

HOW TO PETITION THE CITY FOR PLANNED UNIT DEVELOPMENT

The City of Joliet Zoning Ordinance provides for a special type of zoning approval which may be granted in any of the zoning districts and which is called Planned Unit Development (PUD). Under the provisions of Section 47-15A.8 of the Zoning Ordinance, the City may grant approval for specific development plans, which may include variations from the strict requirements of the district zoning regulations. A Planned Unit Development must meet certain criteria for superior design and site planning. The PUD process involves two steps: **preliminary PUD** and **final PUD** submissions. If the existing lots are to be subdivided, a **recording plat** (subdivision of land) will also be required.

Petitions for preliminary and final Planned Unit Developments are first reviewed by the Plan Commission, which provides a recommendation, and then are reviewed by the City Council for a final decision. Petitions for recording plats are reviewed by City Council only. Planned Unit Developments are subject to the City's Subdivision Regulations.

A description of the Planned Unit Development procedure is as follows:

PRELIMINARY PLANNED UNIT DEVELOPMENT

PRE-SUBMITTAL

1. Applicant checks with Planning Division staff to discuss PUD and subdivision requirements and to schedule a pre-application meeting if staff determines that to be required.
 - a. Applicants proposing PUDs may be asked to attend a **Development Team** meeting prior to submitting a petition.
 - i. Development Team meets on the second and third Wednesdays of the month at 9:00 a.m., 10:00 a.m., and 11:00 a.m. Contact the Planning Division to schedule a time slot.
 - ii. The applicant must have conceptual plans prepared to be scheduled for a Development Team meeting.

PETITION, PLAT, AND PLANS SUBMITTAL

2. Applicant **files a petition** for preliminary Planned Unit Development.
 - a. Submission requirements:
 - i. Petition for Planned Unit Development
 - a. Residential PUDs only – Park Lands: The petition should include information on the type of park land contribution proposed. Written communication from the park district indicating their initial acceptance of the type of contribution is also required.
 - ii. Ownership Disclosure
 - iii. [Fees](#)
 - a. Petition filing fee: \$500 plus \$50 per lot (max. \$5000)
 - b. Engineering review fee: \$235 plus \$12 per acre

- c. Sign deposit (properties that are less than one acre ONLY): \$100
 - iv. Digital copy of PUD plat (see ProjectDox submission)
 - v. Elevations and floor plans of proposed buildings
 - vi. Landscaping plans, including tree preservation plan
 - vii. Written material
 - a. Scope of development: site area, number and types of dwelling units, floor area, open space area, rooms per dwelling unit, etc.
 - b. Phasing of PUD: general timeline of expected completion dates
 - c. Financial plan
 - d. Marketing plan
 - e. Ownership of open space, if any
 - b. **ProjectDox submission** (see Plat Review section below):
 - i. Plat and plans must be uploaded into the ProjectDox Planning Application.
 - ii. Elevations, floor plans, landscaping plan, and tree preservation plan should also be uploaded.
3. After a petition is submitted, staff reviews the application for completeness.
- a. If items are still needed, staff will inform the applicant of any remaining requirements.
 - b. The ProjectDox review of the plans must be fully approved by all staff review groups to be considered complete.

PLAT REVIEW

- 4. Applicant **uploads the plat and plans** into the ProjectDox Planning Application.
 - a. See “ProjectDox Planning Application Info Sheet”
- 5. The application will undergo staff review cycles, followed by applicant revisions, until the project has been approved by all staff review groups.
- 6. Once the review of the plat and plans is complete and the ProjectDox application has been approved, the preliminary planned unit development petition can be scheduled for a Plan Commission meeting.
 - a. Complete review typically includes:
 - i. Approved plat (no further revisions needed)
 - ii. Approved elevations, floor plans, and landscaping plans
 - iii. Written communication from the park district indicating their initial acceptance of the type of contribution proposed by the developer: land donation, cash contribution, or combination of the two. (Residential planned unit developments only)

PLAN COMMISSION PROCEDURE

7. Once the petition is determined to be complete, the petition will be placed on a Plan Commission agenda (meets third Thursday of the month).
8. Applicant **posts signs** at least 15 days prior to the public hearing.
 - a. For parcels greater than one acre, the applicant is responsible for obtaining and posting the signs.
 - b. For parcels less than one acre, the City prepares the signs, and the applicant pays a \$100 sign deposit and posts the signs.
9. Staff prepares a report to the Plan Commission.
10. **Plan Commission holds a public hearing** and makes a recommendation to City Council.
 - a. The applicant or authorized agent must attend the hearing to represent the petition and answer any questions.
 - b. Plan Commission meetings are held on the third Thursday of the month at 4:00 p.m. in the City Hall Council Chambers.

CITY COUNCIL PROCESS

11. **City Council** reviews the PUD request at a regularly scheduled meeting.
 - a. Council meetings are held on the first and third Tuesdays of the month at 6:30 p.m. in the City Hall Council Chambers; Pre-Council meetings are held at 5:30 p.m. on the Monday before the Council meeting.
 - b. It is recommended that the applicant or authorized agent attend the pre-Council and Council meetings.
 - c. Check with Planning staff to determine specific Council dates.
12. If approved, the City signs the preliminary Planned Unit Development ordinance and sends a copy to the applicant.

EFFECTIVE PERIOD OF PRELIMINARY PLANNED UNIT DEVELOPMENT

13. Effective period of approved preliminary PUD:
 - a. The preliminary PUD expires two years from the date of approval, at which point approval of a final PUD must be obtained.
 - b. To extend the effective period of the preliminary PUD, the owner may request an extension for up to an additional three years.

FINAL PLANNED UNIT DEVELOPMENT

PRE-SUBMITTAL

1. Applicant checks with Planning Division staff to discuss PUD and subdivision requirements and schedule a pre-application meeting (if not already completed as part of the preliminary PUD process).
 - a. Applicants proposing PUDs may be asked to attend a **Development Team** meeting prior to submitting a petition.
 - i. Development Team meets on the second and third Wednesdays of the month at 9:00 a.m., 10:00 a.m., and 11:00 a.m. Contact the Planning Division to schedule a time slot.
 - ii. The applicant must have conceptual plans prepared to be scheduled for a Development Team meeting.
2. Applicant **submits construction plans and engineering plans** for review.
 - a. Applicant uploads all plans associated with the final engineering of the Planned Unit Development into the ProjectDox Engineering Application.
 - i. ProjectDox Portal: <https://joliet-il-us.avolvecloud.com/>
 - ii. Submission must include the Engineer's Opinion of Probable Construction Costs for all improvements
 - b. The engineering plans must be approved before the final PUD petition can be submitted.
 - i. Per Subdivision Regulations Section 3.3(A)(4), approved through Ordinance #18789 in September 2025.

PETITION, PLAT, AND PLANS SUBMITTAL

3. Applicant **files a petition** for final Planned Unit Development.
 - a. Submission requirements:
 - i. Petition for Planned Unit Development
 - a. Residential subdivisions only – Park Lands: The petition should include an agreement signed by the park district that indicates the type of park land contribution and its details: the dollar value of any cash contribution and the acreage and facilities description of any land dedication.
 - ii. Ownership Disclosure
 - iii. [Fees](#)
 - a. Petition filing fee: \$500 plus \$50 per lot (max. \$5000)
 - b. Sign deposit (properties that are less than one acre ONLY): \$100
 - iv. Digital copy of PUD plat (see ProjectDox submission)
 - v. Engineering plans and construction drawings approved in ProjectDox Engineering Application
 - a. Approved means no further revisions or unresolved comments in the ProjectDox application

- vi. Elevations and floor plans of proposed buildings
 - vii. Landscaping plans, including tree preservation plan
 - viii. Written material
 - a. Scope of development: site area, number and types of dwelling units, floor area, open space area, rooms per dwelling unit, etc.
 - b. Phasing of PUD: general timeline of expected completion dates
 - c. Financial plan
 - d. Marketing plan
 - e. Ownership of open space, if any
 - b. **ProjectDox submission** (see Plat Review section below):
 - i. Plat and plans must be uploaded into the ProjectDox Planning Application.
 - ii. Elevations, floor plans, landscaping plan, and tree preservation plan should also be uploaded.
4. After a petition is submitted, staff reviews the application for completeness.
- a. If items are still needed, staff will inform the applicant of any remaining requirements.
 - b. The ProjectDox review of the plans must be fully approved by all staff review groups to be considered complete.

PLAT REVIEW

- 5. Applicant **uploads the plat and plans** into the ProjectDox Planning Application.
 - a. See “ProjectDox Planning Application Info Sheet”
- 6. The application will undergo staff review cycles, followed by applicant revisions, until the project has been approved by all staff review groups.
- 7. Once the review of the plat and plans is complete and the ProjectDox application has been approved, the final Planned Unit Development petition can be scheduled for a Plan Commission meeting.
 - a. Complete review typically includes:
 - i. Approved plat (no further revisions needed)
 - ii. Approved elevations, floor plans, and landscaping plans
 - iii. Agreement letter signed by the park district indicating their acceptance of the type of contribution proposed by the developer, including total acres for a land donation and dollar amount for a cash contribution. (Residential Planned Unit Developments only)

PLAN COMMISSION PROCEDURE

- 8. Once the petition is determined to be complete, the petition will be placed on a Plan Commission agenda (meets third Thursday of the month).

9. Applicant **posts signs** at least 15 days prior to the public hearing.
 - a. For parcels greater than one acre, the applicant is responsible for obtaining and posting the signs.
 - b. For parcels less than one acre, the City prepares the signs, and the applicant pays a \$100 sign deposit and posts the signs.
10. Staff prepares a report to the Plan Commission.
11. **Plan Commission holds a public hearing** and makes a recommendation to City Council.
 - a. The applicant or authorized agent must attend the hearing to represent the petition and answer any questions.
 - b. Plan Commission meetings are held on the third Thursday of the month at 4:00 p.m. in the City Hall Council Chambers.

CITY COUNCIL PROCESS

12. **City Council** reviews the PUD request at a regularly scheduled meeting.
 - a. Council meetings are held on the first and third Tuesdays of the month at 6:30 p.m. in the City Hall Council Chambers; Pre-Council meetings are held at 5:30 p.m. on the Monday before the Council meeting.
 - b. It is recommended that the applicant or authorized agent attend the pre-Council and Council meetings.
 - c. Check with Planning staff to determine specific Council dates.
13. If approved, the City signs the final Planned Unit Development ordinance and sends a copy to the applicant.

EFFECTIVE PERIOD OF PRELIMINARY PLANNED UNIT DEVELOPMENT

14. Effective period of approved final PUD:
 - a. When a PUD also includes a subdivision of land, the approval of a final PUD shall be effective for a period of time equal to the remaining effective period of the preliminary PUD.
 - i. The preliminary PUD expires two years from the date of approval, at which point approval of a recording plat must be obtained.
 - b. When a PUD does not include a subdivision of land, the approval of the final PUD and completion of all conditions (if any) will complete the process.

RECORDING PLAT

PETITION AND PLAT SUBMITTAL

1. Applicant **files a petition** for a recording plat.
 - a. Recording plat petitions are typically submitted with and reviewed alongside the final Planned Unit Development petition.
 - b. Submission requirements:
 - i. Petition for Subdivision of Land
 - ii. Ownership Disclosure
 - iii. [Fees](#)
 - a. Petition fee: \$500
 - iv. Digital copy of plat (see ProjectDox submission)
 - c. **ProjectDox submission** (see Plat Review section below):
 - i. Plat must be uploaded into the ProjectDox Planning Application.
2. After a petition is submitted, staff reviews the application for completeness.
 - a. If items are still needed, staff will inform the applicant of any remaining requirements.
 - b. The ProjectDox review of the plat must be fully approved by all staff review groups to be considered complete.

PLAT REVIEW

3. Applicant **uploads the plat** into the ProjectDox Planning Application.
 - a. See “ProjectDox Planning Application Info Sheet”
4. The application will undergo staff review cycles, followed by applicant revisions, until the project has been approved by all staff review groups.
5. Once the plat review is complete and the ProjectDox application has been approved, the record plat petition can be scheduled for a City Council meeting.
 - a. Complete review typically includes:
 - i. Approved plat (no further revisions needed)
 - b. Recording plat petitions are typically reviewed alongside the final planned unit development petition.

CITY COUNCIL PROCESS

6. **City Council** reviews the subdivision request at a regularly scheduled meeting.
 - a. Council meetings are held on the first and third Tuesdays of the month at 6:30 p.m. in the City Hall Council Chambers; Pre-Council meetings are held at 5:30 p.m. on the Monday before the Council meeting

- b. Is it recommended that the applicant or authorized agent attend the pre-Council and Council meetings.
 - c. Check with Planning staff to determine specific Council dates.
7. If approved, the applicant must next **complete any conditions of approval**, which typically include submission of:
- a. A performance bond or letter of credit for public improvements
 - b. A one and one-quarter percent inspection fee for public improvements
 - c. An irrevocable offer of dedication for public improvements
8. The applicant **submits one mylar** of the recording plat for signatures by City officials.
- a. All requirements (including submission of bond and payment of fees) must be met prior to submitting the mylar.
 - b. The mylar should already be signed by non-City parties.
9. City staff circulates the mylar for City signatures and then notifies the applicant when the mylar is ready to be picked up from the Planning counter at City Hall.
10. The applicant **records the recording plat** with the Recorder of Deeds.
11. Applicant **submits via email one digital copy of the recorded plat** to the City of Joliet Planning Division.

Forms: Applications, the ownership disclosure, the fee schedule, and meeting dates can be found on the City's website: <https://www.joliet.gov/government/departments/community-development/planning-zoning/boards-commissions>

Development Team: Anyone preparing documents for development proposals or plat documents should contact the City for a preliminary conversation and review. It is recommended that new subdivision proposals and significant developments are reviewed at a Development Team meeting. Development Team consists of staff from several City departments including Planning, Building and Inspections, Public Works, Public Utilities, and Economic Development. Development Team meets on the second and third Wednesday of every month with three time slots: 9:00 a.m., 10:00 a.m., and 11:00 a.m. Development Team slots can be scheduled by contacting the Community Development Department - Planning Division at 815-724-4050. In order to secure a time, applicants will need to submit conceptual plans or similar documents for their proposal.

CITY PLAN COMMISSION

JOLIET, ILLINOIS

CASE NO: _____

DATE FILED: _____

PETITION FOR A PLANNED UNIT DEVELOPMENT

☐ Preliminary
☐ Final
☐ Amendment

PROPERTY INFORMATION

NAME OF PLANNED UNIT DEVELOPMENT: _____

COMMON ADDRESS: _____

PROPERTY INDEX NUMBER: _____

LEGAL DESCRIPTION OF PROPERTY (attached preferred): _____

TYPE OF PUD: Residential ☐ Commercial ☐ Industrial ☐ Other _____

SIZE (acres): _____

NO. OF LOTS: _____

PRESENT USE: _____

EXISTING ZONING: _____

USES OF SURROUNDING PROPERTIES:

North: _____

South: _____

East: _____

West: _____

NAME OF PARK DISTRICT: _____

NAME OF SCHOOL DISTRICT: _____

NAME OF PUD: _____

PETITIONER INFORMATION

PETITIONER'S NAME: _____

PROPERTY INTEREST OF PETITIONER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

NAME OF LOCAL AGENT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

PROPERTY OWNER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

ENGINEER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

LAND SURVEYOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

ATTORNEY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

NAME OF PUD: _____

PARK LANDS

Residential Preliminary Planned Unit Developments only:

Date Contacted Park District: _____

Proposed method of contribution: Land Dedication ☐ Cash Contribution ☐ Other _____

If park site is offered, proposed size (acres): _____

CONTIGUOUS HOLDINGS OF PROPERTY OWNER

List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations) by permanent index numbers: _____

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the Will County Recorder of Deeds office. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract of sale was executed.

In the event the property is held in trust: A list of all individual beneficial owners of the trust must be attached.

In the event of corporate ownership: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any shares of stock must be attached.

NAME OF PUD: _____

NOTARIZED SIGNATURE OF PETITIONER

STATE OF _____) SS

COUNTY OF _____)

I, _____, hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true and correct to the best of my knowledge and belief. I agree to be present in person or by representation when this is heard by the Plan Commission.

Date: _____

Petitioner's Signature

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Signature: _____

(Seal)

CITY OF JOLIET OWNERSHIP DISCLOSURE FORM

The City of Joliet requires that applicants for zoning relief, subdivision approval, building permits and business licenses disclose the identity of all persons having an ownership interest in the business and the real property associated with the application. A copy of this form must be completed and submitted with other application materials. Failure to properly complete and submit this form may result in the denial of the application.

I. INFORMATION ABOUT THE APPLICATION

This form is submitted as part of an application for the following (check all that apply):

- ☐ Rezoning, Special Use Permit, Variation, or Other Zoning Relief (Complete Sections II and III)
- ☐ Preliminary Plat, Final Plat, or Record Plat of Subdivision (Complete Sections II and III)
- ☐ Building Permit (Complete Sections II and III)
- ☐ Business License (Complete All Sections)

II. INFORMATION ABOUT THE PROPERTY

The address and PIN(s) of the real property associated with this application are:

PIN(s): _____

III. PROPERTY OWNERSHIP

Select the type of owner of the real property associated with this application and fill in the appropriate contact information below:

- ☐ **Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- ☐ **Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- ☐ **Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- ☐ **Land Trust:** State the names, addresses, and phone #'s of the trustee(s) and all beneficiaries
- ☐ **Partnership:** State the names, addresses, and phone #'s of all partners
- ☐ **Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization or the right to direct the affairs of the organization

E-MAIL: _____ FAX: _____

IV. BUSINESS OWNERSHIP

If the owner of the business is different than the owner of the real property associated with the application, then the following information must be provided:

Select the type of business owner associated with this application and fill in the contact information below:

- ☐ **Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- ☐ **Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- ☐ **Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- ☐ **Partnership:** State the names, addresses, and phone #'s of all partners
- ☐ **Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization

E-MAIL: _____ **FAX:** _____

NOTE:

If a stockholder, member, beneficiary or partner disclosed in Section III or Section IV is not an individual, then the individuals holding the legal or equitable title to the real property or business associated with the application must also be disclosed. For example, if the real property associated with an application is owned by a land trust, and the beneficiary of the land trust is a limited liability company, then the members of the limited liability company must be disclosed. If one of the members of the limited liability company is a partnership, then the identity of the partners must be disclosed. If one of the partners is a corporation, then all persons owning 3% or more of the issued stock must be disclosed.

SIGNED: _____

DATE: _____

Name, Title, and Telephone Numbers of Person Completing and Submitting This Form:
