



## CITY OF NAPERVILLE

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

# PETITION FOR DEVELOPMENT APPROVAL

November 20, 2019

## TRANSPORTATION, ENGINEERING, & DEVELOPMENT (TED) BUSINESS GROUP

Use this packet to request development approval from the City when consideration by the Naperville Planning and Zoning Commission and/or approval from the Naperville City Council is required. This Petition for Development Approval is available on the City's website at <http://www.naperville.il.us/developmentpetition.aspx>. Questions may be directed to the City of Naperville TED Business Group at [DRT@naperville.il.us](mailto:DRT@naperville.il.us).

### ***E-Plan Review***

"E-plan review" is short-hand for electronic plan review. It is the process of reviewing development submittals in a digital format instead of on paper. All development projects submitted to the City require e-plan review. All plans (e.g., site plan, engineering plans, landscape plans, etc.) and application materials (e.g. parking and traffic studies, application forms, etc.) associated with these projects must be submitted to the City of Naperville electronically per the following table:

<b>Required E-Plan Review Submittals</b>	<b>Format*</b>	<b>Page</b>
Development Petition Form	PDF File	4 - 7
Disclosure of Beneficiaries	PDF File	8 - 9
Fees***	Check	10
Response to Standards Exhibits	PDF File	11 - 14
Legal Description**	MS Word File	N/A
Plan Submittals***	PDF File	N/A

\*Submittals must comply with the formatting and filename specifications detailed in the [Naperville PDF Submittal Requirements](#) and [Naperville Required Submittal List](#).

\*\*It is the petitioner's sole responsibility to verify that the correct legal description including address and PIN(s) is being submitted. Failure to do so may result in additional resubmittals, additional fees, meeting rescheduling, project delays, etc.

\*\*\*Refer to the Concept Meeting Summary (if applicable) for the required plan submittals and fees or contact your Project Manager if you have questions. If you do not have a Project Manager, please email [DRT@naperville.il.us](mailto:DRT@naperville.il.us) or call 630-420-6100.

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## DEVELOPMENT REVIEW PROCESS

1. Prior to submittal of a Petition for Development Approval, please email a brief description of your project to the TED Business Group at [DRT@naperville.il.us](mailto:DRT@naperville.il.us) to determine whether or not a concept meeting is required. A Project Manager will be assigned to you at this time.
2. Following your concept meeting (if required), prepare a complete Petition for Development Approval including all items noted in your Concept Meeting Summary and in the Required E-plan Review Submittals table above. All submittal materials shall comply with the formatting and filename specifications detailed in the [Naperville PDF Submittal Requirements](#) and [Naperville Required Submittal List](#).
3. Contact your Project Manager to obtain access to Naperville's e-review submittal portal. See the [Naperville E-Review Submittal Instructions](#) for additional details.
4. Electronically submit the complete Petition for Development Approval including all items noted in the Required E-plan Review Submittals table above. *Submittals will not be accepted and/or processed until all of the submittal requirements are met.*

5. Once the complete Petition for Development Approval is accepted, it will be forwarded to City departments (e.g. planning, utilities, engineering, etc.) for review and comment.
  - First submittals are subject to a 21 calendar day review cycle; and
  - Subsequent submittals (as applicable) are subject to a 14 calendar day review cycle.
6. Upon receipt of the submittal, the Project Manager will contact you with the fee requirement for the project. All required fees must be paid in full by check payable to the City of Naperville prior to the end of the first 21-day review cycle and prior to release of the City's review comments. You may drop off the check to the Development Services Counter on the 1<sup>st</sup> floor of the Municipal Center, 400 S Eagle Street, or mail it to your Project Manager's attention at City of Naperville, 400 S Eagle Street, Naperville IL 60540.
7. Once all required fees are paid, the Project Manager will transmit the City's review comments to the Primary Contact identified on the Development Petition Form. Comments may necessitate revisions to plans prior to scheduling the project for a Planning and Zoning Commission (PZC) and/or City Council meeting.
8. The Project Manager will work with the Primary Contact to schedule a public hearing/meeting before the Planning and Zoning Commission (if required). *The Primary Contact will be notified of the hearing/meeting date approximately three weeks in advance.* As required, City staff will complete newspaper publication requirements; the Petitioner/Owner shall complete the written notice and posting of a sign on the property as defined below:

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

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

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

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

### **EFFECTIVE PERIOD OF PETITION**

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

# CITY OF NAPERVILLE DEVELOPMENT PETITION FORM

DEVELOPMENT NAME (should be consistent with plat): Webster Street Estates  
ADDRESS OF SUBJECT PROPERTY: 636 S Webster Naperville IL  
PARCEL IDENTIFICATION NUMBER (P.I.N.) 0724203028

**I. PETITIONER:** D.J.K. Custom Homes, Inc. an Illinois corporation

PETITIONER'S ADDRESS: 532 S Webster

CITY: Naperville STATE: IL ZIP CODE: 60540

PHONE: 630-774-8430 EMAIL ADDRESS: dank@djkhomes.com

**II. OWNER(S):** D.J.K. Custom Homes, Inc. an Illinois corporation

OWNER'S ADDRESS: 532 S. Webster

CITY: Naperville STATE: IL ZIP CODE: 60540

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**III. PRIMARY CONTACT** *(review comments sent to this contact):* Caitlin E. Paloian - Rosanova & Whitaker, Ltd.

RELATIONSHIP TO PETITIONER: Attorney

PHONE: 630-355-4600 x 104 EMAIL ADDRESS: caitlin@rw-attorneys.com

**IV. OTHER STAFF**

NAME: Jon Green - ERA Consultants

RELATIONSHIP TO PETITIONER: Engineer

PHONE: 630-393-3060 EMAIL ADDRESS: jgreen@eraconsultants.com

NAME: \_\_\_\_\_

RELATIONSHIP TO PETITIONER: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**V. PROPOSED DEVELOPMENT**

(check applicable and provide responses to corresponding exhibits on separate sheet)

<p><b>PZC&amp;CC Process</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Annexation (Exhibit 3)</li> <li><input type="checkbox"/> Rezoning (Exhibit 4)</li> <li><input type="checkbox"/> Conditional Use (Exhibit 1)</li> <li><input type="checkbox"/> Major Change to Conditional Use (Exhibit 1)</li> <li><input type="checkbox"/> Planned Unit Development (PUD) (Exhibit 2)</li> <li><input type="checkbox"/> Major Change to PUD (Exhibit 2)</li> <li><input type="checkbox"/> Preliminary PUD Plat (Exhibit 2)</li> <li><input type="checkbox"/> Preliminary/Final PUD Plat</li> <li><input type="checkbox"/> PUD Deviation (Exhibit 6)</li> <li><input type="checkbox"/> Zoning Variance (Exhibit 7)</li> <li><input type="checkbox"/> Sign Variance (Exhibit 7)</li> <li><input type="checkbox"/> Subdivision Variance to Section 7-4-4</li> </ul>
<p><b>CC Only Process</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minor Change to Conditional Use (Exhibit 1)</li> <li><input type="checkbox"/> Minor Change to PUD (Exhibit 2)</li> <li><input type="checkbox"/> Deviation to Platted Setback (Exhibit 8)</li> <li><input type="checkbox"/> Amendment to an Existing Annexation Agreement</li> <li><input type="checkbox"/> Preliminary Subdivision Plat (creating new buildable lots)</li> <li><input type="checkbox"/> Final Subdivision Plat (creating new buildable lots)</li> <li><input checked="" type="checkbox"/> Preliminary/Final Subdivision Plat (creating new buildable lots)</li> <li><input type="checkbox"/> Final PUD Plat (Exhibit 2)</li> <li><input type="checkbox"/> Subdivision Deviation (Exhibit 8)</li> <li><input type="checkbox"/> Plat of Right-of-Way Vacation</li> </ul>
<p><b>Administrative Review</b> <b>Administrative Review</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Administrative Subdivision Plat (no new buildable lots are being created)</li> <li><input type="checkbox"/> Administrative Adjustment to Conditional Use</li> <li><input type="checkbox"/> Administrative Adjustment to PUD</li> <li><input type="checkbox"/> Plat of Easement Dedication/Vacation</li> <li><input type="checkbox"/> Landscape Variance (Exhibit 5)</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Please specify:</li> </ul>

ACREAGE OF PROPERTY: 0.48 Acres

DESCRIPTION OF PROPOSAL/USE (use a separate sheet if necessary)

Preliminary/Final Plat of Subdivision to create two (2) legal lots of record. Please see the attached petition  
for additional information.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VI. REQUIRED SCHOOL AND PARK DONATIONS (RESIDENTIAL DEVELOPMENT ONLY)**

(per Section 7-3-5: Dedication of Park Lands and School Sites or for Payments or Fees in Lieu of)

**Required School Donation will be met by:**


- Cash Donation (paid prior to plat recordation)
- Cash Donation (paid per permit basis prior to issuance of each building permit)
- Land Dedication

**Required Park Donation will be met by:**

- Cash Donation (paid prior to plat recordation)
- Cash Donation (paid per permit basis prior to issuance of each building permit)
- Land Dedication

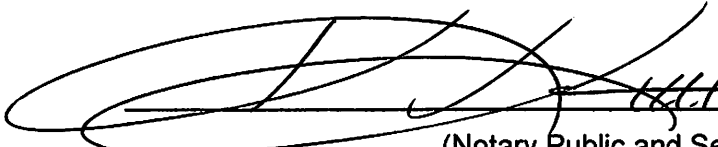
**VII. PETITIONER'S SIGNATURE**

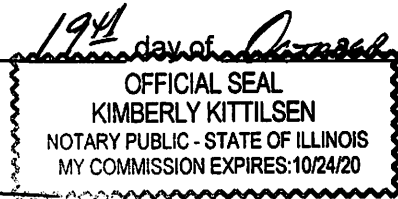
I, Dan Kittilsen, President (Petitioner's Printed Name and Title), being duly sworn, declare that I am duly authorized to make this Petition, and the above information, to the best of my knowledge, is true and accurate.

  
(Signature of Petitioner or authorized agent)

10-19-2020  
(Date)

SUBSCRIBED AND SWORN TO before me this 19<sup>th</sup> day of October, 2020

  
(Notary Public and Seal)



**CITY OF NAPERVILLE  
DISCLOSURE OF BENEFICIARIES**

In compliance with Title 1 (Administrative), Chapter 12 (Disclosure of Beneficiaries) of the Naperville Municipal Code ("Code"), as amended, the following disclosures are required when any person or entity applies for permits, licenses, approvals, or benefits from the City of Naperville unless they are exempt under 1-12-5:2 of the Code. Failure to provide full and complete disclosure will render any permits, licenses, approvals or benefits voidable by the City.

1. Petitioner: D.J.K. Custom Homes, Inc.  
Address: 532 S. Webster, Naperville, IL 60540  
\_\_\_\_\_

2. Nature of Benefit sought: Preliminary/Final Plat of Subdivision

3. Nature of Petitioner (select one):

- |   |  |
|---|--|
| a. Individual                                   | e. Partnership                         |
| <input checked="" type="radio"/> b. Corporation | f. Joint Venture                       |
| c. Land Trust/Trustee                           | g. Limited Liability Corporation (LLC) |
| d. Trust/Trustee                                | h. Sole Proprietorship                 |

4. If Petitioner is an entity other than described in Section 3, briefly state the nature and characteristics of Petitioner:  
  
\_\_\_\_\_

5. If your answer to Section 3 was anything other than "Individual", please provide the following information in the space provided on page 9 (or on a separate sheet):

- **Limited Liability Corporation (LLC):** The name and address of all members and managing members, as applicable. If the LLC was formed in a State other than Illinois, confirm that it is registered with the Illinois Secretary of State's Office to transact business in the State of Illinois.
- **Corporation:** The name and address of all corporate officers; the name and address of every person who owns five percent (5%) or more of any class of stock in the corporation; the State of incorporation; the address of the corporation's principal place of business. If the State of incorporation is other than Illinois, confirm that the corporation is registered with the Illinois Secretary of State's Office to transact business in the State of Illinois.
- **Trust or Land Trust:** The name, address and interest of all persons, firms, corporations or other entities who are the beneficiaries of such trust.
- **Partnerships:** The type of partnership; the name and address of all general and limited partners, identifying those persons who are limited partners and those who are general partners; the address of the partnership's principal office; and, in the case of a limited partnership, the county where the certificate of limited partnership is filed and the filing number.
- **Joint Ventures:** The name and address of every member of the joint venture and the nature of the legal vehicle used to create the joint venture.
- **Sole Proprietorship:** The name and address of the sole proprietor and any assumed name.
- **Other Entities:** The name and address of every person having a proprietary interest, an interest in profits and losses or the right to control any entity or venture not listed above.

Dan Kittilsen, President, 2707 San Luis Court, Naperville, IL 60565

Kimberly Kittilsen, Secretary, 2707 San Luis Court, Naperville, IL 60565

6. Name, address and capacity of person making this disclosure on behalf of the Petitioner:

Dan Kittilsen, President

VERIFICATION

I, Dan Kittilsen (print name), being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the Petitioner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature: 

Subscribed and Sworn to before me this 14th day of August, 2020

  
Notary Public and seal

