

## Road Improvement Impact Fee Residential Information Packet

The following information is required in order to successfully complete and submit a commercial impact fee application:

1. **Completed Original Application** - Applications cannot be accepted without a Parcel Number for the property or at least an underlying parcel. (PIN/Tax ID). Applications must have original ink signature; ***fax copies are not accepted***. If you are submitting from out of state or out of the Chicago area and need to submit via e-mail, please contact our offices at the phone number below. Fillable applications can be found online on the impact fee page.
2. **Plat of Survey**. (Returned upon completion)
3. **Signed and Sealed letter from Architect** verifying the useable square footage of the home to be built. Note: Duplexes and any structures greater than three units per building do not require blueprints or letter. Please submit one application, indicating how many units in that building, per building.
4. **Demolition Permit** - If you are doing a demolition, you will be required to bring a copy of the demolition permit, and proof of the size of the home or commercial structure that was demolished, either on a plat or in a signed letter by the Architect, same as in item 3.

Impact Fee assessments for Single Family Detached homes will now be determined by Square Footage. All other residential applicants will be assessed per unit.

Please be aware that residential applications are processed “over the counter” so please remember to bring a blank check. If any of the information on the application is missing or incorrect your application may be delayed or returned.

**If you have any questions regarding this packet, or if you have questions about fees, fee categories or other miscellaneous impact fee questions, please contact us at:**

**Division of Transportation - Impact Fees Office**  
**421 N. County Farm Road**  
**Wheaton, IL 60187**  
**(630) 407-6700 phone (8a to 4:30p)**  
[Impactfees@dupageco.org](mailto:Impactfees@dupageco.org) (general 24 hour e-mail)