

Road Improvement Impact Fee Commercial 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. **Full Size Blueprints** (Returned upon completion). Please provide full size architectural plans with cover sheet sealed and signed by the project architect.
4. **Signed and Sealed letter from Architect** - verifying the useable square footage of the commercial structure(s) to be built. One application per structure.
5. **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 4.

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 information thoroughly and make sure you have completed the proper section for what you are building.

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 (general 24 hour e-mail)