



CITY OF NAPERVILLE

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

PETITION FOR DEVELOPMENT APPROVAL

November 8, 2023

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.

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:

Required E-Plan Review Submittals	Format*	Page
Development Petition Form	PDF File	4 - 8
Disclosure of Beneficiaries	PDF File	9 -12
Fees***	Check	13
Response to Standards Exhibits	PDF File	14 - 17
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 or call 630-420-6100.

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 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.
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 release of the City's next set of review comments. You may drop off the check to the Development Services Counter on the 1st 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 ¹	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

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

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

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): Charleston Place

ADDRESS OF SUBJECT PROPERTY: 1103 Aurora Avenue

PARCEL IDENTIFICATION NUMBER (P.I.N.) 07-24-100-015 and 07-23-208-013

I. PETITIONER: Charleston Investments, LLC an Illinois limited liability company

PETITIONER'S ADDRESS: 933 E. Ogden Ave.

CITY: Naperville STATE: IL ZIP CODE: 60563

PHONE: 630-420-8084 EMAIL ADDRESS: erikvansomerer@gmail.com

II. OWNER(S): Ronald A. Hicks, Bishop of the Roman Catholic Diocese of Joliet, Illinois,
successor Trustee, of Trust Agreement dated December 31, 1949

OWNER'S ADDRESS: 16555 Weber Road

CITY: Crest Hill STATE: IL ZIP CODE: 60403

PHONE: 815-221-6211 EMAIL ADDRESS: mharton@dioceseofjoliet.org

III. PRIMARY CONTACT *(review comments sent to this contact):* Vince Rosanova

RELATIONSHIP TO PETITIONER: Attorney

PHONE: 630-355-4600 EMAIL ADDRESS: vince@rw-attorneys.com

IV. OTHER STAFF

NAME: Jim Caneff – Civil & Environmental Consultants, Inc.

RELATIONSHIP TO PETITIONER: Civil Engineer

PHONE: 630-541-0640 EMAIL ADDRESS: jcaneff@cecinc.com

NAME: Bruce George – Charles Vincent George Architects

RELATIONSHIP TO PETITIONER: Architect

PHONE: 630-357-2023 EMAIL ADDRESS: bgeorge@cvqarchitects.com

NAME: Steve Corcoran – Eriksson Engineering Associates, Ltd.

RELATIONSHIP TO PETITIONER: Traffic Engineer

PHONE: 847-250-2610 EMAIL ADDRESS: scorcoran@eea-ltd.com

V. PROPOSED DEVELOPMENT AND PROPERTY

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

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

ACREAGE OF PROPERTY: +/- 7.245 acres

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

Development of a 30 unit single-family home community. Please see included submitted Petition.

VI. REQUIRED DISCLOSURE:

DISCLOSE ANY ORDINANCES, COVENANTS, DEED RESTRICTIONS, OR AGREEMENTS RECORDED AGAINST THE PROPERTY WHICH CURRENTLY APPLY TO OR AFFECT THE PROPERTY.

- For ordinances, provide only the title(s) of the ordinance and their recording number.
- For mortgages, provide only the name of the current mortgagee and the recording number.
- For all other documents, provide an electronic copy with this Petition with the recording number.

FAILURE TO FULLY COMPLY WITH THIS REQUIRED DISCLOSURE WILL ENTITLE THE CITY TO REVOKE ONE OR MORE ENTITLEMENTS SOUGHT IN THIS PETITION.

Ord. No. 11-146 (R2011-151297), Easements R2004-159736, R2004-159735, and R75-1004,
Covenant R2003-477552, Mortgage R2015-061345, Rights of the Public Doc. No. 159008

VII. 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:

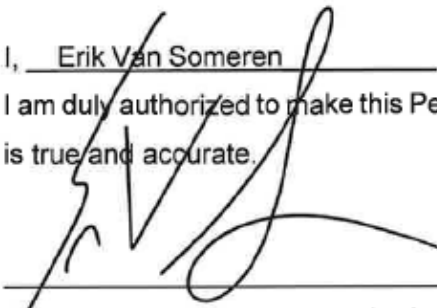
- ☐ Cash Donation (paid prior to plat recordation)
- ☒ Cash Donation (paid per permit basis prior to issuance of each building permit)
- ☐ Land Dedication

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

VIII. PETITIONER'S SIGNATURE

I, Erik Van Someren (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)

11/19/24

(Date)

SUBSCRIBED AND SWORN TO before me this 19 day of November, 2024



(Notary Public and Seal)



IX. OWNER'S AUTHORIZATION LETTER¹

I/we hereby certify that I/we am/are the owner(s) of the above described Subject Property. I/we am/are respectfully requesting processing and approval of the request(s) referenced in this Petition. I/we hereby authorize the Petitioner listed on this Petition to act on my/our behalf during the processing and presentation of this request(s).

+ Ronald A. Hicks

(Signature of 1st Owner or authorized agent)

(Signature of 2nd Owner or authorized agent)

11-20-2024

(Date)

(Date)

Ronald A. Hicks

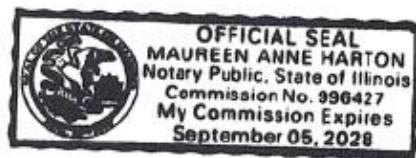
1st Owner's Printed Name and Title

2nd Owner Printed Name and Title

SUBSCRIBED AND SWORN TO before me this 20th day of November, 2024

Maureen A. Harton

(Notary Public and Seal)



¹ Please include additional pages if there are more than two owners.

CITY OF NAPERVILLE
PETITIONER/APPLICANT - 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: Charleston Investments, LLC an Illinois limited liability company
Address: 933 E. Ogden Ave.
Naperville, IL 60563
2. Nature of Benefit sought: Rezoning and Final Plat of Subdivision
3. Nature of Petitioner (select one):
 - a. Individual
 - b. Corporation
 - c. Land Trust/Trustee
 - d. Trust/Trustee
 - e. Partnership
 - f. Joint Venture
 - g. Limited Liability Corporation (LLC)
 - 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.

Adam Van Someren, 933 E Ogden Ave., Naperville, IL 60563

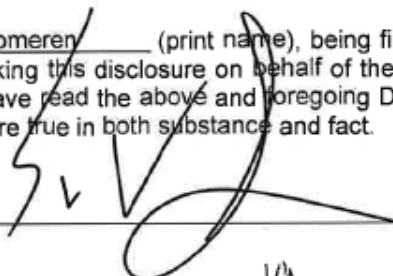
Erik Van Someren, 933 E Ogden Ave., Naperville, IL 60563

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

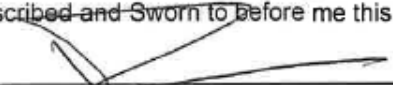
Erik Van Someren - Manager, 933 E Ogden Ave., Naperville, IL 60563

VERIFICATION

I, Erik Van Someren (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 19 day of November, 2024.


Notary Public and seal



CITY OF NAPERVILLE
PROPERTY OWNER - 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. Owner: Ronald A. Hicks, Bishop of the Roman Catholic Diocese of Joliet, Illinois, successor
Trustee, of Trust Agreement dated December 31, 1949
Address: 16555 Weber Road
Crest Hill, IL 60403
2. Nature of Benefit sought: Rezoning and Final Plat of Subdivision
3. Nature of Owner (select one):
 - a. Individual
 - b. Corporation
 - c. Land Trust/Trustee
 - d. Trust/Trustee
 - e. Partnership
 - f. Joint Venture
 - g. Limited Liability Corporation (LLC)
 - h. Sole Proprietorship
4. If Owner is an entity other than described in Section 3, briefly state the nature and characteristics of Owner:

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):
 - a. **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.
 - b. **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.
 - c. **Trust or Land Trust:** The name, address and interest of all persons, firms, corporations or other entities who are the beneficiaries of such trust.
 - d. **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.
 - e. **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.
 - f. **Sole Proprietorship:** The name and address of the sole proprietor and any assumed name.
 - g. **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.

Please see included documentation below

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

Ronald A. Hicks, Diocesan Bishop of the Roman Catholic Diocese of Joliet

16555 Weber Road Crest Hill, IL 60403

VERIFICATION

I, Ronald A. Hicks (print name), being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the Owner, 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: + Ronald A. Hicks

Subscribed and Sworn to before me this 20th day of November, 2024.

Maureen A. Harton
Notary Public and seal

