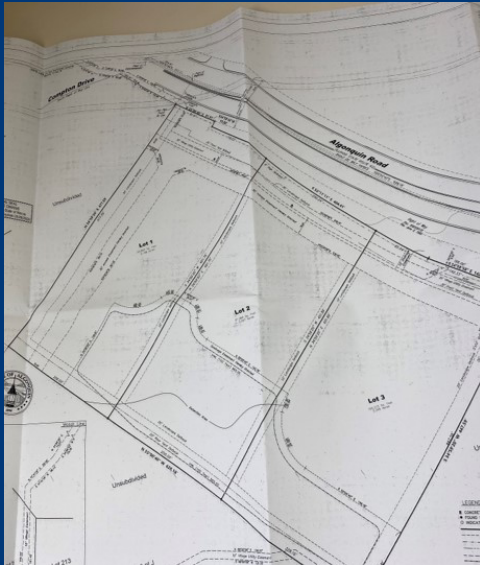




# Village of Algonquin, IL Development Petition Packet

Last Revised: February 2022



# Welcome to Algonquin



Welcome and thank you for your interest in developing in the Village of Algonquin. On behalf of our Village Board, Village Staff, and the residents of Algonquin, we are excited to have you invest in our community. Whether you are looking to annex and develop a new site or you want to redevelop an existing site, this Development Petition will walk you through the process. If you are ready to begin the process or don't even know where to start, I will be more than happy to speak with you to discuss your project.

Jason C Shallcross AICP, Community Development Director

.....

This Development Packet will walk you through the process of submitting a development petition for the following:

- ✓ Annexations
- ✓ Amendments to the Zoning Ordinance/Rezoning
- ✓ Appeals
- ✓ Special Use Permits
- ✓ Variations
- ✓ Preliminary or Final Plats of Subdivision
- ✓ Preliminary or Final Planned Unit Developments (PUDs)
- ✓ Amendments to a Final Planned Unit Development (PUD)

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# Development Review Process

## Pre-Submittal

Before submitting a petition, the Petitioner discusses their project scope, required petition materials, and the approval process with Village Staff.

The Petitioner can submit plans for initial staff review and feedback. This step may save review time once an official review has been started.

Depending on the project scope, the Petitioner may be asked to present their project to Village Staff and/or the Committee of the Whole.

## Petition Submittal & Staff Review

Before an official review can begin, the Petitioner needs to submit a completed petition, all required documents and plans, and pay all development review fees.

Village Staff will review the submittal within 2 weeks and will then provide a comment letter back to the Petitioner.

Village Staff may request the Petitioner make revisions to their plans before the submittal can go through the public review and approval process.

## Public Review & Approval

Minor Amendments to a Planned Unit Development can be administratively approved and do not need to go through a public review process or be approved by the Village Board.

All other projects have a Public Hearing at the Planning & Zoning Commission Meeting. These occur on the 2<sup>nd</sup> Monday of each Month.

Legal Notices must be posted 15-30 days prior to the hearing, not including the date of the hearing. Notices are placed in the mail, the newspaper, and on signs.

If the Petitioner is only seeking preliminary approval for their project, the Petitioner will then submit a new petition for final approval once comments and conditions are addressed.

The project will then go to the following Village Board Meeting. These occur on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each Month.

The project will then go to the Committee of the Whole the following month. These occur on the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday of each Month.

Once the Village Board approves the project, the Petitioner may apply for any applicable permits.

# Development Review Fees

Development review fees are paid at the time of Petition Submission.  
See Appendix C for a list of possible Development Fees that are paid after approval.

## Review Fees

Single Lot Residential Request		\$600
Annexation, Amendment to the Zoning Ordinance, Appeal, Variation, Zoning, & Special Use		\$600
Plat of Subdivision	Up to 2.0 acres (flat fee)	\$500
	Each additional acre or part thereof above 2.0 acres	\$25/acre
PUD & PUD Amendment - Residential	Up to 2.0 acres (flat fee)	\$1,000
	Each additional acre or part thereof above 2.0 acres up to 50.0 acres	\$25/acre
	Each additional acre or part thereof above 50.0 acres	\$10/acre
PUD & PUD Amendment - Non-Residential	Up to 2.0 acres (flat fee)	\$900
	Each additional acre or part thereof above 2.0 acres up to 50.0 acres	\$20/acre
	Each additional acre or part thereof above 50.0 acres	\$10/acre

*Note: In cases of mixed-use developments, the fee for the entire development will be calculated using whichever category represents more than 50% of the development. In cases of multiple requested actions, the fees shall cumulate.*



## Escrow Fees

In order to secure the reimbursement of the Village for any legal, engineering, planning or inspection fees, tests or costs, an escrow shall be deposited with the Village and an executed reimbursement of fees agreement and W-9 before any consideration by the Village on any matter, such as, but not limited to: zoning variances, special use permits, re-zoning of property, annexation of property, planned development, subdivision or the build out of a subdivision. More information can be found in Chapter 25 of the Village Code.

Single Lot Residential Request or Minor Planned Unit Development Amendments		No Escrow
Annexation, Amendment to the Zoning Ordinance, Appeal, Variation, Zoning, & Special Use		\$2,000
Plat of Subdivision & Planned Unit Development (PUD)	Less than 1.0 acres (PUD only)	\$4,000
	1.01 - 5.00 acres	\$6,000
	5.01 - 10.00 acres	\$8,000
	10.01 acres are more	\$10,000
Subdivision or Consolidation	Less than 1.0 acre	\$2,000

*Note: In some cases, the village may require a larger escrow. In the event the Petitioner is seeking more than one action, such as annexation and zoning, the escrow fees shall cumulate.*

# Submission Checklist

Digitally submit a set of the items listed below. Items can be submitted through a flash drive, an FTP site set up by the Petitioner, or through a zipped file no larger than 10MB to [permits@algonquin.org](mailto:permits@algonquin.org).

<input type="checkbox"/> 1. Petition Form (original signatures required) - Page 7								
<input type="checkbox"/> 2. Affidavit of Ownership - Page 6								
<input type="checkbox"/> 3. Proof of Ownership (warranty deed, title insurance, etc...)								
<input type="checkbox"/> 4. Paid receipt of the most recent tax bill								
<input type="checkbox"/> 5. Document indicating intent to buy or lease								
<input type="checkbox"/> 6. Legal description(s) saved as a Microsoft Word file								
<input type="checkbox"/> 7. Plat of Survey that accurately reflects current conditions								
<input type="checkbox"/> 8. If annexing, include Annexation Plat & Annexation Petition (available upon request)								
<p>9. Plans (drawn to scale) Required. Contact for Village Staff to determine which of the following are required:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Site Plan: Include a zoning data box with the exiting and proposed building set-backs, floor area, overall lot coverage, and parking calculations. Also include sign locations, sidewalks, trash enclosures, loading docks, fire lanes, area lighting, parking, drainage easements, mailbox locations, etc...                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Signage &amp; Striping Plan  <input type="checkbox"/> Tree Preservation Plan  <input type="checkbox"/> Photometric Plan  <input type="checkbox"/> Soils Report  <input type="checkbox"/> Ecological Compliance (EcoCAT)  <input type="checkbox"/> Erosion Control Plans  <input type="checkbox"/> Environmental Assessment  <input type="checkbox"/> Protective Covenants  <input type="checkbox"/> Fiscal Impact &amp; School Demographic Study                 </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Building Elevations: Include a color rendering of all four elevations of the existing and proposed elevations, material types, and manufacturer                 </td> <td style="vertical-align: top;"> <input type="checkbox"/> Sign Elevations: Include dimensions, locations, and a color rendering  <input type="checkbox"/> Traffic Study                 </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Floor Plans: Include existing and proposed                 </td> <td style="vertical-align: top;"> <input type="checkbox"/> List of all current tenants and vacant space if a multi-tenant building. Include square feet of each unit                 </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Engineering &amp; Landscape Plans: see Appendix A, Page 11                 </td> <td style="vertical-align: top;"> <input type="checkbox"/> Other documents as determined necessary by Staff                 </td> </tr> </table>	<input type="checkbox"/> Site Plan: Include a zoning data box with the exiting and proposed building set-backs, floor area, overall lot coverage, and parking calculations. Also include sign locations, sidewalks, trash enclosures, loading docks, fire lanes, area lighting, parking, drainage easements, mailbox locations, etc...	<input type="checkbox"/> Signage & Striping Plan <input type="checkbox"/> Tree Preservation Plan <input type="checkbox"/> Photometric Plan <input type="checkbox"/> Soils Report <input type="checkbox"/> Ecological Compliance (EcoCAT) <input type="checkbox"/> Erosion Control Plans <input type="checkbox"/> Environmental Assessment <input type="checkbox"/> Protective Covenants <input type="checkbox"/> Fiscal Impact & School Demographic Study	<input type="checkbox"/> Building Elevations: Include a color rendering of all four elevations of the existing and proposed elevations, material types, and manufacturer	<input type="checkbox"/> Sign Elevations: Include dimensions, locations, and a color rendering <input type="checkbox"/> Traffic Study	<input type="checkbox"/> Floor Plans: Include existing and proposed	<input type="checkbox"/> List of all current tenants and vacant space if a multi-tenant building. Include square feet of each unit	<input type="checkbox"/> Engineering & Landscape Plans: see Appendix A, Page 11	<input type="checkbox"/> Other documents as determined necessary by Staff
<input type="checkbox"/> Site Plan: Include a zoning data box with the exiting and proposed building set-backs, floor area, overall lot coverage, and parking calculations. Also include sign locations, sidewalks, trash enclosures, loading docks, fire lanes, area lighting, parking, drainage easements, mailbox locations, etc...	<input type="checkbox"/> Signage & Striping Plan <input type="checkbox"/> Tree Preservation Plan <input type="checkbox"/> Photometric Plan <input type="checkbox"/> Soils Report <input type="checkbox"/> Ecological Compliance (EcoCAT) <input type="checkbox"/> Erosion Control Plans <input type="checkbox"/> Environmental Assessment <input type="checkbox"/> Protective Covenants <input type="checkbox"/> Fiscal Impact & School Demographic Study							
<input type="checkbox"/> Building Elevations: Include a color rendering of all four elevations of the existing and proposed elevations, material types, and manufacturer	<input type="checkbox"/> Sign Elevations: Include dimensions, locations, and a color rendering <input type="checkbox"/> Traffic Study							
<input type="checkbox"/> Floor Plans: Include existing and proposed	<input type="checkbox"/> List of all current tenants and vacant space if a multi-tenant building. Include square feet of each unit							
<input type="checkbox"/> Engineering & Landscape Plans: see Appendix A, Page 11	<input type="checkbox"/> Other documents as determined necessary by Staff							
<input type="checkbox"/> 10. Land Use Opinion (Kane County Development Only) - <a href="http://kanedupageswcd.org/kd/land-use-opinion">kanedupageswcd.org/kd/land-use-opinion</a>								
<input type="checkbox"/> 11. Development Review Fee - Check made out to the <i>Village of Algonquin</i> : Page 4								
<input type="checkbox"/> 12. Escrow Fee, W-9, Reimbursement of Fees Agreement - Make check made out to the <i>Village of Algonquin</i> (must be separate check from Development Review Fee Check): Appendix B, Page 19								

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

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

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

# Affidavit of Ownership - Sample Language

COUNTY OF \_\_\_\_\_ )

STATE OF ILLINOIS )

I, \_\_\_\_\_, under oath, state that I am

- the sole owner of the property
- an owner of the property
- an authorized officer for the owner of the property

commonly described as \_\_\_\_\_  
*(property address and PIN(S))*

and that such property is owned by \_\_\_\_\_ as of this date.  
*(print name)*

\_\_\_\_\_  
*(signature)*

Subscribed and sworn to before

me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public



# Village of Algonquin Development Petition

Completion of this petition satisfies the requirement of filing a petition in matters before the Planning and Zoning Commission. Please type or print legibly and include original signatures. Digitally return this petition along with any required materials to the Community Development Department. A petition cannot be processed until it is complete and all fees have been paid.

<b>OFFICE USE ONLY</b>
<b>CASE #</b> _____
<b>DATE RECEIVED:</b> _____

## PETITION TYPE - Select all that apply

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Annexation                        | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Variation           |
| <input type="checkbox"/> Amendment to the Zoning Ordinance | <input type="checkbox"/> Preliminary              | <input type="checkbox"/> Plat of Subdivision |
| <input type="checkbox"/> Appeal                            | <input type="checkbox"/> Final                    | <input type="checkbox"/> Preliminary         |
| <input type="checkbox"/> Re-Zoning                         | <input type="checkbox"/> Major Amendment*         | <input type="checkbox"/> Final               |
| <input type="checkbox"/> Special Use Permit                | <input type="checkbox"/> Minor Amendment*         | <input type="checkbox"/> Other: _____        |

## PROJECT INFORMATION

Project Title: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PUD/Master Plan/Subdivision: \_\_\_\_\_

Project Location: \_\_\_\_\_  
*Use street address. Use the closest intersection if no address. Attach Legal Description.*

PIN(s): \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Gross Site Area (Acres): \_\_\_\_\_ Net Site Area (Acres): \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_ Number of Dwelling Units Proposed: \_\_\_\_\_

Approximate Cost of Construction: \$ \_\_\_\_\_

*\*Contact Community Development Staff before you submit your petition to determine if your project constitutes a major or minor amendment to a Planned Unit Development.*

## PETITIONER CONTACT INFORMATION

(check one)  Owner  Owner's Agent  Design Professional  Developer  Other : \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # \_\_\_\_\_ E-Mail: \_\_\_\_\_

## OWNER CONTACT INFORMATION

### Owner (required if not Petitioner)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # \_\_\_\_\_ E-Mail: \_\_\_\_\_

## SIGNATURES

As owner of the property, I hereby authorize the seeking of the above requested action. The Owner agrees to and does hereby grant the Village permission to go upon or over any part of the Property for the purpose of taking video and pictures of the site and construction activities. This grant of permission includes authority for the Village to use a small unmanned aerial vehicle to capture images of the Property.

\_\_\_\_\_  
Signature of Owner\* (submit Affidavit of Ownership)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Signature of Petitioner (if different from the owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Petitioner

\*If the subject property is held in a trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter, which names all beneficiaries of the trust.



# Legal Notice Requirements

Legal notices shall be published and postmarked by the Petitioner not less than 15 days nor more than 30 days before the hearing date to the newspaper, surrounding residences, and on signs posted on the subject property. Signs are supplied by the village, but the Petitioner needs to update the meeting info on the sign. The signs shall be posted in a conspicuous place allowing unobstructed public viewing. Legal notices shall also be mailed by the Petitioner by Certified Mail to individuals who last paid taxes on the property adjacent to the subject property (exclusive of rights-of-ways). All return receipts shall be submitted to the Village Staff prior to the Public Hearing. For additional details on legal notice requirements, read Village Code Chapter 21.18.

## **Sample Legal Notice** - *Items in parentheses are to be added by the petitioner.*

### **BEFORE THE PLANNING AND ZONING COMMISSION OF THE VILLAGE OF ALGONQUIN**

IN THE MATTER OF THE APPLICATION OF)  
(Name of Petitioner, Trust, etc. )

#### **LEGAL NOTICE**

Notice is hereby given in compliance with the Zoning Ordinance of the Village of Algonquin, Illinois, that a public hearing will be held before the Planning and Zoning Commission of the Village of Algonquin upon the application of (name of Petitioner, trust, etc.) relating to the following described real estate:

(Legal description of property, or attach as Exhibit "A")  
(Please indent.)

commonly known as (address of property)  
Property Index Number (PIN)  
Acreage of Site (insert acreage, sq ft if under an acre)

This application is filed for the purpose of (action requested), pursuant to the requirements of Section (include section numbers) of the Algonquin Zoning Ordinance.

A public hearing before the Planning and Zoning Commission on the said application will be held at 7:00 p.m. on (date of Planning and Zoning Commission public hearing, as determined by staff), at the William J. Ganek Municipal Center, 2200 Harnish Drive, Algonquin, Illinois, at which time and place any person determining to be heard may be present.

/s/      Planning and Zoning Commission  
                 Village of Algonquin

TO BE PUBLISHED IN THE NORTHWEST HERALD ON (date of publication). (The staff of the newspaper chosen will add the appropriate language here based on their publication schedule.)

# Affidavit of Public Notice - Sample Language

STATE OF ILLINOIS

COUNTY OF \_\_\_\_\_

IN THE MATTER OF THE APPLICATION OF )  
(*Name of Petitioner, Trust, etc.*)  
)

## AFFIDAVIT

I, \_\_\_\_\_, [*attorney for the petitioner, owner, petitioner, or representative of the owner*], being first duly sworn on oath deposes and states as follows:

- A. That a copy of the legal notice, concerning the hearing date for the above-mentioned Petitioner, was sent to each of the persons named below by certified mail notifying them of the hearing before the Planning and Zoning Commission on \_\_\_\_\_, 20\_\_\_\_, at 7:00 p.m. at the Ganek Municipal Center, 2200 Harnish Drive, Algonquin, Illinois. Said notice was mailed to each of the mentioned persons attached hereto as Exhibit “\_\_\_” by certified mail on \_\_\_\_\_, 20\_\_\_\_.
- B. That the posting requirements of the Zoning Code have been complied with by placing the customary public notice sign on the subject property on \_\_\_\_\_, 20\_\_\_\_.
- C. Attached hereto and labeled Exhibit “\_\_\_” is a true and correct copy of the Publication Certificate evidencing the publication of notice in newspaper of general circulation on \_\_\_\_\_, 20\_\_\_\_.

Subscribed and sworn to me before  
this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**Appendix A:**  
**Preliminary & Final Engineering Requirements**  
**Fire Truck Turning Templates**

# Preliminary Engineering Submittal Requirements

## Title Sheet

- Name and Address of Development
- Name of Subdivision and Lot Number, if available, or PIN
- Name and contact information of Developer/Owner Name and contact information of Engineer
- Vicinity Map
- Total acreage of site
- Date of plan preparations and/or revisions
- North arrow and scale
- Legend (if it does not fit, put on the overall plan sheet)
- Site Benchmark

## Overall Plan Sheet

- The locations, widths, and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, public and private easements, permanent buildings or structures, section lines, and Village boundary lines within, and within 200 feet adjacent to the land proposed to be subdivided.
- The boundary lines of adjacent tracts of subdivided or unsubdivided land shown in relation to and within 100 feet of the parcel being proposed to be subdivided, including those areas within 200 feet of the far right-of-way lines of adjoining streets and roads.
- The existing zoning of the land proposed to be subdivided and adjacent tracts within 100 feet, including those areas within 200 feet of the far right-of-way line of adjoining streets and roads.
- Contours at 1-foot intervals showing streams and rivers on the parcel proposed to be subdivided and within 200 feet of all of its boundaries. USGS datum with benchmarks shall be indicated.
- Contours at 1-foot intervals showing lakes, ponds, and swamps on the parcel proposed to be subdivided and within 200 feet of all of its boundaries. USGS datum with benchmarks shall be indicated
- Contours at 1-foot intervals showing wetlands and other low-lying natural detention areas on the parcel proposed to be subdivided and within 200 feet of all of its boundaries. USGS datum with benchmarks shall be indicated
- Contours at 1-foot intervals showing floodways and floodplains on the parcel proposed to be subdivided and within 200 feet of all of its boundaries. USGS datum with benchmarks shall be indicated
- Show proposed parks and existing parks within 200 ft of property line boundaries
- Show proposed public open spaces & natural areas and existing public open spaces & natural areas within 200 ft of property line boundaries
- Show both proposed and existing buildings and structures
- Show existing easements and dedications, clearly identified, with the width, length, etc.
- Existing streets, street names, width of street, type of curb & gutter, sidewalk, bike paths, historically or archaeologically sensitive areas, parks & other public open spaces, natural areas, permanent buildings or structures
- Proposed streets, street names, width of street, type of curb & gutter, publicly-owned lighting systems, sidewalk, bike paths, permanent buildings or structures
- Items to be removed and/or abandoned. Please provide a legend for removal items.
- Existing encroachments
- Proposed geometrics
- Location of detention basins
- Show data and/or maps to prove or disprove Conservation Design triggers per Village Ordinance.

**Continued on Next Page**

# Preliminary Engineering Submittal Requirements

## Continued from Previous Page

### Grading & Utility Plan

- Existing topography depicted with 1-foot contours, extending 200 ft beyond the property limits.
- Label 100-year floodplain, floodway & water courses
- Wetland boundaries
- Existing overland flood route
- Proposed overland flood route, if not on a roadway, they must be contained in an easement
- Proposed grading must include at a minimum the following:
  - i. Spot shots for roadways, including centerline elevations of all proposed roadways where grade breaks exist including all high points, sag points, overland flow routes
  - ii. Spot shots for parking lots, including all high points, low points and overland flow routes
  - iii. T/F grades for buildings
  - iv. Contours for detention facilities, berms, hills
- NWL of stormwater management facilities
- HWL of stormwater management facilities
- Stage Storage Table with required and provided detention volumes
- Stormwater management facility location and dimensions
- Existing utilities extending 200 ft beyond the property limits, including the location & size within the proposed subdivision and in the adjoining streets and properties.
- Show existing septic tanks and wells on the site are to be abandoned and, if so, the general procedures to be followed.
- Show locations for any possible retaining wall
- Water Main
  - i. Proposed water mains
  - ii. Proposed valves & valve vaults
  - iii. Proposed fire hydrants
  - iv. Label proposed pipe diameters
- Sanitary Sewer
  - i. Proposed sanitary sewer
  - ii. Proposed sanitary sewer manholes
  - iii. Proposed rims and inverts at major intersections
  - iv. Indicate possible drop manholes or lift stations
  - v. Label proposed pipe diameters
- Storm Sewer
  - i. Proposed storm sewers
  - ii. Proposed storm sewer manholes
  - iii. Proposed rims and inverts at major intersections
  - iv. Label proposed pipe diameters

### Landscape Plan

- Proposed ROW & park/open space tree locations
- Proposed native seeding areas
- Existing tree inventory & preservation plan

# Final Engineering Submittal Requirements

## **Title Sheet**

- Name and Address of Development
- Name and Lot Number of Subdivision
- Name and contact information of Developer/Owner Name and contact information of Engineer
- Name and contact information of Architect
- Vicinity Map
- Total acreage of site
- Date of plan preparations and/or revisions
- Legend (if it does not fit, put on the overall plan sheet)

## **Overall Plan Sheet**

- Show floodplain limits
- Show wetlands limits
- Show water courses
- Show floodways
- Show proposed parks
- Show public open spaces
- Show both proposed and existing buildings and structures
- Existing easements and dedications, clearly identified, with the width, length, etc.
- Existing streets, street names, width of street, type of curb & gutter, sidewalk, bike paths, historically or archaeologically sensitive areas, parks & other public open spaces, permanent buildings or structures
- Items to be removed and/or abandoned. Please provide a legend for removal items.
- Existing structures
- Existing encroachments
- Street stationing
- Proposed geometrics
- Limits of construction
- Location of detention basins

## **Grading & Utility Plan**

- Existing topography depicted with 1-foot contours, extending 100' beyond the property limits, at a minimum, unless otherwise directed by the Engineering Department
- Label 100-year floodplain, floodway, water courses
- Wetland boundaries
- Existing overland flood route
- Proposed overland flood route, if not on a roadway, they must be contained in an easement

**Continued on Next Page**

# Final Engineering Submittal Requirements

## Continued from Previous Page

### **Grading & Utility Plan** (continued)

- Proposed grading must include at a minimum the following:
  - i. Spot shots for roadways, including centerline elevations of all proposed roadways where grade breaks exist including all high points, sag points, overland flow routes
  - ii. Spot shots for parking lots, including all high points, low points and overland flow routes
  - iii. T/F grades for buildings
  - iv. Contours for detention facilities, berms, hills
- NWL of stormwater management facilities
- HWL of stormwater management facilities
- Stage Storage Table with required and provided detention volumes
- Stormwater management facility location and dimensions
- Existing utilities extending 100' beyond the property limits, at a minimum, unless otherwise directed by the Engineering Department. Including the location & size within the subdivision and in the adjoining streets and properties of the existing sewers, water mains, culverts, drain pipes and electric and gas utility lines
- Water Main
  - i. Proposed public water main minimum 8" diameter (Ductile Iron)
  - ii. Locate valve vaults and include size (Watermain up to 8" diameter a 48" valve vault may be used, for main greater than 10" diameter, a 60" valve vault must be provided)
  - iii. Locate proposed fire hydrants
  - iv. Label pipe diameters
- Sanitary Sewer
  - i. Proposed public sanitary sewer minimum 8" diameter
  - ii. Label pipe diameters
  - iii. Label rims and inverts at major intersections
  - iv. Indicate possible drop manholes or lift stations
  - v. Manholes for 8"-18" shall be 48" in diameter, 21" and above shall be 60" diameter
  - vi. Manholes shall be placed not more than 400' apart
- Storm Sewer
  - i. Proposed public storm sewer minimum 12" diameter (RCP).
  - ii. Label pipe diameters
  - iii. Label rims and inverts at major intersections
- All public utilities shall be centered in easements
- No public utility or landscaping shall be within the influence of stormwater management facilities and overflow routes

### **Landscape Plan**

- ROW & park/open space tree locations
- Native seeding areas
- Existing tree inventory & preservation plan



## Turning Performance Analysis

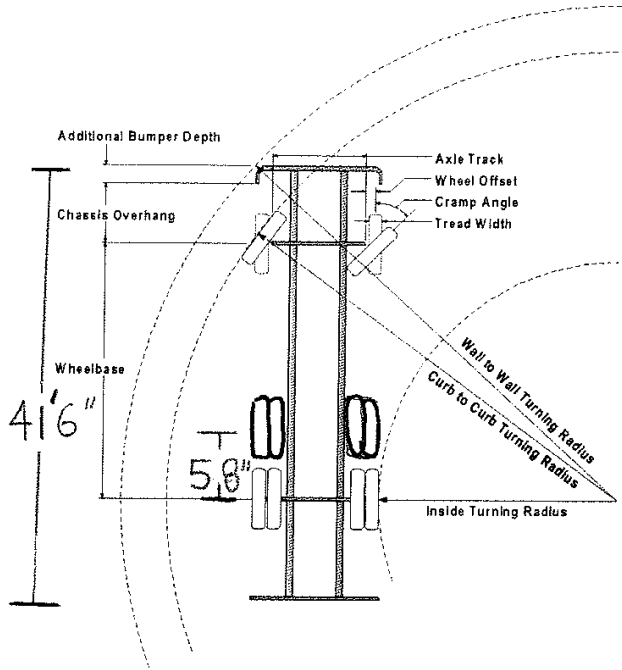
11/12/2018

**Bid Number:** 639

**Department:** Algonquin-Lake in Hills F.P.D.

**Chassis:** Arrow XT Chassis, Aerials/Tankers, Tandem Axle

**Body:** Aerial, HD Ladder 105', Alum Body



**Parameters:**

Inside Cramp Angle:	45°
Axle Track:	82.92 in.
Wheel Offset:	4.68 in.
Tread Width:	16.3 in.
Chassis Overhang:	68.99 in.
Additional Bumper Depth:	19 in.
Front Overhang:	87.99 in.
Wheelbase:	246 in.

**Calculated Turning Radii:**

Inside Turn:	19 ft. 5 in.
Curb to curb:	35 ft. 4 in.
Wall to wall:	39 ft. 10 in.

**Comments:**

Category	Option	Description
Axle, Front, Custom	0018453	Axle, Front, Oshkosh TAK-4, Non Drive, 22,800 lb, Qtm/AXT/DCF
Wheels, Front	0019611	Wheels, Front, Alcoa, 22.50" x 12.25", Aluminum, Hub Pilot
Tires, Front	0594821	Tires, Front, Goodyear, G296 MSA, 425/65R22.50, 20 ply
Bumpers	0557812	Bumper, 19" Extended Steel Painted, AXT, DCF, SFR, Enf
Aerial Devices	0673137	Aerial, 105' Heavy Duty Ladder (500 dry/500 water)

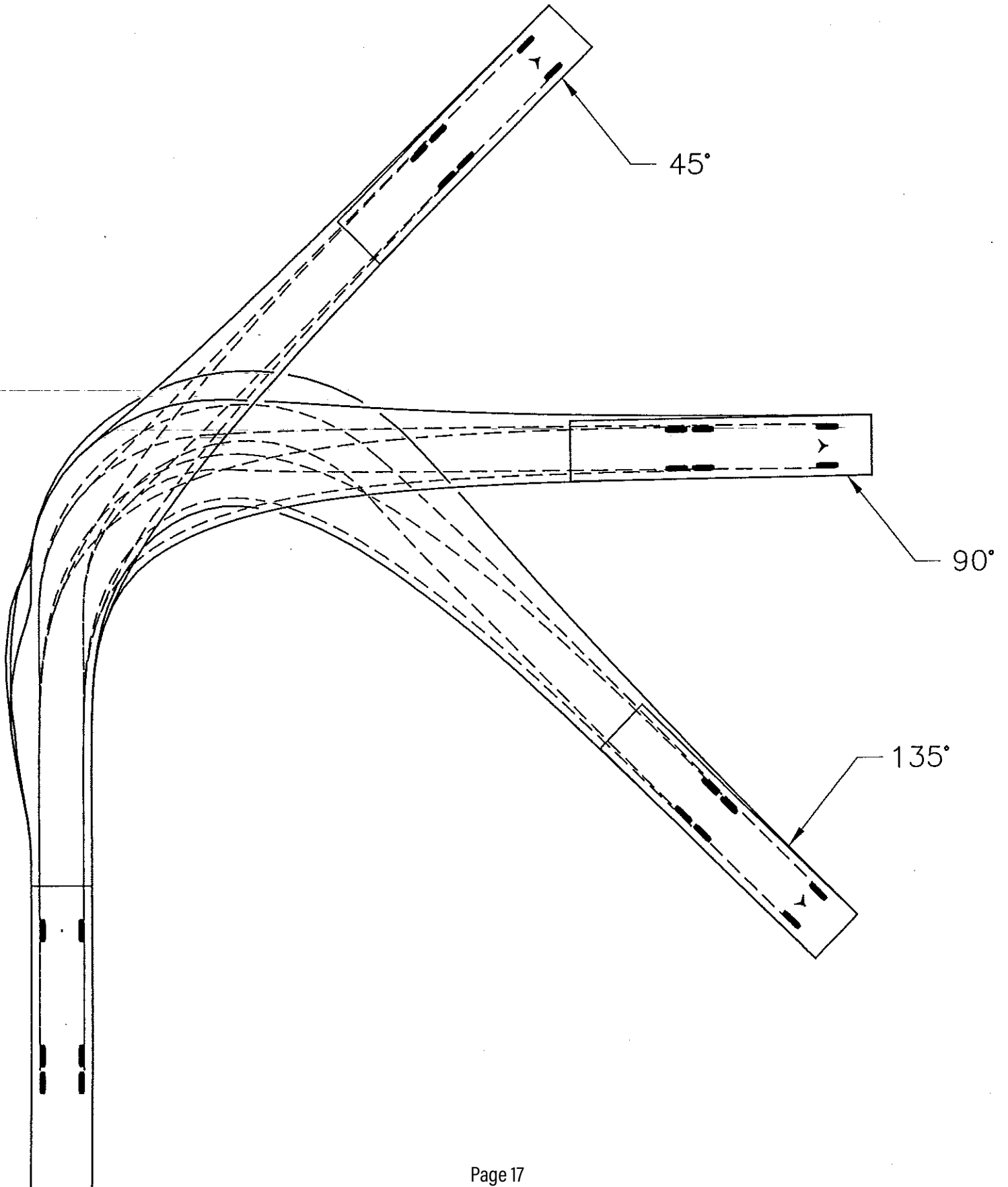
**Notes:**

Actual inside cramp angle may be less due to highly specialized options.

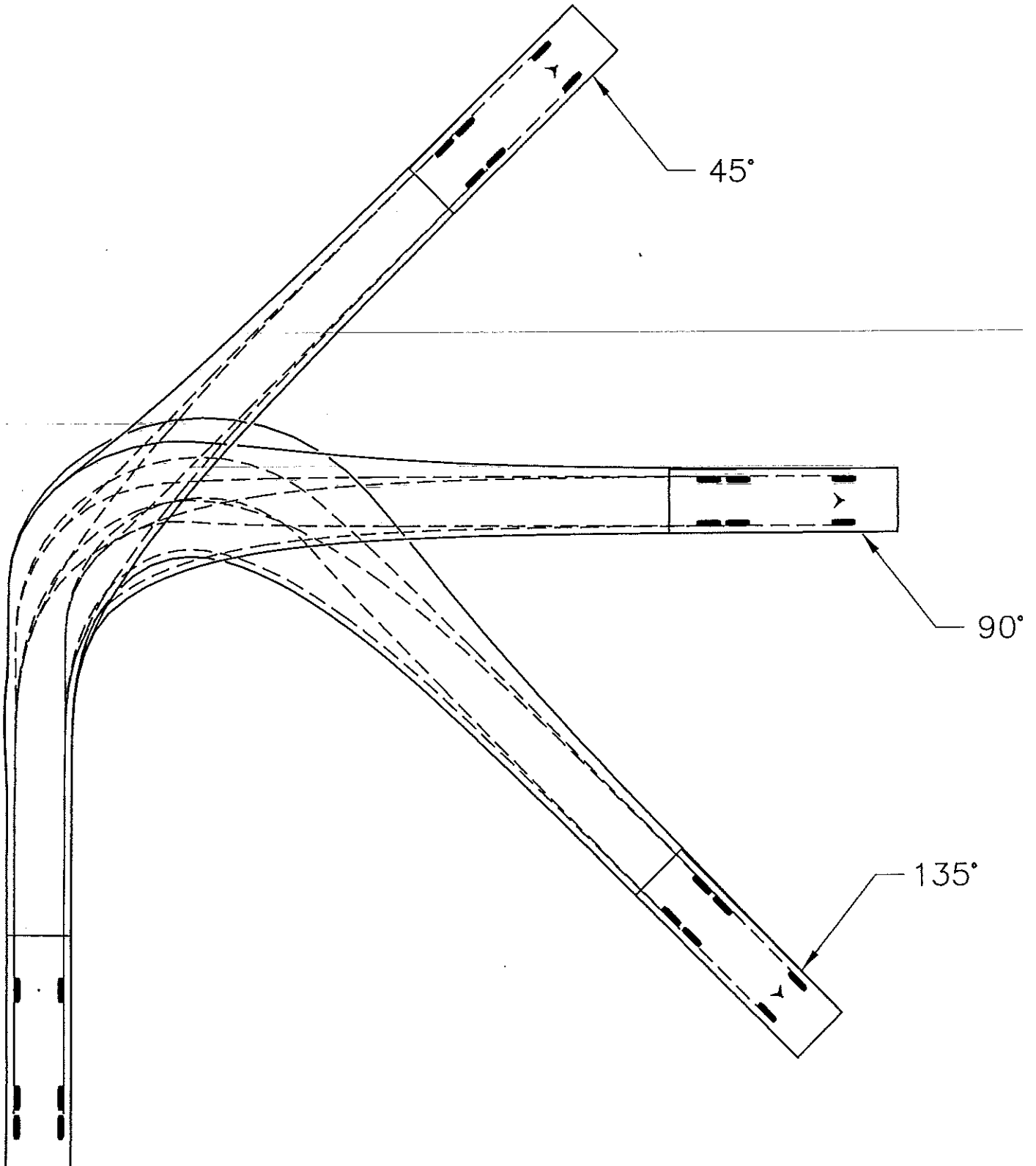
Curb to Curb turning radius calculated for 9.00 inch curb.



LADDER TRUCK  
SCALE: 1" = 20'



TRUCK 941  
SCALE: 1" = 20'



**Appendix B:**  
**W-9 Form for Escrow Fee Reimbursement &  
Reimbursement of Fees Agreement**

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.



The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



# Village of Algonquin

REIMBURSEMENT OF FEES AGREEMENT

Date: \_\_\_\_\_ Village of Algonquin Account No. \_\_\_\_\_  
Village of Algonquin Case No. \_\_\_\_\_

**OWNER:**

Name of Property Owner \_\_\_\_\_

Owner's Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PETITIONER:**

Name of Petitioner \_\_\_\_\_

Petitioner's Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**LOCATION OF PROPERTY:**

General Location:

Total Acreage: \_\_\_\_\_ PIN(S): \_\_\_\_\_

Legal Description (attach as Exhibit A)

1. **Deposit:** In the event that it is necessary for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, traffic or drainage experts, or other consultants, in connection with any Petitioner's request for the Village to consider or otherwise take action upon any annexation, zoning change, subdivision development, PUD or other improvement or development upon real property, then the Petitioner and Owner of the property shall be jointly and severally liable for the payment of such professional fees. At the time the Petitioner requests action from the Village he will be required to deposit an amount of from \$500.00 to \$10,000.00, depending upon the size of the project as determined by the Village Manager or set forth in Chapter 25 of the Algonquin Municipal Code, with the Village as an initial deposit to be credited against fees and costs incurred for the above described services.
  
2. **Invoices, Payment of Fees:** Upon submission of bills by all professional staff and retained consultants deemed necessary by the Village, the Village shall pay said fees out of the specified escrow account. At such time as the balance of the specified account reaches one-quarter of the original amount deposited, the Village may demand an additional sum of money that, in addition to the balance in the specified account, shall equal the amount originally demanded and required by the Village, or such lesser fraction thereof that the Village might in such case determine. The petitioner shall reimburse the Village within 30 days of said demand. At all times the petitioner shall maintain a balance equal to its deposit with the Village.
  
3. **Withdrawal of Petition:** A petitioner who withdraws a petition may apply in writing to the Village Clerk for a refund of his initial deposit. The Manager may, in his discretion, approve the refund application less any actual fees and costs which the Village has already incurred, relative to the petition.

4. Professional Fees: Any professional fees incurred as a direct or indirect result of the petitioner, owner or their agent requesting a professional opinion or otherwise requesting relief or assistance from the Village, whether or not related to real property, shall be reimbursed in accordance with Chapter 25 of the Algonquin Municipal Code.
5. Default: Upon the failure of the owner or petitioner to reimburse the Village in accordance with Chapter 25 of the Algonquin Municipal Code, no action on any request made by the owner or petitioner will be undertaken by the Board of Trustees, or by any other official, quasi-official or deliberative individual or body thereunder, including Staff; and such request shall remain in abeyance until all outstanding fees are paid in full. The Owner and Petitioner herein agree to extensions of any statutory timelines that may be necessary until such time as the escrow account has been replenished in accordance with said Chapter 25, upon which the Village agrees to proceed promptly and with due diligence thereafter. The Owner and Petitioner agree that the Village may withhold any other action, legislative or ministerial, which may include the issuance of permits, licenses, approval, execution or recording of plats, approval of zoning actions, or any other Village action for, on or upon the subject property, until the Default is cured. Upon any failure to reimburse the Village in accordance with said Chapter 25 or the Algonquin Subdivision Ordinance, interest in the amount of 1-1/2 percent per month shall accrue on all sums outstanding for 30 days or more, plus any legal expenses and five percent of the outstanding amount due in order to cover administrative expenses. The Village may, in its discretion, elect to place a lien against any real property associated with the petitioner's request, for any amount of expenses, including administrative costs and reasonable attorney fees that have been outstanding for 30 days or more.
6. Assigning Authority: The Village Manager is authorized to assign requests for professional services to the Village staff or to consultants as he deems appropriate.
7. Remedies: The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be construed to limit or waive the Village's right to proceed against any or all parties in a court of law of competent jurisdiction.
8. Agreement: At the time the petitioner requests action from the Village, the petitioner will be required to enter into this agreement with the Village.
9. Refund: Any surplus funds in the account of the petitioner or owner shall be returned not greater than ninety days after receipt of a final statement by all professional staff and retained consultants, upon written request by the petitioner and/or owner.
10. Severability: If any provision of this Agreement or its application to any person, entity or property is held to be invalid, such provision shall be deemed to be excised here from and the invalidity thereof shall not affect the application or validity of any other terms, conditions and provisions of this Agreement and, to that end, any terms, conditions and provisions of this Agreement are declared to be severable.

By signing this Agreement the petitioner and/or owner acknowledge that each of them has read the foregoing paragraphs and each of them fully understands and agrees to comply with the terms set forth herein. Further, by signing below, each signatory warrants that he/she/it possesses full authority to so sign.

The owner and/or petitioner agree that owner and petitioner shall be jointly and severally liable for payment of fees referred to in applicable sections of the ordinances of the Village of Algonquin, and as referred to hereinabove.

Village of Algonquin:

\_\_\_\_\_  
Petitioner

By: \_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Print Name

ATTEST:

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Print Name

**Appendix C:**  
**Development Fees**

# Development Fees

These fees are paid later in the approval process. Some fees may not be applicable to the project.

## Construction Escrow Fees

After final approval of a development, a construction escrow account shall be established. The escrow amount shall be 3 percent of the Engineer's Estimated Cost of Public and Private Improvements. This deposit shall be made prior to the execution and recording of the final plat and/or prior to a site development permit being issued.

## GIS Asset Collection Fees

The fee shall be three-quarters of a percent of the Village Engineer's Estimated Cost of Public and Private Improvements. This deposit shall be made prior to the execution and recording of the final plat and/or prior to a site development permit being issued.

## Annexation Fees

The fee is \$500 per acre for commercial or industrial land and \$1,000 per acre for residential land, pro-rated for portions of an acre. For example, a single-lot annexation of .33 acres would cost \$330; a subdivision of 40.25 acres would cost \$40,250. The fee is calculated on gross acreage. Acreage calculations must be carried out to the hundredth decimal point. These fees are payable within 30 days after Village Board action to approve the annexation.

## Platting Fees

The total fee is determined through a two-step process. First, there is a fee of \$1,000 per acre, prorated for portions of an acre. This fee is based on gross acreage. Acreage calculations must be carried out to the hundredth decimal point.

Second, for residential developments only, an additional fee of \$75 per person is required, based upon a population formula for the total number of dwelling units to be built. See Table A. Population calculations must be carried out to the tenth decimal point. The Village typically assumes that all single family detached dwelling units will be 4 bedrooms in size. Developers may apply for refunds for homes of smaller numbers of bedrooms after building permits are issued. Consult with staff as to further interpretation of this rule.

These fees are payable after Village Board action to approve a final plat of subdivision or final PUD. For further details, see Chapter 22.4 of the Algonquin Municipal Code.

## Park/Open Space Donations

For residential developments or uses only, the Village of Algonquin requires a donation of park land/ open space, or in lieu of land, a cash contribution. The donation is based upon a population formula contained in Chapter 22.9 of the Algonquin Municipal Code. The requirement is one (1) acre of land per hundred (100) of ultimate population. Population calculations and the resulting acreage are carried out to the thousandth decimal point.

In lieu of land, the Village may require a cash donation. The cash donation is determined by the fair market value of the property. The current value basis for "improved property" by the Village is \$157,500 per acre, pro-rated for portions of an acre, using the acreage calculation stated above.

**Continued on Next Page**

# Development Fees

Continued from Previous Page. These fees are paid later in the approval process. Some fees may not be applicable to the project.

The decision whether to require a land or cash donation is generally made during consideration of an annexation agreement or preliminary plat of subdivision/PUD, as applicable. The timing as to when a land donation must be deeded to the Village may be negotiated in the annexation agreement or subdivision agreement. A cash donation must be paid prior to the approval of a final plat of subdivision, unless otherwise provided for in an annexation agreement (if applicable). Typical cash donations by dwelling unit type are shown on Table B. Cash donations must be paid on a lump-sum basis at the time of approval of a final plat. If a developer wishes to pay on a per-dwelling unit building permit basis, a separate agreement must be executed in accordance with Chapter 22 of the Algonquin Municipal Code.

Petitioners proposing to develop property in Dundee Township of Kane County should be aware that the entirety of Dundee Township is within the boundaries of the Dundee Township Park District. In addition, all portions of the Village in Grafton Township are in the Huntley Park District. However, the Village maintains its own park system within its corporate boundaries, and donations specified herein fulfill all requirements of the Village park donations. For further details, see Chapter 22.9 of the Algonquin Municipal Code.

## School Donations

For residential developments or uses only, the Village requires a donation of land for school purposes, or in lieu of land, a cash contribution. The donation is based upon a population formula contained in Chapter 22.9 of the Algonquin Municipal Code. Population calculations and the resulting acreage are carried out to the thousandth decimal point.

In lieu of land, a cash donation may be required. The cash donation is determined by the fair market value of the property. The current value basis for "improved property" used by the Village is \$157,500 per acre, pro-rated for portions of an acre, using the acreage calculation stated above.

The decision whether to require a land or cash donation is determined based on the advice of school district officials during consideration of an annexation agreement or preliminary plat of subdivision/PUD, as applicable. The timing as to when a land donation must be deeded may be negotiated in an annexation agreement or subdivision agreement. A cash contribution is due and payable prior to the approval of a final plat of subdivision, unless otherwise provided for in an annexation agreement (if applicable). Typical cash donations by dwelling unit type are shown on Table B. Cash donations must be paid on a lump-sum basis at the time of approval of a final plat. If a developer wishes to pay on a per-dwelling unit building permit basis, a separate agreement must be executed in accordance with Chapter 22 of the Algonquin Municipal Code. Check with staff to determine the school district in which the property lies, and to obtain the names of contact persons.

## Transition Fees

Residential growth related to development has an immediate impact upon the local governments which serve them, e.g. Village, schools, library district and fire protection district. It is estimated that the delay in receipt of money to pay for such services is 18 months. In an attempt to offset the operational costs of servicing new residential developments the following fees are paid at the time of building permit:

- School District                      \$4,000/unit
- Village of Algonquin                \$2,000/unit
- Fire Protection District          \$185/unit
- Library District                      \$85/unit

**Continued on Next Page**

# Development Fees

Continued from Previous Page. These fees are paid later in the approval process. Some fees may not be applicable to the project.

## Water and Sewer Fees

### A. Water and Sewer Improvement Fees

Regional Water and Sewer Improvement fees may be applicable to certain areas of the Village or areas designated to be annexed to the Village. These fees are required to provide or upgrade water and sewer system capabilities, including wells, lift stations, booster stations, tanks, water treatment plants, and other facilities that may be off-site improvements required to properly service large areas and multiple properties.

Petitioners should consult with Village staff as to the applicability of improvement fees to their property, and the terms under which they are calculated and payable. The current fee is \$4,500 per acre.

### B. Water and Sewer Tap-on Fees

Each building and/or dwelling unit is subject to standard Water and Sewer Tap-on fees as established by the Village from time to time. Fees are due and payable on a per-unit basis at the time of issuance of a building permit, and are based upon projected water consumption for the type of use that the lines serve.

	Tap-on Fee for Plats Approved	Dwelling unit with 1 and 2 bedrooms	Dwelling unit with 3 or more bedrooms	All other uses (per P.E. or part thereof)
Water Tap-On Fees	Before 2/1/04	\$3,300	\$3,500	\$1,066, \$3,200 min
	2/1/04 - 2/5/08	\$5,650	\$6,000	\$1,880, \$5,650 min
	2/6/08 - 2/1/09	\$5,932	6,300	\$1,927, \$5,932 min
	2/2/09 - 2/1/10	\$6,229	\$6,615	\$1,975, \$6,229 min
	2/1/10 - 2/1/11	\$6,540	\$6,945	\$2,024, \$6,540 min
	2/2/11 - 2/1/12	\$6,867	\$7,293	\$2,075, \$6,867 min
	2/2/12 - 2/1/13	\$7,211	\$7,65	\$2,127, \$7,211 min
	2/2/13 - Present	\$7,571	\$8,040	\$2,180, \$7,571 min
Sewer Tap-On Fees	Before 2/1/04	\$3,200	\$3,500	\$1,066, \$3,200 min
	2/1/04 - 2/5/08	\$4,480	\$5,000	\$1,490, \$4,480 min
	2/6/08 - 2/1/09	\$5,376	\$6,000	\$1,639, \$5,376 min
	2/2/09 - 2/1/10	\$5,645	\$6,300	\$1,680, \$5,645 min
	2/1/10 - 2/1/11	\$5,927	\$6,615	\$1,722, \$5,927 min
	2/2/11 - 2/1/12	\$6,223	\$6,945	\$1,765, \$6,223 min
	2/2/12 - 2/1/13	\$6,535	\$7,293	\$1,809, \$6,535 min
	2/2/13 - Present	\$6,861	\$7,658	\$1,854, \$6,861 min

Where fees are based on estimates, the fee shall be adjusted to reflect the average use one year after initial occupancy.

**Continued on Next Page**

# Development Fees

Continued from Previous Page. These fees are paid later in the approval process. Some fees may not be applicable to the project.

## **Cul-de-sac Fees**

Any development, residential or commercial/industrial, that uses cul-de-sacs is required to pay \$6,000 per platted cul-de-sac to defray the Village's cost of providing the additional maintenance services associated with cul-de-sacs. See Chapter 22 of the Algonquin Municipal Code for definitions of a cul-de-sac. Fees are due after Village Board action to approve a final plat of subdivision.

## **Recapture Fees**

Certain recapture fees for utilities, roads, or other improvements previously constructed by, or on behalf of other parties, may be applicable to certain areas of the Village or areas designated to be annexed to the Village. Due to the differences in fees, depending on the terms of applicable recapture agreements in effect, petitioners should consult with staff as to amounts, methods of calculations and the timing as to when such fees would be payable.

## **Municipal Administration and Public Safety Building Fee**

A fee of \$500 per dwelling unit in any residential development is required as a contribution toward the acquisition, construction, and maintenance of a municipal administration and police/public safety facility. This fee is due and payable on a per-unit basis at the time of issuance of a building permit. This fee applies only to annexations.

## **Building Permit Fees**

Each building and/or dwelling unit is subject to standard building permit fees as established by the Village from time to time. Fees are due and payable on a per-unit basis at the time of issuance of a building permit, and are generally based on the value of the structure, plus certain fixtures and equipment.

See Chapter 23 of the Algonquin Municipal Code for the formulas employed to calculate fees and the current fee schedule.

## **Site Development Fees**

Site Plan and Development Review is imposed on all new construction and additions; erection of building structures for all private land uses except single family or two family residential uses; and on the modification or improvement of land. Fees are due and payable on a per-unit or per acre basis at the time of site development permit application.

See Table C for the formulas employed to calculate fees and the current fee schedule.

## **Fire District Review Fees**

A fire district review fee is also assessed on all new construction. Fees are due and payable prior to the issuance of a building permit on a per lot basis for residential development (\$600.00 per unit in LITH FPD and \$685 in the Huntley FPD) and on a square footage basis for commercial development (\$0.10 per square foot -minimum fee of \$100.00). Said fee shall be paid directly to the fire district in which the property is located. The Village of Algonquin will not issue a building permit until evidence is presented to the Village from the building permit applicant that the Fire District review fee has been paid to the Fire Protection District.

**Continued on Next Page**



# Development Fees

Continued from Previous Page. These fees are paid later in the approval process. Some fees may not be applicable to the project.

## Kane County Road Improvement Impact Fees

All new commercial and residential buildings located within Kane County are required to pay an impact fee to Kane County, prior to the issuance of a building permit from the Village of Algonquin. For an application or fee schedule, please contact Kane County Division of Transportation at 630.845.3799 or at <http://kdot.countyofkane.org/Pages/Impact-Fees.aspx>. The Village of Algonquin will require a receipt from Kane County indicating the impact fee has been paid before releasing any building permit.

## Algonquin Public Art Fee

Please see the Algonquin Public Art Master Plan and Ordinance 2005-0-16 for further information. All new development projects shall contribute to the public art program in one of three ways:

1. Provide and maintain artwork, as approved by the Algonquin Public Arts Commission. Artwork shall be installed prior to the issuance of a certificate of occupancy.
2. Reserve a display site and pay a fee. A specific site shall be reserved within the development for the display of public art. A \$1,000 credit shall be given for the display site. The fee shall be assessed indicated below. Site shall be determined prior to the issuance of a site development permit.
3. Contribute to the Public Art Reserve Fund. All fees shall be paid before a building permit is issued.

Commercial Projects		Residential Projects	Mixed-Use Projects
20,000 sq ft or less	5¢/sq ft	\$25/unit	The developer shall pay both the commercial square footage and the residential units.
20,001 - 100,000 sq ft	2.5¢/sq ft		
100,001 sq ft or more	1¢/sq ft		

## Watershed Protection Fee

All new development projects shall pay a watershed protection fee. The Village uses this money to preserve, protect, restore and maintain the watershed ecosystems. The fee shall be paid at the time of the building permit. The fee is \$250 per residential unit and \$100 per 10,000 square feet of commercial/ industrial building.

## Other Fees, Donations, and Requirements

- A. Special fees or contributions may be required for unique situations, such as road extensions, intersections, deceleration/turning lanes, or other improvements serving the development, or for other specific improvements not subject to other agreements or recaptures. For further details, consult with staff.
- B. The Village reserves the right to charge reasonable fees for the review of concept plans, due to costs of retained personnel for which the Village is charged. The Village also reserves the right to limit the extent of review of concept plans.
- C. Standard dedication of rights-of-way, easements, and similar public improvements as a function of the subdivision process are also required.
- D. Development Fee Schedule, Page 7 (updated 4.19.2016)
- E. The Village reserves the right to add or change any fees at any time, as it deems are in the best interests of the Village. Fees may also be subject to increases due to changes in the CPI.
- F. Separate sign permit fees are charged for signage for all developments. Approval of or payment of fees for any of the steps in the development process does not grant rights to any signage unless otherwise provided for in an annexation agreement (if applicable).

**Continued on Next Page**

# Development Fees

Continued from Previous Page. These fees are paid later in the approval process. Some fees may not be applicable to the project.

**TABLE A**

The following table shall be used to project and estimate the ultimate population of the subdivision for the purpose of calculating platting fees.

	Type of Dwelling Unit	Total Persons Per Unit
Single Family - Detached	3 bedrooms or less	3.25
	4 bedrooms or more	4.00
Single Family - Attached	2 bedrooms or less	2.5
	3 bedrooms	3.00
	4 bedrooms or more	4.00
Apartment Units	Efficiency	1.00
	1 bedroom	1.60
	2 bedrooms	2.50
	3 bedrooms or more	3.30

**TABLE B**

School and Park donation amounts in effect as of August 19, 2003

Dwelling Unit Type	School	Park	Total
3 - Bedroom Single - Family Detached	\$3,429	\$4,565	\$7,994
4 - Bedroom Single - Family Detached	\$5,860	\$5,928	\$11,788
2 - Bedroom Townhouse	\$ 804	\$3,134	\$3,938
3 - Bedroom Townhouse	\$1,510	\$3,767	\$5,277
Contact the Village for calculations for any other dwelling unit size not shown here.			

**TABLE C**

Site plan and development permit fee schedule in effect as of August 5, 2014

	Use of Property	Fee	
Residential Property	Single lot	\$60.00	
	Subdivisions/PUDs	Up to 1 acre or any portion thereof	\$150.00 flat fee
		Over 1 acre up to 5 acres	\$150.00 plus \$60.00 per acre or part thereof
		Over 5 acres up to 20 acres	\$300.00 plus \$30.00 per acre or part thereof
		Over 20 acres up to 50 acres	\$720.00 plus \$30.00 per acre or part thereof
		Over 50 acres	\$1,440.00 plus \$30.00 per acre or part thereof
Commercial or Industrial Property	Up to 1 acre or any portion thereof	\$180.00 flat fee	
	Over 1 acre up to 5 acres	\$240.00 plus \$60.00 per acre or part thereof	
	Over 5 acres up to 20 acres	\$480.00 plus \$60.00 per acre or part thereof	
	Over 20 acres up to 50 acres	\$1,080.00 plus \$30.00 per acre or part thereof	
	Over 50 acres	\$2,400.00 plus \$30.00 per acre or part thereof	