



VILLAGE OF SCHAUMBURG

**Community Development Department**  
**PLANNED UNIT DEVELOPMENT REVIEW PROCESS**

101 Schaumburg Court, Schaumburg, IL 60193-1899

(Phone) 847.923.4430

Email – PRGsubmittals@schaumburg.com

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The following instructions are presented to help you in preparing your petition for development review. In preparing the application for review of a Planned Unit Development, the petitioner should consult the Village's Comprehensive Plan, Zoning Ordinance, Subdivision Control Ordinance, and the Planned Unit Development (PUD) Resource Guide to ensure conformity with intent and compliance with all regulatory requirements. These can all be found on the Village's website "[villageofschaumburg.com](http://villageofschaumburg.com)". Questions regarding these documents or any comments contained therein should be directed to the Community Development Department.

The application for Planned Unit Development involves a three (3) phase procedure which first requires staff review of the application, followed by a Plan Commission or Zoning Board of Appeals public hearing and recommendation, and ultimately Village Board review and approval. The process can be expected to require a minimum of 16 weeks from the time of initial application to Village Board adoption of the ordinance authorizing the Planned Unit Development. Procedurally, the planned unit development process involves the following:

1. Preapplication meeting.

Although this first step is optional, it is highly recommended the petitioner schedule a meeting with the Community Development Department and other appropriate Village staff to discuss the feasibility of the proposal and to become familiar with Village requirements and procedures.

2. Submittal of application.

See attached checklist for submittal requirements.

3. Staff review.

Upon receipt of the complete application, plans, supporting documentation and applicable fee(s), the proposal will be scheduled for review by the Village Project Review Group (PRG), an interdepartmental reviewing body coordinated by the Community Development Department, consisting of staff from all applicable Village departments. Applicants will be invited to meet with the Project Review Group. After this meeting, written comments will be sent to the applicant. Once final revisions have been made and appropriate number of *folded* plans have been submitted, a public hearing before the appropriate public Board will be scheduled. A Project Review Group Report will be prepared and forwarded to the Applicant, Property Owner, and appropriate public Board.

4. Plan Commission or Zoning Board of Appeals action, if required.

The Project Review Group will prepare a report describing the planned unit development plan; including any special conditions as deemed necessary. At a scheduled public hearing, the Plan Commission or Zoning Board of Appeals will conduct a public review of the application. All persons desiring to express an opinion regarding the application will be given an opportunity to be heard. Upon the conclusion of its review, the Plan Commission or Zoning Board of Appeals will submit a recommendation to the Village Board to grant, deny, wholly or in part, or modify the application. The Zoning Board of Appeals may require such special conditions in the approval of the application as it deems necessary to insure conformity with the intent of all established Village policies and ordinances. If the Plan Commission or Zoning Board of Appeals recommends approval, an ordinance will be prepared.

5. Village Board action.

The Plan Commission or Zoning Board of Appeals will then make a recommendation to the Village Board to approve, deny, wholly or in part, or require such special conditions in the approval of the application to ensure conformity with the intent of all established Village policies and ordinances. An *Acknowledgement of Terms and Conditions of Proposed Ordinance* form will be provided to the petitioner of the subject property for review and execution, signifying acceptance of the terms and conditions. The Community Development Department will then prepare an enabling ordinance authorizing the Planned Unit Development plan, including any special conditions as deemed necessary. Said ordinance(s) will then be forwarded to the Village Board who, acting upon the majority vote of its entire membership, may adopt the ordinance authorizing the development plan. After the enabling ordinance has been adopted by the Village Board, a copy of the signed ordinance will be sent to the Applicant.

Please note, approval of the application for Planned Unit Development followed by the adoption of the enabling ordinance does not in any way eliminate the necessity for the approval and recording of a Final Plat of Subdivision for the Planned Unit Development.

6. Permits.

After the Village Board grants approval, you may apply to the Community Development Department for the necessary permits. Please note, the Community Development Department will *not* accept any plans for review until Village Board determination.

No site work may commence until a Land Development Permit is obtained from the Community Development Department, a Letter of Credit or Subdivision Bond is posted with the Village and a fee is paid in accordance with Title 3, Chapter 41 - Village Fee Schedule of the Municipal Code. No construction work may commence until the appropriate permits are obtained from the Community Development Department.

***Please note:*** *The recommendations and technical assistance provided by Village staff during the course of the review process is purely advisory in nature. The authority to approve or deny an application lies solely with the Village Board. Failure to supply the required information or consult with the Community Development Department may result in unnecessary delays.*

**SUBMISSION REQUIREMENTS – PLANNED UNIT DEVELOPMENT**

All required items, including all plans, shall be FOLDED not to exceed 8 1/2" by 14" in area and shall prominently indicate the following basic information:

1. The name of the proposed project \_\_\_\_\_
2. The name of the preparer \_\_\_\_\_
3. The date of preparation and any subsequent revisions \_\_\_\_\_
4. If applicable, a scale of one (1) inch to forty (40) feet or larger \_\_\_\_\_
5. A north arrow \_\_\_\_\_

**UNFOLDED PLANS WILL BE RETURNED TO THE PETITIONER.**

**REQUIREMENTS**

1. Original, fully executed *Application for Planned Unit Development* \_\_\_\_\_
2. Applicable zoning fee(s), payable to the Village of Schaumburg \_\_\_\_\_
3. Location Map \_\_\_\_\_
4. Required plans (see chart below)
  - a. Cover Sheet \_\_\_\_\_
  - b. Preliminary or Final Plat of Subdivision \_\_\_\_\_
  - c. Site Plan \_\_\_\_\_
  - d. Preliminary Engineering Plan \_\_\_\_\_
  - e. Plat of Survey with legible legal description \_\_\_\_\_
  - f. Site Landscape Plan \_\_\_\_\_
  - g. Foundation Landscape Plan \_\_\_\_\_
  - h. Tree Survey & Preservation Plan \_\_\_\_\_
  - i. Building Elevations \_\_\_\_\_
  - j. Building Floor Plans \_\_\_\_\_
  - k. Signage Program \_\_\_\_\_
6. One copy of Homeowner’s Association Covenants, Conditions and Restrictions \_\_\_\_\_
7. One (1) copy of a document indicating proof or ownership, intent to buy, or executed lease \_\_\_\_\_
8. One (1) copy of a parking and/or traffic study, if determined necessary by the Transportation Department \_\_\_\_\_
9. One copy of Refuse Disposal Plan/Recycling Plan \_\_\_\_\_
10. Other information or data as may be determined necessary by the Community Development Department to complete the evaluation of the petition. \_\_\_\_\_

<b>Project Type</b>	<b>Number of Copies for PRG Review</b>	<b>Number of Copies for Board Review</b>
<ul style="list-style-type: none"> <li>• Planned Unit Developments</li> </ul>	<ul style="list-style-type: none"> <li>• 1 scaled set of plans, including color elevation – no larger than 24” x 36”</li> <li>• 1 reduced set of plans, including color elevation – no smaller than 11” x 17”</li> <li>• Material Sample Board</li> <li>• 1 Traffic study (if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 scaled set of plans, including color elevation – no larger than 24” x 36”</li> <li>• 15 reduced plans, including color elevation – no smaller than 11” x 17”</li> <li>• 1 Traffic study (if necessary)</li> <li>• 1 Legal description of all affected parcels saved as a word document</li> <li>• One copy of a letter responding to comments from PRG letter</li> </ul>

In addition to the aforementioned basic information, each required item must include the following information:

1. Cover Sheet.
  - a. Location Map: Indicate the specific location of the site as it relates to the Village.
  - b. Name and Address of Project.
  - c. Table of Contents.
2. Preliminary Plat of Subdivision. (Subdivision and Land Development Code Chapter 151.20)
  - a. Title under which the proposed subdivision is to be recorded.
  - b. The legal description of the property platted and total included.
  - c. Date, scale and north arrow.
  - d. The name and address of the owner, subdivider, engineer, and surveyor preparing the plat.
  - e. Boundary lines, lot numbers, lot areas, and building setback lines and dimensions.
  - f. Proposed building envelopes.
  - g. The location, approximate dimensions, and acreage of any site to be reserved or dedicated for parks, playgrounds, or other public use.
  - h. Pedestrian circulation plan.
  - i. The character of the immediately contiguous lands to the proposed subdivision to a minimum distance of 200’.
  - j. The zoning classification under the Village of Schaumburg, and the zoning of all surrounding land indicating if it is in the Village of Schaumburg, Cook County or other municipality.
  - k. The location and dimensions within and adjoining the proposed subdivision of the following:
    - i. Public streets, alleys, and sidewalks.
    - ii. Public utility easements for sanitary, storm sewer, water mains and other public utilities.
    - iii. Watercourses or drainageways.
    - iv. Bridges, culverts, and similar facilities.
    - v. Existing buildings.
    - vi. Areas to be reserved by deed or covenant for common use by all property owners, including a statement of their general purpose.
  - l. Existing and proposed ground elevations on and within 50’ of the tract.
  - m. Floodplain limits.
  - n. Location of existing trees.
  - o. Landscaping and tree planting plan for parkways and public areas.
  - p. Municipal, township, county and/or section line accurately tied to the proposed subdivision.
3. Site plan. (Zoning Code Chapter 154.46)
  - a. The character of the area immediately contiguous to the proposed Planned Unit Development to a minimum distance of 150 feet, indicating all existing structures, parking lots and drives, roadways and rights-of-way, sidewalks, and bicycle paths.
  - b. Boundary lines, dimensions, and area (square footage and acres) of the proposed Planned Unit Development.
  - c. The location and dimensions, including gross floor area calculations, of all existing and proposed structures, parking lots and drives, roadways and rights-of way, sidewalks, bicycle paths, bicycle parking areas, ground signs, refuse disposal areas, fences, light standards, free standing transformers and electrical equipment, tot lots and other recreational facilities, and other freestanding structural features as determined necessary by the Community Development Department.
  - d. The following information shall be reflected in the site data box:
    - i. The location and dimensions of all required setbacks (bufferyards, building and parking setbacks).
    - ii. Required and provided vehicle parking calculations as specified in the Village’s Zoning Ordinance.
    - iii. The quantity of electric vehicle charging stations if provided.
    - iv. Required and provided bicycle parking calculations as specified in the Village’s Zoning Ordinance.
    - v. Size of the property in square feet and acreage.

- vi. Allowed and proposed lot coverage calculations, indicating the building footprint area, paved area, and landscaped area and, if applicable, on a phase or stage basis.
  - vii. The number and types of dwelling units and density.
  - viii. The approximate gross and net residential densities,
  - ix. The total amount of open space (including a separate figure for usable open space),
  - e. For Mixed Use PUDs, a breakdown of the total amount of residential, commercial, and institutional facilities. The location and dimensions of the following:
    - i) All required setbacks.
    - ii) Distances between buildings.
    - iii) Distances between buildings and parking areas.
    - iv) Distances between buildings and detention and retention areas..
    - v) Such other information as determined necessary by the Community Development Department.
  - f. If applicable, boundary lines, dimensions and area of each phase or stage of the proposed Planned Unit Development.
  - g. Locations of stockpiles.
  - h. Design details; including color, material and dimensions, and elevations of all proposed ground signs, refuse disposal areas, bicycle racks, fences, retaining walls, tot lots and other recreational facilities, and other free-standing structural features as determined necessary by the Community Development Department.
4. Site Landscape plan (Zoning Code 154.136)
- a. All projects which require submission of a landscape plan shall submit a plan prepared by a registered landscape architect who is licensed in a state containing plant hardiness zones which match that of Schaumburg, IL as defined by the United States Department of Agriculture, unless approved by the community development director or authorized designee. All landscape plan sheets submitted shall be sealed and signed by the landscape architect.
  - b. The location and dimensions of all existing and proposed structures, parking lot lighting, parking lots and drives, roadways and rights-of-way, sidewalks, bicycle paths, ground signs, refuse disposal areas, bicycle parking areas, fences, retaining walls, freestanding transformers and electrical equipment, drainage structures, fire hydrants and Fire Department connections, tot lots and other recreational facilities, and other freestanding structural features as determined necessary by the Community Development Department.
  - c. A plant list including the plant name (both scientific and common names), quantity, size, and root ball condition (e.g. balled and burlapped, or potted) of all proposed landscape materials.
  - d. The location and contours, at one-foot intervals, of all proposed berming, detention basins, retaining walls, and/or retention basins.
  - e. The designation, location, size, and type (both scientific and common names) of all existing and proposed plant material on the site.
  - f. Specification of the type and boundaries of all proposed ground covers.
  - g. Elevations of all fences, bridges, retaining walls (including cross-sections, top of wall and bottom of wall elevations of retaining walls), or other similar details proposed for location on the site.
  - h. Elevations, cross-sections, and other details as determined necessary by the Community Development Department.
  - i. Bufferyards. Illustrate the location of the bufferyards by showing their width and length.
  - j. Planting details and notes.
  - k. Details, notes and specifications on any decorative paving areas.
  - l. A Landscape Data Box that includes the following:
    - i) The total area in square feet of the lot or tract to be developed.
    - ii) The percentage of green space required and provided.
    - iii) The square feet and percentage of landscape area between the building(s) and any public or private street.
    - iv) The total number of trees required and provided including their type, either shade, evergreen or ornamental.
    - v) The total number of shrubs required and provided including their type; either evergreen or deciduous.

- vi) The required bufferyards including the size of the bufferyard and the quantity of required and provided trees and shrubs.
5. Tree survey and preservation plan (may be allowed as part of the Landscape plan). (Zoning Code 154.135)
    - a. The location, quantity, size, species (both scientific and common names), and condition of all existing deciduous trees on the site having a diameter of four inches or greater or a multi-branch tree with an aggregate diameter of eight inches or greater as measured at diameter breast height (54) inches above the established ground level, all evergreen trees measuring five vertical feet or more in height, and all trees located within fifteen feet of the lot line on adjacent parcels.
    - b. Designation of all existing trees and other plant materials located on the site which will be preserved.
    - c. The location of tree preservation fencing.
    - d. The proposed methodology for preserving existing trees and other plant materials.
    - e. A detail including the size, height, location, and specifications of proposed tree preservation fencing.
  6. Foundation Landscape Plan.
    - a. Indication of all typical building foundation pads and paved surfaces to be located in the Planned Unit Development.
    - b. The typical location, quantity, size, and type (both scientific and generic) of all proposed landscaping materials to be employed immediately adjacent to buildings to be located in the Planned Unit Development.
  7. Preliminary engineering plan. (Subdivision and Land Development Code Chapter 151)
    - a. The seal of a registered professional engineer.
    - b. The character of the area immediately contiguous to the site to a minimum distance of 100 feet, indicating all existing structures, parking lots and drives, roadways and rights-of-way, sidewalks, bicycle paths, and utility lines and easements.
    - c. The location and dimensions of all existing and proposed structures, parking lots, driveways and driveway aprons, roadways and rights-of-way, sidewalks, bicycle paths, ground signs, refuse disposal areas, bicycle parking areas, fences, retaining walls, freestanding transformers and electrical equipment, outdoor recreational facilities, curbs and gutters, parking lot lighting, and such other features as determined appropriate by the Community Development Department.
    - d. The location and dimensions of all existing and proposed easements for public use and utilities (access, cable television, electric, gas, sanitary sewer, storm sewer, telephone, water, etc.), including a statement of their general purpose.
    - e. The location, size and invert elevation of all proposed sanitary sewer, storm sewer and water lines, including the existing and/or proposed main lines into which said services are to interconnect.
    - f. If applicable, the extent of any existing flood plain as indicated on a FEMA Floor Insurance Map, or other such maps as specified in the Village's Floodplain Ordinance.
    - g. The proposed drainage plan, including storm water detention/retention areas, outfalls, and high-water elevations. Provide preliminary storm water detention calculations in MWRD format.
    - h. Dimensioned cross-sections of all proposed pavement areas, including the identification of construction materials.
    - i. The location and dimension of all proposed roadway improvements immediately contiguous to the site.
    - j. Finished floor elevations of all existing and proposed buildings.
    - k. The location and dimensions of all existing and proposed retaining walls.
    - l. The location of all existing and proposed fire hydrants, and fire department connections.
    - m. The location and contours, at one-foot intervals, of all proposed berms, detention basins and/or retention basins.
    - n. A photometrics plan, including details for the lights and the height of the light poles.
  8. Building elevations.
    - a. Must include scaled dimensions including overall building height, proposed exterior building construction material types and colors.

- a. Indicate all significant architectural features of the exterior of the building including wall treatment and fenestration.
  - b. Illustrate all proposed rooftop building transformers and other mechanical equipment and their relationship to parapet screening.
  - c. Color renderings of all building elevations without landscaping.
  - d. Design details and elevations of all proposed rooftop mechanical equipment screening devices.
  - e. Material sample board.
  - f. Cut sheets for exterior wall mounted light fixtures.
  - g. Design details and scaled dimensions of dumpster enclosure(s), other free-standing enclosure(s), or permanent utility screening.
9. Building floor plans.
- a. The location and dimensions of all existing and proposed interior and exterior building walls.
  - b. Designate each room use including the location of sprinkler room.
  - c. Water service for domestic and fire use shall be split outside the building.
  - d. Electrical panels rated 600 amps or greater require a 2-hour rated room or closet, the door shall swing out.
  - e. In buildings over 4 stories in height, an interior emergency generator is required and shall be located within a 2-hour rated room. Refer to VOS Electrical Code sec. 152.49.
  - f. All projects shall meet ADA requirements.
  - g. For Building Permit Review:
    - i. Provide details for all required accessible elements and egress.
    - ii. Provide title page with complete Code and Building Analysis including but not limited to:
      1. Building: type, use, height, and area calculations.
      2. Seal and signature of design professional in responsible charge.
      3. Fire suppression / detection systems identified.
      4. Means of egress calculations.
      5. Occupancy and occupancy loads.
      6. Codes identified and noted.
      7. Energy Calculations. (COM Check required).
      8. Structural loads identified.
      9. Interior finishes schedule.
      10. Ventilation schedule.
      11. Any hazardous systems or materials identified.
      12. Provide details for all accessible locations and elements.
      13. Provide M.E.P. drawings with construction sets.
10. Signage program. (Sign Code Chapter 155)
- c. The location, size, and design of all signs proposed for the development, indicating materials, colors, letter styles, and illumination.
  - d. The location, size, and design of all proposed wall signs, indicating placement on the building elevations, materials, colors, letter styles, and illumination.
  - e. Sign program for commercial, office, industrial, or institutional sites, indicating placement on the building elevation, colors, size, design, letter styles, and illumination. Such program shall apply to all future tenants to insure uniformity of signage throughout the development.
  - f. Color rendering or photograph of the proposed sign(s).
11. Plat of Survey.
- a. The name, signature, and seal of the Registered Land Surveyor who prepared the plat.
  - b. The legal description of the proposed Planned Unit Development.
  - c. Boundary lines, dimensions, lot number, and area of the lot(s) which comprise the proposed Planned Unit Development.
  - d. The location and dimensions of all existing structures, parking lots and drives, sidewalks, bicycle paths, ground signs, refuse disposal areas, bicycle parking areas, fences, freestanding transformers and electrical

equipment, outdoor recreational facilities, light poles, and other freestanding structural features as determined appropriate by the Community Development Department.

- e. The name, location and width of all immediately adjacent streets, bicycle paths, sidewalks, and rights-of-way.
- f. The location and dimensions of all required building setbacks.
- g. The location and dimensions of all existing easements, including a statement of their general purpose.
- h. Municipal, township, county and/or section lines accurately tied to the site by distance and angles.
- i. Indication of all radii, internal angles, points and curvatures, tangent bearings, and length of arcs.
- j. All measurements, dimensions, data, monuments, angular and linear dimensions, and certificates must be in accordance with the Illinois Revised Statutes, Chapter 109 PLATS.

12. Proof of Ownership.

- a. Indication of proof of ownership or intent to purchase or lease the site or building.
- b. The name and signature of the owner, purchaser or lessee of the site or building, including the date of execution.

13. Homeowner's Association Documents. All residential and mixed-use PUDs shall be approved subject to the submission of legal instruments and/or documents governing the association as well as the maintenance of open spaces and other commonly owned facilities. The documentation shall include:

- a. All association documents.
- b. Covenants and/or agreements clearly defining the following:
  - i. Shared maintenance of common open spaces
  - ii. Shared maintenance of stormwater management areas and other utilities.
  - iii. Shared/cross access and parking requirements.
  - iv. Any easement information or agreements.
  - v. Common design elements including integration of common architectural themes.

Special Service Area Documents. All PUDs are required to set up a dormant Special Service Area for maintenance of the underground detention, internal paths, HOA park, dog park, open space, private streets, and other items commonly maintained by the HOA and those items shared with other properties. The dormant SSA will be set up after the Village Board approves the project and will undergo a separate public hearing process.

14. Traffic Impact Study if required.

- a. Study limits and existing conditions.
- b. Description of proposal and projected site trip generation.
- c. Projected peak hour trip distribution and traffic assignments.
- d. Capacity analysis.
- e. Proposed on-site circulation and access improvements.
- f. Proposed off-site roadway improvements.
- g. Summary of findings and recommendations.

14. Market Analysis and Student Generation Study may be required to evaluate the need and estimated absorption of the dwelling units, and how the school district is impacted by the school children the development will generate.

15. Parking Study.

- a. Study limits and existing conditions.
- b. Existing parking utilization counts during peak hours.
- c. Summary of findings and recommendations.

16. Refuse Disposal and Recycling Plan.

- a. An elevation view and plan view of any proposed freestanding structures.
- b. The number and size of all dumpsters to be used on-site.
- c. The number and size of all garbage cans to be used on-site.
- d. The number of units (dwelling units, stores, etc.) to be served per container.



- e. A detailed description of the disposal area(s) and surface finish.
  - f. Responsibility for collection, disposal and maintenance.
  - g. Method used by disposal company for emptying large containers (front end, rear end loading, other).
  - h. Method and timing of pickup-collection of materials.
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- 17. Letter from the appropriate school district agreeing to donations of land or monies intended to offset the impact of the proposed development.
  - 18. Letter from the appropriate park district agreeing to donations of land or monies intended to offset the impact of the proposed development.
  - 19. Agreements including but not limited to cross access, shared parking, covenants, restrictions, and easements.



VILLAGE OF SCHAUMBURG

**Community Development Department**

**NOTIFICATION PROCEDURES**

101 Schaumburg Court, Schaumburg, IL 60193-1899

(Phone) 847.923.4430

Email – PRGsubmittals@schaumburg.com

The Village of Schaumburg Zoning Ordinance specifies certain notification procedures for petitions where a rezoning, Special Use and/or variation is required. Specifically, such procedures include:

1. Publication of a legal notice in a newspaper of general circulation in the Village;
2. Notification of all property owners within 150 feet of the perimeter boundaries of the subject property; and,
3. Posting of a sign on the subject property.

**NEWSPAPER LEGAL NOTICE:**

The Schaumburg Community Development Department will publish a legal notice in a newspaper of general circulation in the Village not more than 30 days nor less than 15 days prior to the scheduled Plan Commission or Zoning Board of Appeals public hearing. The applicant should be sure the application has been accurately completed when submitted to the Community Development Department since it will be used to complete the legal notice. A faulty legal notice will invalidate the hearing and necessitate its rescheduling at a later date.

**WRITTEN NOTIFICATION TO SURROUNDING PROPERTY OWNERS:**

An applicant requesting approval of a rezoning, Special Use and/or variation **must provide written notification by certified mail, return receipt requested** to all property owners located within 150 feet of the subject property, as measured from the exterior edges of the property. Only property owners of record must be notified, including homeowner’s associations when common property falls within the required 150-foot limit. THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PROVIDE THE APPLICANT WITH A COMPLETED WRITTEN NOTIFICATION LETTER WHICH MUST BE SIGNED AND MAILED AS DESCRIBED HEREIN.

Written notification of the scheduled public hearing must be sent not more than 30 days nor less than 15 days prior to the Plan Commission or Zoning Board of Appeals public hearing. One copy of the notice must be filed with the Community Development Department. All return receipts (either green cards or copies of electronic receipts) as well as a list of the property owners receiving notification must be submitted to the Community Development Department no later than **5:00 p.m. on the Friday** prior to the scheduled public hearing. Failure to notify surrounding property owners will necessitate rescheduling of the public hearing until a later date. The names and addresses of property owners of record may be obtained from:

Schaumburg Township Assessor’s Office  
One Illinois Boulevard  
Hoffman Estates, IL 60194  
(847) 884-0030

Palatine Township Assessor’s Office  
721 S. Quentin Road  
Palatine, IL 60067  
(847) 358-6700

Hanover Township Assessor’s Office  
250 S. Route 59  
Bartlett, IL 60103  
(630) 837-0301

If necessary, the Community Development Department will determine which township the subject property is located in.

**POSTING OF SIGN.**

A sign must be posted on the subject property for which approval of a rezoning, Special Use and/or variation is requested informing the general public of the upcoming Plan Commission or Zoning Board of Appeals public hearing.

The Community Development Department will provide and install the public hearing notification sign(s) not less than 15 days prior to the scheduled public hearing and will arrange to have said sign(s) removed within 10 days following the last scheduled Plan Commission or Zoning Board of Appeals public hearing. Policing of the public hearing notification sign(s) is the responsibility of the Applicant. The Applicant shall notify the Village if signs are removed or destroyed for whatever reason, including those removed or destroyed by acts of vandalism or inclement weather conditions during the required period of posting. The Village will arrange to replace or repair the signs within 48 hours of notification by the applicant.

All costs associated with public hearing notification signs, including repair and replacement, are to be paid by the applicant.

**CONTINUANCE:**

If an applicant requesting approval of rezoning, Special Use and/or variation fails to meet the notification requirements, including but not limited to written notification, sign posting, or is absent at the meeting, they may be charged a fee for Continuation of the hearing.



VILLAGE OF SCHAUMBURG

**Community Development Department**  
**PLANNED UNIT DEVELOPMENT APPLICATION FEE**  
**SCHEDULE**  
 101 Schaumburg Court, Schaumburg, IL 60193-1899  
 (Phone) 847.923.4430

The following fees, established by the Village Board, must be paid as determined below prior to the assignment of a hearing date. No date will be assigned until the appropriate fee(s) have been paid in full.

ALL FEES ARE TO BE COLLECTED CUMULATIVELY

<b>PLANNED UNIT DEVELOPMENT REVIEW FEES (as of 1/31/2023)</b>	
<b>Condominium Conversion</b>	\$3,115
<b>Plat - Preliminary</b>	
<10 acres	\$1,398
10-49.99 acres	\$4,440
50+ acres	\$6,510
<b>Plat - Final (Plus Recording Fee)</b>	
<10 acres	\$965
10-49.99 acres	\$1,248
50+ acres	\$1,723
<b>Planned Unit Development (PUD)</b>	
Site Plan Approval	\$3,500 plus \$240 per acre
Site Plan Amendment	\$250
Special Use Amendment	\$1,680
Administrative Amendment	\$40
<b>Variations</b>	
Non Single Family	\$438
Sign	\$485
Single Family	\$205
<b>Public Hearing Sign Posting (per street frontage)</b>	<b>\$85</b>
Reviews requiring outside consultant assistance will be billed directly at the outside consultant time.	

Development impact fees shall be assessed for all new development, including building expansions, as follows unless otherwise negotiated as part of an annexation agreement.

<b>PLANNED UNIT DEVELOPMENT DEVELOPER IMPACT FEES</b>	
<b>FEE</b>	<b>RESIDENTIAL</b>
Police and Fire Fund	\$250 per unit
Cultural Center Fund	\$200 per unit
School District	\$250 per unit, or as otherwise negotiated
Schaumburg Park District	\$500 per unit, or as otherwise negotiated
Spring Valley Nature Sanctuary	\$50 per unit
On-site Traffic Improvements	100% paid by developer
Adjacent Site Traffic Improvements	Proportional share paid by developer
Traffic Impact Fee	No fee