

**CITY OF ST. CHARLES**  
 TWO EAST MAIN STREET  
 ST. CHARLES, ILLINOIS 60174-1984



COMMUNITY DEVELOPMENT/PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

**FINAL PLAT APPLICATION**

*Received Date*

<b>CITYVIEW</b>	
Project Name:	_____
Project Number:	_____ -PR- _____
Application Number:	_____ -AP- _____

*Instructions:*

*To request approval of Final Plat for a Subdivision or Planned Unit Development (PUD), complete this application and submit it with all required attachments to the Planning Division. For PUDs, a PUD Final Plan Application should normally be submitted at the same time. For all other subdivisions, a Subdivision Final Engineering Plan Application should normally be submitted at the same time.*

*When the application is complete and the engineering plans are substantially in compliance with requirements, the final plat will be placed on a Plan Commission agenda for review.*

<b>1. Property Information:</b>	Parcel Number (s):	
	Proposed Subdivision Name:	
<b>2. Applicant Information:</b>	Name	Phone
	Address	Fax
		Email
<b>3. Record Owner Information:</b>	Name	Phone
	Address	Fax
		Email
<b>4. Billing:</b> <i>To whom should costs for this application be billed?</i>	Name	Phone
	Address	Fax
		Email

## ***Attachment Checklist***

- ❑ **APPLICATION:** Completed application form signed by the applicant
- ❑ **APPLICATION FEE:** Refer to attached Schedule of Application Fees
- ❑ **REIMBURSEMENT OF FEES AGREEMENT:** An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.
- ❑ **PROOF OF OWNERSHIP and DISCLOSURE:**
  - a) a current title policy report; or
  - b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required. If the owner or applicant is a Trust, a disclosure of all beneficiaries; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).
- ❑ **LEGAL DESCRIPTION:** For entire subject property, on 8 ½ x 11 inch paper
- ❑ **FINAL PLAT SUBMITTAL CHECKLIST (Completed)**
- ❑ **PLANS:**

All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

**Copies of Plans:**

  - Initial Submittal - Fifteen (15) full size copies, Three (3) 11" by 17", and a PDF electronic file on a CD-ROM.
  - Revision Submittal for Planning Commission - Twenty-Two (22) full size copies, Three (3) 11" by 17" and a PDF electronic file on a CD-ROM.
- ❑ **COVENANTS:** One copy of proposed agreements, provisions, or covenants which will govern the use, maintenance, and continued protection of the planned development and any of its common open space.
- ❑ **WORKSHEETS (For residential developments):**
  - Park and School land/cash worksheets in accordance with Title 16 of the St. Charles Municipal Code with population projections establishing anticipated population and student yields.
  - Inclusionary Housing Worksheet
- ❑ **ADDITIONAL APPLICATION:**
  - For Planned Unit Developments, a PUD Final Plan Application has been submitted.
  - For all other Subdivisions, a Subdivision Final Engineering Plan Application has been submitted.



# FINAL PLAT SUBMITTAL CHECKLIST

---

*Name of Development*

*Note: To properly complete this application:*

1. *Submit all documents and information required;*
2. *Indicate compliance with each item by initialing next to the item;*
3. *If any item is considered by the applicant to be “not applicable,” place “NA” in the space.*

## **Final Plat:**

15 copies of the Final Plat, which shall include the following information:

- \_\_\_ a. North direction is shown.
- \_\_\_ b. Scale is shown (minimum one inch equals 100 feet).
- \_\_\_ c. Section corners and section lines are accurately tied into subdivision by distances and angles.
- \_\_\_ d. Official survey monuments are shown and dimensioned.
- \_\_\_ e. All necessary easements are shown and dimensioned.
- \_\_\_ f. An accurate legal description of the entire area under immediate development within the Planned Unit Development/Subdivision.
- \_\_\_ g. Location and dimensions of the building lots, common permanent open space, existing permanent buildings, easements and rights-of way.
- \_\_\_ h. An open space easement on the common area assuring that the open space shall remain open for perpetuity.
- \_\_\_ i. Tabulations on each separate unsubdivided use area, including land area, number of buildings, number of dwellings per acre (PUD).
- \_\_\_ j. Building setback lines are shown and dimensioned.
- \_\_\_ k. Lot areas are shown.
- \_\_\_ l. Street names are shown.

- \_\_\_ m. Areas to be dedicated or reserved for public use are shown and described and the purpose is designated.
- \_\_\_ n. Protective covenants are lettered on the plat or are appropriately referenced.
- \_\_\_ o. Required certificates are shown as provided in Title 16, “Subdivisions and Land Improvements”:
  - \_\_\_ 1. Surveyor’s certificates (including signature and seal).
  - \_\_\_ 2. Owner’s certificate (including signature).
  - \_\_\_ 3. Notary certificate (including signature and seal).
  - \_\_\_ 4. County clerk certificate (including signature).
  - \_\_\_ 5. Certificate as to special assessments.
  - \_\_\_ 6. Certificate of county superintendent of highways, if applicable (including signature).
  - \_\_\_ 7. Certificate of Public Works and Buildings, Division of Waterways, State of Illinois, if applicable (including signature).
  - \_\_\_ 8. Plan Commission certificate.
  - \_\_\_ 9. Director of Public Works certificate.
  - \_\_\_ 10. City Council certificate.
  - \_\_\_ 11. Special Flood Hazard Area Certificate.
  - \_\_\_ 12. Mortgagee Certificate, as required.

\_\_\_\_\_  
*Signature – Applicant*

\_\_\_\_\_  
*Date*

**OWNERSHIP DISCLOSURE FORM  
PARTNERSHIPS**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am a  
General Partner of \_\_\_\_\_, an Illinois  
(General) (Limited) Partnership and that the following persons are all of the partners thereof:

- \_\_\_\_\_ (General)(Limited) Partner
- \_\_\_\_\_ (General)(Limited) Partner
- \_\_\_\_\_ (General)(Limited) Partner
- \_\_\_\_\_ (General)(Limited) Partner
- \_\_\_\_\_ (General)(Limited) Partner
- \_\_\_\_\_ (General)(Limited) Partner

By: \_\_\_\_\_ (General)(Limited) Partner

Subscribed and Sworn before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**OWNERSHIP DISCLOSURE FORM  
CORPORATION**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am the  
\_\_\_\_\_ of \_\_\_\_\_, an  
(Illinois) ( \_\_\_\_\_ ) Corporation and that the following persons are all of the shareholders  
of 7% or more of the common stock of said Corporation:

_____	_____
_____	_____
_____	_____
_____	_____

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

Subscribed and Sworn before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**OWNERSHIP DISCLOSURE FORM  
LAND TRUST**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am  
Trust Officer of \_\_\_\_\_, and that the following  
persons are all of the beneficiaries of Land Trust No. \_\_\_\_\_:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_, Trust Officer

Subscribed and Sworn before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**OWNERSHIP DISCLOSURE FORM  
LIMITED LIABILITY COMPANY (L.L.C.)**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am  
Manager of \_\_\_\_\_, an Illinois Limited Liability  
Company (L.L.C.), and that the following persons are all of the members of the said L.L.C.:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_, Manager

Subscribed and Sworn before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



# SCHOOL LAND/CASH WORKSHEET

City of St. Charles, Illinois

Name of Development	_____
Date Submitted:	_____
Prepared by:	_____



## Estimated Student Yield by Grades

Type of Dwelling	# of dwelling Units (DU)	Elementary (Grades K to 5)		Middle (Grades 6 to 8)		High (Grades 9 to 12)	
<b>Detached Single Family</b>							
➤ 3 Bedroom		DU x .369	=	DU x .173	=	DU x .184	=
➤ 4 Bedroom		DU x .530	=	DU x .298	=	DU x .360	=
➤ 5 Bedroom		DU x .345	=	DU x .248	=	DU x .300	=
<b>Attached Single Family</b>							
➤ 1 Bedroom		DU x .000	=	DU x .000	=	DU x .000	=
➤ 2 Bedroom		DU x .088	=	DU x .048	=	DU x .038	=
➤ 3 Bedroom		DU x .234	=	DU x .058	=	DU x .059	=
➤ 4 Bedroom		DU x .322	=	DU x .154	=	DU x .173	=
<b>Apartments</b>							
➤ Efficiency		DU x .000	=	DU x .000	=	DU x .000	=
➤ 1 Bedroom		DU x .002	=	DU x .001	=	DU x .001	=
➤ 2 Bedroom		DU x .086	=	DU x .042	=	DU x .046	=
➤ 3 Bedroom		DU x .234	=	DU x .123	=	DU x .118	=

Totals \_\_\_\_\_ TDU \_\_\_\_\_ TE \_\_\_\_\_ TM \_\_\_\_\_ TH

## School Site Requirements

Type	# of students	Acres per student	Site Acres
Elementary (TE)		x .025	=
Middle (TM)		x .0389	=
High (TH)		x .072	=

Total Site Acres \_\_\_\_\_

## Cash in lieu of requirements -

\_\_\_\_\_ (Total Site Acres) x \$240,500 (Fair Market Value per Improved Land) = \$ \_\_\_\_\_

# INCLUSIONARY HOUSING ORDINANCE WORKSHEET



Name of Development	_____
Date Submitted:	_____
Prepared by:	_____

## Inclusionary Housing Calculation

Inclusionary Housing Ordinance Affordable Units Required	# of Units Proposed in Development		% of Affordable Units Required		# of Affordable Units Required
1 to 10 Units		X	5%	=	
11 to 50 Units		X	10%	=	
More Than 50 Units		X	15%	=	

## Fee In-Lieu Calculation

Inclusionary Housing Ordinance Affordable Units Required	# of Affordable Units Required	# of Affordable Units Proposed to Pay the Fee-In-Lieu		Fee-In-Lieu Amount Per Unit		Total Fee-In-Lieu Amount
<b>1 to 10 Units</b> <i>(Maximum 100% of Required Affordable Units)</i>			X	\$140,000	=	
<b>11 to 50 Units</b> <i>(Maximum 50 % of Required Affordable Units)</i>			X	\$140,000	=	
<b>More Than 50 Units</b> <i>(Maximum 50 % of Required Affordable Units. Only allowed with a recommendation from the Housing Commission)</i>			X	\$140,000	=	

**What is the justification for requesting a to pay the fee-in-lieu to reduce the number of affordable units constructed?**

---



---



---



---



---



---



---



---



---



---

**CITY OF ST. CHARLES**  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984

DEPARTMENT: COMMUNITY DEVELOPMENT/PLANNING      PHONE: (630) 377-4443      FAX: (630) 377-4062

**SCHEDULE OF APPLICATION FEES**

**DEVELOPMENTS WITHIN CORPORATE LIMITS**

Type of Application	Application Fee
Appeals	\$150
Design Review	\$200
Variations	\$300
General (Text) Amendment	\$500
Zoning Map Amendments	\$500
Special Use and Amendment to Special Use	\$750
Annexation of Property	\$500
Annexation Agreement	\$500
PUD Concept Plan	none
Special Use as a Planned Unit Development (PUD)	\$1000
PUD Preliminary Plan (with or without Sketch Plan)	\$500
PUD Final Plans	\$500
Minor Change to PUD	\$200
Preliminary Plan of subdivision/resubdivision (Not a PUD)	\$500
Preliminary Plan of subdivision/resubdivision (of a parcel less than 3 acres) (Not a PUD)	\$300
Subdivision Final Engineering Plan	\$300
Final Plat (Subdivision or PUD)	\$300

**DEVELOPMENTS OUTSIDE CORPORATE LIMITS (WITHIN 1 ½ MILE JURISDICTION)**

Concept plan	No fee
preliminary plan of subdivision, 5 or more lots, with new public road construction	\$300
preliminary plan of subdivision, 1 to 4 lots, with new public road construction	\$200
preliminary plan of subdivision or resubdivision, 1 to 4 lots, no new public road construction	No fee
final plat	\$300

**PLEASE MAKE CHECKS PAYABLE TO THE CITY OF ST. CHARLES**

**CITY OF ST. CHARLES**  
**REIMBURSEMENT OF FEES AGREEMENT**

City of St. Charles Acct. # \_\_\_\_\_

**I. Owner:**

Owner of Property: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

\_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

If Owner is a Land Trust, the names and addresses of the beneficiaries of the Trust:

\_\_\_\_\_

**II. Person Making Request (Petitioner/Applicant):**

Name of Petitioner/Applicant: \_\_\_\_\_

Petitioner's/Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Petitioner's /Applicant's Phone Number: \_\_\_\_\_

**III. Location of Property:**

General Location of Property: \_\_\_\_\_

Acreage of Parcel: \_\_\_\_\_

Permanent Index Number(s): \_\_\_\_\_

Legal Description (attach as Exhibit A)

**IV. Reimbursement of Fees:**

If the City determines, in its sole and exclusive discretion, that it is necessary to obtain professional services, including, but not limited to, attorneys; engineers; planners; architects; surveyors; court reporters; traffic, drainage or other consultants, and/or to incur costs related to any required notices or recordations, in connection with any Petition or Application filed by the Petitioner/Applicant, then the Petitioner/Applicant and Owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the City.

The City Administrator is hereby authorized to assign the above described services to the City staff or to consultants, as they deem appropriate. When the City staff renders any services contemplated by this agreement, then in such case the City shall be reimbursed for its cost per productive work hour for each staff person providing said services.

At the time the Petitioner/Applicant requests action from the City, he shall deposit the following amounts with the City as an initial deposit to collateralize the obligation for payment of such fees and expenses:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$1,000	\$2,000	\$3,000	\$4,000
2 or 3	\$2,000	\$4,000	\$5,000	\$7,000
4 or more	\$3,000	\$5,000	\$7,000	\$10,000

As the review proceeds, the City shall deduct incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$500.00, the petitioner/applicant, upon notice by the City, shall be required to replenish the deposit to its original amount. The Petitioner/ Applicant shall replenish the deposit amount within fifteen (15) days of receipt of an invoice directing the replenishment of said deposit. Failure to remit payment within fifteen (15) days will cause all reviews to cease.

A petitioner/applicant who withdraws his petition or application may apply in writing to the Director of Community Development for a refund of his initial deposit. The City Administrator may, in his sole discretion, approve such refund less any actual fees and costs, which the City has already paid or incurred relative to the Petition or Application.

Upon the failure to the Petitioner/Applicant or Owner to reimburse the City in accordance with this Agreement, no further action shall be undertaken on any Petition or Application by the Mayor and City Council, or by any other official or quasi-deliberations, the granting of any relief or approvals, and the execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Further, the City may deny any application for a grading, building or other permit if such amounts have not been paid in full.

Upon any failure to reimburse the City in accordance with this section, the City may in its discretion, apply any or all of the initial deposit to the outstanding balance due and/or elect to place a lien against any real property associated with the Petitioner/Applicant's Petition or Application. In the event such amounts are not paid in full within sixty (60) days after the date when the statement of such amounts due is delivered or deposited in the U.S. mail by the City, such amounts due shall be deemed delinquent and finance charges in accordance the City's policy for accounts receivable shall be added to the amount due until such amount due, including all delinquency charges, is received by the City. Said lien shall be in an amount equal to the outstanding amount owed to the City.

The remedies available to the City as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the City's right to seek relief of such fees against any or all are responsible parties in a court of competent jurisdiction.

Any remaining balance of funds deposited pursuant to this Agreement shall be refunded upon the later occurring of the following events: completion of City deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, or issuance of a building permit upon the real property in question.

BY SIGNING BELOW, THE PETITIONER/APPLICANT AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER/APPLICANT AND OWNER AGREE THAT PETITIONER/APPLICANT AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE CITY OF ST. CHARLES, AND AS SET FORTH HEREIN.

City of St. Charles

\_\_\_\_\_  
Petitioner/Applicant

By: \_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Attest

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF ST. CHARLES, ILLINOIS – SCHEDULED MEETING DATES FOR DEVELOPMENT REVIEW**

<b>Plan Commission</b>	<b>Planning &amp; Development Committee 2009*</b>	<b>City Council</b>
1/06	1/12	1/05
1/20		1/20 (Tue)
2/03	2/09	2/02
2/17		2/17 (Tue)
3/03	3/09	3/02
3/17		3/16
4/14	4/13	4/06
4/21		4/20
5/05	5/11	5/04
5/19		5/18
6/02	6/08	6/01
6/16		6/15
7/07	7/13	7/06
7/21		7/20
8/04	8/10	8/03
8/18		8/17
9/08	9/14	9/08 (Tue.)
9/22		9/21
10/06	10/12	10/05
10/20		10/19
11/10	11/09	11/02
11/17		11/16
12/08	12/14	12/07
		12/21
	<b>2010*</b>	
1/05	1/11	1/04
1/19		1/19 (Tue)
2/02	2/08	2/01

\*These dates conform to the regular meeting schedule. However, meetings may be rescheduled. Please check with the Planning Division to confirm a specific meeting date.

*We will review submittals for completeness and for compliance with applicable requirements prior to establishing a meeting or public hearing date for an application. Please contact the Planning Division at 377-4443 if you have any questions.*