

CHAPTER 3

PROCEDURES AND REQUIREMENTS

SECTION:

- 6-3-1: Procedure for Approval and Requirements
- 6-3-2: Preapplication Procedure
- 6-3-3: Preliminary Plan
- 6-3-3-1: Procedure for Approval
- 6-3-3-2: Plats and Data for Approval
- 6-3-4: Final Plat
- 6-3-4-1: Procedure for Approval
- 6-3-4-2: Plats and Data for Final Approval
- 6-3-5: Agreements

6-3-1: **PROCEDURE FOR APPROVAL AND REQUIREMENTS:** Any owner of land which is within the corporate limits of the Village, or within one and one-half (1-1/2) miles of such corporate limits on unincorporated land, wishing to divide the same into lots or to resubdivide for the purpose of sale or assessment, or both, or wishing to dedicate streets, alleys or other lands for public use, shall follow the procedures and requirements of this Title.

6-3-2: **PREAPPLICATION PROCEDURE:** Prior to the filing of an application for approval of the preliminary plan, the subdivider shall submit to the office of the Village Clerk plans and data as specified below. This step does not require formal application, fee or filing plans with the Village Clerk. The subdivider may request a meeting with the Village Board in order to discuss his plans and particular problems.

Preapplication information suggested is as follows:

A.

General subdivision information shall describe or outline the existing conditions of the site and the proposed developments as necessary to supplement the submitted plans. This information may include data on existing covenants, land characteristics, and available community facilities and utilities; and information describing the subdivision proposal, such as number of residential lots, typical lot width and depth, price range, business areas,

school, playground and park areas, and other public areas, proposed protective covenants, and proposed utilities and street improvements.

B.

Sketch plan on topographic survey shall show in simple sketch form the proposed layout of streets, lots and other features in relation to existing conditions. The sketch plan may be a freehand pencil sketch made directly on a print of the topographic data and contours of not less than five foot (5') intervals.

6-3-3: **PRELIMINARY PLAN:**

6-3-3-1: **PROCEDURE FOR APPROVAL:**

A.

The subdivider shall cause to be prepared in triplicate a preliminary plan, which plan shall include all of the property controlled by the applicant, which properties are adjacent to or considered to be contiguous to the proposed subdivision, together with improvement plans and other supplementary material as specified shall be submitted to the Village Clerk, with written application for approval together with appropriate filing fees, as defined in Section 6-7-7 of this Title.

B.

The Village Clerk shall refer tentative plats to the proper official designated by the Village President and Board of Trustees to act as an examiner of plats, who shall examine the same for conformity with the provisions of these regulations. If approved, a notation to that effect shall be made on each copy of the plat. If not approved, the points of conflict shall be noted on each copy of the plat. A copy of the plat in each case will then be returned to the subdivider and the other copy shall be retained by the Village. The Village Board shall, at the same time, instruct the Village Engineer to collaborate with the subdivider and the Village Board in assembling plans for the design and construction of streets and such other public improvements as are required by this Title or any other ordinances of the Village.

C.

The following actions shall govern the approval of the preliminary plan:

1. Approval of the preliminary plan by the Village Board is tentative only, involving merely the general acceptability of the layout as submitted.

2. The Village Board may require such changes or revisions as are deemed necessary in the interest of the needs of the community.

3. Approval of the preliminary plat shall be effective for a maximum period of one year, unless upon application of the developer the Village Board grants an extension. The application for said extension shall not require an additional filing fee, or the submittal of additional copies of the plan of subdivision.

6-3-3-2: PLATS AND DATA FOR APPROVAL:

A.

Topographic data required as a basis for the preliminary plan, in subsection B below, shall include existing conditions as follows, except when otherwise specified by the Village Board:

1. Boundary lines: Bearing and distance.

2. Easements: Location, width and purpose.

3. Streets on and Adjacent to the Tract: Name and right-of-way width and location; type, width and elevation of surfacing; and legally established centerline elevations; walks, curbs, gutters, culverts, etc.

4. Utilities on and Adjacent to the Tract: Location, size of sanitary, storm and combined sewers; location and size of water mains. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and the size of nearest useable facilities.

5. The preliminary plan of subdivision shall be accompanied by:

a. A statement that the proposed subdivision (where contiguous) is or is not to be annexed to the Village.

b. Either a preliminary plan for sewer, water and storm sewers or a written statement setting forth general plans for such improvements and indicating the method to be used to overcome particular problems that may be encountered with the development of the proposed subdivision.

c. A storm water control system report, including all calculations showing the impact of the proposed development from storm water runoff from a one hundred (100) year storm shall be prepared and submitted for review by a registered professional engineer. The provisions of the Illinois Revised Statutes amending the Plat Act to include storm

drainage responsibility from new developments (House Bill 1082) shall be included in said report.

6. Other Conditions On the Tract: Watercourses, marshes, rock outcrop, wooded areas, isolated preservable trees one foot (1') or more in caliper at one foot (1') above ground level, houses, barns, shacks and other significant features.

7. Other Conditions on Adjacent Land: Approximate direction and gradient of ground slopes, including any embankments or retaining walls, character and location of buildings, railroads, power lines, towers and other nearby nonresidential land uses or adverse influences; and owner of adjacent unplatted land (for adjacent platted land refer to subdivision plat by name, recording date, and number and show approximate percent buildup, typical lot size and dwelling type).

8. Photographs, if Required by the Village Board: Camera locations, directions of views and key numbers.

9. Zoning on and adjacent to the tract and ownership of contiguous property.

10. Proposed Public Improvements: Highway or other major improvements planned by public authorities for future construction or near the tract.

11. Key plan showing location of the tract.

12. Title and Certificates: Present tract designation according to official records in the offices of the County Recorder, title under which proposed subdivision is to be recorded with names and addresses of owners, notation stating acreage, scale and North arrow.

13. Ground elevations on the tract shall be based on the U.S.G.S. datum plane. For land that slopes less than two feet (2.00') per one hundred feet (100'), the plan shall show one foot (1.00') contours and for land that slopes more than two feet (2.00') per one hundred feet (100'), the plan shall show two foot (2.00') contours.

B.

Preliminary plat shall be a scale of one hundred feet to the inch (1" = 100') or if the area of the subdivision is more than two hundred (200) acres, two hundred feet to the inch (1" = 200'). It shall show all existing conditions required in subsection A above, topographic data and shall show all proposals including the following:

1. Streets: Names, right of way and roadway widths, approximate grades and gradients, similar data for alleys,

if any.

2. Other Rights of Way or Easements: Location, width and purpose.
3. Location of utilities, if not shown on other exhibits.
4. Lot lines, lot dimensions, lot numbers and block numbers.
5. Sufficient information to show the intent of surface drainage, both as it exists flowing into the site and from the site in its undeveloped state and as a fully developed site.
6. Sites, if any, to be reserved or dedicated for schools, parks, playgrounds or other public uses.
7. Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single-family dwellings.
8. Proposed building setback lines.
9. Site data, including number of residential lots, typical lot size, acres in parks, etc.
10. Proposed name of subdivision.
11. Location by section, township and range.
12. Name and address of the developer.
13. Name and address of the planner or engineer.
14. Title, scale, north point and date.

C.

Other Preliminary Plans: When required by the Village Board, the preliminary plan shall be accompanied by profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; typical cross sections of the proposed grading, roadway and sidewalks, and preliminary plan of proposed sanitary and storm water sewers with grade and size indicated. All elevations shall be based on the U.S.G.S. datum plane.

D.

Draft of protective covenants, whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.

E. The subdivider shall include an original and one copy of the preliminary checklist completed by a professional engineer.

6-3-4: **FINAL PLAT:**

6-3-4-1: **PROCEDURE FOR APPROVAL:**

A.

Four (4) copies of the final engineering plans and specifications required for approval shall be prepared as specified, and shall be submitted to the Village Clerk within one year after approval of the preliminary plat; otherwise, such approval shall become null and void unless application for an extension of time is made to and granted by the Village Board. Such extensions will not require an additional fee or filing of additional copies of the plat.

B.

The final plat required by this Section shall be in accordance with the tentative plat as approved and shall show that the requirements are met as shown in Section 6-3-3.

C.

Application for approval of the final plat including all engineering drawings, shall be submitted in writing to the Village Clerk and shall be accompanied by the fee and engineering review fee as required in these regulations. The application shall be submitted to the regular meeting of the Village Board for its review and recommendations.

D.

Filing:

1. Action must be taken by the Village Board within two (2) months after the meeting at which the final plat and all drawings, maps and other documents required have been submitted for approval. The applicant and the Village Board may mutually agree to extend the two (2) month period.

2. Upon approval by the Village Board, the subdivider shall record the plat with the County Recorder within three (3) months. If not recorded within this time, the approval shall be null and void. Immediately after recording, the original tracing or a duly certified mylar reproducible copy shall be filed with the Village.

6-3-4-2: **PLATS AND DATA FOR FINAL APPROVAL:**

. Final plat shall be drawn in ink on tracing cloth (mylar) on sheets not to exceed thirty six inches by forty eight inches (36" x 48") and shall be at a scale of one hundred feet to the inch (1" = 100'). Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions, the final plat may be submitted for approval progressively in contiguous sections satisfactory to the Village Board. The final plat shall show the following:

1. Primary control points, approved by the Village Engineer, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings and similar data on the plat shall be referred.
2. Tract boundary lines, right-of-way lines of streets, easements and other rights of way, and property lines of residential lots and other sites with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves.
3. Name and right-of-way width of each street or other right of way.
4. Location, dimensions and purpose of any easement.
5. Number to identify each lot or site and block.
6. Purpose for which sites other than residential lots are dedicated or reserved.
7. Proposed building setback lines on all lots and other sites.
8. Location and description of monuments.
9. Certification by a registered Illinois Land Surveyor certifying to accuracy of the survey and plat.
10. Certification showing that all taxes and special assessments due on the property to be subdivided have been paid in full.
11. Certification of title showing that applicant is land owner.
12. Proper form for the approval of the Village Board, with space for signatures.
13. Approval by signatures of the appropriate officials of the Village Board concerned with the specifications of utility installations.

14. Evidence that the work of improving the streets and all utilities as prescribed above has been accomplished prior to the submission of the plat for final approval, or the receipt of a duplicate signed contract and the accompanying surety bond shall be presented to the Village Engineer and the Village Attorney for their review. The Village Engineer and the Village Attorney shall present to Village Board a review letter assuring that the developer has complied with said requirements.

15. Statement by owner dedicating streets, rights of way and any sites for public use.

16. Name of subdivision.

17. Location by section, township and range.

18. Title, scale, north arrow and date.

B.

Cross sections and profiles of streets showing grades approved by the Village Engineer. The profiles shall be drawn to Village standards. The scales and elevations shall be based on the U.S.G.S. datum plane.

C.

Protective covenants in form for recording.

D.

Other Data: Such other certificates, affidavits, endorsements or dedications as may be required by the Plan Commission in the enforcement of these regulations.

6-3-5: **AGREEMENTS:**

A.

The Village Board shall not approve the final plat until the subdivider has complied with the requirements of this Section. No building permits shall be issued until after the final plat has been recorded.

1. After approval of the preliminary plat, the subdivider shall present plans and specifications for all improvements to the Village Engineer for approval, with appropriate checklist. Upon approval by the Village Engineer and by all other pertinent authorities, the subdivider may construct and install all such improvements. On approval and certification of completion by the Village Engineer of such improvements, within two (2) years after approval of preliminary plat, the final plat shall be submitted as herein provided for approval, and upon approval shall be recorded. If engineering plans require substantial changes from the preliminary plan, as approved,

the subdivider shall revise and resubmit the preliminary plat, prior to constructing the improvements, for reapproval.

2. In lieu of actual construction of the improvements, as provided in subsection 1 above, the subdivider may post with the Village Clerk cash, negotiable securities or a surety bond with sureties acceptable to the Village Board in an amount sufficient to cover the full cost of said improvements as estimated by the Engineer for the developer and reviewed by the Village Engineer, and conditioned on the completion and acceptance by the Village Engineer of all improvements within two (2) years from the approval of the final plat. Upon acceptance of such bond, approval of plans and specifications for all improvements by the Village Engineer and approval by the Village Board of the final plat, such plat may then be recorded.

3. In lieu of the provisions of subsections 1 and 2 above, the subdivider may submit with his plans and specifications for all improvements and his final plat, evidence of a binding agreement with a responsible contractor for the installation of all such improvements within two (2) years after the approval of the final plat, together with a performance bond with sureties acceptable to the Village Board, the plat may be recorded.

4. In lieu of subsections 1, 2 and 3 above, the subdivider may petition, in appropriate cases, for the installation of all improvements by special assessment, and shall provide a purchaser for all bonds issued thereunder. On a sale of such bonds for par or more and on approval of the final plat by the Village Board, such plat may be recorded.

B.

The subdivider shall, in all cases, be responsible for the maintenance of all improvements for one year following their acceptance by the Village, and shall guarantee such maintenance by posting cash or negotiable securities in the amount of five percent (5%) of the cost of such improvements or a surety bond with sureties approved by the Village Board in the amount of twenty percent (20%) of the costs of such improvements. The fulfillment of this requirement is a condition to approval of the final plat, and in addition to the requirements of subsection A of this Section.