



QUICK REFERENCE GUIDE

Planning & Development Review Policy & Procedure

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TABLE OF CONTENTS

ATTACHMENT	TOPIC	PAGE
A	Policy & Procedure Overview.....	2
B.....	Planning & Development Flow Chart.....	4
C.....	A Developers Guide to Documents.....	5
D	Development Fees.....	6
E.....	“Concept Plan” Submittal Checklist	7
F.....	Application for Planning and Technical Review	8
G	“Preliminary Plan” Submittal Checklist	9
H	Development Escrow Agreement	10
I.....	General Zoning Process Outline	11
J	Zoning Review Flow Chart.....	12
K.....	“Final Plan” Submittal Checklist	13



PLANNING & DEVELOPMENT REVIEW POLICY & PROCEDURES

Attachment "A"

This handout along with Attachment B, a "Development Review Flow Chart" is intended to provide land Owners/Developer with a summary of planning and development review procedures followed by the Village of Wauconda. It does not supersede or in any way modify the Wauconda Zoning Ordinance, Development Ordinance, or other requirements of the Village or county, state, or federal agencies. Copies of the Zoning Ordinance, Development Ordinance and other ordinances may be viewed at the Village website www.wauconda-il.gov. In addition Attachment C provides "A Developer's Guide to Documents and Fees" also available on the Village website.

STEP ONE: PRE-APPLICATION CONFERENCE (not required, but recommended)

The pre-application conference is an opportunity for the Owner/Developer to review Village policy and practices with Village Staff along with review of basic site planning information, the requirements of Village development ordinances and codes, potential fees (see Attachment D) and some indication of acceptability of the proposed project. The Owner/Developer should contact Chris Miller, Director of Planning & Zoning at 847-526-9605 or cmiller@wauconda-il.gov to arrange a meeting and provide him with a property address and a description of the Owner/Developer's intent.

STEP TWO: CONCEPT PLAN REVIEW

Concept review is designed to allow an Owner/Developer an opportunity to present an idea or concept to the Village without spending large sums of money. The Owner/Developer should refer to the Village Development Ordinance Section 4.2. Conceptual Planning Stage for information required to be submitted. Attachment E consists of a "Concept Plan Checklist" which may assist the Owner/Developer with providing information the Village will need to review a proposal at the Concept Plan Review stage. When submitting Concept Plan information or documents the Owner/Developer should also submit a completed "Application for Planning & Technical Review". See Attachment F for a copy of this application.

Process:

1. The Owner/Developer submits 1-set of required Concept Plan documents plus a digital copy in PDF format of all documents to the Director of Development
2. The Director of Development will review documents for completeness of information and provide the Owner/Developer with written comments containing recommended corrections, revisions or the need for additional information within 10 working days following their receipt of all the required materials.
3. At such time as the Concept Plan is generally found consistent with Village ordinances, policy and practice the Director of Development will schedule the Owner/Developer for a Development Committee Meeting where the Owner/Applicant may present the idea or concept plan.
4. Development Committee meetings of the Village Board are normally held on the 2nd Tuesday of each month. This appearance shall not constitute any endorsement, support or implied approval of the project by the Village Board. It is intended to give the applicant feedback from the Village's Trustees.
5. No later than 12:00 p.m. on the Tuesday immediately preceding the Development Committee meeting, the developer will provide the Village with one set of Concept Plan documents for distribution to the Committee plus a PDF file.
6. Based upon the reaction to the Concept Plan by the Development Committee, the developer may choose to proceed to the next step of the process.

STEP THREE: PRELIMINARY PLAN TECHNICAL REVIEW

At this point, the developer shall prepare a preliminary plat or plan, and preliminary engineering, architectural, and landscape plans incorporating concept review comments for a more detailed review by the Village Staff and Consultants. Attachment G consists of a "Preliminary Plan Checklist" which may assist the Owner/Developer with providing information the Village will need to review a proposal at the Preliminary Plan Review stage. If an Annexation of Property is being proposed a Draft Annexation Agreement is needed to be filed with the Preliminary Plans.

Process:

1. The Owner/Developer shall provide an updated "Application for Planning & Technical Review" (Attachment F).
2. The Owner/Developer shall provide a signed "Escrow Agreement" form (Attachment H) along with an initial escrow deposit. The Owner/Developer should contact the Director of Development to learn the amount of the escrow deposit, if it was not established during the Pre-Application Conference or Concept Review stage of review.
3. The Owner/Developer shall submit 5-sets of the Preliminary Plan documents to the Director of Development along with a

digital copy in PDF format of all documents and the Director of Development will distribute the Preliminary Plans to the Director of Public Works, Village Engineer, Wauconda Fire District, and Village Attorney for review, comment and information.

4. Technical review of the documents will be completed within 10 working days following their receipt of all the required materials. Written comments will be provided to the Director of Development who will then provide the Owner/Developer with the comments, which may include recommended corrections, revisions, and requests for additional information. The Director of Development along with input from the Owner/Developer will determine whether a Joint Meeting of Village Staff, Village Consultants with the Owner/Developer is needed.
5. The Owner/Developer should respond in writing to the Village technical review comments and resubmit plans or documents as needed. Resubmittal of preliminary plans and documents may occur until Village Staff determines that the Preliminary Plans are consistent with Village Ordinances, Policies and Practices or where a policy decision is needed by the Village Plan Commission/Zoning Board of Appeals (PC/ZBA) and Village Board. Each re-submittal will be processed as noted above.
6. At such time as the Preliminary Plan is found consistent with Village ordinances, policies and practices the Director of Development will coordinate with the Owner/Developer to schedule a PC/ZBA Meeting. PC/ZBA regular meetings are held on the 1st and 3rd Wednesday of each month. The Director of Development will provide the PC/ZBA with a report along with the most recent reports received from Village Staff and Village Consultants. The Owner/Developer shall present the Preliminary Plan to the PC/ZBA and the PC/ZBA will provide a recommendation to the Village Board.
7. No later than 12:00 p.m. on the Tuesday immediately preceding the PC/ZBA meeting, the Owner/Developer will provide the Village with 8 folded and collated sets of Preliminary Plan documents for distribution to the PC/ZBA. The documents should be in a “readable” 8.5”x 11” or 11”x17” format or half sheet size.
8. Preliminary Plans or Plats involving zoning relief including: a zoning change, text amendment, conditional use permit or a zoning variance, prior to proceeding to a PC/ZBA Meeting must submit appropriate zoning application(s) and follow the Zoning Review Process (Attachments I & J) which will proceed concurrently with the preliminary plan review process by the PC/ZBA.
9. When the Owner/Developer plans include the annexation of property to the Village a Draft Annexation Agreement must be part of the preliminary review process and that prior to going to the Village Board a Public Hearing must be conducted by the Village Board on the Draft Annexation Agreement. The Director of Development will coordinate with the Village Administrator, Village Attorney and Owner/Developer to schedule a hearing date. The Owner/Developer is responsible for publication and notices, similar to those required for zoning relief.
10. The Director of Development will coordinate with the Village Administrator to schedule the Owner/Developer for a Development Committee meeting where the Owner/Applicant may present the Preliminary Plan to the Development Committee and the Director of Development will present the PC/ZBA recommendation and findings of fact. Where an ordinance is required for the approval of a zoning application the ordinances will be prepared by the Village Attorney for review prior to presentation to the Village Board
11. Following approval by the Village Board of the Preliminary Plans and Zoning Applications (when necessary) the Owner/Applicant may proceed to the Final Development Plan Review stage.

STEP FOUR: FINAL PLAN or PLAT REVIEW

The Final Plan or Plat Review stage is where the Owner/Developer provides detailed plans and specifications used for the construction of a development. At the option of the Owner/Developer this step may be combined with the Preliminary Plan review and is generally encouraged where a proposal is small and does not require any zoning relief. The Owner/Developer is encouraged to review the Village Development Ordinance Section 4.6 Final Planning Stage Documentation for documents required to be submitted.

Process:

1. The Final Plan or Plat review process is similar to the process of the Preliminary Plan including Items 3 through 7 and Item 9 above. If there has been any change to the representatives a revised Application (Attachment F) should be provided and the Escrow Account needs to be replenished, as needed.
2. If there are any “Public Improvements” required as part of a development plan a Letter of Credit or other financial guarantee that the improvements will be installed shall be presented to the Village Attorney for review prior to Final Approval by the Village Board.
3. After Final Plan or Plat review and approval the Owner/Developer may proceed with Village staff for appropriate permits (subdivision improvements, building permits, zoning certificates) as needed.



PLANNING & DEVELOPMENT REVIEW FLOW CHART **Attachment "B"**

Step 1. PRE-APPLICATION CONFERENCE WITH VILLAGE STAFF
 Village staff informal review with village officials



Step 2. CONCEPT PLAN
 Plan Submittal and Staff/Consultants Review
 Presentation to DEVELOPMENT COMMITTEE (Advisory Only—No Action)



Step 3. PRELIMINARY PLAN / PLAT - TECHNICAL REVIEW
 Plan Submittal and Staff/Consultants Review (Re-submittal if Needed) Outside Agency Reviews

Step 3a: ZBA/PLAN COMMISSION REVIEW

<p style="text-align: center;"><u>PUBLIC HEARING REQUIRED</u></p> <ul style="list-style-type: none"> Public Notice Requirements Findings of Fact Recommendation to Village Board 	<p style="text-align: center;"><u>PUBLIC HEARING NOT REQUIRED</u></p> <ul style="list-style-type: none"> Regular Meeting Notice No Findings of Fact Recommendation to Village Board
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Annexation Agreement / Development Agreement Finalized with Village Staff

Step 3b: VILLAGE BOARD REVIEW

RETURN TO ZBA/PLAN COMMISSION	<p style="text-align: center;">APPROVAL OF:</p> <ol style="list-style-type: none"> 1. Annexation Agreement/Development Agreement 2. Annexation Ordinance, if needed 3. Rezoning Ordinance, if needed 4. Preliminary Plan/Plat <p style="font-size: small;">Note: If there is an Annexation, a Draft Annexation Agreement must be filed with the Preliminary Plan/Plat.</p>	DENIAL
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Step 4: FINAL PLAN AND PLAT
 Plan Submittal and Staff/Consultants Review (Resubmittal if Needed)

Step 4a: ZBA/PLAN COMMISSION REVIEW & Recommendation

Step 4B: DEVELOPMENT COMMITTEE & Recommendation

Step 4C: VILLAGE BOARD REVIEW
 Approval, Approval with Conditions, or Denial



Step 5: Proceed to Village Staff/Consultants for Appropriate Permits
 (Subdivision improvements, building permits, zoning certificates)



A “DEVELOPER’S GUIDE” TO DOCUMENTS

Attachment “C”

Description	Notes
Comprehensive Plan 2012	Available On-Line
Zoning Ordinance – Chapter 155 of Code	Available On-Line
Development Ordinance – Chapter 156 of Code	Available On-Line
Subdivision Ordinance – Chapter 154 of Code	Available On-Line
Watershed Development Ordinance – Chapter 153 of Code	Available On-Line
Fire Prevention - Chapter 93	Available On-Line
Trees and Woodland Ordinance – Chapter 99 of Code	Available On-Line
Design Guidelines	Available On-Line
Sign Ordinance – Chapter 152 of Code	Available On-Line
Impact Fee Schedule - Chapter 151 of Code	Available On-Line
Water and Sewer Connection Fees - Chapter 51 of Code	Available On-Line
Zoning Applications (Map Amendment, CUP, Variance	Available On-Line
Escrow Agreement Form	Available On-Line
Zoning Fee Schedule	Available On-Line
Zoning Flow Chart and Narrative	Available On-Line
Development Flow Chart/Process	Available On-Line
Development Ordinance Checklist (Concept Plan, Preliminary Plan and Final Plan)	Available On-Line
Model Annexation Agreement	See Director of Planning & Zoning
Building Codes—Chapter 150 of Code	Available On-Line
Building Permit Fees	Available On-Line



DEVELOPMENT FEES **Attachment "D"**

ZONING APPLICATION FEES (Non-refundable)	FEE
Hearing for a Variance to the published requirements in the Village Zoning Ordinance	\$700
Hearing for a Zoning Map Amendment	\$700
Hearing for a Text Amendment of the Zoning Ordinance	\$700
Hearing for a Conditional Use Permit (CUP)	\$700
Subdivision Application without a Zoning Amendment	\$500
Subdivision Application when part of a Zoning Amendment	\$0

ESCROW FUND

The Village relies upon consultants to review applications for technical review. The Director of Planning & Zoning will provide applicants with an initial escrow amount to be deposited and maintained with the Village of Wauconda. At completion of project any unused escrow amount will be reimbursed to the applicant.

Zoning Application Escrow Account; Minimum beginning balance	\$2,500
Zoning & Development Plan Escrow; Minimum beginning balance, or as established by Village	\$2,500

OTHER DEVELOPMENT FEES

- Sewer and Water Connection Fees – Village Code Chapter 51
- Impact Fees – Village Code Chapter 151
- Building Permit Fees – Various Village Codes dependent on the development



“CONCEPT PLAN” SUBMITTAL CHECKLIST **Attachment “E”**

Development Ordinance

4.2. Conceptual Planning Stage Documentation – Required Documents

Ownership Documentation

- Location Map:** a map showing proposed site in context with nearby transportation routes, drawn to scale with north arrow, title, date.
- Topographic Plat (ALTA Survey):** showing the following for the project site and within 250’ of the site:
 - Existing Zoning
 - Land Use
 - Woods
 - Wetland
 - Floodplains
 - Easements
 - Municipal Improvements
 - Buildings
 - Topography @ 1-foot Contour Interval
 - Scale
 - North Arrow
 - Date
- Site Plan:** made on copy of topographic plat showing proposed layout of streets, lots and site improvements in relation to existing features and including the following information:
 - Site Boundary Lines and Dimensions
 - Proposed Lots
 - Building Setbacks
 - Building Location
 - Building Separation (dimensions)
 - Pedestrian Ways
 - Lot Sizes
 - Street Layout
 - Off-Street Parking
 - Loading Areas
 - Fire Lanes
 - Exterior Street Improvements (Access/Intersection)
 - Monument Sign Location
 - School Site
 - Park Site
 - Private Recreation Sites
 - Storm Water Detention Location
 - Alternative Designs Detail
- Land Use Schedule:** or Table included on the Site Plan showing the following information
 - Total Site Acreage
 - Land Use by Acreage and Percentage
 - Gross Density
 - Net Density
 - Floor Area Ratio
 - Land Coverage Percent
- Architectural Character of Proposed Buildings:** (Photographs or Sketches of buildings which communicate the character of proposed buildings.)
- Additional Information Required for Village Board Consideration :**
 - General Description of Project
 - Relationship to Comprehensive Plan



APPLICATION FOR PLANNING & TECHNICAL REVIEW **Attachment "F"**

Project Name:	
General Location:	
Property Address:	
Property PIN Number:	Acreage:
Existing Zoning:	Proposed Zoning:
Existing Land Use:	
Proposed Land Use:	

Project Representatives

Property Owner/Petitioner:
Company:
Address:
Telephone #:
E-Mail:

Developer/Builder:
Company:
Address:
Telephone #:
E-Mail:

Land Planner:	Architect:
Address:	Address:
Telephone #:	Telephone #:
E-Mail:	E-Mail:

Civil Engineer:	Landscape Architect:
Address:	Address:
Telephone #:	Telephone #:
E-Mail:	E-Mail:



“PRELIMINARY PLAN” SUBMITTAL CHECKLIST **Attachment “G”**

Development Ordinance

4.4 Preliminary Planning Stage Documentation – Required Documents

Plat of Survey with Legal Description

Preliminary Site Plan (for all developments not involving a subdivision of property)

- Preliminary Layout of Buildings, Parking Areas, Landscape Areas
- Location Map/Site Context Map
- Site Data Table (see Other Items below)

Preliminary Plat (see Development Ordinance for list of requirements for plats)

- Preliminary Layout of Buildings, Parking Areas, Landscape Areas
- Location Map/Site Context Map
- Site Data Table (see Other Items below)

Preliminary Engineering Plans

- Preliminary grading
- Preliminary drainage calculations
- Preliminary storm sewers
- Preliminary sanitary sewer facilities
- Preliminary water mains
- Preliminary street cross sections
- Preliminary street grades
- Watershed Ordinance Documents

Preliminary Landscaping Plans

- Plant location and size by a symbol for shade trees, ornamental tree, evergreen trees, deciduous shrubs, evergreen shrubs, and other symbols as needed to communicate the character of the proposed landscape.
- A “Planting Palette” or listing of proposed species of plants to be selected from during Final Landscape Preparation with minimum sizes for each type of plant.
- Landscape Elements: Berms, Screening, Fencing, Lighting etc.
- Entrance Treatment

Preliminary Architectural Elevations

Reports

- Soil and Water Conservation District
- County and State Access Permit/Report
- School, Park, Library Agreements
- Soil Boring Report and Log Map
- Fire District Report
- Endangered Species Consultation
- Wetland Study Report and Map
- Archaeology Report
- Traffic Study, when requested
- Environmental Management Plan for Wetlands, Conservation areas, if applicable
- Other as requested by Board, Commission or Staff

Other Documents: Site Data/Fact Sheet (include on Preliminary Site Plan) including:

- total acres
- land use by acres
- type and number of dwelling units
- number of buildings
- gross residential density
- net residential density
- building coverage
- floor area ratio
- percent of green area
- percent of paved area
- estimated population
- required and proposed parking spaces
- parking ratio
- recreation area



DEVELOPMENT ESCROW AGREEMENT Attachment "H"

Escrow Number: _____ Initial Escrow: \$ _____
Developer/Owner Name and Information:
Name: _____ Project Name: _____
Address: _____ Project Location: _____
Phone: _____
E-mail: _____

For and in consideration of the Village processing my development inquiry and/or application, the undersigned makes this escrow deposit with the Village of Wauconda. I understand and agree that this escrow account shall be a non-interest bearing account.

The undersigned understands and agrees that the Village shall, from time to time, draw from this escrow account in order to pay any reasonable fees and costs of consulting professionals to consult with pertaining to the subject project such as engineers, plan review services, planners and attorneys. The undersigned also agrees to reimburse the Village for the Village's actual cost of senior Village Planning Staff for time spent on plan reviews, consultations, and planning and zoning issues uniquely and specifically attributable to the subject development or project.

The undersigned further understands and agrees that when the escrow account balance is reduced to 20% or less of its original amount (or any subsequent reduction(s) to 20% or less of the total amount if and when replenished) that the Village may require additional deposits into the escrow account from time to time in such amount or amounts as the Village reasonably estimates will cover remaining consultants' fees and costs.

The undersigned understands and agrees that if the escrow account is not replenished when requested by the Village that the Village may, in its sole and exclusive discretion, cease any further plan reviews, cease the further processing of any pending applications, cease any further inspections and refuse to issue any permits pending until such time as the escrow is replenished by a further deposit in the amount requested.

When the project is complete and no further consultant and/or staff expenses are reasonably anticipated by the Village, the Village shall refund the remaining balance of the escrow account to the person or entity making the most recent deposit.

Approved at Wauconda, Illinois this _____ day of _____, 20_____.

Developer: _____ Owner: _____ Approved: _____
By: _____ By: _____ Date: _____
Title: _____ Title: _____ Village Title: _____



GENERAL ZONING PROCESS OUTLINE (See Flow Chart)

Attachment "1"

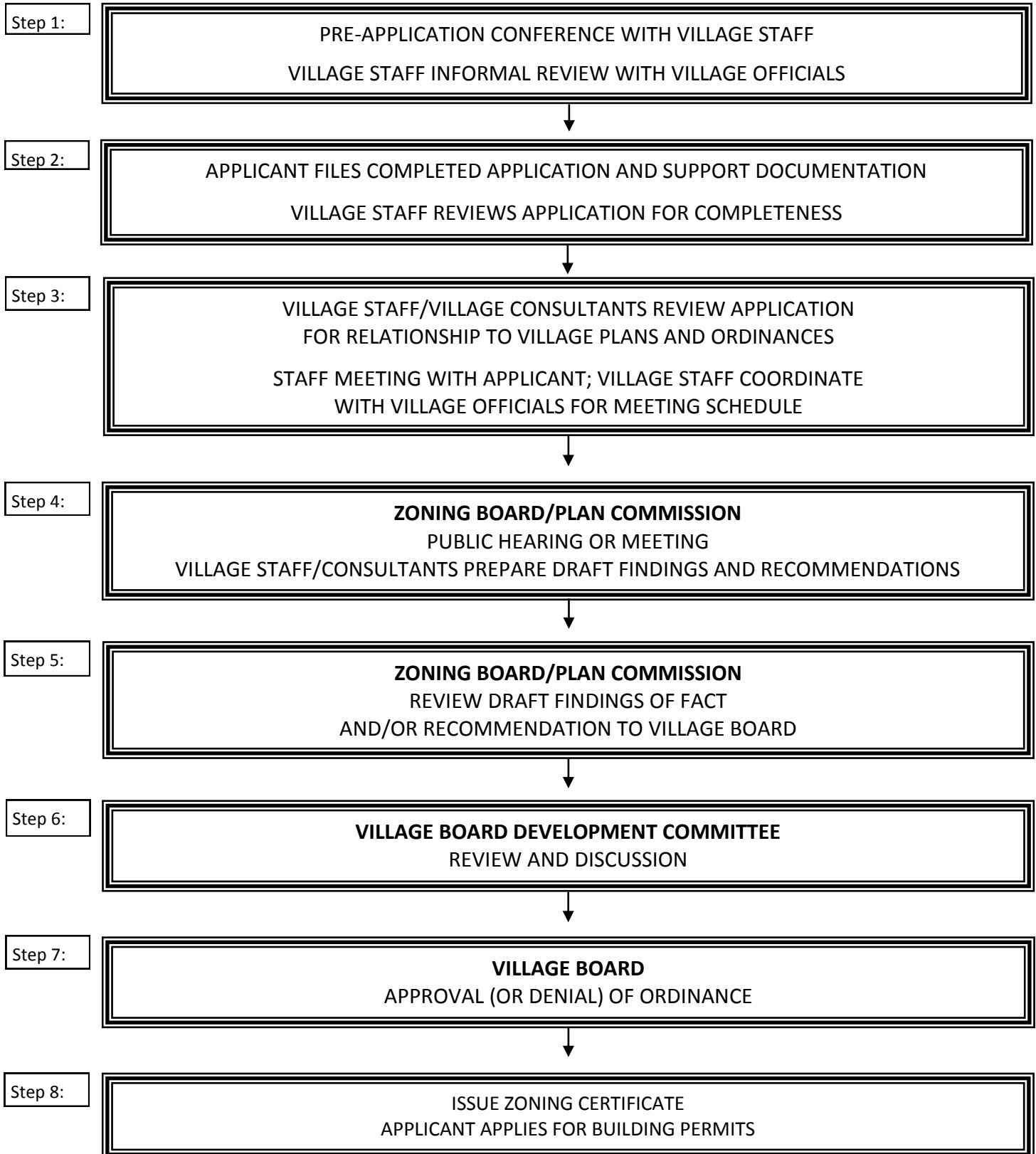
The following is a general zoning process outline and is not intended to be comprehensive or representative of all of the requirements applicable to a specific zoning application. Village officials and staff are not authorized to provide legal advice to applicants. Applicants are encouraged to seek the advice of an attorney of their choosing. Until the Village Board of Trustees considers and takes final action on the relief requested in the application, no Village official or employee is authorized to assure applicant of any result on the petition.

- **Timing:** Generally a 2 to 3 month minimum process.
- **Fees:** Dependent upon the applicant's needs. See zoning fee schedule.
- **Escrow:** Applicant/Owner is responsible for consultant cost incurred by the Village. Consultants may include attorney, engineer, planner, or other as needed. Escrow accounts are established at the time of application. Where the application requires an escrow, the Applicant shall sign and return a Village Escrow Agreement along with an initial escrow deposit as established by the Village Administrator or Designee.
- **Zoning Board of Appeals/Plan Commission (ZBA/PC) Meetings:** ZBA/PC meetings are schedule as needed on the 1st and 3rd Wednesday of the month.
- **Application:** Applications for zoning should be prepared on forms provided by the Village or in a form similar to the forms provided by the Village. The application must be signed by the owner of the property, and by any person or party with standing to make the application (i.e., a tenant of the property). Applications are filed with the Department of Building and Zoning and are preliminarily reviewed for completeness by the Village Staff prior to acceptance of the completed applications. Upon acceptance a public hearing date may be arranged and coordinated with the applicant. Generally a three week window is needed between the acceptance of the application and public hearing date. However, depending on the nature and complexity of the application, the hearing date may set latter than three weeks after acceptance of the application.
- **Public Hearing Notice:** The applicant is responsible for providing legal notice of the public hearing. Publication in a local newspaper must be provided a minimum of 15 days and no more than 30 days prior to the Hearing Date. Also, notice to property owners within 250 feet of the property in questions must be given. The applicant must provide the Village with an original certificate of publication from the newspaper and certification of required notice to neighbors prior to the Hearing Date. Prior to submitting a legal notice to the newspaper the applicant is encouraged to have the notice reviewed by the Village. The applicant is also responsible for posting the property with signage provided by the Village.
- **Public Hearing:** The applicant is responsible for presenting their case before the ZBA/PC in accordance with the general rules of administrative procedure for such hearings.
- **ZBA/PC Written Findings of Fact and Recommendation to Village Board:** Generally, the initial draft of the written findings and recommendation are considered by the ZBA/PC at the next scheduled ZBA/PC meeting after the public hearing date. However, the nature and complexity of the relief requested in the application may require additional time to process.
- **Village Board Development Committee:** Prior to an application being considered by the Village Board the ZBA/PC Findings of Fact and Recommendation are considered by the Village Board Development Committee and direction is given to draft appropriate ordinances for Village Board action. Development Committee meetings are scheduled for the 2nd Tuesday of each month.
- **Village Board:** Conclusion of Zoning Process, approval of appropriate ordinances. Village Board meetings are scheduled for the 1st and 3rd Tuesday of each month.



ZONING REVIEW FLOW CHART

Attachment "J"





“FINAL PLAN” SUBMITTAL CHECKLIST **Attachment “K”**

Development Ordinance

4.6 Final Plan / Plat Stage Documentation – Required Documents

Final Site Plan (may be a part of Final Engineering Plans)

- Final Layout of Buildings, Parking, Landscape Areas and Driveways
- Site Data Table (see list of Fact Sheet items below to be included on table, when applicable,
- Covenants & Restrictions

Final Plat of Subdivision

- | | |
|---|--|
| <input type="checkbox"/> Final Layout of Lots, Streets, Bench Mark, etc | <input type="checkbox"/> Village Engineer Certificate |
| <input type="checkbox"/> Surveyor’s Certificate | <input type="checkbox"/> County Clerk Certificate |
| <input type="checkbox"/> Owner Certificate | <input type="checkbox"/> State or County Highway Certificate |
| <input type="checkbox"/> Village Board Certificate | <input type="checkbox"/> Utility Certificates/Easements |
| <input type="checkbox"/> Plan Commission Certificate | <input type="checkbox"/> Covenants & Restrictions |
| <input type="checkbox"/> Village Collector Certificate | |

Final Engineering /Construction Plans

- | | |
|--|--|
| <input type="checkbox"/> Final grading | <input type="checkbox"/> Final water mains |
| <input type="checkbox"/> Final drainage calculations | <input type="checkbox"/> Final street plan and profile |
| <input type="checkbox"/> Final storm sewers | <input type="checkbox"/> Construction Details & Specifications |
| <input type="checkbox"/> Final sanitary sewer facilities | <input type="checkbox"/> Watershed Permit Application |

Final Landscaping /Construction Plans

- Coordination with Final Engineering Site Plan and Grading Plan
- Detailed plant location, number and size for shade trees, ornamental tree, evergreen trees, deciduous shrubs, evergreen shrubs, and other landscape elements.
- A “Planting Schedule” or listing of proposed species of plants with quantities and minimum sizes for each type of plant.
- Landscape Element Details (fencing, planting details, walls, etc)
- Entrance Treatment Details

Final Architectural Elevations with Material Selection

Other Documents: Fact Sheet including:

- | | |
|--|---|
| <input type="checkbox"/> total acres | <input type="checkbox"/> estimated population |
| <input type="checkbox"/> land use by acres | <input type="checkbox"/> required parking spaces |
| <input type="checkbox"/> type and number of dwelling units | <input type="checkbox"/> proposed parking spaces |
| <input type="checkbox"/> number of buildings | <input type="checkbox"/> parking ratios |
| <input type="checkbox"/> gross residential density | <input type="checkbox"/> recreation area |
| <input type="checkbox"/> net residential density | <input type="checkbox"/> Watershed Ordinance Documents |
| <input type="checkbox"/> building coverage | <input type="checkbox"/> Environmental Management Plan for Wetlands, Conservation areas |
| <input type="checkbox"/> floor area ratio | <input type="checkbox"/> Final Taxing District Agreements (School, Park, Library, Fire, Village) if not finalized at Preliminary Plan stage |
| <input type="checkbox"/> percent of green area | |
| <input type="checkbox"/> percent of paved area | |