

Article 11 Site Plan Review Requirements

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11.01 Concept Plan Review Prior to Site Plan Submission

1. Prior to submitting a formal Site Plan under this Article, applicants are encouraged to participate in a Concept Plan Review with the Village Administrator or their designee. The purpose of this review is to evaluate the general feasibility of a proposed development and determine whether additional zoning applications (e.g., zoning map amendment, special use permit, variance, or text amendment) are required prior to, or in conjunction with, Site Plan submission.
2. The Concept Plan Review process is intended to:
 - a) Identify early compliance issues with the Unified Development Ordinance (UDO) and Comprehensive Plan;
 - b) Determine whether the proposed use is permitted by right or requires additional approvals;
 - c) Evaluate general layout and design concepts prior to the preparation of fully engineered and architectural plans;
 - d) Coordinate with Village staff and external agencies regarding site access, infrastructure, drainage, circulation, and fire protection requirements;
 - e) Discuss potential triggers for additional professional studies, including but not limited to traffic impact studies, drainage calculations, or fire flow analysis.
3. The Concept Plan submission should include, at a minimum:
 - a) A sketch or illustrative layout of the proposed development;
 - b) A narrative describing proposed uses and objectives;
 - c) Estimated building footprints, height, and general layout;
 - d) Conceptual vehicular and pedestrian access points;
 - e) Preliminary utility routing and stormwater concepts;
 - f) Vicinity or aerial map for contextual reference.
4. The Village Administrator or their designee shall distribute the Concept Plan to relevant Village departments, including Public Works, Fire Protection, and the Village Engineer, as well as any applicable reviewing agencies. Feedback shall be coordinated internally and issued to the applicant within thirty (30) calendar days from the date of submission, unless extended by mutual agreement.
5. Comments provided during the Concept Plan Review are advisory only and shall not be construed as formal approval, nor shall they bind the Village to any future approvals. The purpose is to inform the applicant of potential requirements, deficiencies, or conflicts prior to incurring significant design costs.

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6. Based on the results of the Concept Plan Review, the Village Administrator or their designee shall advise the applicant as to:
- a) Whether the project may proceed to formal Site Plan Review;
 - b) Whether one or more zoning applications are required;
 - c) Any additional documentation or studies recommended for a complete submission.
7. This process is intended to reduce financial risk to applicants, provide predictability in the approval process, and ensure alignment with Village regulations and infrastructure capacity from the outset.

11.0111.02 Developments Subject to Site Plan Review

1. A site plan shall be submitted in the form and manner as hereinafter provided whenever there is any proposed development, redevelopment, or improvements to a parcel of land.
2. No modification or alteration in the use of land, use of buildings, or building size and structural components shall be permitted nor shall any building permit be issued until a site plan as provided above is submitted and approved. The submission and approval requirements of this Article do not apply to one or two-family dwellings in residential zoning districts; however, building permits and other alternative plan submittal requirements of Article 14 shall apply.
3. A new site plan and approval thereof shall be required before any modification, alteration or expansion of a proposed use of land, use of building, or building size and structural components is made to a previously approved site plan.

11.0211.03 Application Requirements

1. The subdivider or developer shall submit to the Village ~~Building Official ten-five (540)~~ paper copies in addition to a digital copy of the engineering plan described herein. Village may request additional copies if needed. The Village Building Official shall refer the engineering plan to the Village staff for review.
2. The plan shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that it will conform to the provisions of all relevant laws, ordinances, rules, and regulations.
3. The plan shall be signed and sealed by an Illinois professional engineer or a licensed architect, unless:
 - a. The change in use of land shall require an expenditure of less than five thousand dollars (\$5,000.00); or
 - b. The size of the land to be affected by the change is less than four thousand (4,000) square feet; or
 - c. The building or addition does not require a licensed architect or professional engineer under the laws of the State of Illinois in which case, the owner may sign the plan, or the Village Building Official may waive the requirement to file the plan.
4. The plan shall contain the information and meet minimum specifications as follows, unless not applicable in the opinion of the Village Building Official:
 - a. Name and address of the developer;
 - b. Name and address of the property owner;

- c. Survey information including distances with angles or bearings and north points;
- d. Map showing location of site in relation to surrounding properties and streets, including, but not limited to, properties on the opposite sides of adjoining streets;
- e. The plan scale shall be one inch equals twenty (20) feet unless prior approval of a different plan scale is given by the Village Building Official;
- f. Zoning classification of the land and the zoning classifications of adjacent lands;
- g. Existing and proposed street curb cut radii and curb cut width;
- h. Location, dimensions, and area of existing buildings, complete with the type and location of utility connections;
- i. Proposed buildings with footprint dimensions, building area in square feet, and number of stories;
- j. Distance between buildings and all property lines and between buildings;
- k. Existing and proposed contours or spot grades;
- l. Building use including, if applicable, apartments, rooming units, and estimated number of employees;
- m. Area of land in square feet;
- n. Drainage design for roof areas, parking lot, and driveways, and sump pumps, showing area for or method of disposal of surface runoff waters (surface pitch shall be shown);
- o. Location of proposed or existing streets and curbs, sidewalks, easements, and rights-of-way;
- p. Location, size, and elevation of proposed or existing sanitary sewers, storm sewers, water mains, hydrants, gas lines, underground power and communication lines, catch basins, drywells, manholes, and any other appurtenances.
- q. Location and approximate diameter of existing trees, together with their common names, the total number of trees to be planted, common names, planting depths, backfill materials, trees to be removed, and trees to remain after development. Furthermore, all proposed landscaping shall be in accordance with other landscaping requirements of this ordinance.
- r. Location, height, and type of materials used for common fences, or fences designed to screen motor vehicle lights so as to prevent illumination of residential areas;
- s. Location and size of retaining walls and the type of materials to be used in construction;
- t. Delineation of parking lots, driveways and approaches, parking areas and spaces, outside storage, rubbish and garbage areas, loading areas, and pavement surfacing and screening thereof;
- u. Directions of vehicular traffic flow to, from, and within the area, together with traffic control signs, signals, and markings;
- v. Locations, height, and type of all outside lighting including street lighting and sign lighting;
- w. Locations, size, height and overall dimensions of existing or proposed outside signs;
- x. Location of floodway/floodplain, wetlands, stormwater management and erosion control in accordance with Article 10.

y. Additional information to be placed on the site plan beyond the requirements listed above may be required by the Village ~~Building Official~~.

5. The applicant shall complete a Development Escrow Agreement with the Village in accordance with Section 8.01.02 of this Ordinance, to ensure reimbursement of professional service expenses associated with application review

11.0311.04 Site Plan Review Procedure

After the plan is filed in conformance with this Ordinance, ~~the Village Administrator or designee Building Official~~ shall transmit for review and written comment a copy of the plan, or relevant portions thereof, to the Village Building Official, Public Works Director, Village Engineer, Win-Bur-Sew Fire Protection District Fire Chief, ~~Rock River Water Reclamation~~ Four Rivers Sanitary District and any other appropriate village staff with ten (10) working days following the filing of site plan. The Staff shall review the site plan for conformance with Village of Winnebago requirements and shall provide the Village ~~Administrator or designee Building Official~~ with written comments thereon within ten (10) working days of receipt of the plan. The Village Building Official shall either approve or deny the plan within thirty (30) days after said site plan is filed. If said plan is denied, the Village Building Official shall specify in writing the reasons for said denial, which may be cured upon the filing of amended plans, or portions thereof.

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Site plans shall be reviewed and approved by the Village Building Official after receiving approval from the Public Works Director, Village Engineer, Fire Chief, and other Village staff, and in accordance with the following:

1. Compliance of the site plan with the requirements of this ordinance.
2. The Village Building Official shall review and, if correct, approve the site plan for conformance with:
 - a. Building codes and other applicable ordinances relating to building construction;
 - b. Building setback and height requirements;
 - c. Lot area and lot coverage standards;
 - d. Required off-street parking space and dimensional standards;
 - e. Sign size and location requirements;
 - f. Landscaping, screening, and tree preservation requirements;
 - g. Additional characteristics of site design as deemed appropriate.
3. The Public Works Director and Village Engineer shall review and, if correct, approve the site plan for conformance with:
 - a. Public and private street right-of-way and width requirements;
 - b. Curb cut location and design standards;
 - c. Location of pavement and structural standards for parking areas and sidewalks;
 - d. Traffic and pedestrian circulation systems;
 - e. Any required traffic impact studies;
 - f. In conjunction with Fire Chief, any required fire flow studies;
 - g. Grading, drainage, erosion control, and floodplain requirements;
 - h. Storm sewer;
 - i. Sanitary sewer main lines and lateral connections, sanitary lift stations, water main lines, hydrants, and services.

4. The Village Building Official and Public Works Director shall review and, if correct, approve the site plan for:
 - a. Accessibility of fire fighting vehicles and equipment;
 - ~~j.~~a. The provision of adequate fire hydrant locations;
 - ~~k.~~b. Conformance with building structural standards and improvements with respect to fire codes and requirements.

~~11.04~~11.05 Administrative Procedures

The following procedures shall apply to assure compliance with the site plan:

- ~~1.~~ No departure from the approved plan shall be permitted without the express written consent of the Village Building Official, who shall first receive the concurrence of the appropriate Village officials prior to rendering a decision. The land area of a site developed pursuant to an approved plan shall not thereafter be enlarged or reduced in size, and no substantial change shall thereafter be made to any of the structures or facilities approved on the original site plan without submission of a new plan. The procedures for review and approval or disapproval of a new or revised plan shall be the same as for the initial application.
- ~~1.2.~~A building permit shall not be issued for a project requiring Site Plan Review until the Village Building Official has approved the site plan in accordance with this Article. However, the Village Building Official may, at their discretion and with the concurrence of other appropriate Village officials, authorize partial or phased permits for specific components of the project that are unaffected by any outstanding site plan review issues, provided such work is consistent with the overall intent of the ordinance and does not preclude necessary revisions to the remaining portions of the site plan.
- ~~2.3.~~ The Village Building Official shall not issue an Occupancy Certificate in accordance with this ordinance, for a building until satisfied that the construction and development has substantially complied with the plan, these regulations and other applicable ordinances of the Village.