



CITY OF NAPERVILLE

TRANSPORTATION, ENGINEERING, AND DEVELOPMENT (TED)
BUSINESS GROUP
400 S. Eagle Street
Naperville, IL 60540
www.naperville.il.us

PROCESS FOR ENTITLEMENT APPROVAL

JANUARY 14, 2025

TRANSPORTATION, ENGINEERING, & DEVELOPMENT (TED) BUSINESS GROUP

Use this packet, in conjunction with the Petition for Development Approval application, when your project requires consideration by the Naperville Planning and Zoning Commission and/or approval from the Naperville City Council. The Petition for Development Approval application is available on the City's website at <http://www.naperville.il.us/developmentpetition.aspx>. Questions may be directed to the City of Naperville TED Business Group at DRT@naperville.il.us.

E-Plan Review through Civic Access Portal

"E-plan review" is short-hand for electronic plan review. It is the process of reviewing development submittals in a digital format instead of on paper. All development projects submitted to the City require e-plan review through the City's [Civic Access Portal](#). All plans (e.g., site plan, engineering plans, landscape plans, etc.) and application materials (e.g. parking and traffic studies, application forms, etc.) associated with these projects must be submitted to the City of Naperville electronically and must comply with the formatting and filename specifications detailed in the Naperville [PDF Submittal Requirements](#) and [Naperville Required Submittal List](#).

DEVELOPMENT REVIEW PROCESS

1. Prior to submittal of a Petition for Development Approval application, please email a brief description of your project to the TED Business Group at DRT@naperville.il.us to determine whether or not a concept meeting is required. A Project Manager will be assigned to you at this time.
2. Following your concept meeting (if required), prepare a complete Petition for Development Approval application including all items noted in your Concept Meeting Summary. All submittal materials shall comply with the formatting and filename specifications detailed in the [Naperville PDF Submittal Requirements](#) and [Naperville Required Submittal List](#).
3. Electronically submit the complete Petition for Development Approval application and all required plans and studies through the City's [Civic Access Portal](#).
4. Upon receipt of the submittal, the Project Manager will review for completeness and contact you with the required fee for the project. You will be able to pay through the [Civic Access Portal](#) via credit card or e-check.
5. Once the submittal is determined complete and the fees have been paid, it will be forwarded to City departments (e.g. planning, utilities, engineering, etc.) for review and comment.
 - First submittals are subject to a 21 calendar day review cycle; and
 - Subsequent submittals (as applicable) are subject to a 14 calendar day review cycle.
6. After the review period is completed, the Project Manager will transmit the City's review comments to the Primary Contact identified on the Petition for Development Approval application. Comments may necessitate revisions to plans prior to scheduling the project for a Planning and Zoning Commission (PZC) and/or City Council meeting.
7. The Project Manager will work with the Primary Contact to schedule a public hearing/meeting before the Planning and Zoning Commission (if required). *The Primary Contact will be notified of the hearing/meeting date approximately three weeks in advance.* As required, City staff will complete newspaper publication requirements; the Petitioner/Owner shall complete the written notice and posting of a sign on the property as defined below:

Case Type	Publication ¹	Sign	Written Notice
<i>Public Hearing Cases: variances, rezoning, conditional use, major changes, PUD deviation, and variances to Section 7-4-4 (Design Standards)</i>	Yes	Yes	Yes
<i>Minor Change: minor changes to conditional uses or PUD</i>	No	Yes	Yes
<i>Administrative Adjustments: administrative adjustments to conditional use or PUD</i>	No	No	No

¹The City will publish notice of the public hearing in a local newspaper of general circulation at least 15 days, but not more than 30 days, prior to the public hearing date.

As noted above, notice requirements vary by case type; therefore, please contact the Project Manager to review the requirements. The public notice shall be issued at least 15 days, but not more than 30 days, prior to the scheduled public hearing/meeting date (unless otherwise directed by staff).

8. Following a public hearing and recommendation by the Planning and Zoning Commission, the case will be scheduled for City Council consideration. Cases will not be scheduled for City Council until staff has determined that all plans are in technical compliance. The Primary Contact will be notified of the City Council date approximately four weeks in advance of the meeting. A summary of the meeting format for the Planning and Zoning Commission and City Council is provided as Attachment 1.

EFFECTIVE PERIOD OF PETITION

Please note that Petitions for Development Approval applications are only valid for a period of two years from the date of Petition submission and that all cases will be closed by the City without further notice to the Petitioner after the two-year period has expired.

PROCESSES AND STANDARDS

The table below depicts the entitlement processes and corresponding approval bodies. Please refer to your Concept Meeting Summary document for a list of requirements specific to the project in question. For certain entitlement processes, a response to standards is required. This is noted next to the entitlement with an exhibit number. Please see pages 4-8 for the exhibits.

PZC&CC Processes	<input type="checkbox"/> Annexation (Exhibit 3) <input type="checkbox"/> Rezoning (Exhibit 4) <input type="checkbox"/> Conditional Use (Exhibit 1) <input type="checkbox"/> Major Change to Conditional Use (Exhibit 1) <input type="checkbox"/> Planned Unit Development (PUD) (Exhibit 2) <input type="checkbox"/> Major Change to PUD (Exhibit 2) <input type="checkbox"/> Preliminary PUD Plat (Exhibit 2) <input type="checkbox"/> Preliminary/Final PUD Plat <input type="checkbox"/> PUD Deviation (Exhibit 6) <input type="checkbox"/> Zoning Variance (Exhibit 7) <input type="checkbox"/> Sign Variance (Exhibit 7) <input type="checkbox"/> Subdivision Variance to Section 7-4-4
CC Only Process	<input type="checkbox"/> Minor Change to Conditional Use (Exhibit 1) <input type="checkbox"/> Minor Change to PUD (Exhibit 2) <input type="checkbox"/> Deviation to Platted Setback (Exhibit 8) <input type="checkbox"/> Amendment to an Existing Annexation Agreement <input type="checkbox"/> Preliminary Subdivision Plat (creating new buildable lots) <input type="checkbox"/> Final Subdivision Plat (creating new buildable lots) <input type="checkbox"/> Preliminary/Final Subdivision Plat (creating new buildable lots) <input type="checkbox"/> Final PUD Plat (Exhibit 2) <input type="checkbox"/> Subdivision Deviation (Exhibit 8) <input type="checkbox"/> Plat of Right-of-Way Vacation
Administrative Review Administrative Review	<input type="checkbox"/> Administrative Subdivision Plat (no new buildable lots are being created) <input type="checkbox"/> Administrative Adjustment to Conditional Use <input type="checkbox"/> Administrative Adjustment to PUD <input type="checkbox"/> Plat of Easement Dedication/Vacation <input type="checkbox"/> Landscape Variance (Exhibit 5)
Other	<input type="checkbox"/> Please specify:

REQUIRED RESPONSE TO STANDARDS EXHIBITS

Provide responses to corresponding exhibits on separate sheet (see Page 4 *Process and Standards* for required exhibit submittals). Except as otherwise described, responses to the applicable exhibits are required per the Naperville Municipal Code.

The Naperville Municipal Code requires a petitioner who is seeking approval of various entitlements to respond to a set of standards that demonstrate both the need and appropriateness of the request. Your response to the standards is forwarded to the Planning and Zoning Commission and City Council for consideration as required, along with a report prepared by staff, when reviewing your request. It is important to provide thorough responses to each of the standards listed below.

To assist in better understanding the intent of each standard, see Exhibit 7 for helpful information to consider when preparing your responses.

EXHIBIT 1: Section 6-3-8:2: Standards for Granting or Amending a Conditional Use

1. The establishment, maintenance or operation of the conditional use will not be detrimental to, or endanger the public health, safety and general welfare;
2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate area for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the adjacent property for uses permitted in the district; and
4. The establishment of the conditional use is not in conflict with the adopted comprehensive master plan.

EXHIBIT 2: Section 6-4-7:1: Standards for Granting or Amending a Planned Unit Development

1. The design of the planned unit development presents an innovative and creative approach to the development of land and living environments.
2. The planned unit development meets the requirements and standards of the planned unit development regulations.
3. The physical design of the planned unit development efficiently utilizes the land and adequately provides for transportation and public facilities while preserving the natural features of the site.
4. Open space, outdoor common area, and recreational facilities are provided.
5. The modifications in design standards from the subdivision control regulations and the waivers in bulk regulations from the zoning regulations fulfill the intent of those regulations.
6. The planned unit development is compatible with the adjacent properties and nearby land uses.
7. The planned unit development fulfills the objectives of the comprehensive plan and planning policies of the city.

EXHIBIT 3: Section 7-1-8 of the Illinois Municipal Code (65 ILCS 5/7-1-8)

1. This Petition for Development Approval shall include a petition for annexation signed by all property owner(s) of record for all land included with the annexation request.
2. Are there residents (i.e., property owners or tenants) on the subject property?
 - a. Yes, there are residents (i.e., property owners or tenants) on the subject property.
 - Complete the written petition signed by all property owner(s) of record as described above.
 - The written petition shall also include signatures from at least 51% of the electors (i.e., persons registered to vote) residing on the subject property.
 - b. No, there are no residents (i.e., property owners or tenants) on the subject property.
 - Complete the written petition signed by the property owner(s) of record as described above.
 - The petition shall state that no electors (i.e., persons registered to vote) reside on the subject property.

EXHIBIT 4: Section 6-3-7:1: Standards for Granting a Map Amendment (Rezoning)

1. The amendment promotes the public health, safety, comfort, convenience and general welfare and complies with the policies and official land use plan and other official plans of the City; and
2. The trend of development in the area of the subject property is consistent with the requested amendment; and
3. The requested zoning classification permits uses which are more suitable than the uses permitted under the existing zoning classification; and
4. The subject property has not been utilized under the existing zoning classification for a substantial period of time; and
5. The amendment, if granted, will not alter the essential character of the neighborhood and will not be a substantial detriment to adjacent property.

EXHIBIT 5: Section 5-10-7: Standards for Granting a Landscape Variance

1. Strict enforcement of this chapter would result in practical difficulties or impose exceptional hardships; and
2. The principal reason for the variance is other than an increased income or revenue from the property; and
3. The variance, if granted, will not alter the essential character of the neighborhood, will not be a substantial detriment to adjacent property, and will not increase congestion or traffic hazards in the public streets, or otherwise impair the public health, safety, comfort, and general welfare.

EXHIBIT 6: Section 6-4-3:12.1: Standards for Approving a PUD Deviation

1. Whether the requested deviation would undermine the intent and purpose of the underlying zoning district; and
2. Whether the requested deviation would be a detriment to the provision of municipal services and infrastructure; and
3. Whether the requested deviation would contribute a planned unit development which offers a superior level of design, amenity enhancement, or environmental benefit; or would enhance community vitality through the inclusion of attainable or barrier free housing.

EXHIBIT 7: Section 6-3-6:2: Standards for Granting a Zoning Variance

1. The variance is in harmony with the general purpose and intent of this Title and the adopted comprehensive master plan; and

Explanation: The Zoning Code seeks to improve and protect the public health, safety, comfort, convenience, and general welfare of the people by establishing a uniform set of rules applicable to each zoning district. A variance is a request to deviate from the standard rules. In this response, you should provide an explanation as to how the overall intent of the zoning code (see Purpose and Intent of the Zoning Code) and the comprehensive master plan (see City's website) will still be maintained if the specific variance you are requesting is granted.

2. **Strict enforcement of this Title would result in practical difficulties or impose exceptional hardships due to special and unusual conditions which are not generally found on other properties in the same zoning district; and**

Explanation: Explain how your property is different from others that are zoned and used in a similar manner (i.e., other residential lots) and how these differences make it difficult to comply with the standard code requirements. For example, the location of a mature tree on your property may make it difficult to build an addition onto your home in a location that complies with required setbacks. As a result, you may be seeking a variance to locate a portion of the addition within the required setback in order to preserve the tree. In this case, the tree presents a special condition and unusual hardship for your property that makes compliance with the code difficult. Per the code, hardships should not be self-imposed (i.e., "I would simply like a bigger addition than permitted") and should not be financially based (i.e., "It will be too costly to build in compliance with the Code").

3. **The variance, if granted, will not alter the essential character of the neighborhood and will not be a substantial detriment to adjacent property.**

Explanation: Provide details as to how the requested variance, if granted, will not significantly impact the surrounding properties and neighborhood. Questions to ask yourself when preparing this response may include: Will the variance result in an improvement that is out of character or inconsistent with surrounding properties? Will abutting properties be impacted by the variance I am requesting? If so, what considerations/alterations/conditions have been made to protect the adjacent properties from the proposed improvement? Are other properties in the immediate area improved in a similar manner?

EXHIBIT 8: Section 7-1-8-:2.3: Standards for Granting a Subdivision Deviation

1. The Petitioner has shown that strict adherence to the provisions of this Title would cause unnecessary hardship due to conditions which are unique to the site and not caused by the Owner or Petitioner; and
2. The requested Subdivision Deviation is not contrary to the intent and purpose of the provisions of this Title.

EXHIBIT 9: Section 6-15-6:3: Standards for Granting a Conditional Use for Renewable Energy Systems

1. The City Council shall determine that the Petition has met all of the general requirements of this Chapter, except those for which a variance has been specifically granted or sought; and
 2. The proposed energy system shall further the intent of this Chapter and provide renewable energy to the property on which it is proposed; and
 3. The proposed renewable energy system is located in such a manner as to minimize intrusions on adjacent residential uses through siting on the lot, selection of appropriate equipment, and other applicable means; and
 4. The proposed renewable energy system complies with the service rules and policies of City of Naperville's Department of Public Utilities - Electric as may be amended from time to time; and
 5. The establishment of the proposed renewable energy system will not prevent the normal and orderly use, development or improvement of the adjacent property for uses permitted in the district.
-

REQUIRED FEES

The City of Naperville will not release review comments for your submittal until all fees are paid. If applicable, refer to the Concept Meeting Checklist for a summary of the required fee submittals or contact a Project Manager.

FEE	AMOUNT
Base Process Fee*	
A) PZC-CC (annexation)	\$4,000.00
B) PZC-CC (non-annexation)	\$3,000.00
C) CC only	\$2,000.00
D) Administrative	\$500.00
*Resubmittal fee of 25% of the Base Fee Applies to the 4 th resubmittal and each subsequent submittal thereafter.	
Engineering Review Fee	
A) Preliminary Engineering	\$25.00 per page
B) Final Engineering	\$150.00 per page
Agreements (e.g., annexation, owner's acknowledgement, encroachment, easements, declarations, surety, at-risk)	
A) Basic	\$250.00 per agreement
B) Standard	\$500.00 per agreement
C) Complex	\$1,000.00 per agreement
Technical Study and Report Review Fee	\$400 (includes all resubmittals)
Field Change	\$300 (includes all resubmittals)
Record Drawings	\$300 (includes all resubmittals)
Temporary Use Requiring Only Council Approval	\$500.00
Variance Only	\$500.00
Publication of Legal Notice	Direct Invoice of Cost

SUMMARY OF PUBLIC MEETING FORMAT

A summary of the meeting format for the Planning and Zoning Commission (PZC) and City Council is provided below. The following is intended to provide a general overview of the format for each meeting; and the role of the Petitioner, City staff, the general public, the Planning and Zoning Commission, and the City Council. For additional information, please contact a Project Manager at (630) 420-6100 x9.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission meeting begins at 7 p.m. Prior to the start of the meeting, City staff will be available to provide assistance and answer any questions or concerns. The following is a summary of the meeting format:

- City Staff Presentation – At the start of the public hearing City staff will provide a brief overview of the requested variance.
- Petitioner Testimony – Following City staff's presentation, the Petitioner, attorney representing the Petitioner, and/or consultant(s) will have an opportunity to speak. The extent of the Petitioners' presentations varies by case. The Petitioner may provide a presentation, outline key points, or state that they are available for questions only.
- Public Testimony – The public will have an opportunity to provide comments on the case. The Planning and Zoning Commission Chairman will ask if any member of the audience is present to speak on the case.
- PZC Questions/Comments – Following public testimony (if any), the PZC members will discuss the variance request and may address questions to City staff and/or the Petitioner.
- PZC Recommendation – The PZC will provide a recommendation at the conclusion of their discussion. The recommendation will be forwarded to City Council for final determination. City staff will confirm a City Council meeting date with the Petitioner following the PZC meeting.

CITY COUNCIL

The City Council meeting begins at 7 p.m. The Petitioner may sign up online via the City's website or call the Community Services Department at (630) 305-5300 to speak in-person on the case or respond to questions only (i.e., no presentation). The deadline for online sign-ups and phone call requests to be added to the speaker list is 6:30 p.m. on the day of the meeting (or 30 minutes prior to the beginning of the meeting when it does not begin at 7 p.m.). There will be no on-site speaker sign up permitted.

The Petitioner or attorneys representing Petitioner(s) may speak on an agenda item first and will be allotted up to 10 minutes. Other speakers who have signed up for the agenda item will be allotted up to three minutes to speak.

For additional information about the Naperville City Council, visit the City's website at www.naperville.il.us/council.aspx.