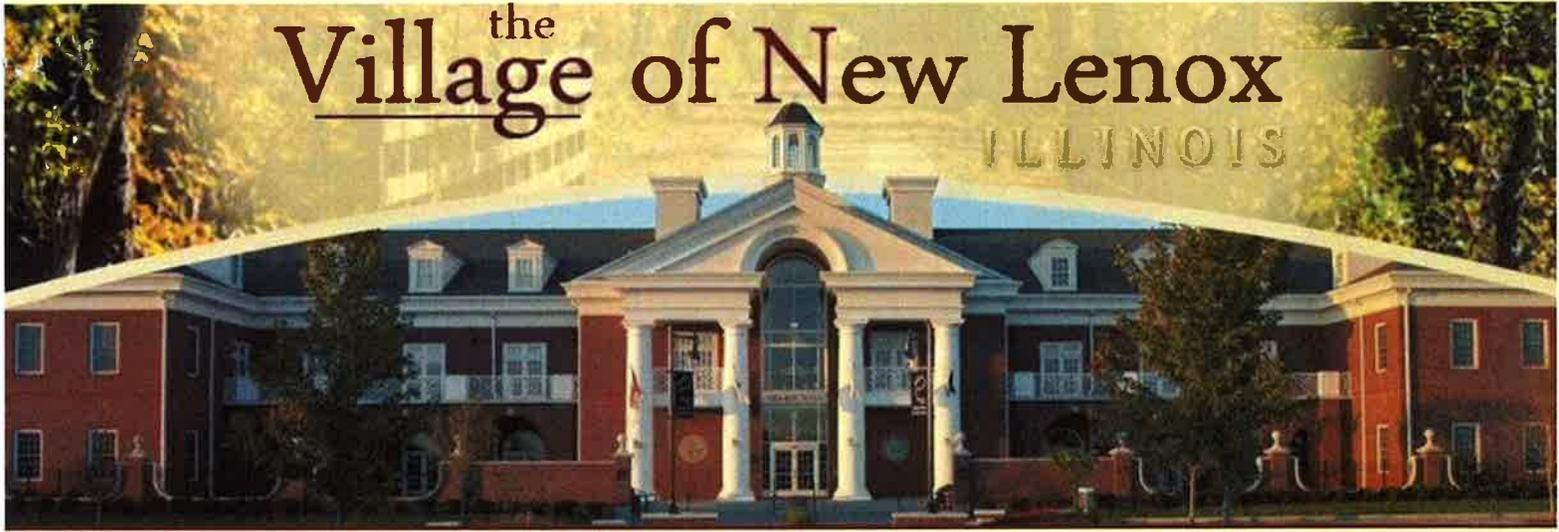


# the Village of New Lenox ILLINOIS



## Guide to the Development Process



## Community Development Department

Planning/Zoning • Engineering • Building • Economic Development

**Robin L. Ellis, AICP, Assistant Village Administrator  
& Community Development Director**

[www.newlenox.net](http://www.newlenox.net)

# Village of New Lenox Development Process Guidelines

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## **INTRODUCTION**

The Village of New Lenox and the staff of the Community Development Department have a goal of making development as streamlined and straightforward as possible. Below you will find an outline of the development process, helpful information and steps necessary to complete entitlements on your project. We stand prepared to assist in any way possible throughout the process. You will find all forms and applications on-line at [www.newlenox.net](http://www.newlenox.net). To start the process, please call us at 815-462-6490.

### **STEP 1**

ALL projects start with the Development Review Committee

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# Village of New Lenox Development Process Guidelines

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## STEP 1

### **DEVELOPMENT REVIEW COMMITTEE (staff oversight of process)**

In order to allow for development proposals to be approved and subsequently constructed in a timely manner, the Development Review Committee provides applicants with comments and answers any other development-related questions. Within an informal setting, the Development Review Committee meeting allows for comprehensive feedback from all parties at the beginning of the process and avoids unexpected issues arising later which may cause delays.

#### **Concept Plan Review**

The process starts with Concept Plan review with the Development Review Committee. At this point, the project does not require a high level of detail from a professional civil engineer or architect but rather basic information such as existing and proposed site access, parking, public/private roadways, building footprint (exterior building elevations or rendering if available), proposed new lots and storm water detention. These plans are reviewed and comments provided.

At this meeting, staff will walk through the steps necessary for the specific project and the timelines for approval. Steps may include Annexation, Rezoning, Special Use Permit, Planned Unit Development, Site Plan and Preliminary / Final Subdivision Plats. Some Concept Plans may move directly to the Site Plan stage and then on to the Village Board for approval.

#### **Site Plan Review**

Once a project has been through the Concept Plan review, it is ready to start through the formal approval process. Site Plan approval is required for all commercial, industrial and multi-family residential projects. Detailed site geometry, building elevations, landscaping, photometric/lighting, signage, fire truck turning study and civil engineering plans must be submitted for review and comments from the Development Review Committee. The applicant is provided with comments and then submits revisions to the Site Plan and accompanying plans for Development Review Committee review.

Please note that a Site Plan will only be presented to the Village Board for approval once the applicant addresses all comments from the Development Review Committee, which needs to be completed at least one week prior to the scheduled Village Board meeting date. Once approved, a Site Plan is valid for one year (unless an extension is granted), and a building permit must be obtained within that one-year timeframe.

#### **Preliminary/Final Plat**

In certain situations preliminary and final subdivision plats do not require a Site Plan as well. In this case, they are scheduled for Plan Commission review and recommendation once the Development Review Committee provides an initial review on the subdivision plat and accompanying plans, and the majority of comments or significant issues have been addressed.

# Village of New Lenox Development Process Guidelines

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## **Development Review Committee Meeting Schedule**

**The Development Review Committee meets on the first and third Thursday of the month at 9:00 a.m. at the Village Hall.** When a Concept Plan is submitted, Staff will schedule it for the next available Development Review Committee meeting. For a Site Plan application, the submittal deadline is approximately four weeks prior to the scheduled Development Review Committee meeting date. This allows for full review by all departments prior to the meeting. When there are multiple requests on a Development Review Committee meeting agenda, each request will be given a designated review timeslot so as to provide for an efficient meeting where applicants are not forced to wait a long time for their review item.

Please refer to the attached Development Review Committee Submittal Schedule (Appendix 7) on Page 14. The fee schedule is also attached as Appendix 9 on page 17.

# Village of New Lenox Development Process Guidelines

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## STEP 2

### PLAN COMMISSION

**The Plan Commission meets the first and third Tuesday of each month at 7:00 p.m. in the Village Hall Council Chambers.** The majority of projects will require review by the Plan Commission and/or Zoning Board of Appeals. The Plan Commission holds public hearings on Annexation, Rezoning, Special Use Permits, Planned Unit Developments and Text Amendments to the Zoning Ordinance. Following the public hearing, the Plan Commission adopts Findings of Fact and/or makes a recommendation on the request that is forwarded to the Village Board. Preliminary and final subdivision plat requests also require review and a recommendation from the Plan Commission.

### ZONING BOARD OF APPEALS

**The Zoning Board of Appeals (ZBA) likewise meets on the first and third Tuesday of each month in the Village Hall Council Chambers, following the adjournment of the Plan Commission.** The ZBA predominantly hold public hearings on minor and major variances. The ZBA holds the authority to make decisions on minor variances and provides a recommendation to the Village Board for final determination on major variances. The ZBA also reviews and provides a recommendation on specific temporary use requests, such as a special event in a commercial parking lot.

Please refer to the attached Plan Commission and ZBA Submittal Schedule (Appendix 8) on Pages 15 and 16 for meeting dates and application deadlines. The Fee-Schedule (Appendix 9) is also attached on Page 17.

# Village of New Lenox Development Process Guidelines

## STEP 3

### VILLAGE BOARD

**The Village Board meets on the second and fourth Monday of the month at 7:00 p.m. in the Village Hall Council Chambers.**

The Village Board holds public hearings on all Annexation Agreements.

For all items that the Plan Commission and/or ZBA provide a recommendation, the Village Board has final approval authority. For items requiring a public hearing before the Plan Commission and ZBA, the authorizing Ordinance on the item will be placed on the Village Board agenda as a "First Read" for review and comment and subsequently be presented for a vote at the "Second Read", which is typically at the next meeting. Site Plans and Plats also require Village Board approval.

Please note that developer invoices for fees incurred by the Village through its use of professional staff and consultants must be paid prior to the case being presented to the Village Board for final approval.

### APPROVAL LETTER

Once the Village Board approves the project, the Community Development Department will compose an approval letter outlining the next steps in the development process. These steps will identify surety amounts, surety formats, insurance requirements, contractor listings, civil plan distribution, preconstruction meeting requirements and any other requirements necessary to get construction activities started for the project.

# Village of New Lenox Development Process Guidelines

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## **STEP 4-PERMITS/CONSTRUCTION**

### **BUILDING PERMITS**

Once a project has received Village Board approval, the building permit and required documents may be submitted. The initial review typically takes fifteen (15) business days and subsequent reviews/re-submittals typically take seven (7) business days to review.

### **PRECONSTRUCTION MEETING**

Once most of the requirements in the approval letter (as mentioned in STEP 3) are met, the developer can schedule a preconstruction meeting with the Community Development Department. Typical topics of discussion are contacts, scheduling, items received or missing, engineering and building clarifications, as-built requirements and final inspection requirements. The outcome of this meeting will provide all parties with a clear understanding of the project goals.

# Village of New Lenox Development Process Guidelines

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## APPENDIX 1

### PUBLIC HEARING PROCESS

Should a Public Hearing be required as part of the approval process for the project, the procedure is as follows:

- Submittal of a complete application by the deadline date. Please contact the Community Development Department at 815-462-6490 to schedule an application submittal date and time.
- Village publishes the legal notice of the public hearing before the Plan Commission or ZBA in the local newspaper no later than 15 days prior to the scheduled public hearing date. For Annexation requests involving an Annexation Agreement, the Village will publish an additional legal notice no later than 15 days prior to the Village Board's public hearing on the Annexation Agreement.
- Village's sign contractor posts the required public hearing sign(s) on the subject property no later than 15 days prior to the scheduled public hearing date.
- The applicant sends out certified mailings, which state the public hearing date, meeting location at the Village Hall and brief description of the submitted request, to the owner(s) of all properties located within 250 feet of the entire subject property no later than 10 days prior to the scheduled public hearing date. A sample letter is included with development applications. The 250-foot measurement does include adjoining public road rights-of-way. The signed and returned "green cards" from the certified mailings, along with the "Certification of Neighborhood Notification" form, must be provided to the Village no later than the date of the public hearing.

Please note that certified mailings to neighboring property owners are **not** required for the Village Board's public hearing on an Annexation Agreement.

# Village of New Lenox Development Process Guidelines

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## **APPENDIX 2**

### **ENGINEERING REVIEW**

As part of any approval process, engineering review is one of the required aspects. Therefore, we are providing the guidelines for this part of the process here.

The engineering civil plans and supporting documents are typically reviewed internally by Village staff. The fee for this review is governed by Sec. 78-9(a)(3) of the Village Code. The Village has a guide to assist the designer with the Village's design standards and details. The direct link to the guide can be found on the "Useful Information" section of our website for the direct link.

Occasionally, Village staff may seek the aid of consultants to assist with the review. Additionally, the developer may be required to submit plans to an agency having jurisdiction on aspects of the project. These agencies commonly include IDOT, Will County Highway Department, New Lenox Township Highway Commissioner, IEPA and/or the Army Corps of Engineers. Please be aware that their review could impact the approval of the development. We will make you aware of these agencies at our Concept Plan meeting.

#### **Concept Plan Review**

The scope of the Concept Plan review is a broad review of the project area. The Concept Plan will be critiqued. The public improvements which may be required will be discussed.

#### **Preliminary Review**

The scope of the Preliminary review is a broad review of the immediate project area. Utility connections, utility routing and storm water management will be discussed. Any outside agencies having jurisdiction previously identified should be engaged to begin their review. This will happen prior to the Plan Commission/ZBA meeting.

#### **Final Review**

The scope of the Final review is a detailed review of the project. The roadway cross-sections, utility, grading and drainage, among other specifications, will be scrutinized in this review. Also, surety for the public improvements will be determined during this review. The project may be conditionally approved if the reviews from the outside agencies are outstanding. This happens prior to the project moving to the Village Board for final approval.

# Village of New Lenox Development Process Guidelines

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## **APPENDIX 3**

### **FIRE DISTRICT REVIEW**

For the majority of the Village's incorporated areas as well as future planning areas, the New Lenox Fire Protection District has jurisdictional review authority. There are some limited incorporated and future planning areas north of Summerfield Road that are within the Homer Township Fire Protection District (708-301-0391), while some areas south of Delaney Road are within Manhattan Fire District (815-478-3187).

The New Lenox Fire Protection District, who will be present at the Development Review Committee meetings, requires the following for new construction:

- Architectural Drawings showing that the fire truck study has been applied and complies with the wall to wall turning analysis specifications.
- Fire hydrants shall be located along fire apparatus access roads so that no portion of a building or facility will be more than 300 feet from a hydrant.
- Fire hydrants shall be located within 100 feet of any fire sprinkler or standpipe connection.
- Additional hydrants may be required by the code official.

# Village of New Lenox Development Process Guidelines

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## APPENDIX 4

### **BUILDING REVIEW – Commercial, Industrial & Multi-family Approval Process**

Upon submittal of a Building Permit Application and Submittal Fee the applicant is required to include several supporting documents. Three (3) sets of signed and sealed drawings are required and must include, but are not limited to, the following:

- Detailed Cover Sheet listing applicable codes and building design information
- Soil tests
- Approved Site Plan
- Parking Plan
- Foundation details
- Structural details with signed and sealed structural documents
- Floor Plan detail
- Wall Construction detail
- Floor Construction detail
- Roof Plan detail
- MEP Plan details
- Accessibility detail
- Applicable Spec Books
- Energy Code Documents
- A complete list of all contractors that will be working on the site, which must be currently registered within the Village of New Lenox

In addition, upon submittal of the Building Permit Application, the applicant is required, but not limited to, include the following:

- Drainage Certificate
- Erosion Control Permit
- Authorization for third party plan review service
- Permit for construction trailer (when applicable)

When **ALL** the required documents are submitted, the Building Permit Application **will be accepted as complete**. The review process begins and if any deficiencies are found, comments will be forwarded to the Applicant. Once all comments from the Plan Review have been addressed and all other required documents approved, as well as all contractors being currently registered and a Business Registration application has been submitted, the permit will be issued.

## Village of New Lenox Development Process Guidelines

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**Additional plans that may be required based on the type of project include:**

*Sprinkler Plans, Fire Alarm Plans (three sets) and Kitchen Type I or Type II hood documents can be submitted shortly after permit issuance.*

*Elevator permits (when applicable) and Sign permits are a separate submittal for a Building Permit. Each will be reviewed and approved separately.*

*Building permit and Commercial/Industrial Sewer and Water Tap-on Fees and Rates can be provided upon request.*

# Village of New Lenox Development Process Guidelines

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## APPENDIX 5

### BUSINESS REGISTRATION

All existing and new commercial and industrial businesses are required to submit a business registration application each year. Per Ordinance 2436, prior to beginning or taking over the operation, a business registration shall be submitted to the Village and approved by Village Staff. Business registrations are valid for one (1) year from January 1<sup>st</sup> -December 31<sup>st</sup> and are required to be renewed each year. By submitting a business registration application, businesses are given access to the Village website's online business directory. The directory, which is accessed through the website's home page, allows residents to search for local businesses by name and business category.

# Village of New Lenox Development Process Guidelines

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## **APPENDIX 6**

### **FREQUENTLY REQUESTED INFORMATION**

Please consult the Village website at [www.newlenox.net](http://www.newlenox.net) for links to the following:

1. Village Municipal Code, which includes the Zoning Ordinance (includes Sign Code and Landscape Code), Subdivision Code, Storm Water Ordinance and Building Code
2. Development Applications (please contact the Community Development Department at 815-462-6490 to schedule a submittal date and time)
3. Building Permit Applications
4. Engineering Standard Details
5. Business Registration Application and Renewal Form
6. New Lenox Fire Protection District - Fire Truck Turning Performance Analysis
7. Available Sites Inventory
8. Development term definitions (annexation, rezoning, special use, subdivision plat, minor/major variance, planned unit development, temporary use, etc.)

### **DEVELOPMENT REVIEW COMMITTEE CONTACT LIST**

For assistance in locating a site for new development, redevelopment and/or available tenant spaces, as well as information on New Lenox and opening a business, please contact:

- Nancy Dye, Economic Development Coordinator (815-462-6416) – [ndye@newlenox.net](mailto:ndye@newlenox.net)

For questions on a proposed development project and entitlement approval process, contact:

Planning and Zoning Questions (815-462-6490):

- Jeff Smith, Senior Planner – [jsmith@newlenox.net](mailto:jsmith@newlenox.net)
- Jenni Neubauer, Planner – [jneubauer@newlenox.net](mailto:jneubauer@newlenox.net)

Engineering Questions (815-462-6490):

- Will Nash, Civil Engineer – [wnash@newlenox.net](mailto:wnash@newlenox.net)

Building Questions (815-462-6490):

- Warren Rendleman, Chief Building Inspector – [wrendleman@newlenox.net](mailto:wrendleman@newlenox.net)

New Lenox Fire Protection District (815-463-4500):

- Captain Dan Turner, Fire Marshal – [Dan.Turner@NLFire.com](mailto:Dan.Turner@NLFire.com)

# Village of New Lenox Development Process Guidelines

## APPENDIX 7

### 2017 DEVELOPMENT REVIEW COMMITTEE SUBMITTAL SCHEDULE

The Development Review Committee meets on the **first and third Thursday of each month** (except in the case of holidays) at 9:00 a.m. in the Village Hall Conference Room. The Development Review Committee meets with the applicant to review and provide comments on a concept plan and/or detailed site plan. Please refer to the ***Guide to the Community Development Review Process*** for an explanation of each process.

<u>Development Review Committee Meeting Date</u>	<u>Concept Plan Submittal Deadline</u>	<u>Site Plan Submittal Deadline</u>
January 5, 2017	December 22, 2016	December 8, 2016
January 19, 2017	January 5, 2017	December 22, 2016
February 2, 2017	January 19, 2017	January 5, 2017
February 16, 2017	February 2, 2017	January 19, 2017
March 2, 2017	February 16, 2017	February 2, 2017
March 16, 2017	March 2, 2017	February 16, 2017
April 6, 2017	March 23, 2017	March 9, 2017
April 20, 2017	April 6, 2017	March 23, 2017
May 4, 2017	April 20, 2017	April 6, 2017
May 18, 2017	May 4, 2017	April 20, 2017
June 1, 2017	May 18, 2017	May 4, 2017
June 15, 2017	June 1, 2017	May 18, 2017
July 6, 2017	June 22, 2017	June 8, 2017
July 20, 2017	July 6, 2017	June 22, 2017
August 3, 2017	July 20, 2017	July 6, 2017
August 17, 2017	August 3, 2017	July 20, 2017
September 7, 2017	August 24, 2017	August 10, 2017
September 21, 2017	September 7, 2017	August 24, 2017
October 5, 2017	September 21, 2017	September 7, 2017
October 19, 2017	October 5, 2017	September 21, 2017
November 2, 2017	October 19, 2017	October 5, 2017
November 16, 2017	November 2, 2017	October 19, 2017
December 7, 2017	November 22, 2017	November 9, 2017
December 21, 2017	December 7, 2017	November 22, 2017
January 4, 2018	December 21, 2017	December 7, 2017
January 18, 2018	January 4, 2018	December 21, 2017

**For questions regarding specifics as well as scheduling a submittal date and time, please contact the Community Development Department at (815) 462-6490.**

# Village of New Lenox Development Process Guidelines

## APPENDIX 8

### VILLAGE OF NEW LENOX 2017 PLAN COMMISSION AND ZONING BOARD OF APPEALS SUBMITTAL SCHEDULE

The following submittal deadlines are being implemented for Calendar Year 2017:

#### PLAN COMMISSION AND ZONING BOARD OF APPEALS SUBMITTALS

<u>Plan Commission/ZBA Meeting Date</u>	<u>Non-Public Hearing Submittal Deadline</u>	<u>Public Hearing Submittal Deadline</u>	<u>Preliminary PUD Plat Submittal Deadline</u>
January 3, 2017	December 9, 2016	November 28, 2016	November 11, 2016
January 17, 2017	December 22, 2016	December 9, 2016	December 2, 2016
February 7, 2017	January 13, 2017	December 30, 2016	December 16, 2016
February 21, 2017	January 27, 2017	January 13, 2017	December 30, 2016
March 7, 2017	February 10, 2017	January 27, 2017	January 13, 2017
March 21, 2017	February 24, 2017	February 10, 2017	January 27, 2017
April 4, 2017	March 10, 2017	February 24, 2017	February 10, 2017
April 18, 2017	March 24, 2017	March 10, 2017	February 24, 2017
May 2, 2017	April 7, 2017	March 24, 2017	March 10, 2017
May 16, 2017	April 21, 2017	April 7, 2017	March 24, 2017
June 6, 2017	May 12, 2017	April 28, 2017	April 13, 2017
June 20, 2017	May 26, 2017	May 12, 2017	April 28, 2017
July 5, 2017	June 9, 2017	May 26, 2017	May 12, 2017
July 18, 2017	June 23, 2017	June 9, 2017	May 26, 2017
August 1, 2017	July 7, 2017	June 23, 2017	June 9, 2017
August 15, 2017	July 21, 2017	July 7, 2017	June 23, 2017
September 5, 2017	August 11, 2017	July 28, 2017	July 14, 2017
September 19, 2017	August 25, 2017	August 11, 2017	July 28, 2017
October 3, 2017	September 8, 2017	August 25, 2017	August 11, 2017
October 17, 2017	September 22, 2017	September 8, 2017	August 25, 2017
November 7, 2017	October 13, 2017	September 29, 2017	September 15, 2017
November 21, 2017	October 27, 2017	October 13, 2017	September 29, 2017
December 5, 2017	November 10, 2017	October 27, 2017	October 13, 2017
December 19, 2017	November 27, 2017	November 10, 2017	October 27, 2017
January 2, 2018	December 8, 2017	November 27, 2017	November 10, 2017
January 16, 2018	December 22, 2017	December 8, 2017	November 27, 2017

A **COMPLETE** application **MUST** be received by the submittal deadline indicated above in order to be considered for Plan Commission or Zoning Board of Appeals agenda placement. **SUBMITTAL BY THE IDENTIFIED DEADLINE WILL NOT AUTOMATICALLY GUARANTEE AGENDA PLACEMENT.** While every effort will be made to accommodate petitioners in a timely manner, agenda placement is still subject to the accuracy/completeness of the packet, Staff's schedule/ability to review same, and the timing of re-submittals or revisions, if necessary.

## Village of New Lenox Development Process Guidelines

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Petitioners/applicants are requested to specify a single contact person to whom all correspondence will be transmitted.

Incomplete packets will be returned in their entirety to the primary contact person with an explanation of deficiencies. Petitioners/applicants will be notified by the Village in writing as to Plan Commission/Zoning Board of Appeals agenda placement and meeting date. It is expected that a representative of the request will be in attendance at all Plan Commission, Zoning Board of Appeals and Village Board meetings.

**FOR ALL REQUESTS INVOLVING A PUBLIC HEARING, THE PETITIONER IS REQUIRED TO SUBMIT THE LEGAL DESCRIPTION FOR THE SUBJECT PROPERTY IN MICROSOFT WORD ELECTRONIC FORMAT VIA E-MAIL TO [jsmith@newlenox.net](mailto:jsmith@newlenox.net).**

\* Any questions regarding specifics can be addressed to the Village of New Lenox Community Development Department at (815) 462-6490 or [planning@newlenox.net](mailto:planning@newlenox.net).

# Village of New Lenox Development Process Guidelines

**Fee Schedule:**

		Planning Review Fees	Engineering Review Fees	Public Hearing Fee
<b>Annexation</b> ^	0-5 acres	\$700	N/A	\$600 **
	6-10 acres	\$1,000 + \$75/acre	N/A	\$600 **
	11-50 acres	\$1,500 + \$50/acre	N/A	\$600 **
	51-100 acres	\$2,500 + \$40/acre	N/A	\$600 **
	101-320 acres	\$3,500 + \$30/acre	N/A	\$600 **
	Over 320 acres	\$25/acre	N/A	\$600 **
<b>Annexation Agreement</b> ^		\$250	N/A	N/A
<b>Planned Unit Development</b> ^				
<i>Preliminary P.U.D. Plat</i>				
	Less than 10 acres	\$1,000 + \$50 per acre	\$150 + \$5 per lot	\$350 *
	10 acres or more	\$1,000 + \$50 per acre	\$150 + \$5 per lot	\$450 **
<i>Final P.U.D. Plat</i>				
		\$1,000 + \$5 per lot + landscape plan fee of:	\$150 + \$25 per lot + Additional review and inspection fees to be determined by the Engineering Dept based upon the estimated cost of public improvements and use of in-house Staff and / or outside consultants.	N/A
	Exterior Parkway Tree	\$100		
	Storm Water Detention	\$750 per detention facility		
	Perimeter Landscaping	\$500 per 500 lineal feet of perimeter or fraction thereof		
<b>Rezoning</b> ^	Less than 1 acre	\$250	N/A	\$350 *
	1-10 acres	\$500 + \$100 for each additional zoning district	N/A	\$350 *
	10 acres or more	\$500 + \$100 for each additional zoning district	N/A	\$450 **
<b>Site Plan</b> ^		\$250 + landscape plan fee of:	Review and inspection fees to be determined by the Engineering Dept based upon the estimated cost of public improvements and use of in-house Staff and / or outside consultants.	N/A
	0-3 acres	\$500		
	3.01-5 acres	\$500 + \$50/acre or fraction thereof		
	5.01-10 acres	\$750 + \$25/acre or fraction thereof		
	10.01 acres or more	\$1,000 + \$10/acre or fraction thereof		
<b>Special Use</b> ^	Less than 10 acres	\$500	N/A	\$350 *
	10 acres or more	\$500	N/A	\$450 **
<b>Subdivision</b> ^				
<i>Preliminary Plat</i>		\$500 + \$15 per lot	\$150 + \$5 per lot	N/A
<i>Final Plat</i>				
		\$50 per lot + landscape plan fee of:	\$150 + \$25 per lot + Additional review and inspection fees to be determined by the Engineering Dept based upon the estimated cost of public improvements and use of in-house Staff and / or outside consultants.	N/A
	Exterior Parkway Tree	\$100		
	Storm Water Detention	\$750 per detention facility		
	Perimeter Landscaping	\$500 per 500 lineal feet of perimeter or fraction thereof		
<b>Temporary Use</b>		\$100 plus \$500 cash deposit for real estate subdivision advertising signs remaining longer than one year	N/A	N/A
<b>Variance</b> ^	Residential	\$250 + \$25 per additional site and structure requirement to be varied	N/A	\$100 + \$50 sign deposit
	Non-Residential	\$500 + \$50 per additional site and structure requirement to be varied	N/A	\$350 *

^ A Professional Fee Agreement and Security Deposit (\$5,000 for Preliminary Subdivision Plat, Preliminary P.U.D. Plat, Final Subdivision Plat or Final P.U.D. Plat; \$500 for residential variances; or \$1,000 for all other requests) is required (separate check). The Security Deposit will be returned once the project is completed, as determined by the Village, and all outstanding bills have been paid. For multiple requests filed simultaneously, only one Security Deposit is required, based upon the application requiring the largest Security Deposit.

- \* \$200 additional fee per additional sign required for corner lots and/or properties exceeding 500 lineal feet of frontage.
- \*\* \$250 additional fee per additional sign required for corner lots and/or properties exceeding 500 lineal feet of frontage.

Note: Fees subject to change without notice.

**the**  
**Village of New Lenox**  
*"Home of Proud Americans"*

Community Development Department

Planning/Zoning • Engineering • Building • Economic Development

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