  
Mokena, IL 60448  
(708) 342-4860

Junior High (6-8)  
19815 Kirkstone Way  
Mokena, IL 60448  
(708) 342-4870

**New Lenox  
School District #122**  
District Office  
102 S. Cedar Road  
New Lenox, IL 60451  
(815) 485-2169

**Frankfort  
School District #157C**  
District Office  
10482 W. Nebraska Street  
Frankfort, IL 60423  
(815) 469-5922

**Summit Hill  
School District #161**  
District Office  
20100 S. Spruce Drive  
Frankfort, IL 60423  
(815) 469-9103

**Lincoln-Way Community  
High School District #210**  
District Office  
1801 E. Lincoln Highway  
Frankfort, IL 60423  
(815) 462-2345

Central Campus  
1801 E. Lincoln Highway  
Frankfort, IL 60423  
(815) 462-2100

East Campus  
201 Colorado Avenue  
Frankfort, IL 60423  
(815) 464-4000

West Campus  
21701 S. Gougar Road  
New Lenox, IL 60451  
(815) 717-3500

Mokena residents are served by five school districts, which are separate from the Village government. Mokena Public School District 159, which includes grades K-8, serves most of the Village. Summit Hill School District 161 covers the eastern portion of the Mokena area, and also serves students grades K-8. Frankfort School District 157C covers a small portion of the eastern parts of Mokena, and New Lenox School District 122 covers the western portion of the area, both serving students grades K-8. High school students throughout the Village attend Lincoln-Way High School District 210.

In order to off-set the impact of new students on the districts, all subdivided parcels are required to dedicate land for school sites to serve the short and long term needs of the residents of the development. In cases where subdivided parcels are too small for a land donation, or sites are inappropriate for locating a school, a contribution of cash in lieu of land will be required. The formula for the amount of land to be donated, which is based on the typical size of school site and students per household, is found in Chapter 5 of the Village of Mokena Land Subdivision Regulations.

**Mokena Community Park District**  
**10925 W. LaPorte Road**  
**(708) 390-2401**

The Mokena Community Park District, which is separate from the Village government, provides park and recreation facilities for Mokena residents. As with the school districts, the park district is a separate governmental body from the Village, and receives a required donation of land or cash from all developments as a condition of subdivision approval. The formula for the amount of land or cash contribution, which is based on per capita park needs and residents per household, is found in Chapter 5 of the Village of Mokena Land Subdivision Regulations.

### **Library Districts**

**Mokena Community Public Library District**  
11327 W. 195<sup>th</sup> Street  
Mokena, IL 60448  
(708) 479-9663

**New Lenox Public Library**  
120 Veterans Parkway  
New Lenox, IL 60451  
(815) 485-2548

**Frankfort Public Library District**  
21119 S. Pfeiffer Road  
Frankfort, IL 60423  
(815) 469-2423

The Mokena, New Lenox, and Frankfort Library Districts, which are separate from Village government, provide library services to the residents of Mokena. The library receives a required donation from all developments as a condition of subdivision approval. The formula for cash contributions, which is based on number of residential lots, is found in Chapter 5 of the Village of Mokena Land Subdivision Regulations.

### **Township Government & Highway Department**

**Frankfort Township**  
11000 W. Lincoln Highway  
Frankfort, IL 60423  
(815) 469-4907

**New Lenox Township**  
120 Veterans Parkway  
New Lenox, IL 60451  
(815) 485-2548

**Frankfort Highway Commissioner**  
9434 W. LaPorte Road  
Mokena, IL 60448  
(708) 479-9673

**New Lenox Highway Commissioner**  
12551 Harvey Drive  
New Lenox, IL 60451  
(815) 485-6484

Frankfort Township is a 36 square mile area bounded by the north and east by the Will-Cook County line. New Lenox Township covers a portion of Mokena's western side of town. The Township government is responsible for property tax assessments and some social and recreational services.

The Townships are also responsible for certain road and bridge maintenance. Therefore, the Township Highway Commissioners review plats of subdivision that come before the Village.

## Will County Government

### **County Office Building**

302 N. Chicago Street  
(815) 722-5515

Will County government is responsible for maintenance of certain major roads, planning and zoning of unincorporated areas, public health services, and property tax billing.

### **Land Use Department**

58 E. Clinton Street, Suite 500  
Joliet, IL 60432  
(815) 774-3321

The Will County Land Use Department is responsible for administrating and enforcing adopted ordinances relating to new and existing development within the County.

### **Highway Department**

16841 E. Laraway Road  
Joliet, IL 60432  
(815) 727-8476

The Will County Department of Highways is responsible for the planning, design, construction, and maintenance of the 269 miles of county highways and bridges, and is the lead agency for township projects constructed or maintained with Motor Fuel Tax funding.

### **Will County 911 System**

2561 Division Street, Suite 101  
Joliet, IL 60432  
(815) 725-1911

The Will County 911 System assists the Village with the review of addresses and street names used in all proposed subdivisions.

### **Forest Preserve District**

17540 W. Laraway Road  
Joliet, IL 60432  
(815) 727-8700

The Will County Forest Preserve District serves the area by maintaining and operating open space and recreational activities to the entire community.

### **Will/South Cook Soil and Water Conservation District**

1201 S. Gougar Road  
New Lenox, IL 60451  
(815) 462-3106

The Water Conservation District provides input to the Village regarding the characteristics of site soils and the impacts they may have on development. The District must be consulted in cases of planned unit development or subdivision of land.

### **Illinois Department of Natural Resources**

The Illinois Department of Natural Resources is responsible for managing, protecting and sustaining Illinois' natural and cultural resources, as well as provide resource-compatible recreational opportunities and promoting natural resource-related issues.

### **U.S. Army Corps of Engineers**

The USACE is responsible for investigating, developing, and maintaining the nation's water and related environmental resources.

### **Consulting Engineer**

The Village utilizes a consulting engineer in many cases. The consulting engineer reviews all engineering plans submitted to the Village, and renders a report of compliance with the Subdivision Ordinance and other aspects of the Village Code.

### **Village Attorney**

The firm of Rathbun, Cservenyak, and Kozol, LLC is the Village attorney. They counsel the Village on various matters of municipal business.

## Part III - Frequently Asked Questions

### 1. What's the development approval process and how long will the process take?

The development approval process is one way the Village fulfills its charge to promote the health, safety, and general welfare of its residents. This process ensures that developments meet standards that make structures safe to occupy, and developments compatible with neighboring uses and the Village as a whole.

The length of time involved in the process varies depending on what is to be done. A building permit will take less time than approval for an entire subdivision. Projects with complex issues of environmental concern, or large differences from the Comprehensive Plan or Zoning Ordinance, will take the longest. The steps in each process are outlined in this packet. The Village department with which you file an application can give you the best estimate of how long the process will take.

### 2. What costs are attached to the process?

In processing each application, the Village incurs a number of expenses, primarily from the personnel required to facilitate the process. To help offset those costs, the petitioner is required to pay certain fees and contributions at various times in the development review process. A summary of fees for the various types of applications is included in the "Fee Schedule and Standard contributions" (Exhibit L). Note that these charges change periodically, and may differ from those listed.

### 3. What documents explain developments in the Village?

**The Comprehensive Plan** describes the desired future development pattern of the Village. The current plan was completed in 2002. It is a compilation of local policies for growth and development, and serves to help the Village make decisions. In addition, Special Area Plans have been created to address future development along important roadways. The Comprehensive Plan also contains design and development guidelines for various types of land development. This plan is available for review at the Village Hall or library, and may be purchased from the Village at a nominal fee.

**The Zoning Ordinance** is the legal control through which the Village designates specific locations and characteristics for development. It also regulates such matters as the height of buildings, how far they must be from lot lines, and minimum sizes of lots. All development must adhere to these regulations, or receive a variation from the Village. Additionally, the Zoning Ordinance stipulates the requirements of the landscape regulations. The Zoning Ordinance is available for review at the Village Hall or library, and may be purchased from the Village at a nominal fee.

**The Subdivision Regulations** define the process and requirements for subdivision of land. It includes the standards to which roads and other public improvements must be constructed. Any parcel of land split into two or more parts for the purpose of development must follow these controls. The Subdivision Regulations are available for review at the Village Hall or library, and may be purchased from the Village at a nominal fee.

**The Building Code** includes regulations for the construction of buildings, and focuses on ensuring that the buildings are safe to occupy. All construction in the Village must adhere to these regulations. The current building code is available for review at the Community Development Department in the Village Hall or at the library.

**The Floodplain Regulations** control development in designated floodplain areas to protect new buildings from flood damage, and assure that they do not increase the potential of flood damage to other properties. To review the most recent floodplain maps, contact the Community Development Department.

#### 4. How do I contact the Village Hall?

The Village Hall is open Monday through Friday from 8:30 a.m. to 5:00 p.m.  
The phone number for the Community Development Department is (708) 479-3900.  
The fax number is (708) 479-4844.  
You may also contact us at [communitydevelopment@mokena.org](mailto:communitydevelopment@mokena.org)

#### 5. What happens at a Public Hearing?

The agenda of a Village Board meeting typically includes a range of issues related to the general functions of the Village. The Planning Commission and Zoning Board of Appeals, on the other hand, meets almost exclusively on matters of growth and development. In both cases, the meetings are open to the public, and may contain an opportunity for public input during a public hearing. In cases where public hearings are conducted, the process works as follows:

- \* The Village staff outlines their findings as to the appropriateness of the request, and provides any background or analysis they have conducted to facilitate an informed decision about the petition. Depending on the type of petition, staff reports may include the input of the Village engineer, attorney, and/or planner.
- \* The petitioner makes a presentation about their request. This presentation may include the input of any experts (architect, planner, engineer, market analyst, etc.) the petitioner feels will help to make the intent and function of their project clear.
- \* The Village Board or Planning Commission/Zoning Board of Appeals members have the opportunity to ask questions of either the petitioner or staff in order to clarify their understanding of the project and its impact on the Village.
- \* Members of the audience have the opportunity to ask questions and make comments about the petition.
- \* Upon conclusion of the public discussion about the petition, the hearing is closed. Then, the Village Board or Planning Commission/Zoning Board of Appeals can act on the matter. If all questions have been clarified, they will vote on whether or not to accept, amend, or deny the proposal.

In some instances, these discussions take place at a Village Board Work Shop. The work shop, while still open to the public, is not a public hearing, and provides a less formal forum for the Village Board to meet in and discuss development proposals. Though these sessions follow a similar format, they are primarily informational for the Village Board, and do not require any formal approval or denial of the project.

**6. Who is responsible for making sure that all the necessary information is provided to the Village?**

The Village staff facilitates the development process. They will answer any questions, and ensure that the appropriate Village agency or staff member understands the request. The lists of materials to be submitted are identified in this packet. Ultimately, the petitioner is responsible for seeing that all necessary materials are submitted to the Village in a timely manner.

**7. Where to look if you have a question about...**

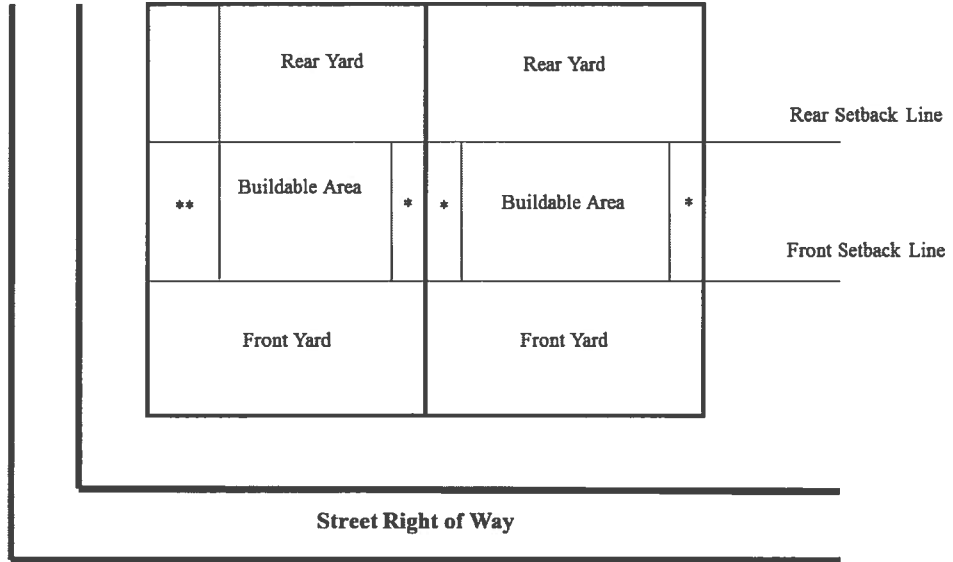
		<b>Village of Mokena's</b>
The <b><i>type of development appropriate</i></b> for any given property		Comprehensive Plan
The <b><i>type of development permitted</i></b> on any given piece of property		Zoning Ordinance and Map. Specifically the Use Matrix in each Zoning District.
	<i>Sign Regulations</i>	Zoning Code Chapter 18
	<i>Parking Requirements</i>	Zoning Code Chapter 16
	<i>Loading Dock Requirements</i>	Zoning Code Chapter 16
	Building a <i>fence, deck, shed, or garage</i>	Zoning Code Chapter 14
	<i>Landscape Requirements</i>	Zoning Code Chapter 17
The <b><i>standards for development</i></b> on any given piece of property		Land Subdivision Regulations
	Design specifications for <i>streets, easements, blocks, and lots</i>	Chapter 3
	Required land improvements: <i>sanitary sewers, water, storm drainage, roadways, sidewalks, utilities, street lighting and landscaping</i>	Chapter 4
	Construction specifications for <i>streets, curbs &amp; gutters, sidewalks &amp; crosswalks, sewers, water, streets signs and driveways</i>	Chapter 5
	Required <i>Dedication of Public Land</i> (residential development)	Chapter 6
	<i>Letters of Credit and bonding requirements</i> for public and other improvements	Chapter 2
<b><i>Design and Development Guidelines</i></b>		Comprehensive Land Use Plan Chapter 6
<b><i>Building in or near a flood plain</i></b>		Flood Plain Regulations
<b><i>Required contributions and tap on fees</i></b>		Exhibit L of this guide
<b><i>Building Construction Standards</i></b>		Village Code - Title 8 (based on the International Building Code, the International Residential Code, the National Electric Code, and the Illinois State Plumbing Code, or other codes adopted by the Village Board or as amended from time to time)

## Part IV - Definitions of Planning and Zoning Terms

<b>Annexation</b>	The action through which directly adjacent unincorporated properties become part of the Village. Annexation is required as a condition of receiving zoning designation, sewer and water utilities, police service, and participating in the approval process
<b>Annexation Agreement</b>	A contract between the annexing property owner and the Village that outlines the conditions under which a property is annexed and may be developed
<b>Comprehensive Plan</b>	The document which describes the proposed future land development pattern of the Village, as well as goals, policies and objectives for its growth. This plan also contains design and development guidelines for land development
<b>Concept Plan</b>	A general plan showing the land uses, road systems, densities, and other bulk zoning characteristics of a proposed development
<b>Concept Review</b>	A general review by the Village Board giving direction if a project may move forward to a public hearing before the Planning Commission
<b>Density</b>	The numerical value which indicates the number of dwelling units per acre of a development
<b>Development Agreement</b>	A contract between the developer and the Village that outlines the conditions under which the property can be developed
<b>Easement</b>	The right granted by a property owner that allows a specified use of their property by others
<b>Final Plat</b>	The detailed map on which a subdivision plan is submitted for approval to the Village and eventually recorded with the county clerk. In the case of a Planned Unit Development, the final plat is sometimes known as the Final Plan
<b>Floodplain</b>	Land, typically adjacent to a body of water, with an elevation at or below the base elevation of the 100 year flood frequency
<b>Floor Area Ratio (FAR)</b>	The numerical value that describes the ratio of total floor area of a structure to that of the total lot area
<b>Landscape Plan</b>	The landscape plan is a detailed map which, at a minimum, illustrates the location, type and quantity of required landscaping
<b>Legal Nonconforming Structure or Use</b>	A structure or use which legally existed at the time the Village Zoning Ordinance was adopted, but does not now conform to the regulations of that ordinance at the present time
<b>Letter of Credit</b>	A voucher required of developers/builders making site improvements that will become the Village's maintenance responsibility. The value of a letter of credit equals the estimated improvement cost plus ten percent, and may be partially reduced as portions of the work are completed to the Village's satisfaction. All letters of credit must be in the Village's standard format



<b>Planned Unit Development (PUD)</b>	A special use of a tract of land that is under unified control and developed in a manner which enhances its character and environmental setting. A PUD typically includes more than one building on a lot
<b>Population Equivalent</b>	The numerical value given to a development that translates its use of sewer and water facilities into a common factor, facilitating capacity analysis of those utilities
<b>Preliminary Plat</b>	The draft subdivision plan which is submitted for preliminary approval by the Village. Once approved it is revised and submitted as a final plat. In the case of a Planned Unit Development, the preliminary plat is also sometimes known as the Preliminary Plan
<b>Public Hearing</b>	The part of an official Village meeting (held by the Planning Commission/Zoning Board of Appeals or Village Board) where information is heard, including the input from the public, and after which action is taken regarding development proposals as well as other Village business
<b>Recapture</b>	A charge paid by some new developments to reimburse the Village, or previous developers for their installation of public improvements that were beyond an immediate need and of benefit to later development
<b>Setback</b>	The minimum distance required between a structure and the edge of the property, also known as the yard
<b>Special Use</b>	A use of property under the Zoning Ordinance subject to special provisions due to its unique characteristics
<b>Subdivision</b>	The process through which a parcel of land is divided into two or more parts
<b>Variation</b>	Permission granted by the Village that provides relief from zoning conflicts caused by unusual circumstances beyond the property owner's control
<b>Wetland</b>	An area having standing water periodically or year round, designated by the Army Corps of Engineers as having special characteristics and development requirements
<b>Yard</b>	The open spaces on a lot, as established by the required setback, that is unoccupied or unobstructed (except as allowed by the Village Zoning Ordinance)



\*Side Yard Setback  
 \*\* Corner Front Yard Setback



**Exhibit A**  
**Village of Mokena**  
**General Information Application**  
**For Land Use & Development in the Village**

Please fill out application completely. Missing information may delay the approval of your application. For more information, or if you have any questions, please contact Community Development at (708) 479-3900.

<b>Applicant(s)</b>	<b>Property Owner(s)</b>
Name: _____	Name: _____
Address: _____	Address: _____
C/S/Z: _____	C/S/Z: _____
Phone (____) _____ - _____	Phone (____) _____ - _____
Fax (____) _____ - _____	Fax (____) _____ - _____
e-mail: _____	e-mail: _____
<b>Agent/Attorney</b>	<b>Engineer</b>
Name: _____	Name: _____
Address: _____	Address: _____
C/S/Z: _____	C/S/Z: _____
Phone (____) _____ - _____	Phone (____) _____ - _____
Fax (____) _____ - _____	Fax (____) _____ - _____
e-mail: _____	e-mail: _____

If the property is in a Trust, give the name, address, and number of Trust: \_\_\_\_\_

I hereby make application for the following (check all that are appropriate):

- Annexation       Rezoning       Resubdivision       Variation(s)  
 Annexation Agreement       Subdivision/PUD       Special Use Permit       Will County 1 ½ Mile Review

Applicant is (check one):

- Property Owner     Attorney     Agent     Other (specify): \_\_\_\_\_

**Property/Site Information**

- Common address or location of subject property: \_\_\_\_\_
- Provide a written and digital legal description in Microsoft Word format (Attach additional sheet if necessary): \_\_\_\_\_

Village of Mokena ♦ 11004 Carpenter Street ♦ Mokena, IL 60448  
 Community Development ♦ Phone (708) 479-3900 ♦ Fax (708) 479-4844  
 communitydevelopment@mokena.org ♦ www.mokena.org

**General Information Application (continued)**

3. Permanent Index Number (located on tax bill): \_\_\_\_\_
4. Parcel Size (sq. ft. or acres): \_\_\_\_\_

5. What are the current land uses and zoning on and around the site:

	<b>Current Zoning</b>	<b>Land Uses</b>
On Site		
North of Site		
South of Site		
East of Site		
West of Site		

6. Describe any existing structures and the site: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Variations, Simple Annexations, and Rezoning requests, proceed directly to the signature page. For all other land use actions, continue completing this application.**

7. What will be the average daily traffic count for this development? \_\_\_\_\_ vehicles
8. What will be the peak traffic flow for this development? \_\_\_\_\_ vehicles
9. What will be hours of operation of this business or businesses? \_\_\_\_\_
10. What will be the hours of deliveries for the business(es)? \_\_\_\_\_
11. Is this development expected to utilize any hazardous materials at occupancy?  Yes  No  
 a. If "Yes," describe the type and estimated quantity: \_\_\_\_\_  
 \_\_\_\_\_

**For Special Uses other than a PUD, proceed directly to the signature page. For Planned Unit Developments or Land Subdivisions, continue completing this application.**

12. What is the projected time frame for build-out of this development? \_\_\_\_\_
13. What will be the population equivalent (PE) for sewer and water services for this development? *(Please complete the calculation by filling in all the appropriate blanks)*

<u>Use</u>	<u>Multiplier</u>	<u>Individual PE</u>	<u>Total PE</u>
Single-Family Residential	_____ lots	x _____ PE	= _____ PE
Multi-Family Residential	_____ dwellings	x _____ PE	= _____ PE
Commercial	_____	x _____ PE	= _____ PE
Industrial	_____	x _____ PE	= _____ PE
		<b>Project Total</b>	<b>= _____ PE</b>

**General Information Application (continued)**

14. How many sewer and water connections will this development require? *(Please complete the calculation by filling in all the appropriate blanks)*

<u>Use</u>	<u># of Sewer Connections</u>	<u># of Water Connections</u>
Residential	_____	_____
Commercial	_____	_____
Industrial	_____	_____
<b>Project Totals</b>	_____	_____

15. What is the projected population of this development through build-out? For non-residential development please indicate number of employees by type listed.

<u>Year</u>	<u>Residential Population</u>	<u>Professional</u>	<u>Employees</u>		
			<u>Skilled</u>	<u>Semi-Skilled</u>	<u>Unskilled</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>At Completion</b>	_____	_____	_____	_____	_____

16. Estimate the individual market value of the dwelling units in the project *(if more than one product please specify)*.

<u>Type of Unit</u>	<u>Market Value</u>
_____	_____
_____	_____
_____	_____
_____	_____

17. Estimate the equalized assessed value of the project in annual increments through build-out (do not consider the effects of inflation in your calculation).

<u>Year</u>	<u>Residential</u>	<u>Equalized Assessed Value</u>		<u>Annual Total</u>
		<u>Commercial</u>	<u>Industrial</u>	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>At Completion</b>	_____	_____	_____	_____

18. How many miles of new public roads will be constructed as part of this project? \_\_\_\_\_

19. How many new cul-de-sacs will be constructed as part of this project? \_\_\_\_\_

**General Information Application (continued)**

20. Identify the school, park, library, and fire districts that will serve this project.

Elementary School District (K – 8) \_\_\_\_\_

Number of Students \_\_\_\_\_

High School District (9 – 12) \_\_\_\_\_

Number of Students \_\_\_\_\_

Park District \_\_\_\_\_

Library District \_\_\_\_\_

Fire District \_\_\_\_\_

Distance from Fire Station \_\_\_\_\_

---

**I hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge. I further certify that I have read, understand and agree to pay all required applicable fees including, but not limited to, legal fees and consultant fees incurred by the Village to process this land use application.**

Applicant (Owner) Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Printed Name: \_\_\_\_\_

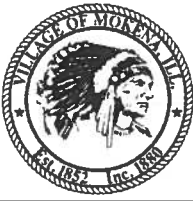
Its: \_\_\_\_\_

Co-Applicant (Contract Purchaser) Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_

**Any questions regarding the Land Use Process, submittal requirements, or fees related to the processing of this application should be directed to the Community Development Department at (708) 479-3900.**



**Exhibit B**  
**Village of Mokena**  
**Variation(s) Application**

1. Describe variation(s) requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Stipulate sections of Village Code you are seeking relief from including the requirement of the Village Code and the extent of your request:  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Describe the uniqueness of the hardship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Be prepared to discuss the "Standards of Variation(s)" as outlined in Title 9 of the Village Code. Your verbal response will be required at the public hearing.
  
5. The Zoning Board of Appeals shall not vary the provisions of this Title authorized in this Section, unless: (1) the variation is in harmony with the general purpose and intent of this Title; and (2) there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of the regulations of this Title relating to use, construction, or the alteration of buildings and structures, or the use of land. In its consideration of the standards of practical difficulties or practical hardship, the Zoning Board of Appeals shall require evidence that:

*Please provide a written response to the following questions along with your variation application.*

- a. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the particular zone;
  - b. The plight of the owner if due to unique circumstances; and
  - c. The variation, if granted, will not alter the essential character of the locality.
6. A variation shall be permitted only if the evidence, in the judgment of the Zoning Board of Appeals, sustains each of the three conditions enumerated above.
  
  7. For the purpose of supplementing the above standards, the Zoning Board of Appeals, in making this determination, shall take into consideration, the extent to which the following facts, favorable to the applicant, have been established by the evidence:

*Please provide a written response to the following questions along with your variation application.*

- a. The particular physical surroundings, shape or topographical conditions of the specific property involved will bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were carried out;

- b. The conditions upon which the petition for variation is based would not be applicable generally to other property within the same zone classification;
- c. The purpose of the variation is not based exclusively upon a desire to make more money out of the property;
- d. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- e. The granting of the variation will not be detrimental to the public welfare or unduly injurious to other property or improvements in the neighborhood in which the property is located; or
- f. The proposed variation will not impair an adequate supply of air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

**Any questions regarding the Land Use Process, submittal requirements, or fees related to the processing of this application should be directed to the Community Development Department at (708) 479-3900.**





**Exhibit C**  
**Village of Mokena**  
**Variation(s) Check-Off List**

This list should be maintained through the approval process. As each task is completed, it will be signed and dated by the Village-assigned Project Coordinator. The plan being reviewed cannot pass to the next step until the Project Coordinator has initialed the previous step.

<i>Task</i>	<i>Initials</i>	<i>Date</i>
Obtain <u>Guide to Land Use and Development</u>	N/A	N/A
Submit General Information Application	_____	___/___/___
Submit Variation(s) Application (with all necessary information)	_____	___/___/___
Submit public hearing/plan review fees	_____	___/___/___
Staff review completed	_____	___/___/___
Engineer review completed*	_____	___/___/___
Plan revisions complete*	_____	___/___/___
Set date for Zoning Board of Appeals Hearing	_____	___/___/___
Zoning Board of Appeals decision	_____	___/___/___

\* Denotes step applicable only when necessary



**Exhibit D**  
**Village of Mokena**  
**Rezoning (Map Amendments) Application**

Please fill out application completely. Missing information may delay the approval of your application. For more information, or if you have any questions, please contact Community Development at (708) 479-3900.

---

1. Current zoning of the property : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the proposed zoning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lot(s) \_\_\_\_\_ = \_\_\_\_\_      Lot(s) \_\_\_\_\_ = \_\_\_\_\_  
Lot(s) \_\_\_\_\_ = \_\_\_\_\_      Lot(s) \_\_\_\_\_ = \_\_\_\_\_

3. As directed by the Village of Mokena Zoning Ordinance, in considering a rezoning, Zoning Board of Appeals will consider:

*Please provide a written response to the following questions along with your rezoning application:*

- a. What are the existing uses of property within the general area of the property in question?
- b. What are the zoning classifications for the property within the general area of the property in question?
- c. What is the suitability of the property in question for the use permitted under the existing zoning classification?
- d. Does the trend of development, if any, in the general area support the proposed rezoning?
- e. Conformance or nonconformance with officially adopted plans of the Village.



## Exhibit E

### Village of Mokena

# Rezoning (Map Amendment) Check-Off List

This list should be maintained through the approval process. As each task is completed, it will be signed and dated by the Village-assigned Project Coordinator. The plan being reviewed cannot pass to the next step until the Project Coordinator has initialed the previous step.

<i>Task</i>	<i>Initials</i>	<i>Date</i>
Obtain <u>Guide to Land Use and Development</u>	N/A	N/A
Submit General Information Application	_____	___/___/___
Submit Rezoning (Map Amendments) Application (with all necessary information)	_____	___/___/___
Submit public hearing/plan review fees	_____	___/___/___
Staff review completed	_____	___/___/___
Engineer review completed	_____	___/___/___
Plan revisions complete*	_____	___/___/___
Set date for Village Board Concept Review	_____	___/___/___
Set date for Planning Commission Public Hearing	_____	___/___/___
Recommendation by Planning Commission	_____	___/___/___
Set date for Village Board Work Session	_____	___/___/___
Decision by Village Board	_____	___/___/___

\* Denotes step applicable only when necessary



## Exhibit F

### Village of Mokena

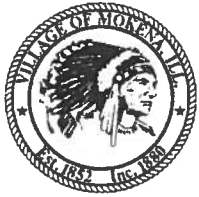
# Annexation Check-Off List

## Annexation

This list should be maintained through the approval process. As each task is completed, it will be signed and dated by the Village-assigned Project Coordinator. The plan being reviewed cannot pass to the next step until the Project Coordinator has initialed the previous step.

<i>Task</i>	<i>Initials</i>	<i>Date</i>
Obtain <u>Guide to Land Use and Development</u>	N/A	N/A
Discuss annexation proposal with Village staff	_____	___/___/___
Submit General Information Application	_____	___/___/___
Engineer, planner, legal counsel reviews	_____	___/___/___
Plan revisions complete*	_____	___/___/___
Pay fees	_____	___/___/___
Staff review completed	_____	___/___/___
Developer comments received & reviewed	_____	___/___/___
Set date for Village Board Concept Review	_____	___/___/___
Set date for Planning Commission Public Hearing	_____	___/___/___
Revise plans and Annexation Agreement*	_____	___/___/___
Plan Commission review	_____	___/___/___
Recommendation by Planning Commission	_____	___/___/___
Draft Annexation Agreement	_____	___/___/___
Set date for Village Board Work Session	_____	___/___/___
Revise plans and Annexation Agreement*	_____	___/___/___
Village Board public hearing/action	_____	___/___/___
Annexation Agreement approved	_____	___/___/___
Annexation Ordinance approved	_____	___/___/___
Rezoning Ordinance approved	_____	___/___/___

\* Denotes step applicable only when necessary



**Exhibit G**  
**Village of Mokena**  
**Special Use Permit (SUP) Application**

Please fill out application completely. Missing information may delay the approval of your application. For more information, or if you have any questions, please contact Community Development at (708) 479-3930.

---

1. Describe the proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Describe the proposed zoning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. If your request includes a special use permit for a planned unit development, attach appropriate planned unit development fee to be determined by the Development Director. (If a planned unit development fee is attached, no public hearing fee is applicable.)
  
4. If your request includes a special use permit for a planned unit development, attach a planned unit development plat and a number of copies of same as determined by the Development Director.
  
5. As directed by the Village of Mokena Zoning Ordinance, a special use may be granted by the Village Board if the following criteria are met.

*Please provide a written response to the following questions along with your special use application.*

- a. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public's health, safety, morals, comfort or general welfare.
- b. 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 and impair property values within the neighborhood.
- c. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- d. Adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.
- e. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion on public streets.
- f. The special use shall in all other respects conform to the applicable regulation of the district in which it is located, except as such regulations may in each instance be modified by the Board, pursuant to the recommendation of the Planning Commission.
- g. At least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same for all or part of the extent to which the following facts, favorable to the applicant, have been established by the evidence.

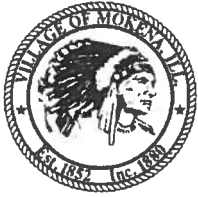
*Continued on the next page...*

6. For the purpose of supplementing the above standards, the Planning Commission, in making its recommendation to the Village Board for making its decision, may take into consideration, the extent to which the following facts, favorable to the applicant, have been established by the evidence.

*Please provide a written response to the following questions along with your special use application.*

- a. The extent to which the proposed special use departs from the zoning and subdivision regulations otherwise applicable to the subject property, including but not limited to the density, dimensions, area, bulk and uses, and the reasons why such departures are deemed to be in the public interest;
- b. In what respects the proposed special use meets the requirements and standards of the special use regulations;
- c. The method by which the proposed special use makes adequate provision for public services, provides adequate control over vehicular traffic, provides for and protects designated, common open space and furthers the amenities of light and air, recreation and visual enjoyment;
- d. The relationship and compatibility of the proposed special use to adjacent properties and neighborhoods;
- e. The desirability of the proposed special use to physical development, tax base and economic well-being of the Village; and
- f. The conformity with the intent and spirit of the Comprehensive Plans of the Village.

**Any questions regarding the Land Use Process, submittal requirements, or fees related to the processing of this application should be directed to the Community Development Department at (708) 479-3900.**



## Exhibit H

### Village of Mokena

# Special Use Permit Check-Off List

This list should be maintained through the approval process. As each task is completed, it will be signed and dated by the Village-assigned Project Coordinator. The plan being reviewed cannot pass to the next step until the Project Coordinator has initialed the previous step.

<i>Task</i>	<i>Initials</i>	<i>Date</i>
Obtain <u>Guide to Land Use and Development</u>	N/A	N/A
Submit General Information Application	_____	___/___/___
Submit Special Use Permit (SUP) Application (with all necessary information)	_____	___/___/___
Submit public hearing/plan review fees	_____	___/___/___
Staff review completed	_____	___/___/___
Engineer & Planner reviews completed	_____	___/___/___
Plan revisions complete*	_____	___/___/___
Set date for Village Board Concept Review	_____	___/___/___
Set date for Planning Commission Public Hearing	_____	___/___/___
Recommendation by Planning Commission	_____	___/___/___
Set date for Village Board Work Session	_____	___/___/___
Decision by Village Board	_____	___/___/___

\* Denotes step applicable only when necessary



**Exhibit I**  
**Village of Mokena**  
**Subdivision/Planned Unit**  
**Development (PUD) Application**

Please fill out application completely. Missing information may delay the approval of your application. For more information, or if you have any questions, please contact Community Development at (708) 479-3030.

---

1. Briefly describe proposed subdivision/PUD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Will the streets within the proposed subdivision/PUD be private or dedicated to the Village of Mokena?  
\_\_\_\_\_
3. Number of lots and dwelling units: \_\_\_\_\_ Lots \_\_\_\_\_ Dwellings
4. Please submit the appropriate plan review fees and copies of proposed Plat of Subdivision with this application (the number of plats required will be determined by the Development coordinator).
5. As directed by the Village of Mokena Zoning Ordinance, a special use may be granted by the Village Board if the following criteria are met:

*Please provide a written response to the following questions along with your application.*

- a. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public's health, safety, morals, comfort or general welfare;
- b. 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 and impair property values within the neighborhood;
- c. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
- d. Adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided;
- e. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;
- f. The special use shall in all other respects conform to the applicable regulation of the district in which it is located, except as such regulations may in each instance be modified by the Board pursuant to the recommendation of the Planning Commission; and
- g. At least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same for all or part of the site, unless the Village Board determines that conditions in the area have substantially changed;

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communitydevelopment@mokena.org ♦ www.mokena.org



## Subdivision/Planned Unit Development (PUD) Application (continued)

The Planning Commission, in making its recommendation to the Village Board, may take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

*Please provide a written response to the following questions along with your application.*

- a. The extent to which the proposed special use departs from the zoning and subdivision regulations otherwise applicable to the subject property, including, but not limited to, the density dimensions, area, bulk and uses, and the reasons why such departures are deemed to be in the public interest;
- b. In what respects the proposed special use meets the requirements and standards of the special use regulations;
- c. The method by which the proposed special use makes an adequate provision for public services, provides adequate control over vehicular traffic, provides for and protects designated, common open space and furthers the amenities of light and air, recreation and visual enjoyment;
- d. The relationship and compatibility of the proposed special use to adjacent properties and neighborhoods;
- e. The desirability of the proposed special use to physical development, tax base and economic well being of the Village; and
- f. The conformity with the intent and spirit of the Comprehensive Plan of the Village.

No special use permit for a planned development shall be favorably recommended or granted pursuant to this Section 9-4-6 unless the applicant shall establish that the proposed development will meet each of the standards made applicable to special uses pursuant to Section 9-4-5. In addition, no special use permit for a planned development shall be favorably recommended or granted unless the applicant shall establish that the proposed development will meet each of the following additional standards:

*Please provide a written response to the following questions along with your application.*

- a. Comprehensive Plan. A planned development must conform to the intent and spirit of the Comprehensive Plan of the Village.
- b. Site. The site of a Planned development must be under single ownership and/or unified control at the time of development.
- c. Compatibility. The uses permitted in a Planned development must be a type and so located as to exercise no undue detrimental influence upon surrounding properties.
- d. Need. A clear showing of need for the proposed use(s) must be made.
- e. Yards. The required yards along the periphery of the Planned development shall be at least equal in width or depth to that of the adjacent zoning district.
- f. Parking Requirements. Adequate parking shall be provided and in no event shall the parking be less than that provided for in other sections of this Title. Parking for residential use shall not be less than two spaces per dwelling unit.
- g. Traffic. Adequate provision shall be made to provide ingress and egress so designed as to minimize traffic congestion in the public street.
- h. Design Standards. The provisions of the Subdivision and Plat Ordinance of the Village shall be adhered to, unless the Village Board grants a waiver.

**Any questions regarding the Land Use Process, submittal requirements, or fees related to the processing of this application should be directed to the Community Development Department at (708) 479-3900.**



**Exhibit J**  
 Village of Mokena  
**Development Check-Off List**  
 Land Subdivision or Planned Unit Development

This list should be maintained by the developer through the approval process. As each task is completed, it will be signed and dated by the Village-assigned Project Coordinator. The plan being reviewed cannot pass to the next step until the Project Coordinator has initialed the previous step.

<i>Task</i>	<i>Initials</i>	<i>Date</i>
<b><u>Step One: Concept Review</u></b>		
Discuss proposal with Village Planner	_____	___/___/___
Obtain <u>Guide to Land Use and Development</u>	_____	___/___/___
Submit General Information Application and Concept Plan (10 folded copies must include all necessary information)	_____	___/___/___
Pay all applicable Concept Review fees	_____	___/___/___
Staff review completed	_____	___/___/___
Revise plans* and submit 25 copies of revised plan	_____	___/___/___
Set date for Concept Review by Village Board	_____	___/___/___
Concept Review by Village Board	_____	___/___/___
Post Concept letter sent	_____	___/___/___
<b><u>Step Two: Preliminary Plat</u></b>		
Submit ten (10) copies each of Preliminary Plat, Engineering, and Landscape plan, and cost estimate of public improvements	_____	___/___/___
Submit revised General Information Application*	_____	___/___/___
Pay applicable plan review fees	_____	___/___/___
Submit Concept Plan to school and park districts*	_____	___/___/___
Submit plans to other agencies*	_____	___/___/___
Staff review completed	_____	___/___/___
Submit revised Preliminary Plat and Engineering*	_____	___/___/___
Set date for Public Hearing with Planning Commission/Zoning Board of Appeals	_____	___/___/___
Planning Commission/Zoning Board of Appeals makes recommendation on the Preliminary Plat	_____	___/___/___
Review draft Annexation Agreement	_____	___/___/___

\* Denotes step applicable only when necessary

\* Refer to list of agencies on next page

**Developer's Check-Off List: Land Subdivision or Planned Unit Development (continued)**

**Step Two: Preliminary Plat (continued)**

Revise Annexation Agreement*	_____	___/___/___
Set date for Village Board Work Session/hearing	_____	___/___/___
Revise Annexation Agreement*	_____	___/___/___
Preliminary Plat and Annexation Agreement reviewed and approved by Village Board	_____	___/___/___

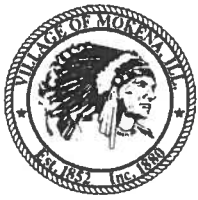
**Step Three: Final Plat**

Submit ten (10) copies of Final Plat and final engineering	_____	___/___/___
Submit revised General Information Application*	_____	___/___/___
Finalize discussions with other agencies	_____	___/___/___
Final consultant review completed	_____	___/___/___
Submit required copies of revised final plan*	_____	___/___/___
Submit final documentation from all required agencies*	_____	___/___/___
Staff review completed	_____	___/___/___
Set date for review of Final Plat with Planning Commission	_____	___/___/___
Planning Commission makes a recommendation to the Village Board on Final Plat	_____	___/___/___
Submit letter of credit and address plan	_____	___/___/___
Pay inspection fees and outstanding plan review fees	_____	___/___/___
Set date for Village Board meeting	_____	___/___/___
Plan Approval by Village Board	_____	___/___/___

\* Denotes step applicable only when necessary  
 \* Refer to list of agencies below

- \*Other agencies that may need to be contacted:**  
*Army Corp. of Engineers (Prior to final plat only)*  
*Federal Emergency Management Agency (FEMA)*  
*Fire District*  
*Illinois Department of Conservation*  
*Illinois Department of Transportation (If applicable)*  
*Library District*  
*Mokena Police Department (Traffic Enforcement Agreement)*  
*Park District*  
*Pipeline and utility easement holders*  
*Roadway jurisdictions*  
*School District*  
*Township Highway Department*  
*Will-Cook Soil Conservation District*  
*Will County 911 Emergency Telephone System*  
*Will County Forest Preserve District*  
*Will County Health Department*

**Any questions regarding the Land Use Process, submittal requirements, or fees related to the processing of this application should be directed to the Community Development Department at (708) 479-3900.**



**Exhibit K**  
**Village of Mokena**  
**Site Plan & Architectural Review Application**

Please fill out application completely. Missing information may delay the approval of your application. For more information, or if you have any questions, please contact Community Development at (708) 479-3900.

<p style="text-align: center;"><b>Applicant(s)</b></p> Name: _____ Address: _____ C/S/Z: _____ Phone (____) _____ - _____ Fax (____) _____ - _____ e-mail: _____	<p style="text-align: center;"><b>Property Owner(s)</b></p> Name: _____ Address: _____ C/S/Z: _____ Phone (____) _____ - _____ Fax (____) _____ - _____ e-mail: _____
<p style="text-align: center;"><b>Architect</b></p> Name: _____ Address: _____ C/S/Z: _____ Phone (____) _____ - _____ Fax (____) _____ - _____ e-mail: _____	<p style="text-align: center;"><b>Engineer</b></p> Name: _____ Address: _____ C/S/Z: _____ Phone (____) _____ - _____ Fax (____) _____ - _____ e-mail: _____
<p style="text-align: center;"><b>Landscape Designer</b></p> Name: _____ Address: _____ C/S/Z: _____ Phone (____) _____ - _____ Fax (____) _____ - _____ e-mail: _____	

**Property/Site Information**

1. Common address or location of subject property: \_\_\_\_\_  
\_\_\_\_\_
2. Permanent Index Number (located on tax bill): \_\_\_\_\_
3. Parcel Size (sq. ft. or acres): \_\_\_\_\_
4. Zoning: \_\_\_\_\_
5. Floor Area Ratio: \_\_\_\_\_
6. Number of Parking Spaces: Existing - \_\_\_\_\_ Proposed - \_\_\_\_\_

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communitydevelopment@mokena.org ♦ www.mokena.org

**Site Plan & Architectural Review Application (continued)**

Explain the project in detail. Attach a separate piece of paper if needed.

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**I hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge. I further certify that I have read, understand and agree to pay all required applicable fees including, but not limited to, legal fees and consultant fees incurred by the Village to process this land use application.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_

**Any questions regarding the Land Use Process, submittal requirements, or fees related to the processing of this application should be directed to the Community Development Department at (708) 479-3900.**



## Exhibit L Village of Mokena Fee Schedule & Standard Contributions

The fees and contributions summarized below are detailed in the Village of Mokena Contribution Ordinance and other Village materials.

### Concept Fees:

<u>Site Acreage</u>	<u>Fee</u>
0 to 5.0	\$250 minimum
5.01 to 40.0	\$50 per acre
40.01 or greater	\$2,000 + \$20 per acre over 40 acres

### Concept Plan Review Fees (Engineering):

<u>Site Acreage</u>	<u>Fee</u>
0 to 2.0	\$300
2.1 to 4.0	\$600
4.1 to 9.0	\$900
9.0 or greater	\$1,500

*(Fee to be credited toward fees paid for engineering review)*

### Planning Review Fees:

<u>Review Type</u>	<u>Fee</u>
Special Use	\$800
Subdivision/PUD	\$1,600
Rezoning (1 acre or less)	\$600
Rezoning (1 acre or more)	\$1,000
Follow-Up	\$600 per plan

### Engineering Review Fees:

<u>Amount of Improvements</u>	<u>Fee</u>
Less than \$10,000	\$275
\$10,000.01 to \$20,000	\$275 + 3.5% of amount over \$10,000
\$20,000.01 to \$50,000	\$575 + 3.0% of amount over \$20,000
\$50,000.01 to \$100,000	\$1,325 + 2.75% of amount over \$50,000
\$100,000.01 to \$500,000	\$2,450 + 2.5% of amount over \$100,000
\$500,000.01 or greater	\$10,450 + 1.5% of amount over \$500,000

### Inspection Services Fees:

<u>Amount of Improvements</u>	<u>Fee</u>
Less than \$10,000	\$250
\$10,000.01 to \$20,000	\$250 + 2.25% of amount over \$10,000
\$20,000.01 to \$50,000	\$475 + 2.0% of amount over \$20,000
\$50,000.01 or greater	\$1,075 + 1.5% of amount over \$50,000

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communitydevelopment@mokena.org ♦ www.mokena.org

**Fee Schedule and Standard Contributions (continued)**

**Individual sites with no public improvements:**

Engineering consultant review fees may be incurred by the Village, and are recoverable from the developer. An engineering plan review deposit may be required.

Residential Variation Request	\$225
Non-Residential Variation Request	\$600
Site Plan & Architectural Review Committee Fee	\$200 per review
Landscape Plan Review	\$150
Will County 1 ½ Mile Review	\$100
Public Hearing Fee	\$800
Site Grading Deposit	\$2,000 per acre

**Contributions**

**Schools:**

Where a Development is too small for a practical contribution of school land, or available land is inappropriate for school sites, a cash contribution per dwelling in lieu of land dedication is required prior to subdivision.

<u>Detached Single Family</u>			<u>Attached Single Family</u>			<u>Low-density Apartments (15/acre max)</u>		
<u># Bedrooms</u>			<u># Bedrooms</u>			<u># Bedrooms</u>		
2	\$902	\$1,875*	1	\$116	\$150*	1	\$157	\$150*
3	\$2,465	\$1,875*	2	\$620	\$300*	2	\$618	\$300*
4	\$3,046	\$2,500*	3	\$1,804	\$450*	3	\$1,423	\$450*
5	\$3,664	\$3,125*	4	\$3,243	\$600*			

*\*Supplemental school district contributions are to be applied when annexing property.*

**Library:** \$150 per dwelling unit/lot (Mokena district only. Check other districts for fees)

**Fire Protection:** \$150 per dwelling unit/lot (Mokena district only. Check other districts for fees)

**Parks:**

Where a development is too small for a practical contribution of park land, or available land is inappropriate for park and recreation purposes, a cash contribution per dwelling in lieu of land dedication is required prior to subdivision.

<u>Detached Single Family</u>		<u>Attached Single Family</u>		<u>Low-density Apartments (15/acre max)</u>	
<u># Bedrooms</u>		<u># Bedrooms</u>		<u># Bedrooms</u>	
2	\$1,267	1	\$775	1	\$783
3	\$1,724	2	\$1,212	2	\$1,163
4	\$1,877	3	\$1,564	3	\$1,402
5	\$2,044	4	\$1,985		

**Fee Schedule and Standard Contributions (continued)**

**Capital Expenditures:**

	<b>Fee per Dwelling Unit</b>
Municipal Facilities	\$1,500
Road Improvements	\$610
Equipment/Personnel - Police	\$440
Lincoln Way Communications	\$56
ESDA - Sirens	\$45

**Equipment/Personnel - Public Works:** Calculation based on proposed development

Equipment/Personnel = Center lane miles of road in project x \$8,250.00 = \$\_\_\_\_\_

**Water and Sewer Connection Fees**

**Residential Use:**

Fiscal Year 2019 = \$11,813 per unit (Does not include Meter & other related charges)

**Commercial/Industrial Use:**

<b><u>Water Service Line Size</u></b>	<b><u>Fiscal Year 2019</u></b>
1"	\$11,813
1 ½ "	\$18,208
2"	\$30,349
3"	\$42,489
4"	\$84,979
6"	\$185,891

**Water and Sewer Inspection Fees:**

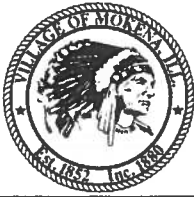
Fiscal Year 2019 = \$354

**Legal Fees:** \$1,000 deposit as encumbered

Legal fees may be incurred by the Village, and are recoverable from the developer. A legal deposit of \$1,000 may be required.

**\* The fiscal year ends June 30th of each year**





## Exhibit M Village of Mokena Engineering Submittal Guidelines

This is not a complete listing of Village engineering requirements, and is only to be utilized as a guide. Please refer to the Village's flood control and subdivision ordinances, as well as the Will County storm water ordinance.

The following items should be submitted for an engineering review of a development. A detailed review of incomplete submittal will not be initiated until all items requested on this exhibit are received.

1. Plat of Subdivision (6)
2. Engineering Design Plans (6)
3. Specifications (6)
4. Illinois EPA Applications
5. Drainage Area Map - Minimally a USGS quad topographic map with watershed delineated
6. Wetlands Statement - Detailing results of site investigations. Include a copy of the National Wetland inventory (NWI) Map
7. Floodplain Statement - Signifying compliance with Mokena Floodplain Ordinance. Include a copy of the latest FEMA maps and flood profiles.
8. Detention basin restrictor and required volume calculations
9. Results of investigation of capacity of downstream storm water drainage system and ability to accept discharge from proposed development.
10. Storm sewer and ditch sizing calculations
11. Tributary off-site drainage area calculations for 100-year storm event for existing conditions.
12. Compliance with "Overall Storm Water Drainage Criteria" - see below
13. Storm Water Pollution Prevention Plan (SWPPP)
14. Wetlands Mitigation Plan, if necessary, including correspondence with the Army Corps of Engineers.

### **Storm Water/Drainage Submittal Information**

1. Describe, in a written narrative, the drainage concept and attached calculations at a minimum include the following:
  - a. How will the development fit in to the existing drainage of the area? Address any downstream constraints.
  - b. What design criteria (including formulas) are being used?
  - c. What is the stormwater plan for the site? Describe all pertinent items requested on this exhibit.
2. Storm sewers should be designed for the 10- year storm using Bulletin 70 Northeastern Illinois isohyral rainfall data (storm sewers shall be RCP with 12 inches minimum in diameter).

*Continued on next page...*

Village of Mokena ♦ 11004 Carpenter Street ♦ Mokena, IL 60448  
Community Development ♦ Phone (708) 479-3900 ♦ Fax (708) 479-4844  
communitydevelopment@mokena.org ♦ www.mokena.org

Revised 1/15/2019

### Engineering Review Requirements (continued)

3. Positive drainage should be provided in the subdivision so that if a catch basin is plugged or its capacity is exceeded, the resulting flow will pass without causing damage to structures as outlined below:
  - a. Positive drainage should be designed to pass to the 1% chance annual storm event.
  - b. Depth of flow or ponding in streets should not exceed 3 inches over crown.
  - c. Depth of flow in swales (both sides and back yards) should not exceed 12 inches.
  - d. Minimum freeboard from the overflow elevation in the adjacent drainage system to the finished grade elevation should be 12 inches.
  
4. Detention basins should be designed for the 1% chance annual storm using Bulletin 70, Northeastern Illinois isohyral rainfall data at critical duration. Additionally:
  - a. Use a hydrograph approach with storage routing to determine detention volume.
  - b. Detention storage volume should be provided in addition to the natural depressional storage on the site.
  - c. Although wet ponds are preferred for dry ponds, the bottom slopes should be 2%.
  - d. At least 1 foot of freeboard should be provided.
  - e. Release rates of: 100 year = 0.15 cfs/ acre, 10 year = 0.04 cfs/acre
  
5. Construction will not be permitted to commence on a site with wetland areas unless a construction permit is obtained from Army corps of Engineers. Additionally:
  - a. Arrange a pre-application meeting with the Corps in the concept stage to discuss the project if wetlands are known or suspected to be present on the site.
  - b. Stormwater detention may not be allowed within wetland areas by the Army Corps of Engineers. Proper planning and coordination with the Corps is recommended.
  - c. The NWI map merely provides an indication of whether wetlands may be present on the site. Proper investigation and delineation should be performed if there are any wetland indicators present. Review the soils, plants and other sources of data to make that determination.
  
6. Consider water quality control measures into the design of the stormwater management facilities. Incorporate Best Management Practices (BMP) and other measures as appropriate. The following references may be considered besides others:

Best Management Practices Guidebook for Urban Development, Northeastern Illinois Planning Commission, 1992.

Model Stream and Wetlands Protection Ordinance, Northeastern Illinois Planning Commission, 1988.

Water Quality Urban Runoff Solution (Special Report #61), American Public Works Association, 1991.

Controlling Urban Runoff, a Practical Manual for Planning and Design of Urban BMP's Washington Council of Governments, 1987.

*Continued on next page...*

## **Engineering Review Requirements (continued)**

7. Drainage plan(s) showing at a minimum:
  - a) Existing and proposed topographic contours including 100 feet beyond the property line, offsite as necessary.
  - b) Storm sewers and/or ditch conveyance systems on grading plans
  - c) Overland flow paths
  - d) Drainage easements
  - e) Location of retention or detention basins
  - f) Any wetland and/or floodplain boundaries
  - g) Details for overflow swales, emergency overflow, restrictor, detention basin cross-sections and other pertinent details.

**Any questions regarding the Land Use Process, submittal requirements, or fees related to the processing of this application should be directed to the Community Development Department at (708) 479-3900.**