

SECTION 1:

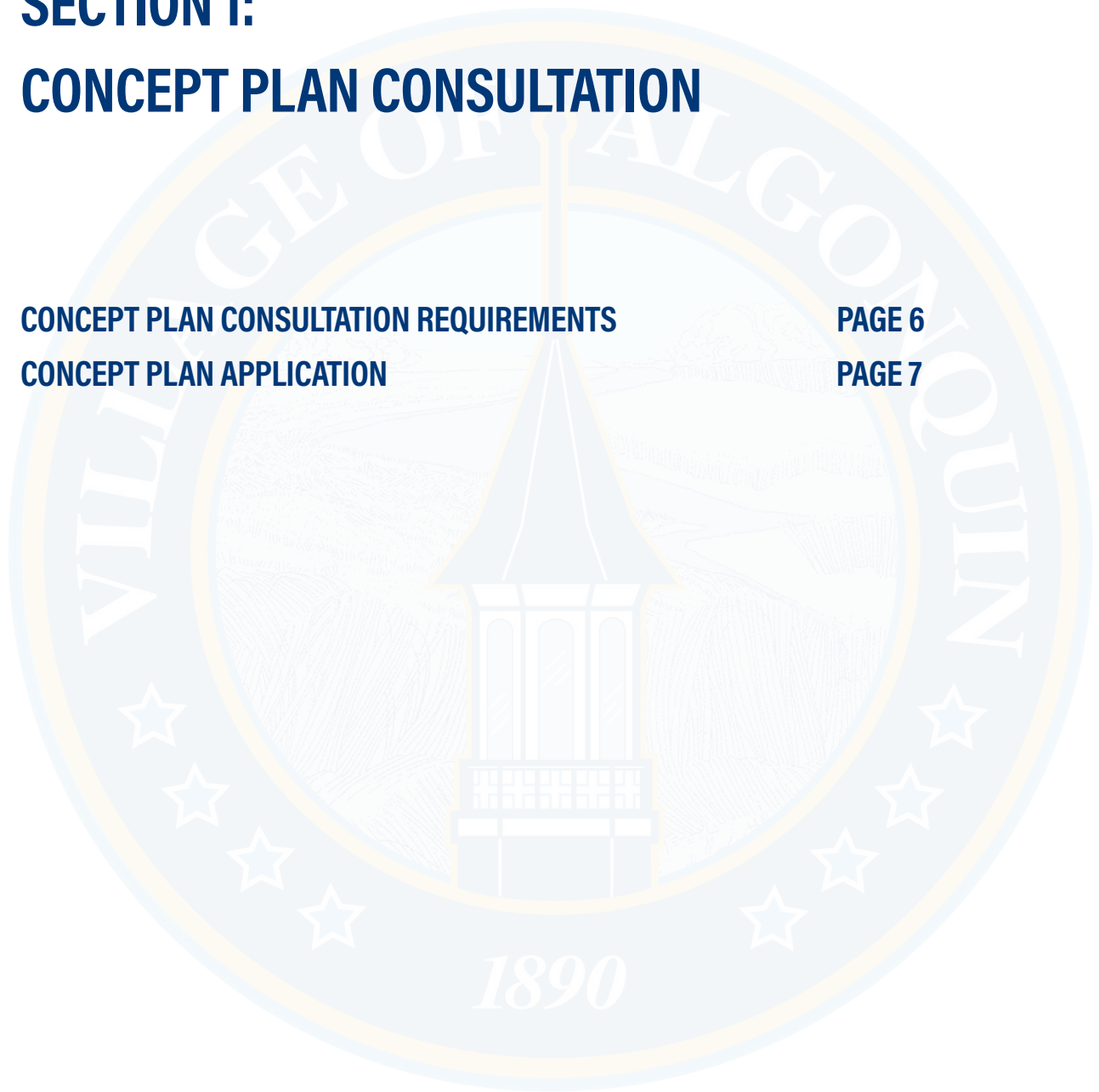
CONCEPT PLAN CONSULTATION

CONCEPT PLAN CONSULTATION REQUIREMENTS

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CONCEPT PLAN APPLICATION

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Concept Plan Consultation

Description:

The Concept Plan Consultation process allows an interested party to submit a high-level conceptual plan for a proposed development and receive initial comments from Village staff and special districts. The primary benefit of going through this process is to receive feedback from the Village on the development concept and identify any potential concerns before committing the substantial resources required to submit an official Development Petition.

Please note: This process does NOT include or guarantee any zoning entitlements.

Submittal Requirements:

- ☐ **Consultation Application**
- ☐ **Project Narrative**
- ☐ **Conceptual Site Plan** - include general placement of structures, roads, stormwater, landscaping, setbacks, dimensions of all roads and paths, acres of open space, parking ratio, etc...
- ☐ **Context & Connections Map** - include adjacent properties' land uses & zoning districts, roadway and path connections to surrounding area, and any nearby regional stormwater systems
- ☐ **Conceptual Elevations**
- ☐ **Other Items as deemed necessary by staff**

Village Review Process:

1. Applicant submits a completed application packet (see submittal requirements).
2. Staff distributes plans to the DRG (Development Review Group) for review. The review can take 1-2 weeks depending on the complexity of the project.
3. Staff will provide written feedback to the applicant. The feedback will include comments on the submitted plans as well as the next steps the applicant take for official approval.
4. If necessary, a Concept Review Meeting can be requested where the applicant can receive direct feedback from the DRG.
5. The Applicant can resubmit their documents if major changes are made to the conceptual site plan and/or elevations.
6. Applicant may use the review summary as a reference for any future development should they choose to formally submit a Petition.

Thank you for your interest in the Village of Algonquin!

Submit your application and materials to:

Patrick M. Knapp, AICP | Director of Community Development
P: 847.658.5808 | E: patrickknapp@algonquin.org



APPLICATION FOR A CONCEPT PLAN CONSULTATION & REVIEW

CONCEPT PLAN INFORMATION

Project Title: _____ Total Acres: _____

Address/Location: _____ PIN(s): _____

The subject property is: Incorporated ☐ Unincorporated ☐ Improved ☐ Unimproved ☐

Current Zoning: _____ Proposed Zoning: _____

Proposed Land Use Description: (does not replace a detailed project narrative)

CURRENT PROPERTY OWNER

Name: _____ Company: _____

Email: _____ Phone: _____

PRIMARY PROJECT CONTACT

(check one) ☐ Owner ☐ Owner's Agent ☐ Design Professional ☐ Developer ☐ Other : _____

Name: _____ Company: _____

Email: _____ Phone: _____

**This is the contact we will use to schedule a Concept Review Meeting and to whom we'll provide all plan feedback*

SUBMITTAL CHECKLIST

1. Consultation/Review Application
2. Project Narrative
3. Conceptual Site Plan
4. Context & Connections Map
5. Conceptual Building Elevations

Signature: _____

Date: _____

Email your completed application to patrickknapp@algonquin.org

FOR STAFF USE ONLY

Received by: _____ Received on: _____

Distributed to DRG on: _____ Comments Due: _____

Concept Review Meeting scheduled for: _____ Location: _____