



BUILDING, SITE, & OPERATION PLAN (BSO) PROCEDURES

All Building, Site and Operation Plans (BSOs) within the Village need approvals from the Planning Commission and Village Board approval will also be required.

The following information will guide you through the procedures that are necessary for the approval of a BSO to occur.

Contact the Village Planning to Discuss your Proposal

The Petitioner meets with Village Planner and other pertinent Village staff, regarding zoning regulations (setbacks, parking requirements, building design, site layout, etc.) and use requirements. A pre-submittal meeting is not required, but is highly recommended.

Formal Submittal of BSO

Petitioner submits detailed plans of the proposal drawn to scale and with all detail described in the attached checklists. Rough sketches or plans not drawn to scale will not be accepted for review (See following submittal check list for required items). All fees are submitted as required. Please see the Plan Commission meeting schedule for specific meeting dates/deadlines.

Village Plan Commission and Board Meetings

It is highly recommended that the petitioner be present at the Planning Commission and Village Board meetings to answer any questions the Trustees, Commissioners or affected residents have regarding your proposal.

Submittal of Building Permit after Planning Commission Approval is Received

The Petitioner may apply for a Building Permit from the Village after the plans are formally approved by the Village Board. If a Developers Agreement, Surety, or other financial guarantee is required, the City must be in receipt of signed original documents prior to release of permits.

Expiration: Plan Commission approvals granted for Building, Site and Operation Plans in which the petitioner has not commenced construction activity or preparation of the land, or has not submitted a Certified Survey Map or Preliminary Plat within the past 24 months of the date of approval, said approval will expire and reapplication will be required. A reapplication shall be limited solely to reasonable compliance with current design, locational, and operational requirements. A reapplication shall not involve the basic permissibility of the use where such use is permitted by right at the time of reapplication. The Plan Commission may grant one six month extension if requested 30 days prior to the pending expiration date provided that the applicant demonstrates a valid cause.



BSO SUBMITTAL REQUIREMENTS

Each submittal shall consist of three (3) scaled hard copies of all documents listed below relating to any BSO request. At the time of submittal all application fees and a developer's deposit must also be submitted before the application can be routed for Village consideration.

A Written Description/Narrative of the intended use describing in reasonable detail the:

1. Full name and contact information of the petitioner and / or agent, and property owner, if different;
2. Full name and contact information of petitioner's engineers / surveyors / architects, and other design professionals used in BSO Plan preparation;
3. Existing zoning district(s) and proposed zoning district(s) if different;
4. Current land uses present on the subject property;
5. Proposed land uses for the subject property
6. Land use designation(s) as depicted on the adopted Comprehensive Plan;
7. Description of existing environmental features;
8. Projected number of residents, employees, and / or daily customers;
9. Proposed amount of dwelling units, floor area, open space area, and landscape surface area, expressed in square feet and acreage to the nearest one-hundredth of an acre;
10. Resulting site density, floor area ratios; open space ratios, and landscape surface area ratios;
11. Operational items relating to hours of operation, projected normal/peak water usage, sanitary sewer or septic loadings;
12. Traffic generation;
13. Operational considerations relating to potential nuisance creation pertaining to the appropriate design of street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.
14. Exterior building and fencing materials;
15. Possible future expansion and related implications for (1) to (14), above, and:
16. Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

Property Site Plan drawing which includes:

1. A title block which provides all contact information for the petitioner and / or agent, and property owner if different;
2. Full name and contact information of petitioner's engineers / surveyors / architects, and other design professionals used in BSO Plan preparation;
3. The date of the original plan and the latest date of revision to the plan;
4. All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
5. All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
6. All required building setback and offset lines;
7. All existing and proposed buildings/structures, and paved areas, including building entrances, walks, drives, fences, walls;
8. All existing and proposed utility and drainage systems, connections and fixtures;
9. All requirements of the Village Fire Code;
10. The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this Code;
11. The location and dimension of all loading and service areas on the subject property;
12. The location of all outdoor storage and refuse disposal areas and the design of all screening devices;
13. The location, type, height, size and lighting of all signage on the subject property;
14. The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property including photometric plans. All lighting plans and specifications to meet the Village Adopted Design Manual per Section 16-4-4;
15. The location of all environmental features including wetlands, floodplains, environmental corridors, steep slopes, forest areas or any other permanently protected natural resource area protected under Local, State or Federal regulations;
16. The location of existing and proposed drainage facilities; and



BSO REQUIREMENTS (continued)

A Detailed Landscaping Plan of the subject property, at the same scale as the site plan showing:

1. A plat of survey, or a sketch drawn to scale.
2. The location, caliper (size), and common name of all existing deciduous trees six (6) inches or larger in diameter at breast height (d.b.h.), all existing coniferous trees 10 feet or greater in height, and the boundaries of any existing woodlots.
3. Identification of all trees inventoried which are to be moved or destroyed.
4. The location of all proposed plantings.
5. A planting schedule showing all symbols intended to represent plantings, quantities of plant materials, and common and botanical names of plant materials, size and caliper of plant materials, root specifications, and special planting instructions.
6. Typical Sections and details of fences, tie walls, planting boxes, retaining walls, berms, and other landscape improvements.
7. Typical Sections of landscape islands and planter beds identifying materials to be used.
8. Details of planting beds and foundation plantings.
9. Delineation of sodded/seeded/wilderness areas indicating square footage, materials to be used, and seed mixtures.
10. Where landscape or man-made materials are used to provide required screening or buffers from adjacent properties or public rights-of-way, a cross-section shall be provided drawn to a recognized engineering scale illustrating the prospective of the site from the neighboring property and property line elevation.
11. All other design elements found in the adopted Village Design Guideline Manual per Section 16-4-4.

A Grading and Erosion Control Plan to be approved by the Village Engineer. Plans are not subject to Plan Commission review but are required to be submitted concurrent with BSO Plan applications in order for the submittal to be complete.

Elevation Drawings of proposed buildings or proposed remodeling of existing buildings showing heights, finished exterior treatment, with adequate labels provided to clearly depict exterior materials, texture, scale, color and overall appearance.

Color Renderings and Perspective Renderings: The Plan Commission reserves the right to require perspective renderings, but not in lieu of adequate drawings showing the actual intended appearance of the buildings. Photo Simulations and 3-D virtual visualizations of the proposed project and/or photos of similar structures may be voluntarily submitted and may be required by the Plan Commission, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

A Plat of Survey shall be required for all projects. The survey shall be prepared by a Registered Land Surveyor and shall depict property lines, and existing and proposed buildings, structures, and paved areas.

Any required Submittal Fees and a Developers Deposit: Submittal fees are per the procedures attached herein. The Developer's Deposit is used by the Village for costs associated with plan checking and other reviews by our consulting engineers, attorneys, planners, etc. Upon final acceptance of the improvements, any remaining portion of the Developer's Deposit will be returned to the developer when requested.