

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

SUBDIVISION PRELIMINARY PLAN APPLICATION

Received Date

CITYVIEW	
Project Name:	_____
Project Number:	_____ -PR- _____
Application No.	_____ -AP- _____

Instructions:

To request approval of a subdivision, complete this application and submit it with all required attachments to the Planning Division.

When the application is complete City staff will distribute the plans to other City departments for review. When the staff has determined that the plans are ready for Plan Commission review, we will place the proposed subdivision on a Plan Commission meeting agenda.

The information you provide must be complete and accurate. If you have a question please call the Planning Division and we will be happy to assist you.

1. Property Information:	Parcel Number (s):	
	Street Address (or common location if no address is assigned):	
2. Applicant Information:	Name	Phone
	Address	Fax
		Email
3. Record Owner Information:	Name	Phone
	Address	Fax
		Email
4. Billing: <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 Exhibit 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 1/2 x 11 inch paper
- ❑ **PLAT OF SURVEY:**

A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

- ❑ **SOIL AND WATER CONSERVATION DISTRICT APPLICATION:**

Copy of completed Land Use Opinion application as required by state law, as submitted to The Kane-Dupage Soil and Water Conservation District. <http://www.kanedupageswcd.org/>

- ❑ **ENDANGERED SPECIES REPORT:**

Copy of Endangered Species Consultation Agency Action to be filed with the Illinois Department of Natural Resources. <http://dnrecocat.state.il.us/ecopublic/>

- ❑ **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 Plan Commission - Twenty-Two (22) full size copies, Three (3) 11" by 17" and a PDF electronic file on a CD-ROM.

- ❑ **PRELIMINARY PLANS:** Depicting all features listed in the Subdivision Preliminary Plan Checklist and the "Stormwater Management Requirements for Preliminary Plans."
- ❑ **SUBDIVISION PRELIMINARY PLAN CHECKLIST (COMPLETED)**
- ❑ **STORMWATER MANAGEMENT REPORT:** One copy of written information (reports, calculations, etc.) as described in the Stormwater Management Requirements for Preliminary Plans.

❑ **TREE PRESERVATION PLAN**

For sites with existing trees 6” or more in diameter: Twenty-two copies of a Tree Preservation Plan shall be submitted as part of the preliminary plan set and shall be at the same scale as the grading plan. Refer to attached “Tree Preservation Plan Requirements”.

❑ **ADDITIONAL WRITTEN INFORMATION:**

- Summary of Proposed Development sheet
- Proposed deviations from subdivision requirements, if any.
- For developments with residential units, Park and School Land/Cash and Inclusionary Housing worksheets

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.

Record Owner

Date

Applicant or Authorized Agent

Date

SUBDIVISION PRELIMINARY PLAN CHECKLIST

Name of Subdivision

Date of Submission

NOTE: *To properly execute this checklist:*

- 1. Provide the required documentation (drawings, reports, etc.)*
- 2. Indicate compliance with applicable ordinances by initialing in all spaces where applicable.*
- 3. Indicate those items that the subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A."*

Format / Cover Sheet:

- ____ 1. Twenty-two copies of preliminary plan submitted;
- ____ 2. Plans are prepared on 24-inch by 36-inch sheets;
- ____ 3. Plan scale is not less than 1" to 100';
- ____ 4. Minimum profile scale is 1" to 100' horizontal and 1" to 10' vertical;
- ____ 5. A title sheet is included with each set of preliminary plans;
- ____ 6. Name of proposed subdivision is shown;
- ____ 7. Location given by town, range, section, or other legal description;
- ____ 8. Name and address of owner, trust, corporation or subdivider having control of project is shown;
- ____ 9. Name and seal of registered engineer or surveyor who prepared topographic survey is shown;
- ____ 10. Name and address of the designer of the plan is shown;
- ____ 11. North direction is shown;
- ____ 12. Date of preparation and date of revision, if any, is shown;
- ____ 13. A location map is included indicating:
 - ____ A. A scale of not less than 1" to 1000',
 - ____ B. Boundary lines of adjoining land within an area bounded by the nearest arterial streets or other natural boundaries,
 - ____ C. Use of surrounding land,
 - ____ D. Ownership of the surrounding land,
 - ____ E. Alignment of existing streets,
 - ____ F. Section and corporate lines;
- ____ 14. Boundary line of proposed subdivision is clearly shown;
- ____ 15. Total approximate acreage is shown;
- ____ 16. Existing zoning classification is indicated;

Existing Conditions:

- ____ 17. The following existing items, if within the boundaries of the subdivision, or located 100' or less outside the boundaries are shown:
 - ____ A. Previously platted streets and other rights-of-way, with

improvements, if any, indicating:

- 1. Location
- 2. Widths
- 3. Names

___ B. Railroad rights-of-way, indicating:

- 1. Location
- 2. Dimensions

___ C. Utility rights-of-way, indicating:

- 1. Location
- 2. Width
- 3. Type
 - a. Sewer
 - b. Water
 - c. Gas
 - d. Telephone
 - e. Electric
 - f. Other,

___ D. Parks and other open spaces indicating:

- 1. Location
- 2. Area

___ E. Easements, indicating:

- 1. Location
- 2. Width
- 3. Purpose,

___ F. Permanent buildings and structures, indicating:

- 1. Location
- 2. Setback lines
- 3. Names of owners,

___ G. Section and corporate lines,

___ H. Sanitary sewers, indicating:

- 1. Location
- 2. Size
- 3. Manholes
- 4. Material
- 5. Invert elevations at manholes,

___ I. Water mains, indicating:

- 1. Location
- 2. Size
- 3. Material
- 4. Valves, indicating:
 - a. Valve manhole
 - b. Valve box
- 5. Fire hydrants and auxiliary valves,

___ J. Culverts, indicating:

- 1. Type
- 2. Location
- 3. Size
- 4. Material
- 5. Invert elevations,

___ K. Storm sewers, indicating:

- 1. Location
- 2. Size
- 3. Material
- 4. Catchbasins
- 5. Invert elevations,

___ L. Watercourses, indicating:

- 1. Type
- 2. High-water and elevation
- 3. Width of easement
- 4. Location of easement,

___ M. Wetlands, indicating:

- 1. Location
- 2. Dimensions
- 3. FEMA floodplain
- 4. FEMA base flood elevations;

___ N. Rock outcrops, indicating:

- 1. Location
- 2. Dimensions

___ O. Monuments and survey markers, indicating:

- 1. Location
- 2. Type

___ 18. Topographic data is given in feet above mean sea level within the tract and to a distance of 100' beyond, indicating:

___ A. Existing contours at vertical levels of not more than 2',

___ B. Bench mark, indicating:

- 1. Location
- 2. Description
- 3. Elevation;

___ 19. Soil bearing data is given, if required by the Public Works Director, indicating:

- ___ A. Location of tests,
- ___ B. Depth of tests,
- ___ C. Soil bearing capacity,
- ___ D. Moisture content;

Proposed Conditions:

___ 20. The following proposed items, if within the boundaries of the subdivision or located 100' or less outside of the boundaries, are shown:

___ A. Layout of streets, indicating:

- 1. Collector streets, indicating:
 - a. 80' right-of-way width
 - b. 39' roadway width, back to back of curbs (residential)
 - c. 44' roadway width, back to back of curbs (industrial)
- 2. Minor streets, indicating:
 - a. 66' right-of-way width
 - b. 32' roadway width, back to back of curbs
- 3. Cul-de-sac streets, indicating:
 - a. 66' right-of-way width
 - b. 33' roadway width, back to back of curbs (residential)
 - c. 40' roadway width, back to back of curbs (industrial)
 - d. the length does not exceed 500' unless there are less than 16 lots abutting the cul-de-sac street
 - e. terminus is circular, or nearly so, and right of way is at least 124' in diameter
 - f. terminus roadway width is 91' in diameter
- 4. Through street shown extended to boundaries of subdivision
- 5. Stormwater runoff pattern on paving

- ___ B. Names of streets:
- Not duplicating the name of any street heretofore used in the city or its environs, unless the street is an extension of any already existing street, in which case the name shall be used
- ___ C. Street improvement plan showing location of all new street improvements, including those to the centerline of previously dedicated rights-of-way abutting the subdivision, in accordance with present city standards,
- ___ D. Utility easements:
- 1. 10' at the rear of each lot and 5' on all side yards
 - 2. Purpose is indicated,
- ___ E. Centerline profiles of all streets showing gradients not less than 0.5 percent and not more than:
- 1. 5.0 percent on collector streets
 - 2. 7.0 percent on minor streets
- ___ F. Pedestrian ways, when required, indicating:
- 1. Location at approximately the center of blocks
 - 2. Width not less than 8'
 - 3. Shrub or tree hedge at side boundary lines,
- ___ G. Block layout, indicating:
- 1. Blocks do not exceed 1200' in length
 - 2. Additional access ways to parks, schools, etc., are shown in accordance with the plan commission's requirements
 - 3. Blocks fit readily into the overall plan of the subdivision, with due consideration given to:
 - a. topographical conditions
 - b. lot planning
 - c. traffic flow pattern
 - d. public open space areas
 - 4. Block numbers
 - 5. Blocks intended for commercial, industrial, or institutional use are so designated,
- ___ H. Lot layout, indicating:
- 1. Lot dimensions
 - 2. Lot areas, not less than those stipulated in the appropriate district regulations of the zoning ordinance (areas may be listed by schedule)
 - 3. Building setback lines shown and properly dimensioned
 - 4. Proposed land use

- 5. Lot numbers
- 6. Corner lots are sufficiently larger than interior lots to allow maintenance of building setback lines on both street frontages and still allow a buildable width equal to that of the smallest interior lot in the block (minimum width 90')
- 7. Lots are nearly rectangular in shape as is practicable
- 8. All lots abut a publicly dedicated street for a distance not less than the minimum width of the lot
- 9. Lots are not less than 100' in depth, or 70' in width
- 10. Lot lines are substantially at right angles to the street lines and radial to curved street lines
- 11. Double frontage lots only where:
 - a. lots back upon an arterial street and front on an access street
 - b. topographic or other conditions make subdividing otherwise unreasonable
 - c. lot can be made an additional 20' deeper than average
 - d. a protective screen planting is indicated on one frontage
- 12. Lots abutting or traversed by a watercourse, drainageway, channel, or stream, indicate:
 - a. additional width and depth to provide an acceptable building site
 - b. width of easement is at least 15' wider on each side of watercourse at high-water level
- 13. Due regard for natural features, such as:
 - a. trees
 - b. watercourses
 - c. historic items
 - c. other similar conditions,

___ I. Areas intended to be dedicated for public use, indicating:

- 1. Plan conforms to general development plan of the city
- 2. Purpose
- 3. Acreage,

___ J. Source of domestic water supply, indicating:

- 1. Connection to existing water mains

___ K. Provision for sewage disposal, indicating:

- 1. Connection to existing sanitary sewer mains

___ L. School sites, indicating:

- 1. Location
- 2. Dimensions

3. Acreage,

___ M. Topographic information, indicating:

1. Proposed changes in elevation, 2' minimum contours

2. Stormwater storage facilities
- a. normal water level (NWL)
 - b. high water level (HWL)
 - c. emergency overflow elevation
 - d. storage volumes
 - e. overflow routes,

___ N. Sanitary sewer layout, indicating:

- 1. Location
- 2. Size
- 3. Invert elevations at manholes
- 4. Manhole locations,

___ O. Water main layout, indicating:

- 1. Location
- 2. Size
- 3. Looped pattern where practicable
- 4. Fire hydrants, spaced not more than 400' apart,

___ P. Storm sewer layout, indicating:

- 1. Location
- 2. Catchbasins at not more than 600' intervals
- 3. Stormwater is not carried across or around any intersection
- 4. Surface water drainage pattern for each individual lot and block

___ Q. Street light layout, indicating:

- 1. Locations and typical street light detail, or
- 2. Statement by subdivider that street lights will be installed in accordance with city standards:

___ 21. An outline of proposed covenants accompanies the plans, indicating the intention of the subdivider to have the covenants recorded with the final plat.

___ A. Protection against obstruction of drainage easements;

___ 22. Typical street cross section, showing base construction, surfacing, concrete curb and sidewalk in accordance with the land improvements ordinance;

___ 23. Indication that sidewalks will be installed along all lot lines coincidental with street rights-of-way;

___ 24. Indication on drawings or by certificate that subdivider is aware of his responsibility for installation of street signs, and for seeding and tree planting in all parkways.

___ 25. Stormwater Management Report

- ___ A. Narrative,
- ___ B. Methodology,
- ___ C. Required volume and proposed volumes,
- ___ D. Existing release rate and proposed release rate,
- ___ E. Watershed and sub-watershed delineation,
- ___ F. Basin sizing calculations,
- ___ G. Release structure / restrictor design calculations.

Completed by: _____

Name

Title

Organization / Company

Reviewed _____

Name

Title

Organization / Company

STORMWATER MANAGEMENT REQUIREMENTS FOR PRELIMINARY PLANS

Note: A stormwater management permit is not required at the preliminary plan stage. However, applicants must submit information with the preliminary plan regarding stormwater management, flood plains, and wetlands. The City reviews this information to evaluate whether the project can meet stormwater management and related requirements if it progresses to the final engineering plan stage.

Sections 504-507 below list the City's requirements for plans and documentation to be submitted with the preliminary plan for subdivisions and planned unit developments. Sections 500 -502 below are excerpted from the Kane County Stormwater Ordinance and are provided for your information. Section references are to the provisions of the Kane County Stormwater Ordinance, which has been adopted by the City of St. Charles.

504. Plan Set Submittal:

The following shall be provided with the preliminary plan submittal for a subdivision or planned unit development:

Site Topographical Map:

- a. Map scales as one inch equals one hundred feet (1" = 100') (or less) and accurate to plus or minus 0.5 feet;
- b. Existing and proposed contours on-site (1 foot maximum contour interval) and within one hundred feet (100') of the site;
- c. Existing and proposed drainage patterns and watershed boundaries;
- d. Delineation of predevelopment regulatory flood plain and floodway limits;
- e. Delineation of postdevelopment regulatory flood plain and floodway limits;
- f. Location of cross sections and any other hydrologic or hydraulic computer modeled features;
- g. Location of all on-site drain tiles;
- h. Boundaries of all wetlands, lakes, ponds, etc., with normal water elevation noted (show areas of wetlands to be impacted either under permit or otherwise if a permit is not required);
- i. Location of all existing buildings and those to remain on the site noted;
- j. Nearest base flood elevations;
- k. FEMA and reference bench marks used; and
- l. All contours used in the calculation of depressional storage highlighted.

General Plan View Drawing:

- a. Drawing at the same scale as the site topographical map;
- b. Existing major and minor storm water systems;
- c. Proposed major and minor storm water systems;
- d. Design for storm water facilities (i.e., structure and outlet work drawings, etc.);
- h. Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity;

- i. Proposed regulatory flood plain and floodway location (with the base flood and flood protection elevations noted);
 - j. Existing Waters of the U.S. including wetlands and required buffers;
 - k. Areas of directly connected impervious areas and any offsetting landscaped areas as defined in section 203(g) indicated;
 - l. All plan areas at elevations below the 100-year high water elevation of site runoff storage facilities highlighted; and
- Vicinity Topographical Map:
- a. Vicinity topographical map identifying all off-site areas draining to the development and downstream to the receiving intermittent or perennial stream (a 2 foot contour map is preferred at a scale readable by the reviewer but a USGS quadrangle map is acceptable);
 - b. Watershed boundaries for areas draining through or from the development;
 - c. Soil types related to hydrologic soils group, vegetation and land cover affecting runoff upstream of the site for any area draining through the site;
 - d. Location of site within the major watershed(s); and
 - e. Shows the overland flow path from the downstream end of the development to the receiving intermittent or perennial stream.

505. Storm Water Submittal:

The storm water submittal at the preliminary plan stage shall include a narrative discussion and calculations to support a finding by the qualified review specialist that the proposed development can comply with the stormwater management requirements. The submittal shall consist at a minimum of the following materials:

- A narrative description of the existing and proposed site drainage patterns and conditions; include description of off-site conditions which help to identify storm water issues considered in the design;
- Site runoff storage calculations, which address the following:
 - a. Calculation of hydraulically connected impervious area and corresponding retention volume;
 - b. Documentation of the procedures and assumptions used to calculate hydrologic and hydraulic conditions for determining the allowable release rate;
 - c. Documentation of the procedures and assumptions used to calculate on-site depressional storage;
 - d. Documentation of the procedures and assumptions used to calculate hydrologic and hydraulic conditions for determining the storage volume;
 - e. Elevation area storage data and calculations for site runoff storage; and
 - f. Elevation discharge data and calculations specifically related to the outlet control structure depicted in the plan exhibits.

506. Flood Plain Submittal:

The applicant shall obtain approval from IDNR-OWR and FEMA when required for all new base flood and floodway determinations or as required in section 404. Documentation supporting a finding by the qualified review specialist that the proposed development is in compliance with section 403 shall be submitted with the application. At a minimum, the following material shall be submitted for approval with the application:

- Regulatory flood plain boundary determination:

- a. Provide source of flood profile information; and
- b. Provide all hydrologic and hydraulic study information for site-specific flood plain studies, unnumbered zone A area elevation determinations, and flood plain map revisions;
- Floodway hydrologic and hydraulic analyses for the following conditions:
 - a. Existing conditions (land used and stream systems);
 - b. Proposed conditions (land used and stream systems);
 - c. Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions;
- Flood plain fill and compensatory storage calculations for below and above 10-year flood elevation up to the base flood elevation:
 - a. Tabular summary for below and above 10-year flood elevation of fill, compensatory storage and compensatory storage ratios provided in proposed plan; and
 - b. Cross sections used for the above calculations; and
- Floodproofing measures:
 - a. Narrative discussion of floodproofing measures including material specifications, calculations, design details and operation summary; and
 - b. Flood easements when required by this chapter.

507. Wetland Submittal:

(a)The applicant shall obtain a permit for all regulated activities involving Waters of the U.S. from the appropriate federal authorities. For any activities which will directly impact on-site Waters of the U.S. but are not regulated by federal authorities, a narrative description of the wetland size and relative quality shall be provided to the administrator with a copy to the director, accompanied by a written opinion from a qualified wetlands review specialist on the applicability of current federal permits and noting any special procedures which must be followed in connection with the proposed activity. The applicant shall indicate on the plan set the location of any on-site wetland mitigation required by a COE permit and, in narrative form, the location of all off-site mitigation.

(b)A wetland submittal in accordance with the detailed requirements of sections 403, 414 and 415 shall be required. In general, the submittal will consist of the following material:

- (1) Wetland delineation report (COE format);
- (2) Calculation of required buffer (including size and quality when calculated); and
- (3) Wetland delineation plan view drawing:
 - a. All existing and proposed impacted or undisturbed on-site wetlands;
 - b. Location of buffers;
- (4) For all stream modifications, the following shall be submitted:
 - a. A plan and profile of the existing and proposed channel; and
 - b. Supporting calculations for channel width, depth, sinuosity, riffle locations and the like.

(c)If the development will have a wetland impact, the requirements of Article 15 shall be met.

The following provisions of the Kane County Stormwater Ordinance are provided for your information and reference:

500. General Requirements:

(a) A storm water management permit is required if:

- (1) The development is located in the regulatory flood plain;
- (2) A substantial improvement is to be located in the regulatory flood plain;
- (3) There is any regulatory flood plain within the site; or
- (4) The development disturbs more than five thousand (5,000) square feet of ground, unless the development consists solely of:
 - a. The installation, renovation or replacement of a septic system, potable water service line or other utility serving an existing structure;
 - b. The excavation or removal of vegetation in rights of way or public utility easements for the purpose of installing or maintaining utilities not including storm sewers;
 - c. The maintenance, repair or at-grade replacement of existing lawn areas not otherwise requiring a storm water permit under this chapter;
 - d. The maintenance of an existing storm water facility, not requiring other state or federal permits or approvals.

(b) All appropriate storm water management related approvals and permits, including, without limitation, an IDNR-OWR floodway/flood plain construction permit, a COE 404 permit and an IDNR-OWR dam safety permit, if required, shall be obtained from all federal, state and regional authorities prior to the issuance of a storm water management permit.

(c) All permit fees shall be paid at the time of application. Permit fees shall be established by separate ordinance. Fees may be established based upon all costs incurred by the permitting authority in the administration of the permit, including, without limitation, the costs of review and inspections both during and after construction within the period for the establishment of permanent cover.

(d)(1) The design of storm water facilities, calculations for the determination of the regulatory flood plain and calculations of the impacts of development shall meet the standards of this chapter and shall be prepared, signed, and sealed by a professional engineer. The signature and seal of such professional engineer shall stand as his or her opinion that the submittals which accompany the permit application meet the requirements of this chapter.

(d)(2) a. For projects which include earth embankments which are subjected to a differential water pressure the submittal shall include evidence that the embankment design and construction specifications are adequate for the design conditions. This review shall include consideration of the existing foundation soils for the embankment, the materials from which the embankment is to be constructed, compaction requirements for the embankment and protection of the embankment from failure due to overtopping. Specifications for the construction and materials for all such embankments shall be included. When directed by the administrator, or when the impounded water pressure differential exceeds three feet (3') or when appropriate considering the volume impounded and water surface elevation differential to which the embankment is subjected, these calculations may be required to be reviewed, signed and sealed by a qualified geotechnical or registered structural engineer.

(d)(2) b. For structures (not including earth embankments) that are subject to a differential water pressure greater than three feet (3') the submittal shall, at a minimum, be reviewed by a professional engineer. Such reviews shall include stability of the structure under design conditions considering the protection of downstream life and property in the event of a failure. When directed by the administrator the calculations submitted for such structures shall be reviewed, signed and sealed by a registered structural engineer.

(d)(3) A topographical map of the site, record drawings and other required drawings shall be prepared, signed, and sealed by a professional land surveyor or professional engineer and referenced to the national geodetic vertical datum, 1929 adjustment, any FEMA bench marks and, if the site is more than twenty (20) acres, to the Kane County survey control network. Plats for new subdivisions more than twenty (20) acres in size shall be submitted to the director in one of the electronic formats designated by the county.

501. Duration And Revision Of Permits:

(a) Permits expire on December 31 of the third year following the date of their issuance.

(b) If the permitted activity has begun but is not complete by the expiration date of the permit, the permittee may submit a written request for an extension to the administrator with a copy to the director. Upon receipt of such request, the administrator may extend the expiration date for up to three (3) years for permitted activities outside special management areas. Expiration dates for permitted activities within special management areas may also be extended for up to three (3) years provided the activity is in compliance with the then current requirements of this chapter. A permittee may apply for any number of extensions.

(c) If the permittee revises the approved plans after issuance of the permit, the permittee shall submit the revised plans to the administrator with a copy to the director, along with a written request for approval. If the administrator determines that the revised plans are in compliance with the then current requirements of this chapter, an amended permit may be issued.

502. Required Submittals:

(a) Refer to table 502 of this section for the submittals required to accompany the permit application based upon the type of development. The administrator may, in his or her discretion, modify the submittal requirements on a case-by-case basis considering the size, complexity and likelihood that a development will affect the discharge of storm water. Such modifications shall be requested and approved in writing. The administrator's response shall note the relevant findings and be specific as to what submittal requirements are changed. The director shall be copied on all related correspondence. The administrator may not modify submittal requirements for any aspect of the development requiring state or federal permits or approvals, nor for any application in which any variance is requested.

Table 502 - Permit Submittal Requirements

Type of Development	Required Submittals (refer to section noted for specific requirements)							
	Section No./Description							
	503	504	505	506	507	508	509	510
	Application and Project Overview	Plan Set Submittal	Stormwater Submittal	Floodplain Submittal	Wetland Submittal	Performance Security	Maintenance Schedule and Funding	Record Drawings
All requiring a permit	X	X				X	X	X
All sites with floodplain	X	X		X		X	X	X
All on site with or adjacent to waters of the United States	X	X			X	X	X	X
All applications for variances	X	X	X	If on site	If on site	X	X	X
All requiring site runoff storage	X	X	X			X	X	X

TREE PRESERVATION PLAN REQUIREMENTS

A proposed Tree Preservation Plan shall include the following written and graphic information:

1. A survey of existing trees six inches (6”) or more DBH within the entire site or lot, identifying their locations, size and species, and a plan overlaid on the survey or at the same scale showing proposed Construction Zones and Tree Preservation Zones.
2. The proposed Tree Preservation Zone shall encompass all of the property having six inch (6”) DBH or larger trees that will not be disturbed by construction activities. All buildings, structures, parking areas, driveways, stormwater management facilities, utilities, and other site improvements shall be located to minimize tree damage and removal; preference shall be given to tree preservation when reasonable alternatives are available for the location of buildings and other site improvements.
3. The proposed Construction Zone shall include only the areas to be directly affected by buildings, site improvements and grading activities related to the approved construction. The Construction Zone shall be as small as possible, considering factors such as the depth of excavation, necessary spoil areas, and space required for access to construction activity.
4. The location and description of protective fencing, root pruning, canopy pruning, and other protective and conservation measures necessary to protect the trees within the Tree Conservation Zone shall be indicated.

**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

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

SUMMARY OF PROPOSED DEVELOPMENT



Name of Development _____

Number of years expected for build out _____

Acreage or Square Ft. Breakdown:

Area of residential development _____

Area of nonresidential development _____

Area of private open space _____

Area of stormwater ponds/basins _____

Park land dedication _____

School land dedication _____

Total Acres _____

Residential Breakdown:

Number of units

Single Family Detached: _____

Attached Single Family (Townhomes): _____

Multi-Family: _____

Other: _____

Total Dwelling Units _____

Gross Density (Total D.U./Total Residential Acres) _____

Estimated Total Population (from Park Worksheet) _____

Estimated Student Population (from School Worksheet) _____

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)	
Detached Single Family							
➤ 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	=
Attached Single Family							
➤ 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	=
Apartments							
➤ 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) = \$ _____

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: _____