



Transportation Impact Fee Procedures Document

INTRODUCTION

DuPage County established the Fair Share Transportation Impact Fee in 1989 when it passed Ordinance ODT-016-88. Impact fees are designed to supplement motor fuel tax revenues and to ensure that new development in the County pays a fair share of the transportation and infrastructure improvements necessary to serve that development.

Impact fees are one time charges based on the type, size and location of the proposed development. County staff follows a prescribed fee calculation method that can be found in the Impact Fee Ordinance. This method was determined to establish a nexus between the type of development and magnitude of impact. Fee assessments vary for the following reasons:

1. Location of Development (if your new development is located in a district with fewer county highways, your fees will be less than a district with more highways)
2. Type of Development (fees are calculated on the basis of trip generation profiles for developments; if the development generates more traffic during the afternoon peak traffic period, fees are typically going to be higher)

To comply with State Statutes regulating use of the impact fees, the County has established 9 internal districts. The County guarantees through its ordinance that when a fee is collected, it will be spent on County highways within the district that is geographically proximate to that development. Fees are not collected for Municipal, State or Toll highways and are not spent on these facilities. Fees are also not spent on site related (site access or private property) improvement and, by requirement of law, are spent on highway capacity improvements.

All development in all municipal jurisdictions across the County are required to comply with the ordinance. Logistically speaking, impact fees are applied for and collected prior to the developer obtaining a building permit. Once the County has received the impact fee, the developer is presented a receipt that proves to the local agency that the developer's obligation toward the impact fee program has been fulfilled. The County continues to offer, however, alternative methods and timing options for fee payment. Please be sure to review the impact fee ordinance for more details on these options.

GENERAL PROCEDURES

Applying for an Impact Fee Permit

All developers wishing to build a new development in DuPage County must fill out an impact fee application. New development means any residential, commercial, industrial or other project proposed to be in excess of 1,000 square feet gross leasable area which is being newly constructed, reconstructed, redeveloped, structurally altered, relocated or enlarged, and which generates additional traffic within the service area or areas of DuPage County. If construction, expansion or change in use of any building shall not result in new traffic being generated, the developer or applicant must substantiate exemption from fees in writing (e.g., a letter or traffic study should accompany the application). DuPage County also assesses additions to residential and commercial properties in excess of 1,000 square feet. For an example of the impact fee application, see Exhibit A.

To fill out an application for an impact fee permit, please go to the DuPage County internet web site as listed below:

http://www.dupageco.org/EDP/Regulatory_Services/1665/

This website provides the applicant a fillable impact fee application that can be downloaded and completed by the developer or developer's representative.

Exhibit B includes the packets for Residential and Commercial builders describing the documents that are required to accompany the impact fee applications. The County website also has separate packets for each type of development that can be quickly downloaded.

Residential applicants need only present Plat of Survey and a letter from the architect verifying the livable square footage of the structure. If there is a demolition associated with the residential development, a plat of survey with the square footage of the structure and the demolition permit are required.

Commercial applicants need to present a copy of the plat of survey, architectural plans signed and sealed by the architect and a letter from the architect attesting to the Gross Leasable square footage of the proposed structure. Plans must include 1) cover sheet with architect's seal and signature, site plan sheet, all floor plan sheets. Foundation plans and ancillary structure plans are not required.

When the application and all necessary materials have been assembled, please bring the materials in to the Economic Development and Planning Permitting Kiosk on 2nd floor of the Jack Knuepfer Administrative Building at 421 N. County Farm Road Wheaton, IL 60187.

Timing of the Payment of Impact Fees

Impact fee applications are filed prior to the application for a building permit at the municipal or county building or community development department. In some cases, as provided for in the DuPage County Impact Fee Ordinance, fees may be deferred or scheduled. Arrangements such as

these require an Impact Fee Agreement that must be approved by the Division of Transportation, the Transportation Committee of the County Board and the County Board as a whole.

If not filing for an agreement, the applicant is required to pay the appropriate fee at the time he or she picks up the impact fee receipt or permit. These receipts are then used by the developer to show the municipal or county building departments that fees have been paid in full. **Municipal building departments will not issue a building permit without proof of payment.**

The DuPage County Impact Fee Ordinance allows ten (10) business days for staff to process fee applications. However, applications for residential properties are generally processed on the same day as a completed application is submitted and may be done while the applicant is waiting. Commercial applications are generally handled within 5 days of the submittal of the completed application. Some extenuating circumstances may cause review to go longer than 5 days, but staff will try to work with the developer to meet deadlines.

Determining Impact Fees to be paid

Fees are calculated according to the land use that you indicate on your application, the size of the building and according to the location of the building. Staff generally characterizes the land use or development type using the categories shown in the Impact Fee Schedule. This schedule is attached as Exhibit C. Definitions as they apply to each category are included with this exhibit.

Size of the structure is indicated through the plans that we ask the applicant to provide or from a letter from the architect stating the gross floor area. DuPage County staff then reviews the plans and the letter to determine the assessable area of the structure. See the section on exemptions below for portions of a structure that staff usually exempts from the assessable area.

DuPage County impact fees vary by fee district. The fees vary due to the percentage of County highways and highway capacity in each of the districts. Districts are organized according to township boundary. There are 9 districts, one for each township (except for District 9 which includes Downers Grove North and South Townships), having the same legal description as townships. Your Property Identification Number (PIN) begins with a two digit numeral – this indicates which township and, therefore, which fee district your development will be in. See Exhibit D for a map of the Fee Districts.

Staff will determine the fee to be paid after all documents and exemptions have been filed.

Impact Fee Exemptions

Some new structures are exempt from impact fees. Structures such as the following are universally exempt from fees:

- Public Schools and Local Government Buildings
- Post Offices and Federal Government facilities
- Lift Stations, Utility Towers

- Decks/Patios
- All Garages and Parking
- Switching Stations
- Tool, Storage and Utility Sheds
- Rail Stations

Other structures, such as the following, are sometimes exempt:

- Private schools
- Commercial Docks
- Commercial/Industrial Additions
- Commercial Patios/Open Areas
- Churches

In all cases, the developer should check with Division of Transportation personnel before assuming an exemption.

Fees are calculated on Gross Leasable square footage of a development from inside wall to inside wall. DuPage County does not include the following in the assessable square footage of a non-exempt development:

- Stairwells or elevator shafts
- Basements or Mezzanines used solely for storage
- Electrical or Mechanical closets
- Vestibule areas – typically entrances
- Outdoor drive up services (e.g. outdoor bank or retail stations) – not including service stations
- Connected tool sheds
- Connected residential or commercial garages

Impact Fee Mitigation

Impact fees may be mitigated or offset through a number of different methods. The most common method would be to enter into an impact fee credit agreement with the DOT. This is typically done when the developer enhances the County highway system through right of way dedication or roadway system improvements. Please refer to the Impact Fee Ordinance for more information regarding credit agreements.

The second method would be to enter into an impact fee agreement with the DOT. This typically involves having the developer contract with a professional engineering firm registered in the State of Illinois to perform an "Individual Assessment." This particular avenue is usually encouraged when the developer believes that his/her development is unique in its traffic impact and does not fall into any of the categories on the fee schedule. Procedures for completion of the Individual Assessment are discussed at length in the Impact Fee Ordinance.

Impact fees can also be offset through demolition credits. Demolition credits only pertain when all or a portion of an existing building is being demolished as part of the building project for which the impact fee is being paid. Applicants are not eligible for demolition credits without demolition permits from the local building or zoning agency.

DuPage County will allow demolition credits for structures removed for the purposes of erecting the structure for which you are presently applying but the County **will not** allow credits for structures demolished more than 5 years prior to the application. DuPage County also does not allow credits for demolitions not permitted of the present applicant. Exceptions to this rule may be granted should a previous owner or developer write a sworn statement of the applicant's entitlement to DuPage County credits. Please contact staff for more details.

Finally, impact fee applicants can defray some of their costs by using impact fee credits held by other companies or individuals in the district that they wish to develop. DuPage County staff can provide a list of credit holders who may be contacted about the use and cost of their credits.

Impact Fee Refunds

If the applicant pays an impact fee and then, for any reason, does not build the development for which an impact fee application has been filled out, that applicant may request a refund of the impact fee paid. To do so, the applicant must request an Affidavit of Entitlement from the Impact Fee Desk. An example of the Affidavit is attached as Exhibit E in this document.

How Impact Fees are used

Impact Fees are used within the applicant's impact fee service area for capacity projects. These projects may include lane additions, intersection improvements, acquisition of land or property for the expansion of the roadway, relocation of existing utilities, engineering and design of new facilities or for the general improvement of traffic flow on the DuPage County highway system. Fees are not used for repair or reconstruction of existing facilities, construction of exclusive bikeways, sidewalks, traffic signals, transit services, or any improvements to non-county systems including State, Municipal, Tollway or private facilities.

Paying the Impact Fee

DuPage County currently accepts personal and corporate checks and cash for impact fees. Checks must be made out to **DUPAGE COUNTY TREASURER**. Please do not make out a check prior to DuPage County's fee determination.

Contacting the County about an Impact Fee Permit

For questions about filling out an application, the status of a permit, impact fee estimates on a proposed new structure or procedural questions, please contact the Economic Development and Planning Department Impact Fee Division at 630.407.6700. You may also contact us at impactfees@dupageco.org.



EXHIBIT A
IMPACT FEE APPLICATION FORM



DuPage County Division of Transportation
 421 North County Farm Road
 Wheaton, IL 60187-2553
 Impact Fees (630) 407-6700

(for office use only)

Date Received:

Application #:

Road Improvement Impact Fee Permit Application

Instructions to all applicants: All applications must include plat of survey and a letter from the architect - on company letterhead, signed and sealed - verifying the usable floor area (in square feet) of the building(s); commercial applicants must also include one (1) full size set of architectural plans. Demolitions must include a copy of demolition permit with square footage of demolition and type of building demolished. DuPage County endeavors to process all impact fee applications within ten (10) working days of submittal of a complete application. County staff will contact the person named below when the application has been processed and is ready for payment and pickup. It is critical that all information with an asterisk * be completed as this information will be shown on your receipt. When picking up your receipt, please make checks payable to: "DuPage County Treasurer." Please do not pre-pay impact fees as over or underpayment requires the department to hold the receipt.

Corporate/Applicant Information (Please Type or print clearly):

*Applicant/Corporate Name :

*Applicant/Corporate Address:

*City:

*State:

*Zip Code:

*Contact:

*Phone:

Fax:

Legal Description of Property (Found on Plat, Please Answer All)

*Lot:

*Block:

*Subdivision:

*Tax Parcel Index (PIN) Number(s) (E.G., 09-01-100-014, attach sheets for subdivision or larger multiple parcel)

*Site Address(es):

*Building Permit Issuing Agency (Village, City or County):

Remarks:

The Information contained herein is true and complete to the best of my knowledge. I understand that processing time for this application will be ten (10) working days or less and that should any of the information on this application be incorrect, processing of this application may be delayed.

*Signature: _____ *Date: _____

****You may copy the blank form of this application but applications must be signed and dated in ink!***

Development Information

Demolition Permits and Credits (please attach demolition permit or letter from architect)

Demolition of Existing Structure?: No Yes

Previous Use(s)?: Square Footage Previous Use(s)?:

New Development

Residential Uses:

*New Structure or Addition?:

Type of Residential Unit	Number of Units*	Avg Sq Footage (or as specified)*
Single Family Dwelling		
Single Family Attached (e.g. townhomes and condominiums)		
Multi-family Attached (e.g. apartments and dormitories)		
Nursing Home/Assisted Living		(total sq footage)
Congregate Care		(total sq footage)

Square footage not required for single family attached or multi-family attached units.

Commercial Uses:

*New Structure or Addition?:

Type of Commercial Use	Category	Square Footage (or as specified)*
Commercial - Industrial	Warehousing/Distribution	
	Light Industrial/Industrial Park	
Commercial - Office	General Office	
	Office Campus	
	Office Park	
	Medical Office	
Commercial - Retail	General Retail (Stand-alone or Mall)	
Commercial - Restaurant	Fast Food (e.g., McDonald's, Burger King)	
	High Turnover (e.g., Baker's Square, Denny's)	
	Quality Restaurant	
Commercial - Service	Hospital	
	Hotel/Motel	
	Supermarket	
	Convenience Market	
	Service Station	(pumps)
	Day Care/Child Care	
	Movie Theaters	(screens or sf)

Other Uses:

*New Structure or Addition?:

Type:	Units or SQ FT:	notes:
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EXHIBIT B
IMPACT FEE RESIDENTIAL AND COMMERCIAL PACKETS



REQUIREMENTS FOR **RESIDENTIAL** IMPACT FEES

Impact Fee assessments for Single Family Detached homes are determined by square footage. All other residential applications will be assessed per dwelling unit.

1. **Completed Original Application** – Applications cannot be accepted without a Parcel Number for the property or an underlying parcel (PIN/Tax ID). Applications must have original blue ink signature;
Fax Copies are not Accepted.
2. **Plat of Survey** – (Returned upon Completion)
3. **Letter from your Architect** – On letterhead signed and stamped with architectural seal, verifying the address and livable square footage of the home to be built. **(Garages, basements, and attics are not to be included as livable square footage.)**
4. **Demolition Permit** – If you are demolishing a pre-existing structure, you will be required to bring:
 - a copy of the demolition permit/application.
 - Plat of Survey to verify the **livable square footage** of the home to be demolished. **(Garages, basements, and attics are not included as livable square footage.)**
5. **Residential Applications** – Are processed **“Over-the-Counter”** while you wait, so **remember** to bring a blank check.

Checks should be made payable to “DuPage County Treasurer”

NOTE: Any structures greater than two dwelling units per building do not require blueprints or an architect’s letter. Please submit one application indicating how many dwelling units per building and bring in the Plat of Subdivision.

Please read the above information thoroughly and make sure you have completed the appropriate section for what you are building.

If you have any questions regarding this packet, or if additional copies are needed, please contact the Division of Transportation - Impact Fees Office at (630)407-6700 or e-mail us at impactfees@dupageco.org



REQUIREMENTS FOR **COMMERCIAL** IMPACT FEES

1. **Completed Original Application** – One Application per Structure. Applications cannot be accepted without a Parcel Number for the property or an underlying parcel (PIN/Tax ID). Applications must have original blue ink signature;

Fax Copies are not Accepted

2. **Plat of Survey** – (Returned upon Completion)
3. **Full Size Architectural Drawings** – With Cover sheet signed and stamped with architectural seal; must include site plan sheet. (Returned upon Completion).
4. **Letter from the Architect** – On letterhead signed and stamped with architectural seal, verifying the useable square footage of the commercial structure(s) to be built.
5. **Demolition Permit** – If you are demolishing a pre-existing structure, you will be required to bring:
 - a copy of the demolition permit/application
 - Plat of Survey showing Existing Structure to be demolished

Please be aware that we may require up to **TEN working days** to process your application. If any of the information on the application is missing or incorrect, your application may be delayed or returned.

Please read the above information thoroughly and make sure you have completed the appropriate section for what you are building.

If you have any questions regarding this packet, or if additional copies are needed, please contact the Division of Transportation - Impact Fees Office at (630)407-6700 or e-mail us at impactfees@dupageco.org



EXHIBIT C
IMPACT FEE SCHEDULE

DuPage County Division of Transportation
Fair Share Road Improvement Impact Fee Schedule
Ordinance ODT-021R-89, effective December 1, 2008

LAND USE	RATE PER	Impact Fee District									AVERAGE FEE ODT-021Q
		1	2	3	4	5	6	7	8	9	
Residential - General											
Single Family Detached	1,000 sq ft	\$572	\$467	\$118	\$456	\$239	\$78	\$239	\$291	\$352	\$312
Single Family Attached	Dwelling Unit	\$900	\$728	\$190	\$712	\$372	\$124	\$380	\$466	\$557	\$492
Multifamily Attached	Dwelling Unit	\$1,016	\$832	\$222	\$814	\$434	\$157	\$439	\$526	\$632	\$564
Residential - Service											
Nursing Home 200,000 sf and under	1,000 sq ft(2)	\$841	\$708	\$217	\$501	\$379	\$172	\$365	\$458	\$574	\$468
Nursing Home Over 200,000 sf	1,000 sq ft(2)	\$409	\$341	\$89	\$245	\$169	\$74	\$163	\$224	\$268	\$220
Assisted Care/Congregate Care	1,000 sq ft(2)	\$242	\$218	\$54	\$149	\$104	\$53	\$98	\$130	\$159	\$134
Church/Religious/House of Worship	1,000 sq ft(2)	\$137	\$198	\$137	\$141	\$148	\$191	\$220	\$242	\$214	\$181
Commercial - Industrial											
Warehousing/Distribution Terminal	1,000 sq ft(2)	\$373	\$401	\$133	\$274	\$228	\$90	\$170	\$256	\$341	\$252
Light Industrial/Ind Park	1,000 sq ft(2)	\$1,568	\$1,607	\$570	\$1,167	\$911	\$455	\$752	\$1,039	\$1,368	\$1,049
Commercial - Office											
1,001-50,000 sf	1,000 sq ft(2)	\$3,682	\$3,759	\$1,362	\$2,752	\$2,135	\$1,073	\$1,760	\$2,434	\$3,222	\$2,464
50,001 to 100,000 sf	1,000 sq ft(2)	\$3,174	\$3,223	\$1,167	\$2,373	\$1,817	\$922	\$1,514	\$2,088	\$2,747	\$2,114
100,001 to 250,000 sf	1,000 sq ft(2)	\$2,377	\$2,413	\$858	\$1,777	\$1,370	\$686	\$1,139	\$1,555	\$2,070	\$1,583
250,001 to 500,000 sf	1,000 sq ft(2)	\$2,122	\$2,159	\$783	\$1,578	\$1,217	\$610	\$1,015	\$1,388	\$1,846	\$1,413
500,001 to 750,000 sf	1,000 sq ft(2)	\$2,045	\$2,083	\$767	\$1,530	\$1,185	\$594	\$982	\$1,356	\$1,771	\$1,368
750,001 sf and over	1,000 sq ft(2)	\$1,994	\$2,032	\$732	\$1,493	\$1,148	\$587	\$960	\$1,319	\$1,749	\$1,335
Medical	1,000 sq ft(2)	\$3,810	\$3,880	\$1,302	\$2,819	\$2,132	\$1,001	\$1,759	\$2,471	\$3,278	\$2,495
Office Campus	1,000 sq ft(2)	\$1,775	\$1,799	\$644	\$1,317	\$1,016	\$514	\$843	\$1,173	\$1,545	\$1,181
Business Park	1,000 sq ft(2)	\$2,084	\$2,133	\$719	\$1,545	\$1,179	\$562	\$964	\$1,348	\$1,803	\$1,371
Commercial - Restaurant											
Quality	1,000 sq ft(2)	\$7,829	\$7,007	\$2,113	\$4,571	\$4,891	\$1,835	\$2,707	\$4,528	\$5,739	\$4,580
High Turnover	1,000 sq ft(2)	\$2,658	\$2,316	\$723	\$1,517	\$1,721	\$585	\$908	\$1,455	\$1,910	\$1,533
Fast Food	1,000 sq ft(2)	\$5,320	\$4,633	\$1,236	\$3,010	\$3,156	\$954	\$1,705	\$2,824	\$3,655	\$2,944
Commercial - Retail											
Up to 50,000 sf	1,000 sq ft(1)	\$684	\$927	\$173	\$514	\$402	\$163	\$465	\$494	\$499	\$480
50,001 to 300,000 sf	1,000 sq ft(1)	\$1,274	\$1,737	\$363	\$988	\$788	\$334	\$887	\$914	\$959	\$916
300,001 to 1,000,000 sf	1,000 sq ft(1)	\$1,352	\$1,874	\$364	\$1,051	\$843	\$344	\$957	\$1,008	\$1,046	\$982
Over 1,000,000 sf	1,000 sq ft(1)	\$1,476	\$2,047	\$411	\$1,160	\$921	\$384	\$1,039	\$1,086	\$1,141	\$1,074
Supermarket	1,000 sq ft(1)	\$3,379	\$4,573	\$895	\$2,609	\$2,071	\$844	\$2,317	\$2,403	\$2,507	\$2,400
Convenience Market	1,000 sq ft(1)	\$4,499	\$6,024	\$1,026	\$3,389	\$2,515	\$929	\$2,903	\$3,145	\$3,243	\$3,075
Service Stations	pump	\$918	\$1,243	\$247	\$690	\$548	\$247	\$633	\$653	\$676	\$651
Commercial - Service											
Hospital	1,000 sq ft(2)	\$1,450	\$1,221	\$321	\$860	\$612	\$229	\$589	\$778	\$997	\$784
Hotel/Motel/Guest Suites	Room	\$914	\$788	\$220	\$545	\$405	\$144	\$383	\$493	\$625	\$502
Day Care Centers	1,000 sq ft(2)	\$910	\$979	\$360	\$625	\$613	\$250	\$538	\$644	\$831	\$639
Movie Theaters	1,000 sq ft(2)	\$4,030	\$5,438	\$999	\$3,078	\$2,407	\$922	\$2,676	\$2,804	\$2,961	\$2,813
(1) Gross Leasable Floor Area											
(2) Gross Floor Area											

LAND USE DEFINITIONS

- 1) "Business Park" - a group of flex-type or incubator one- or two-story building served by a common roadway system. The tenant space is flexible and lends itself to a variety of uses. The space may include offices; retail and wholesale stores; restaurants; recreational areas; warehousing and light industrial; or scientific research functions. A typical mix is 20-30% office/commercial and 70-80% industrial/warehousing.
- 2) "Congregate Care" - facilities that typically consist of one or more multiunit buildings designed for elderly living. They may also contain dining rooms, medical facilities and recreational facilities. See also "Elderly Housing" and "Nursing Home."
- 3) "Convenience Market" - a small commercial retail outlet for convenience foods, newspapers, magazines, and, often, beer and wine. These facilities may be open 24 hours per day and may have gasoline pumps.
- 4) "Day Care Centers" - a facility where care for pre-school age children is provided, normally during the daytime hours. Day care facilities generally include classrooms, offices, eating areas, and playgrounds.
- 5) "Dwelling" - a building, or portion thereof, designed or used exclusively for residential occupancy including single family dwellings, two-family dwellings, and multiple family dwellings, but not including mobile homes, hotels, motels or lodging houses.
- 6) "Dwelling-Attached" (or "Single Family Attached") - a building consisting of two (2) dwelling units either attached, side-by-side, or one above the other, with each unit having a separate entrance.
- 7) "Dwelling-Multiple Family" (or "Multi-Family Attached") - a building, or portion thereof, consisting of three (3) or more dwelling units of any type. Units must have separate entrances.
- 8) "Dwelling-Single Family" - a building containing a single dwelling only, which is separated from all other dwellings by open space.
- 9) "Dwelling Unit" - a group of rooms constituting all or part of a dwelling, which are arranged, designed, used or intended for use exclusively as living quarters for one (1) family and not more than an aggregate of two (2) roomers or boarders, and which shall include complete kitchen and bath facilities permanently installed.
- 10) "Elderly Housing" - a facility restricted to senior citizens that contains residential units similar to apartments and condominiums, and is sometimes a self-contained village. These uses may contain special services such as medical facilities; dining facilities; and some limited, supporting retail facilities. See also "Congregate Care" and "Nursing Home."
- 11) "Gasoline Stations" or "Service Stations" are uses where the primary business is the fueling of motor vehicles, although they may have facilities for servicing and repairing motor vehicles, restaurants, fast-food windows or small convenience markets. Assessments are based on a the trip generation rate per pumping unit.
- 12) "Hospital" - any institution, place, building or agency, public or private, organized for profit or not, devoted primarily to the operation and maintenance of facilities for the diagnosis and treatment or care of two (2) or more persons admitted for overnight stay or longer to obtain medical (including obstetric, psychiatric, and nursing) care of illness, disease, injury, infirmity, or deformity. The term "hospital," without regard to length of stay, shall include:
 - a) Any facility devoted primarily to provide psychiatric and related services and programs for the diagnosis and treatment or care of two (2) or more patients suffering from emotional or

nervous disease;

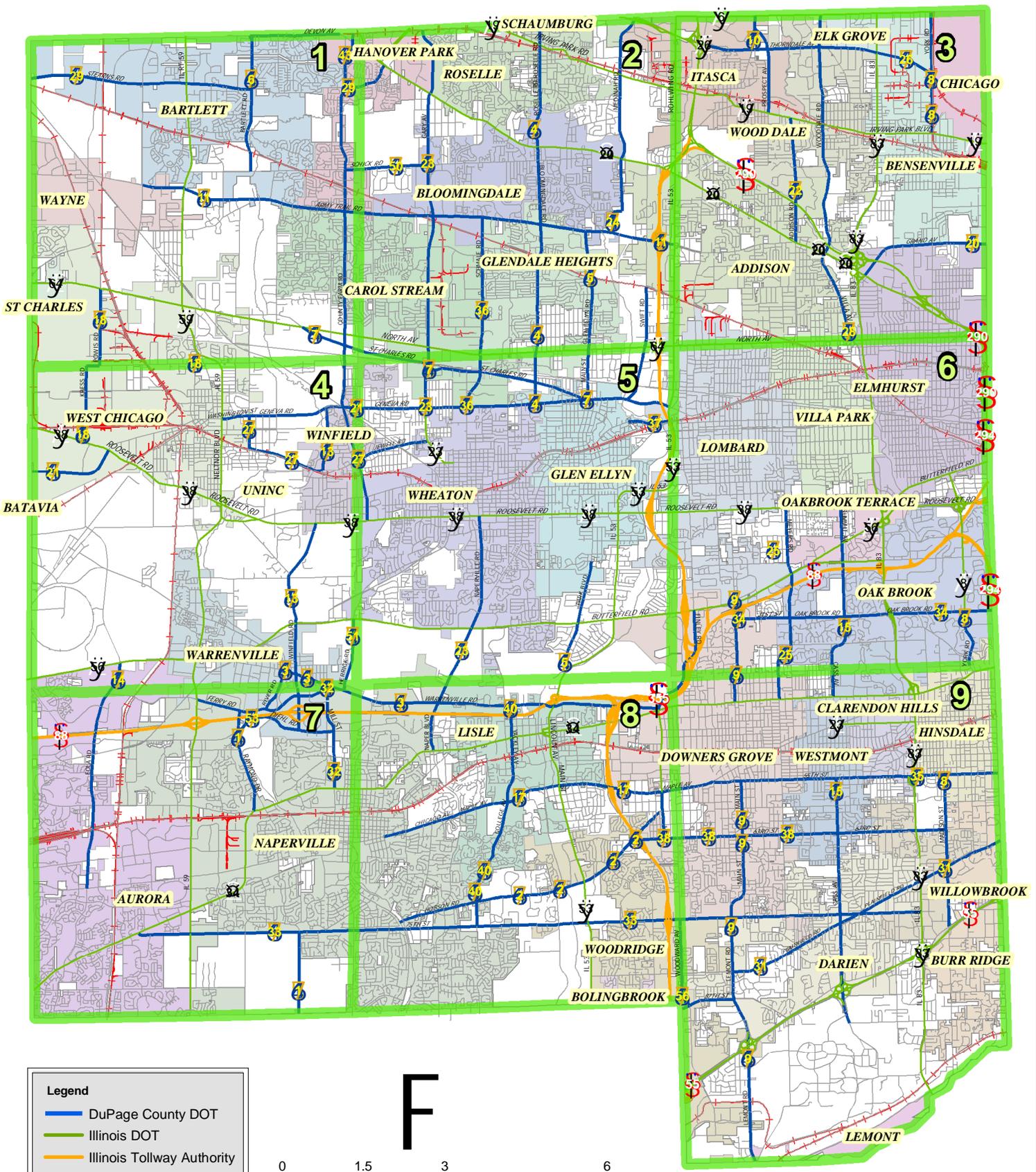
- b) A place where pregnant females are received, housed, treated or cared for, during delivery irrespective of the number of patients received.
- 13) "Hotel" - an establishment which is open to transient guests, and which provides customary hotel services such as maid service, the furnishing and laundering of linen, telephone desk service and the use and upkeep of furniture. These uses also provide restaurants, cocktail lounges, meeting and banquet rooms or convention facilities and other retail and service shops. This definition also encompasses that of "Motel."
 - 14) "Industrial Park" is an area that contains a number of industrial or related facilities. They are characterized by a mix of manufacturing, service, light industrial and warehousing facilities with a wide variation in the proportion of each type of use.
 - 15) "Light Industrial" - a general light industrial use that typically employs fewer than 500 persons and is primarily involved in activities other than manufacturing. Typical activities include printing plants, material testing laboratories, assemblers of data processing equipment, and contractors or construction offices and shops. These facilities are freestanding (not part of an industrial or business park) and may include one or more tenants.
 - 16) "Medical - Dental Office" - a facility that provides diagnoses and outpatient care on a routine basis but is unable to provide prolonged in-house medical and surgical care. This type of facility is generally operated by one or more private physicians or dentists. This category does not include clinics.
 - 17) "Movie Theaters" - uses that consist of audience seating, single or multiple screens and auditoriums, a lobby, refreshment stand and, in certain cases, party rooms and/or game rooms.
 - 18) "Multiple-Use Development" - a singular structure that will have two or more tenants with different land use classes. Such facilities are designed to have complementary uses so as to take advantage of municipal or county parking restrictions, transit service or other transportation demand management plan designed to reduce daily and peak hour vehicle trips.
 - 19) "Nursing Home" - any facility which is required to be licensed by the Illinois Dept. of Public Health, other than sheltered care homes. This type of use includes private homes, institutions, buildings, structures, or other places, private or not, operated for profit or not, whose primary function is to care for persons who are unable to care for themselves. This type of facility is occupied by residents who do little or no driving. Traffic is generated primarily by employees, visitors and deliveries.
 - 20) "Office" - a building or portion thereof where business, professional, governmental and medical services are carried out.
 - 21) "Office Campus" - an office and/or research facility on one or more sites (related by an internal road or cable network) occupied and operated by a single entity, which is being developed as a single unit pursuant to a master development plan that includes plans for additional structures or substantial expansion of existing structures. Such facilities may include accessory uses or satellite structures as are permitted by the applicable zoning regulations.
 - 22) "Restaurant" - an establishment whose principal business is the dispensing of edible, prepared food and/or beverages for consumption on and off the premises.
 - 23) "Restaurant - Fast Food" - a restaurant that exhibits any four (4) or more of the following characteristics:
 - a) Sells prepackaged food ready to carryout;

- b) Could have little or no on-premises seating for patrons;
 - c) Franchised or chain owned business;
 - d) Has no meeting or banquet facilities;
 - e) Has no County liquor license;
 - f) Does not accept dining reservations;
 - g) Does little or no advertising on an individual establishment basis;
 - h) Has a drive-through window.
- 24) "Restaurant - High Turnover" - a restaurant that exhibits any four (4) or more of the following characteristics:
- a) Holds a County issued Class B, C, or D liquor license;
 - b) Has available meeting and/or banquet facilities;
 - c) Serves breakfast, lunch and dinner meals;
 - d) Does not have carryout service on a regular basis; e) Does not have a drive through window;
 - e) Advertises primarily on an individual establishment basis;
 - f) Utilizes a hostess to seat patrons.
- 25) "Restaurant - Quality" - a high turnover restaurant that does not serve breakfast meals. A high quality restaurant may exhibit any of the following characteristics:
- a) Has a bar/lounge area separate from the restaurant which is utilized by customers not planning to eat at the restaurant;
 - b) Has, on a regular basis, entertainment facilities to include, but not be limited to, dance floors, disk jockeys or live bands;
 - c) Has additional facilities other than the restaurant to attract customers;
 - d) Often is not part of a national or regional chain;
 - e) Reservations are generally required.
- 26) "Retail Commercial" - a single commercial retail outlet or series of retail outlets organized into a center or mall for the distribution of perishable and non-perishable goods. Shopping centers may include, but not be limited to, non-merchandising facilities, post offices, movie theaters, restaurants, banks, health clubs, recreational facilities and the like.
- 27) "Supermarket" - retail stores selling a complete assortment of food, food preparation and wrapping materials, and household cleaning and servicing items. Supermarkets may also contain facilities such as money machines, photo centers, pharmacies, and video rental areas.
- 28) "Warehouses and Distribution Terminals" - uses that are primarily devoted to the storage of materials. They may include office and maintenance area. Distribution terminals are used for the storage of manufactured goods prior to their distribution to retail outlets or service industries.



**EXHIBIT D
IMPACT FEE DISTRICT MAP**

DuPage County Impact Fee Districts



Legend

- DuPage County DOT
- Illinois DOT
- Illinois Tollway Authority
- Local Roads
- Railroads

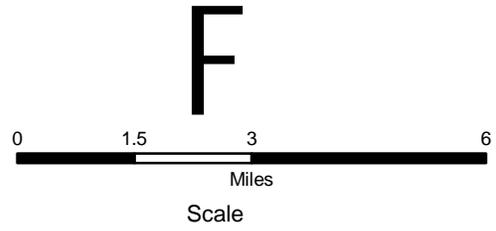




EXHIBIT E
IMPACT FEE REFUND AFFIDAVIT



DUPAGE COUNTY

IMPACT FEE REFUND PROCEDURES

Impact Fee Payer:

Refund of Impact Fees may be granted for several reasons, including:

- You may have paid a fee then changed the use of the structure
- You may have changed the number of units being constructed or the size of the structure
- You may never have constructed your project
- You may have built a new structure prior to demolishing an existing structure
- You may have received an incorrect assessment

If construction has not commenced, the fee payer should fill out the Affidavit attached to this document and include documentation as directed in the Affidavit form. The Affidavit should include the amount paid in the original impact fee application. A statement must be provided establishing the reason for non-commencement and must be accompanied by a letter from the municipal or County Director of Building Services or Community Development affirming that no building action has been taken nor will be undertaken by the applicant. The County will review the refund request and will determine the validity of the claim and the amount to be refunded. If the claim is deemed to be complete and valid, the County Engineer will approve the proposed refund and will notify the claimant within fifteen (15) working days. From the time of notification, the County shall have no more than thirty (30) days with which to refund the amount due the claimant.

If construction has commenced or has been completed, fill out the Affidavit and include the details of the revision(s) to the property for which you are seeking a refund. Details must include the following:

- As Built Plans (if change in size or area)
- A Certificate of Occupancy and a letter from the Municipal or County Building Department attesting to a change in planned use
- A valid demolition permit issued by the Municipal or County permitting agency (if demolition accomplished after completion of new structure)
- A completed Affidavit (attached) if an incorrect assessment

As partial refunds are not granted, the refund claimant must submit a check for the correct amount, made payable to the DUPAGE COUNTY TREASURER, as determined by the claimant and the County Engineer. The County shall then refund the full amount of the original fee paid. If the claim is deemed to be complete and valid, the County Engineer will approve the proposed refund and will notify the claimant within fifteen (15) working days. From the time of notification, the County shall have no more than thirty (30) days with which to refund the amount due the claimant.

In cases where refunds are being sought for multiple properties or applications, Affidavits must be completed for each application.

If, for any reason, you have questions about the form or the information requested, or the process of refunds, please contact the DuPage County Impact Fee Administrator at 630.407.6700.

**DUPAGE COUNTY
IMPACT FEE REFUND
AFFIDAVIT**

Fee Payer: _____

Petitioner (if different from above): _____

Address of Fee Payer: _____

City: _____ State: _____ Zip: _____

Phone: _____

Address of Property for which Refund is sought: _____

City: _____ State: _____ Zip: _____

Parcel Number of Property: _____ - _____ - _____ - _____

DuPage County Impact Fee Application Number: _____

Amount of Impact Fee Paid: \$ _____

(Please attach a copy of the DuPage County Impact Fee Application and Receipt)

Refund is sought for the following reason(s):

- Non-commencement of building
 - Change of use
 - Reduction in number of units or size of structure built
 - Structure built ***before*** demolition of creditable structure
 - Overpayment of fee/Incorrect Assessment
 - Other: _____
-

For Staff Use Only:

Received By: _____

Revised Fee: \$ _____ Recommended Refund: \$ _____

Approved By: _____ Title: _____

**IMPACT FEE REFUND
AFFIDAVIT
STATEMENT OF ENTITLEMENT**

Reason For Refund Request:

I, the undersigned, on oath swear and affirm, as fee payer and remitter of the referenced impact fee, that I am entitled to an Impact Fee refund on the property as referenced and for the reasons set forth in Affidavit attached hereto. I agree to indemnify, hold harmless and defend the DuPage County Division of Transportation against any and all claims or damages that may result from the refund of the impact fee.

Signature of Refund Petitioner: _____

Notary

State of: _____ **County Of:** _____

Signed and sworn before me on (print date) _____, **by**

Notary Seal:

Notary Signature