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. 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. **Fax submittals are NOT accepted.**

2. **Plat of Survey**. DuPage County will NOT accept any document other than a Plat of Survey.

3. **Architectural Plans**. Please provide full size architectural plans with cover sheet sealed and signed by the project architect. The County will accept cover page, site plan, and floor plans in lieu of the full set of plans.

4. **Signed and Sealed letter from Architect** - verifying the useable square footage of the commercial structure(s) to be built. One application per structure. The letter must have the Architect’s Seal.

5. **Demolition Permit** - If you are doing a demolition, and you have a copy of the demolition permit, please attach that to the application. If you do not have a permit at the time of the application, please indicate your demolition schedule and proof of the size of the home or commercial structure that is being (or was) demolished, either on a plat or in a signed letter by the Architect, same as in item 4.

Whether you are submitting in person or electronically, we request that each applicant assemble these materials before submitting and submit all at one time. Please be aware that DOT is allowed by Statute 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.

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) 407-6900 phone (8a to 4:30p)
Impactfees@dupageco.org (general 24 hour e-mail)