

CHAPTER 2

SUBDIVISION PLATS AND PROCEDURES

SECTION:

- 11-2-1: Sketch Plan
- 11-2-2: Preliminary Plat
- 11-2-3: Final Plat

11-2-1: **SKETCH PLAN:**

- A. Subdividers are invited to prepare, for review with the planning commission, engineer, and others, a proposed subdivision sketch plan which, in order to most useful, should contain the following information:
 - 1. Site location map showing major streets, school locations, commercial centers and other significant developments.
 - 2. Tract boundaries.
 - 3. North point and scale.
 - 4. Streets within an adjacent to tract.
 - 5. Physical features.
 - 6. Proposed general street design.
 - 7. Proposed lot size and orientation.
- B. The sketch plan will be considered as the basis for discussion between the subdivider and the planning commission. Submission of such sketch plan shall not constitute formal filing of a preliminary plat. The planning commission will, on the basis of such sketch plan, unofficially advise the subdivider of the extent to which the proposed subdivision conforms with this title and other ordinances of the Village and will discuss possible modifications. No fee shall be required of the subdivider for the submission of sketch plans. (Ord., 1990)

11-2-2: PRELIMINARY PLAT:

- A. Submission Of Plat: Before subdividing any tract of land, the subdivider shall submit a preliminary plat of the subdivision for the approval of the planning commission in the following manner: Six (6) copies of the preliminary plat shall be filed with the Village Clerk. Any necessary applications for variances from the provisions of this title and related ordinances shall be filed with the plan in the proper Village office to complete the official filing.
- B. Contents Of Plat: The preliminary plat of the proposed subdivision shall contain or have attached thereto the following information:
1. Identification and Description:
 - a. Proposed name of subdivision, which name shall not duplicate or be alike in pronunciation of the name of any plat heretofore recorded in the Village.
 - b. Legal description of property to include section, township, and range numbers.
 - c. Names and addresses of the owner, and any agent having control of the land, subdivider, surveyor, engineer, and designer of the plan
 - d. Graphic scale not less than one inch to one hundred feet (1" = 100).
 - e. North point.
 - f. Date of preparation.
 2. Existing Conditions:
 - a. Existing zoning classifications for land in and abutting the subdivision.
 - b. Location, right of way width, and names of existing or platted streets or other public ways. Parks and other public lands, permanent buildings and structures, easements and section and corporate lines within the preliminary plan and to a distance one hundred feet (100') beyond shall also be indicated.
 - c. Location and size of existing sewers, water mains, culverts or other underground facilities within the preliminary plan area and to a distance of one hundred feet (100') beyond. Such data as grades, invert elevations, and locations of catch basins, manholes, hydrants, and street pavement width and type shall also be shown.

- d. Boundary lines of adjoining, unsubdivided or subdivided land, within one hundred feet (100'), identified by name and ownership, and including all contiguous land owned or controlled by the subdivider. Watercourses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features shall also be shown. Descriptions, reference titles and elevations of the benchmark shall be furnished to the engineer.
- e. Soil tests if required.

3. Subdivision Design Feature:

- a. Layout of proposed streets, showing right of way widths and proposed names of streets. The name of any street heretofore used in the Village or its environs shall not be used, unless the proposed street is an extension of an already named street, in which event, the name shall be used.
- b. Location and widths of proposed alleys, pedestrianways and utility easements.
- c. Typical cross sections of proposed improvements upon streets and alleys, together with an indication of the proposed storm water runoff.
- d. Approximate centerline gradients of proposed streets and alleys, if any.
- e. Location, size and approximate gradient of proposed sewer lines and water mains.
- f. Layout, numbers and typical dimensions of lots.
- g. Minimum front and side street building setback lines, indicating dimensions.
- h. Areas, other streets, alleys, pedestrianways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.

4. Other Required Information:

- a. Statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units; type of business or industry so as to reveal the effect of the development of traffic, fire hazards or congestion or population.
- b. Proposed protective covenants.

- c. Provisions for water supply.
 - d. Provisions for sewage disposal, drainage and flood control.
 - e. If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions.
- C. Referral of Plat: The Village Clerk shall refer two (2) copies of the preliminary plat to the Planning Commission for its examination and report, one copy to the engineer for his examination and report, and one copy to the school district. Copies of the report by the engineer shall be given to the Planning Commission within fifteen (15) days.
- D. Planning Commission Action:
- 1. The Planning Commission shall have the preliminary plat on its agenda at its next meeting.
 - 2. The Planning Commission shall act on the preliminary plat within forty (40) days of the date on which it was filed with formal request for approval.
 - 3. If the preliminary plat is not approved, the reasons for such action shall be recorded in the proceedings and transmitted to the applicant and the Village Board in writing.
 - 4. Should the subdivider desire to amend the preliminary plat as approved, he may resubmit the amended plan which shall follow the same procedure except for the hearing and fee unless the amendment is, in the opinion of the Planning Commission, of such scope as to constitute a new plat, then it shall be refiled.
- E. Qualifications Governing Approval of Preliminary Plan:
- 1. The Planning Commission may return a conditional report. The Board may require such changes or revisions as it deems necessary for the health, safety, general welfare and convenience of the Village.
 - 2. The approval of a preliminary plan by the Planning Commission is tentative only, involving merely the general acceptability of the layout as submitted.

3. Subsequent approval will be required of the engineering proposals pertaining to water supply, storm drainage, sewerage and sewage disposal, gas and electric service, grading, gradients and roadway widths, the surfacing of streets, and other required improvements, by the engineer and other public officials having jurisdiction, prior to the approval of the final plat by the Board.
 4. No plan will be approved for a subdivision which covers an area subject to periodic flooding or which contains extremely poor drainage facilities and which would make adequate drainage of the streets and lots impossible, unless the subdivider agrees to make improvements which will, in the opinion of the engineer, make the area completely safe for occupancy, and provide adequate street and lot drainage.
- F Effect Of Approval: Approval of the preliminary plat shall entitle the subdivider to final approval of the layout shown by such plat if the final plat conforms substantially to such layout and conditions of approval have been met. (Ord., 1990)

11-2-3:

FINAL PLAT:

- A. Filing Of Plat; Requirements: The owner or subdivider shall file six (6) copies of the final plat not later than six (6) months after the date of approval of the preliminary plat. The Board may waive failure to comply with this requirement. The final plat will have incorporated all changes or modifications required. In all other respects, it shall substantially conform to the preliminary plat. It may constitute only that portion of the approved preliminary plan which the subdivider proposed to record and develop at the time; provided, that such portion conforms with all the requirements of these regulations.
- B. Referral of Plat: On the same date that the Village receives the final plat, the Village Clerk shall refer two (2) copies of the final plat to the Planning Commission, one copy to the engineer, and one copy to each to the telephone, power, and other utility companies. (Ord., 1990)
- C. Compliance With State Law: A final plat of subdivided land shall comply with the requirements of 765 Illinois Compiled Statutes 205/1 et seq., which is hereby adopted by reference. (Ord., 1990; amd. 2002 Code)

D. Action on Plat:

The final plat shall be presented to the Planning Commission at least ten (10) days prior to the meeting at which it is to be considered and shall then be accepted or rejected by the Planning Commission and the Village Board within forty (40) days of its submission, unless the time is extended by an agreement with the subdivider.

If the final plat is not approved, the reasons for such action shall be recorded in the proceedings and transmitted to the applicant and the Village Board.

E. Record Of Final Plat: Upon approval of the final plat by the Village Board, the subdivider shall record the plat with the County Recorder within ninety (90) days after the date of approval; otherwise the approval shall be considered void. (Ord., 1990)