

# Submission Checklist

After meeting with staff to discuss your project, digitally submit a set of the requested items to: [patrickknapp@algonquin.org](mailto:patrickknapp@algonquin.org). Incomplete submissions cannot be reviewed by staff.

<input type="checkbox"/>	<b>1. Development Petition Form</b> - Pages 11 & 12																
<input type="checkbox"/>	<b>2. Annexation Petition</b> - Page 20																
<input type="checkbox"/>	<b>3. Development Review Fee</b> - Check made out to the <i>Village of Algonquin</i> , Page 13																
<input type="checkbox"/>	<b>4. Escrow Fee, W-9, Reimbursement of Fees Agreement</b> - Check made out to the <i>Village of Algonquin</i> (must be separate check from Development Review Fee Check) Pages 13, 17 - 20																
<input type="checkbox"/>	<b>5. Full Project Narrative</b> - Provide a full narrative of your project and request. Include the business operations, hours, number of employees, expected peak hour customers, changes from existing Planned Development (PUD), etc... The narrative shall be on letterhead and signed/dated.																
<input type="checkbox"/>	<b>6. Response to Standards</b> - Provide a full response to the applicable standards. The response(s) shall be on letterhead and signed/dated. The standards can be found on Pages 15 - 16																
<input type="checkbox"/>	<b>7. Ownership Information</b> <input type="checkbox"/> Affidavit of Ownership - Page 14 <input type="checkbox"/> Proof of Ownership (warranty deed, title insurance, etc...) <input type="checkbox"/> Paid Receipt of the most recent tax bill <input type="checkbox"/> Document indicating intent to buy or lease																
<input type="checkbox"/>	<b>8. Plat of Survey with legal description(s)</b> saved as a Word or Text File																
<input type="checkbox"/>	<b>9. Plans</b> - See Appendix A for a plan requirements <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Separate Site Plan</td> <td><input type="checkbox"/> Photometric Plan</td> </tr> <tr> <td><input type="checkbox"/> Annexation Plat</td> <td><input type="checkbox"/> Landscape Plan</td> </tr> <tr> <td><input type="checkbox"/> Plat of Subdivision</td> <td><input type="checkbox"/> Public Safety Plan</td> </tr> <tr> <td><input type="checkbox"/> Building Elevations</td> <td><input type="checkbox"/> Tree Preservation Plan</td> </tr> <tr> <td><input type="checkbox"/> Floor Plans</td> <td><input type="checkbox"/> Protective Covenants</td> </tr> <tr> <td><input type="checkbox"/> Sign Elevations</td> <td><input type="checkbox"/> List of all current tenants and vacant space with the square feet of each unit</td> </tr> <tr> <td><input type="checkbox"/> Engineering Plans</td> <td><input type="checkbox"/> Other 1: _____</td> </tr> <tr> <td><input type="checkbox"/> Turning Template</td> <td><input type="checkbox"/> Other 2: _____</td> </tr> </table>	<input type="checkbox"/> Separate Site Plan	<input type="checkbox"/> Photometric Plan	<input type="checkbox"/> Annexation Plat	<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Plat of Subdivision	<input type="checkbox"/> Public Safety Plan	<input type="checkbox"/> Building Elevations	<input type="checkbox"/> Tree Preservation Plan	<input type="checkbox"/> Floor Plans	<input type="checkbox"/> Protective Covenants	<input type="checkbox"/> Sign Elevations	<input type="checkbox"/> List of all current tenants and vacant space with the square feet of each unit	<input type="checkbox"/> Engineering Plans	<input type="checkbox"/> Other 1: _____	<input type="checkbox"/> Turning Template	<input type="checkbox"/> Other 2: _____
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<input type="checkbox"/>	<b>10. Studies/Reports</b> <input type="checkbox"/> Land Use Opinion (Kane County Development Only) - <a href="http://kanedupageswcd.org/kd/land-use-opinion">kanedupageswcd.org/kd/land-use-opinion</a> <input type="checkbox"/> Soils/Geotechnical Report <input type="checkbox"/> Ecological Compliance (EcoCAT) <input type="checkbox"/> Environmental Assessment/Phase 1 Environmental Report <input type="checkbox"/> Fiscal Impact & School Demographic Study <input type="checkbox"/> Traffic Study <input type="checkbox"/> Existing Tree Inventory <input type="checkbox"/> Wetland Delineation Report <input type="checkbox"/> Other Study: _____																

**All required plans/drawings shall indicate the following basic information on each page:**

- Name of development, project title, and property address
- Preparer - Company and Name
- Date of preparation and subsequent revisions
- Scale, both in numerals and graphic, and north arrow
- Page Title

Visit [www.algonquin.org](http://www.algonquin.org) to refer to the most recent Ordinances and Regulations