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

SUBDIVISION PRELIMINARY PLAN APPLICATION

Instructions:

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

When the application is complete we 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 Office and we will be happy to assist you.

Received Date

1. Property Information:	Parcel Number (s):
	Proposed Subdivision Name:

2. Applicant Information:	Name	Phone
	Address	Fax
		Email

3. Record Owner Information:	Name	Phone
	Address	Fax
		Email

4. Billing: *To whom should costs for this application be billed?*	Name	Phone
	Address	Fax
		Email

Attachment Checklist

- ❑ Completed Subdivision Preliminary Plan Checklist
- ❑ Twenty-two (22) sets of the preliminary plan depicting all features listed in the Subdivision Preliminary Plan Checklist and the "Stormwater Management Requirements for Preliminary Plans".
- ❑ One copy of written information (reports, calculations, etc.) as described in the Stormwater Management Requirements for Preliminary Plans.
- ❑ 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".
- ❑ Plat of Survey prepared by an Illinois Registered Land Surveyor.
- ❑ Legal description on 8 ½ x 11 paper.
- ❑ Copy of Title Insurance Policy or Commitment for the property, indicating ownership, easements, etc.
- ❑ Completed Land Use Opinion application (available in .pdf form at www.kanedupageswcd.org/luo.pdf), as required by state law, mailed to: The Kane-Dupage Soil and Water Conservation District, 545 S. Randall Road, St. Charles, IL 60174
- ❑ Endangered Species Consultation Agency Action Report (Available in pdf form at www.dnr.state.il.us/orep/nrrc/aar.htm) to be filed with the Illinois Department of Natural Resources.
- ❑ Ownership Disclosure Form
- ❑ For residential developments only:
  - Summary of Proposed Development sheet (attached)
  - School District Land/Cash worksheet (attached)
  - Park District Land/Cash worksheet (attached)
- ❑ Application Fee (make checks payable to the City of St. Charles)

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. I (we) understand that the City will issue an invoice for costs associated with this application to the person listed in box #4 above.

_____

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:_____	Reviewed_____
Name	*Name*
_____	_____
Title	*Title*
_____	_____
Organization / Company	*Organization / Company*

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.

Illinois
Department of
Natural Resources
http://dnr.state.il.us
One Natural Resources Way • Springfield, Illinois 62702-1271 George H. Ryan, Governor • Brent Manning, Director

CONSULTATION AGENCY ACTION REPORT

(Illinois Administrative Code Title 17 Part 1075)

Division of Resource Review and Coordination

Stephen K. Davis, P.G., Chief

Date Submitted: _____
If this is a resubmittal, include previous IDNR response if available.

FOR DEPARTMENT USE ONLY
PROJCODE: _____DUE DATE: _____

Applicant: _____ Phone: _____
Contact Person: _____ Fax: _____
Applicant Address: _____ Email: _____
_____

LOCATION OF PROPOSED ACTION
A MAP SHOWING LOCATION OF PROPOSED ACTION IS REQUIRED

Project Name: _____County: _____
Project Address (if available):_____
City,State,Zip: _____
Township/Range/Section (e.g. T45N,R9E,S2):_____
Brief Description of Proposed Action: _____
_____
_____
Projected Start Date and End Date of Proposed Action:_____

Will state funds or technical assistance support this action? [Yes § No] If Yes, the Interagency Wetland Policy Act may apply. Contact funding agency or this Division for details.

Local/State Agency with Project Jurisdiction: _____
Contact: _____ Phone: _____
Address: _____ Fax: _____

FOR DEPARTMENT USE ONLY

Are endangered/threatened species or Natural Areas present in the vicinity of the action? [Yes § No]
Could the proposed action adversely affect the endangered/threatened species or Natural Area? [Yes § No]
Is consultation terminated? [Yes § No]
Comments: _____
_____
_____
Evaluated by:

_____ _____
Division of Resource Review & Coordination (217)785-5500 Date

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

LAND USE OPINION APPLICATION

Kane-DuPage Soil and Water Conservation District
545 S. Randall Road, Saint Charles, IL 60174-1592
(630) 584-7961 Ext. 3

FOR OFFICE USE ONLY
LUO#_____ Date Due_____
Date initially rec'd_____
Date all rec'd_____ Date completed_____
Fee Paid_____ Refund Due_____
By_____ Overpayment __
_____ No Report Nec __
_____ Gov't Agency __

PETITIONER:_____
ADDRESS:_____
_____

CONTACT PERSON:_____
ADDRESS:_____
_____
TELEPHONE:_____
Please allow 30 days for inspection, evaluation and processing.

Location: Township Name:_____
Section(s)_____
Township(s)_____N Range(s)_____E
Project or Subdivision Name_____

TYPE OF PROPOSAL: __ Change in Zoning from_____ to_____
__ Subdivision or Planned Unit Development (PUD)
__ Variance-**Please describe fully on separate sheet**
__ Special Use Permit-**Please describe fully on separate sheet**

Unit of Government Responsible for Permits_____Date of Public Hearing_____
Current Use of Site_____Proposed Use_____
Surrounding Land Use_____Number of Acres_____
Location address (if applicable)_____

PROPOSED IMPROVEMENTS: (check all applicable items)

Planned Structures:
___ Dwellings w/o Basements
___ Dwellings with Basements
___ Commercial Buildings
___ Other_____

Open Space:
___ Park/Playground Areas
___ Common Open Space Areas
___ Conservation Area
___ Other_____

Water Supply:
___ Individual Wells
___ Community Water

Wastewater Treatment:
___ Septic System
___ Sanitary Sewers
___ Other_____

Stormwater Treatment:
___ Drainage Ditches or Swales
___ Storm Sewers
___ Dry Detention Basin
___ Wet Retention Basin
___ No Detention Facilities Proposed
___ Other_____

EXISTING SITE CHARACTERISTICS: (check all applicable items)
___ Ponds or Lakes ___ Floodplain ___ Woodland ___ Drainage Tiles ___ Stream(s)
___ Wetland(s) ___ Floodway ___ Cropland ___ Disturbed Land ___ Other_____

***IMPORTANT* INCLUDE ONE COPY EACH OF THE FOLLOWING-Processing will not begin without the following:**
__ PLAT OF SURVEY/SITE PLAN showing legal description, legal measurements
__ SITE PLAN/CONCEPT PLAN showing lots, streets, storm water detention areas, open areas, etc.
__ LOCATION MAP (if not on maps above)-include distances from major roadways and/or section lines
__ ZONING or LAND USE PETITION filed with unit of government (if relevant)

IF AVAILABLE:
__ TOPOGRAPHY MAP
__ DRAWING SHOWING LOCATION OF FIELD TILE AND/OR DRAINAGE PATTERNS
__ COPY OF SOIL BORING AND/OR WETLANDS STUDIES PERFORMED ON SITE

THE FEE, ACCORDING TO THE SCHEDULE, MUST ACCOMPANY THIS APPLICATION
EFFECTIVE April 1, 2003
$350.00 for 1-3 acres or fraction thereof
$380.00 for 4-5 acres or fraction thereof
PLUS $12.00 for each additional acre or fraction thereof over 200 acres
$55.00 processing fee if no report is required

MAKE CHECKS PAYABLE TO: Kane-DuPage Soil and Water Conservation District

I (we) understand the filing of this application allows the authorized representative of the Kane-DuPage Soil and Water Conservation District to visit and conduct an evaluation of the site.
Petitioner or Authorized Agent_____ Date_____

This opinion will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

For the convenience of those who must comply with the provisions of the Illinois Soil and Water Conservation District Act, Section 22.02a (Illinois Complied Statues, Chapter 70, Paragraph 405, Section 22.02a), enacted December 3, 1971, effective July 1, 1972, we quote this section:

> "The Soil and Water Conservation District shall make all natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinances or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality's or county's zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The Soil and Water Conservation District shall be given not more than 30 days from the time of receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action."
> Added by Act approved December 3, 1971.

The amendment is designed to assist the unit of government considering the proposal. The natural resources and the environment are the main concerns in the development of the Land Use Opinion.

To facilitate compliance with the Act by land developers and others, Kane-DuPage Soil and Water Conservation District has formulated a set of guidelines and a standardized set of fees, as provided for in section 22.09 of this Act:

> "The District may charge fees to any person who makes a request for services or receives benefits rendered by the District, or who causes or undertakes to cause the District to perform a function prescribed by this Act, including but not limited to any function prescribed by Section 22.02a of this Act, provided that such charges are uniform. The Directors shall maintain a uniform schedule for such fees and may from time to time revise such schedule. The charging of any such fees is uniformly charged and in accordance with a uniform schedule by any District to any person for such service or benefits or performance of any such functions prior to the effective date of this amendatory Act of 1975 is ratified."

LAND USE OPINION FEE SCHEDULE

EFFECTIVE April 1, 2003

$350.00 for 1-3 acres or fraction thereof

$380.00 for 4-5 acres or fraction thereof

PLUS $12.00 for each additional acre or fraction thereof over 200 acres

$55.00 processing fee if no report is required

Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acre	Fee	Acres	Fee
1	350	21	637	41	961	61	1291	81	1609	101	1933	121	2268	141	2592	181	3132
2	350	22	653	42	983	62	1307	82	1625	102	1955	122	2284	142	2608	182	3148
3	350	23	670	43	999	63	1323	83	1642	103	1971	123	2300	143	2624	183	3164
4	380	24	686	44	1015	64	1339	84	1658	104	1987	124	2317	144	2641	184	3181
5	380	25	702	45	1031	65	1355	85	1674	105	2003	125	2333	145	2657	185	3197
6	400	26	718	46	1048	66	1372	86	1690	106	2020	126	2349	146	2673	186	3213
7	410	27	734	47	1064	67	1388	87	1706	107	2036	127	2365	147	2689	187	3229
8	425	28	751	48	1080	68	1404	88	1723	108	2052	128	2381	148	2705	188	3245
9	445	29	767	49	1096	69	1420	89	1739	109	2068	129	2398	149	2722	189	3262
10	460	30	783	50	1112	70	1436	90	1755	110	2084	130	2414	150	2738	190	3278
11	475	31	799	51	1129	71	1453	91	1771	111	2101	131	2430	151	2754	191	3294
12	491	32	815	52	1145	72	1469	92	1787	112	2117	132	2446	152	2770	192	3310
13	508	33	832	53	1161	73	1485	93	1804	113	2133	133	2462	153	2786	193	3326
14	524	34	848	54	1177	74	1501	94	1820	114	2149	134	2479	154	2803	194	3343
15	529	35	864	55	1193	75	1517	95	1836	115	2171	135	2495	155	2819	195	3359
16	556	36	880	56	1210	76	1534	96	1852	116	2187	136	2511	156	2835	196	3375
17	572	37	896	57	1226	77	1544	97	1868	117	2203	137	2527	157	2851	197	3391
18	589	38	913	58	1242	78	1561	98	1885	118	2219	138	2543	158	2867	198	3407
19	605	39	929	59	1258	79	1577	99	1901	119	2236	139	2560	159	2884	199	3424
20	621	40	945	60	1274	80	1593	100	1917	120	2252	140	2576	160	2900	200	3548

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

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

SUMMARY OF PROPOSED DEVELOPMENT

For Residential Developments

ST. CHARLES
SINCE 1834

Name of Development _____

Number of years expected for build out _____

Acreage Breakdown:

To be developed _____

Common Area _____

Area in Lots _____

Area in Private Open Space _____

Area for Stormwater Management _____

Park site land donation _____

School site land donation _____

Total Acres _____

Dwelling Unit Breakdown:

	Number of units	Estimated price range
Single Family	_____	_____
Cluster/Zero Lot Line	_____	_____
Attached Single Family (Townhomes)	_____	_____
Multi-Family: Apartments	_____	_____
Multi-Family: Condominium	_____	_____
Total Dwelling Units	_____	

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

Allowed Density _____

Estimated Population _____

Estimated Student Yield _____

A Summary of the Subdivision Process

Complete provisions can be found in Chapter 16.12 of the City Code or at www.stcharlesil.org /codebook

Note: These procedures apply to all subdivisions within the City of St. Charles and within all unincorporated areas within 1½ miles of the city limits.

Preliminary Plan Procedure

1. The applicant submits a completed application, attachments, 22 sets of plans and fees to the Planning Division of the Community Development Department.
2. City Staff will review the plans for conformance with all applicable ordinances and provide written review comments to the applicant.
3. If the plans are complete, City Staff will schedule the Preliminary Plan on a Plan Commission agenda.
4. The Plan Commission reviews the preliminary plan for conformance with all applicable ordinances, and reviews any requested variances.
5. The Plan Commission recommends approval or denial, which is in the form of a resolution.
6. The Planning and Development Committee considers the Plan Commission's recommendation to approve. (Does not act on the application if Plan Commission disapproves, per 65 ILCS 5/11-12-8.)
7. The City Council approval is in the form of a resolution. May include conditions that must be met before the approval takes effect.

Engineering Plan Procedure

1. The applicant submits a completed application and 6 full sets of the final engineering plans to the Planning Division of Community Development. If the engineering plans do not substantially conform with the approved preliminary plan, the applicant will need to submit a revised preliminary plan for review by the Plan Commission and City Council.
2. If City Staff determines that the engineering plan does not meet municipal code, the subdivider may request a variation to be considered by the Plan Commission and City Council.
3. City Staff reviews the engineering plans, provides review comments to the applicant's engineer, and approves engineering plans when all requirements are met.

Final Plat Approval Procedure

1. The applicant submitss a completed application for Final Plat, all attachments and 22 copies of the Final Plat to the Planning Division of Community Development
2. A final engineering application and 22 sets of the final engineering plans should also be submitted.
3. City Staff reviews the final plat in conjunction with the final engineering plans and provides review comments to applicant's engineer or surveyor. The Final Plat must conform with the Preliminary Plan and show the same geographic area as the engineering plans.
4. If the engineering plans are complete, City Staff will schedule the Final Plat on a Plan Commission agenda.
5. The Plan Commission reviews the Final Plat for conformance with approved preliminary plan and City ordinances. A Resolution indicating the Commission's vote is issued.
6. The Planning and Development Committee reviews the Final Plat.
7. The City Council adopts a resolution approving the Final Plat. May approve with conditions, which must be met before the plat can be recorded.

8. Applicant: Provide the following prior to final approval by the City Council:
   - A copy of the IEPA permits for sanitary sewer installation and for water main installation, if required;
   - The proposed form and amount of the financial guarantee for completion of the required Land Improvements, with appropriate engineer's estimate and a developer's undertaking.

Guarantee for Completion of Improvements

- After the final plat is approved but prior to signature by the Director of Public Works, the subdivider must submit the financial guarantee for completion of land improvements in the form approved by the City Council.
- The guarantee shall be in one of the described formats:
  - A surety bond
  - Cash to be held in escrow by the City
  - An irrevocable letter of credit

Final Plat Recording Requirements

1. The applicant should obtain a copy of the Resolution approving the Final Plat and fulfill all specific conditions prior to submitting the mylar to the City for signatures.
2. All general plat requirements such as payment of park and school fees, submittal of final improvement guarantee, and conveyance of any offsite easements must be fulfilled.
3. The applicant must obtain signatures on the Final Plat mylar from owners, mortgagee, County Clerk, and surveyor and then submit it to the Planning Division. The City prefers to record the Final Plat, so applicants need to obtain a letter from the surveyor authorizing the City to record.
4. City Staff will then circulate the mylar of the Final Plat for signatures and will record the Final Plat.

Construction, Inspection, Completion, Acceptance, and Release of Guarantee:

Once construction of a subdivision unit begins, administration of the process passes to the City Engineer's Office. Please call 630-377-4486 for further information. The applicant should obtain a copy of the Resolution approving the Final Plat and fulfill all conditions prior to submitting the mylar to the City for signatures.

Updated 10/01
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Park Land/Cash Worksheet

City of St. Charles, Illinois

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

Type of Dwelling	*# dwelling Units*	Per Unit	Estimated Population
Detached Single Family			
➢ 3 Bedroom		DU x 2.899	=
➢ 4 Bedroom		DU x 3.764	=
➢ 5 Bedroom		DU x 3.770	=
Attached Single Family			
➢ 1 Bedroom		DU x 1.193	=
➢ 2 Bedroom		DU x 1.990	=
➢ 3 Bedroom		DU x 2.392	=
➢ 4 Bedroom		DU x 3.145	=
Apartments			
➢ Efficiency		DU x 1.294	=
➢ 1 Bedroom		DU x 1.758	=
➢ 2 Bedroom		DU x 1.914	=
➢ 3 Bedroom		DU x 3.053	=

Totals

_____ Total Dwelling Units

_____ Estimated Total Population

Park Site Requirements

Estimated Total Population _____ x .010 Acres per capita = _____ Acres

Cash in lieu of requirements -

Total Site Acres _____ x $185,000 (Fair Market Value per Acre Improved Land) = $ _____

School Land/Cash Worksheet

City of St. Charles, Illinois

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

ST. CHARLES
SINCE 1834

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 .0533	=

Total Site Acres _____

Cash in lieu of requirements -

_____ (Total Site Acres) x $185,000 (Fair Market Value per Acre 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

FILING FEES FOR APPLICATIONS AND PLANS

Developments within corporate limits

- Annexation of Property: $1,000.00
- Annexation Agreement: $2,000.00
- General (Text) Amendment: $500.00
- Zoning Map Amendments: $750.00
- Special Use and Amendment to Special Use: $1,000.00
- Special Use as a Planned Unit Development (PUD): $2,000.00
- Site Plan Review (O-R Districts): $1,000.00
- Subdivision Concept Plan: No fee
- Preliminary Plan of Subdivision (not a PUD): $2,500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (of a parcel less than 3 acres): $1,000.00
- Subdivision Final Engineering Plans: $1,500.00
- Subdivision Final Plat: $500.00
- PUD Concept Plan: No fee
- PUD Preliminary Plan: $3,000.00
- PUD Final Engineering Plan: $2,000.00
- PUD Final Plat: $500.00

Developments outside corporate limits (within 1 ½ mile jurisdiction)

- Concept Plan (Review of County application): No fee
- Preliminary Plan of Subdivision, 5 or more lots, with new public road construction: $ 1, 500.00
- Preliminary Plan of Subdivision, 1 to 4 lots, with new public road construction: $ 500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (1 to 4 lots, no new public road construction): No fee
- Subdivision Final Plat: $ 500.00

Reimbursement for Miscellaneous Expenses: The applicant shall reimburse the City for miscellaneous costs incurred relative to any application including but not limited to: Publication of legal notices, Court reporter and transcript fees, Mailing (postage) costs, Recording fees.

Reimbursement for City Staff Review: Applicants are required to reimburse the City for the cost of Engineering review time. An invoice for these costs is sent to the responsible party as indicated on the application form. See Paragraphs 16.12.270 and 16.12.280 of Title 16, "Subdivisions and Land Improvements" and/or Paragraphs 17.12.090 and 17.12.100 of Title 17, "Zoning" for specifics.

Reimbursement for Professional Services: Applicants are required to reimburse the City for the cost of the following:

1. Fees for landscape architect's and planning consultant's review and consultation in connection with review of the petition or application, and inspection of construction, including meetings and associated tasks.
2. Fees for traffic analysis performed by a member of the Institute of Transportation Engineers and approved by the City Engineer, when such traffic analysis is requested by the City.
3. Fees for city attorney's review and negotiations in connection with the petition or application.
4. Fees for professional engineering consultant's review of plans and documents and construction inspection including meetings and associated tasks.

Payment: Filing fees are payable at the time of filing the application or petition. Reimbursement fees are due within 30 days of invoicing.

CITY OF ST. CHARLES, ILLINOIS – SCHEDULED MEETING DATES

Plan Commission	Planning & Development Committee	City Council
	2004*	
1/06	1/12	1/05
1/20		1/19
2/03	2/09	2/02
2/17		2/16
3/02	3/08	3/01
3/16		3/15
4/06	4/12	4/05
4/20		4/19
5/04	5/10	5/03
5/18		5/17
6/08	6/14	6/07
6/22		6/21
7/07(Wed)	7/12	7/06(Tue)
7/20		7/19
8/03	8/09	8/02
8/17		8/16
9/08 (Wed.)	9/13	9/07 (Tue.)
9/21		9/20
10/05	10/11	10/04
10/19		10/18
11/02	11/08	11/01
11/16		11/15
12/07	12/13	12/06
(no 2nd meeting in December)		12/20
	2005*	
1/04	1/10	1/03
1/18		1/17
2/08	2/14	2/07
2/22		2/21
3/08	3/14	3/07
3/22		3/21

* 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 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.