

Guide to the Development Process



NEW LENOX



Community Development Department

Planning/Zoning • Engineering • Building • Economic Development

www.newlenox.net

Updated 11/14/2019

Village of New Lenox Development Process Guidelines

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. 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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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.

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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

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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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 1st -December 31st 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.

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APPENDIX 6

FREQUENTLY REQUESTED INFORMATION

Please consult the Village website at 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

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
- Jenni Neubauer, Planner – jneubauer@newlenox.net

Engineering Questions (815-462-6490):

- Will Nash, Civil Engineer – wnash@newlenox.net

Building Questions (815-462-6490):

- Warren Rendleman, Chief Building Inspector – wrendleman@newlenox.net

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

- Captain James Brown, Fire Marshal – James.Brown@NLFire.com

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APPENDIX 7

2020 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 2, 2020	December 19, 2019	December 5, 2019
January 16, 2020	January 2, 2020	December 19, 2019
February 6, 2020	January 23, 2020	January 9, 2020
February 20, 2020	February 6, 2020	January 23, 2020
March 5, 2020	February 20, 2020	February 6, 2020
March 19, 2020	March 5, 2020	February 20, 2020
April 2, 2020	March 19, 2020	March 5, 2020
April 16, 2020	April 2, 2020	March 19, 2020
May 7, 2020	April 23, 2020	April 9, 2020
May 21, 2020	May 7, 2020	April 23, 2020
June 4, 2020	May 21, 2020	May 7, 2020
June 18, 2020	June 4, 2020	May 21, 2020
July 2, 2020	June 18, 2020	June 4, 2020
July 16, 2020	July 2, 2020	June 18, 2020
August 6, 2020	July 23, 2020	July 9, 2020
August 20, 2020	August 6, 2020	July 23, 2020
September 3, 2020	August 20, 2020	August 6, 2020
September 17, 2020	September 3, 2020	August 20, 2020
October 1, 2020	September 17, 2020	September 3, 2020
October 15, 2020	October 1, 2020	September 17, 2020
November 5, 2020	October 22, 2020	October 8, 2020
November 19, 2020	November 7, 2019	October 24, 2019
December 3, 2020	November 19, 2020	November 5, 2020
December 17, 2020	December 3, 2020	November 19, 2020
January 7, 2021	December 23, 2020	December 10, 2020
January 21, 2021	January 7, 2021	December 23, 2020

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

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APPENDIX 8 VILLAGE OF NEW LENOX 2020 PLAN COMMISSION AND ZONING BOARD OF APPEALS SUBMITTAL SCHEDULE

The following submittal deadlines are being implemented for Calendar Year 2020:

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 7, 2020	December 13, 2019	December 2, 2019	November 15, 2019
January 21, 2020	December 27, 2019	December 13, 2019	December 2, 2019
February 4, 2020	January 10, 2020	December 27, 2019	December 13, 2019
February 18, 2020	January 24, 2020	January 10, 2020	December 27, 2019
March 3, 2020	February 7, 2020	January 24, 2020	January 10, 2020
March 17, 2020	February 21, 2020	February 7, 2020	January 24, 2020
April 7, 2020	March 13, 2020	February 28, 2020	February 14, 2020
April 21, 2020	March 27, 2020	March 13, 2020	February 28, 2020
May 5, 2020	April 10, 2020	March 27, 2020	March 13, 2020
May 19, 2020	April 24, 2020	April 10, 2020	March 27, 2020
June 2, 2020	May 8, 2020	April 24, 2020	April 10, 2020
June 16, 2020	May 22, 2020	May 8, 2020	April 24, 2020
July 7, 2020	June 12, 2020	May 29, 2020	May 15, 2020
July 21, 2020	June 26, 2020	June 12, 2020	May 29, 2020
August 4, 2020	July 10, 2020	June 26, 2020	June 12, 2020
August 18, 2020	July 24, 2020	July 10, 2020	June 26, 2020
September 1, 2020	August 7, 2020	July 24, 2020	July 10, 2020
September 15, 2020	August 21, 2020	August 7, 2020	July 24, 2020
October 6, 2020	September 11, 2020	August 28, 2020	August 14, 2020
October 20, 2020	September 25, 2020	September 11, 2020	August 28, 2020
November 3, 2020	October 9, 2020	September 25, 2020	September 11, 2020
November 17, 2020	October 23, 2020	October 9, 2020	September 25, 2020
December 1, 2020	November 6, 2020	October 23, 2020	October 9, 2020
December 15, 2020	November 20, 2020	November 6, 2020	October 23, 2020
January 5, 2021	December 11, 2020	November 30, 2020	November 13, 2020
January 19, 2021	December 28, 2020	December 11, 2020	November 30, 2020

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

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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.

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

Village of New Lenox Development Process Guidelines

Fee Schedule:

		Planning Review Fees	Engineering Review Fees	Public Hearing Fee
Annexation ^	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 **
Annexation Agreement ^		\$250	N/A	N/A
Planned Unit Development ^				
<i>Preliminary P.U.D. Plat</i>				
	Less than 10 acres	\$1,000 + \$50/acre + \$500 landscape plan fee	\$150 + \$5 per lot	\$350 *
	10 acres or more	\$1,000 + \$50/acre + \$500 landscape plan fee	\$150 + \$5 per lot	\$450 **
<i>Final P.U.D. Plat</i>				
		\$1,000 + \$5 per lot + landscape plan fee of:	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		
Rezoning ^	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 **
Site Plan ^		\$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		
Special Use ^	Less than 10 acres	\$500	N/A	\$350 *
	10 acres or more	\$500	N/A	\$450 **
Subdivision ^				
<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:	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		
Temporary Use		\$100 plus \$500 cash deposit for real estate subdivision advertising signs remaining longer than one year	N/A	N/A
Variance ^	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.

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NEW LENOX

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1 Veterans Parkway • New Lenox, IL 60451

815.462.6490 • 815.462.6432 (fax)

www.newlenox.net