

MEMO

TO: PUD Review Committee

FROM: Matt Fritz, Zoning Administrator

DATE: August 21, 2026

RE: REVIEW OF PUD SUBMITTAL MATERIALS

One of the basic requirements for a successful Planned Unit Development (PUD) submittal is meeting the submittal guidelines for required materials in order for the PUD Review Committee and the Zoning Board of Appeals (ZBA) to be able to have necessary materials in order to render decisions regarding the petitioner's request. The Village of Coal City carries the submittal requirements within Tables 1 & 2 of the village code. Attached is an analysis that sets the requirements along with a description of the manner by which the applicant has met these submittal requirements.

Table 1: Required Content of Application Filings

Required Contents	PUD Preliminary Plan	PUD Final Plan	Submittal Description
1. The name, address and phone number or the applicant and name of the development, if any	X	X	Yes, provided Kimley-Horn & Associates lead representative for the entities
2. Legal description of the subject property as a whole and of each phase thereof.	X	X	Yes, provided
3. The name, addresses, and phone numbers of any developer, site planner, or engineer involved in project plans.	X	X	Yes, provided
4. The location of the subject property to be affected by the action requested.	X	X	Yes, ALTA surveys
5. A description of the action requested.	X	X	Yes
6. A nonrefundable filing fee.	X	X	Yes
7. A retained personnel fee deposit.	X	X	Yes
8. Description of the present and proposed uses of the property.	X	X	Yes
9. A complete disclosure of interest as provided in this Zoning code.	X	-	Yes; however, the ownership of portions of the land involve LLCs, which can be tracked on the IL Secretary of State's website. Attorney distributed full listing of all LLC board members, etc. at 8/18 PUD Meeting.
10. A typewritten list of all owners or record of property abutting the subject property as set forth in 156-30.	X	-	Yes, Adjacent Property Owners Exhibit
11. The zoning district classification of the subject property and all abutting properties as set forth in 156-30.	X	-	Yes, Adjacent Property Owners Exhibit
12. A current plat of survey, as defined in this Zoning Code, of the subject property.	X	-	Yes, ALTA Survey

13. Proposed starting and ending of use.	-	-	Yes
14. Name of party to produce and erect sign.	-	-	Yes, Master Planning Preliminary Design Package
15. Site plan showing position of sign in relation to nearby structures, rights-of-way, and street grade, and location and sign areas of all existing signs on the premises.	-	-	Yes, Master Planning Preliminary Design Package
16. Plans and specifications showing methods of construction and support, electrical components, and dimensions of sign.	-	-	Yes, Master Planning Preliminary Design Package
17. Elevation sketch showing all exposed sign surfaces and all messages or representations thereupon, accurately represented as to shape, size, color and proportion.	-	-	Yes, Master Planning Preliminary Design Package
18. Affidavit of party erecting the sign that the sign conforms to all engineering requirements for safety provided in all Village ordinances.	-	-	N/A
19. A site plan meeting the requirements of Table 2.	X	X	Yes
20. Performance standards certification and data.	X	X	Yes, multiple studies submitted with certified professionals guidance
21. Statement of reasons why the applicant believes action requested conforms to applicable approval criteria.	X	X	Yes, multiple narratives
22. Renderings: architectural rendering showing substantial design intent for proposed structures, not necessarily final design detail.	X	X	Yes, Master Planning Preliminary Design Package & Apex Building Footprint

23. Phasing: chronological schedule of expected beginning and ending dates for proposed stages of construction and improvement of all structures, common or public areas, circulation ways, parking, loading and service areas, and utilities, showing interim use and maintenance areas.	X	X	Yes, Construction Phasing Exhibits and discussions of methods within other submittal documents
24. Association and covenants: organizational details of all proposed property owners' or condominium associations; draft of any proposed protective covenants or deed restrictions governing land use, upon space, or other concerns; proposed documents governing maintenance of open space and other common areas.	X	X	Yes, PUD Narrative; none expected
25. Open space statement: written statement of advantages proposed common or public open space at each location offers for such use and ways such spaces might be used.	X	-	Yes, PUD Narrative & Preliminary Landscaping Rendering
26. Traffic analysis: a professional analysis of estimated traffic generated by the completed development per day and during morning and evening peak hours, the impact on existing traffic loads in the vicinity, and street construction or traffic-control measures needed to accommodate new traffic. The provisions may be waived.	X	-	Yes, Traffic Impact Analysis

27. School capacity: evidence of capacity of all affected public-school districts to handle the enrollment likely to be generated by the development. This provision may be waived.	R	-	N/A – no additional residential enrollment to occur from PUD submittal
28. Final plat of subdivision and final engineering plans and specifications.	-	S	Yes, proposed Final Plat included in 2-Lot Plat
29. Deeds or easement agreements conveying ownership interest in any parcel to any public body.	-	X	Some information submitted – dedication shown within 2-Lot Plat and discussed within Concept Off-site Improvements Exhibit
30. Financial sureties approved by the Village to guarantee installation and improvement of all public or common improvements provided on approved plans.	-	X	Applicant expressed in narrative the need for TIF, which would require a redevelopment agreement by which these terms would be agreed upon; TBD
31. Any other information the Zoning Board requires to determine whether the application confronts to the requirements of this Zoning Code.	X	X	TBD – the applicant has provided necessary materials, but must comply with village request for any additional info as the bodies deliberate the land use/improvements.
32. Fiscal impact analyses: a professional analysis of the expected fiscal impact of the proposed development on the Village, including revenue and cost of services.	X		Yes, Mangum-Economic & Fiscal Contribution Report

Table 2: Required Content of Site Plan

Required Contents	PUD Preliminary Plan	PUD Final Plan	Submittal Description
1. Scale: number of feet to one inch.	100		Yes
2. Numeric and graphic scales, North arrow, and date of preparation.	X		Yes
3. Boundaries of development and of each phase thereof.	X		Yes
4. Lot lines and dimensions and areas of lots.	X		Yes
5. Easements and encroachments.	X		Yes
6. Data indicating for each development phase: a. Number of dwelling units broken down by number of bedrooms. b. Number of lots. c. Gross and net site area. d. Land area devoted to streets, off-street parking, off-street loading, uncovered space, nonvehicular space, recreation space, and each housing and land use type.	X		a. N/A b. Yes c. Yes d. Yes
7. Drainage: existing and proposed drainage patterns	X		Yes
8. Existing landscaping: existing wooded areas and isolated trees six inches or more in diameter at one foot above ground level.	X		Yes
9. Structures: location, type, shape, dimensions, floor space, orientation, height in feet, finished grade elevation at all entrances and corners, and number of stories of all existing and proposed structures,	X		Yes

including buildings, signs, fences, walls, screening, bridges, culverts, exterior lighting fixtures, and entrance features.			
10. Parking, loading, and service: location, shape, dimensions, and area of off-street parking and loading spaces and areas, outside storage, and refuse disposal and service areas, including aisles, curbing, surface type, driveways, and curb cuts.	X		Yes
11. Topography: map showing existing contours at two-foot intervals and proposed grading and contours.	X		Yes
12. Government boundaries: current school district and municipal boundary lines on or adjacent to the site.	X		Yes
13. Circulation: existing and proposed number, location, alignment, dimensions, design, and construction standard of all public and private thoroughfares, sidewalks, pedestrian and bicycle paths, railroad rights-of-way, curb cuts and driveways, and distance of property lines to nearest existing intersections.	X		Yes
14. Common or public areas: the number, location, acreage, and provisions for proposed ownership, and provisions for maintenance of any proposed recreational and nonrecreational common open spaces.	X		Yes

15. Water bodies: dimensions and locations of existing and proposed natural or artificial bodies of water, floodplains, marsh areas, drainage ditches, wet or dry stormwater detention or retention areas, and any proposed modifications to existing water courses or water bodies.	X		Yes
16. Subsurface conditions: data on subsurface soil, rock and groundwater conditions. This provision may be waived.	X		Yes
17. Utilities: size, purpose, and location of existing and proposed public and private utilities, utility easements, and drainage facilities on or within 100 feet of the property; locations of existing and proposed hydrants, catch basins, manholes and valves. -	X		Yes
18. Proposed landscaping: a. Location, quantity, diameter, installation height, maturity height, botanic name and common name of all proposed living and nonliving landscaping materials and existing materials to be preserved. b. Types and boundaries of proposed ground cover. c. Location and contours at one-foot intervals of proposed berming. d. Dimensions and appearance of all sides of proposed fences, walls, ornamental lighting and other landscaping and screening treatments. e. Measures to be taken to protect new and preserved existing trees during construction.	X		a. Yes b. Yes c. Yes d. Yes e. SWPPP standards to be utilized at a minimum