

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



COMMUNITY DEVELOPMENT DIVISION

PHONE: (630) 377-4443 EMAIL: cd@stcharlesil.gov

**FINAL PLAT OF SUBDIVISION APPLICATION**

<b>For City Use</b>	
Project Name:	_____
Project Number:	_____ -PR- _____
Cityview Project Number:	_____

<i>Received Date</i>
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*To request approval of Final Plat for a Subdivision, complete this application and submit it with all required attachments to the Planning Division.*

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

*The information you provide must be complete and accurate. If you have any questions, please call the Planning Division and we will be happy to assist you.*

<b>1. Property Information:</b>	Location:	
	Parcel Number (s):	
	Proposed Subdivision Name:	
<b>2. Applicant Information:</b>	Name	Phone
	Address	Fax
		Email
<b>3. Record Owner Information:</b>	Name	Phone
	Address	Fax
		Email

**Please check the type of application:**

**Subdivision:**

- Preliminary Subdivision Plat was previously approved by the City
- Combined Preliminary-Final Review Process (Preliminary Plat Application filed concurrently)

**Planned Unit Development (PUD):**

- PUD Preliminary Plan was previously approved by the City
- Combined Preliminary-Final Review Process (PUD Preliminary Plan Application filed concurrently)
- PUD Final Plan application filed concurrently

This application is not required for a Minor Subdivision (Per City Code Section 16.04.040: Meets all subdivision design standards, no more than 4 lots, no utility extensions or new streets, no stormwater detention required, lots meet minimum zoning standards)

**Attachment Checklist:**

*For Combined Preliminary-Final Review or where multiple applications have been submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.*

**APPLICATION FEE:**

Application fee in accordance with Appendix A of the Subdivision Code. (\$300)

**REIMBURSEMENT OF FEES AGREEMENT:**

An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.

**REIMBURSEMENT OF FEES INITIAL DEPOSIT:**

Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the site:

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

**FEE FOR INSTALLATION OF CITY BENCHMARKS:**

Payment for installation of City benchmarks in accordance with Appendix F of the Subdivision Code. Required payment is based on the size of the subdivision:

Subdivision Acreage	Number of Benchmarks	Fee at \$2500 per Benchmark
20+	2	\$5000
10 to 20	1	\$2500
5 to 10	0.5	\$1250
1 to 5	0.25	\$625
Less than 1	0.10	\$250

❑ **PROOF OF OWNERSHIP and DISCLOSURE:**

Submit one of the following:

- 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%).

*NOTE: Private covenants and deed restrictions can limit private property rights with respect to the use of land even though the City's Zoning Ordinance may authorize the use or a less restrictive use. We strongly advise that you perform a title search on the property to determine if there any private covenants containing use restrictions or other deed restrictions. As those private covenants and deed restrictions may conflict with the City's Zoning Ordinance, it is further recommended that you consult with an attorney to obtain an opinion with respect to whether your intended use is compatible with those restrictions.*

❑ **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:**

Ten (10) full size copies, Three (3) 11" by 17", and a PDF electronic file (On a CD-ROM or may be emailed to the Project Manager). For subsequent submittals, please contact the Project Manager to determine how many copies are required.

❑ **SUBDIVISION PLAT – DRAWING REQUIREMENTS/CHECKLIST:**

Complete the attached checklist and ensure that all required information is included on the plat.

❑ **FINAL ENGINEERING PLANS – DRAWING REQUIREMENTS/CHECKLIST:**

Complete the attached checklist and ensure that all required information is included on the Final Engineering Plans.

❑ **ENGINEER'S COST ESTIMATE SPREADSHEET:**

See attached form.

❑ **STORMWATER MANAGEMENT PERMIT APPLICATION (if not already filed)**

❑ **STORMWATER REPORT**

❑ **FINANCIAL GUARANTEE & LAND IMPROVEMENT AGREEMENT**

When submitting the application, provide a draft or description of the proposed guarantee for the payment and completion of Land Improvements (consisting of proposed form, amount and provider of completion guarantee collateral - bond, cash, or letter of credit).

- For Letter of Credit form, see City Code Title 16, Appendix C.
- For Land Improvement Agreement, see City Code Title 16, Appendix D.

*A Financial Guarantee and Land Improvement Agreement must be provided prior to the City signing the Final Plat of Subdivision and recording the plat.*

**☐ COPIES OF THIRD PARTY PERMIT/APPROVALS**

- Illinois EPA Water Pollution Control Permit for sanitary sewer extension
- Illinois EPA Division of Public Water Supplies Permit for water mains
- Notice of Intent (NOI) letter/permit for NPDES Stormwater Discharge for sites 5 acres and larger
- IDNR Office of Water Resources Permit (for work in flood plain)
- Wetlands Permit from Army Corps of Engineers
- Kane County DOT and/or IDOT signature on Final Plat (if applicable)
- Offsite easements and right of way necessary to construct the required Land Improvements

**☐ PARK AND SCHOOL LAND/CASH WORKSHEETS:**

For residential developments, Park and School land/cash worksheets in accordance with Title 16 of the St. Charles Municipal Code with population projections establishing anticipated population and student yields.

**☐ INCLUSIONARY HOUSING SUMMARY:**

For residential developments, submit information describing how the development will comply with the requirements of Title 19, "Inclusionary Housing" of the St. Charles Municipal Code.

**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

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

COMMUNITY & ECONOMIC DEV./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
Concept Plan	No fee
Special Use as a Planned Unit Development (PUD)	\$1000
PUD Preliminary Plan	\$500
PUD Final Plan	\$500
Minor Change to PUD	\$200
Subdivision Preliminary Plan/Plat (not a PUD)	\$500
If less than 3 acres	\$300
Final Plat of Subdivision	\$300
Minor Subdivision Final Plat	\$300

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

Concept Plan	No fee
Subdivision Preliminary Plan:	
1 to 4 lots, no new public road construction	No fee
1 to 4 lots, with new public road construction	\$200
5 or more lots, with new public road construction	\$300
Final Plat of Subdivision	\$300

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

***A SINGLE CHECK CAN BE USED TO COMBINE ALL APPLICATION FEES  
AND REIMBURSEMENT OF FEES DEPOSIT.***

**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: \_\_\_\_\_



**OWNERSHIP DISCLOSURE FORM  
PARTNERSHIPS**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

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

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

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

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

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

**OWNERSHIP DISCLOSURE FORM  
CORPORATION**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

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

_____	_____
_____	_____
_____	_____
_____	_____

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

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

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

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

**OWNERSHIP DISCLOSURE FORM  
LAND TRUST**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

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

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

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

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

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

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

STATE OF ILLINOIS    )  
  ) SS.  
KANE COUNTY         )

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

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

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

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

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

# SUBDIVISION PLAT - DRAWING REQUIREMENTS/CHECKLIST



\_\_\_\_\_  
*Name of Proposed Subdivision*

\_\_\_\_\_  
*Date of Submission*

**INSTRUCTIONS:** *To properly execute this checklist:*

- 1. Indicate compliance with applicable requirements by initialing in all spaces where applicable.*
- 2. Indicate those items that the subdivider considers "not applicable" with abbreviation "N.A."*

**Include the following on Preliminary Plats and Final Plats:**

- \_\_\_\_ 1. Name of proposed subdivision
- \_\_\_\_ 2. Location given by town, range, section, or other legal description
- \_\_\_\_ 3. Scale (minimum one inch equals 100 ft.)
- \_\_\_\_ 4. Name and address of owner, trust, corporation or subdivider having control of project
- \_\_\_\_ 5. Name and address of the designer of the plan
- \_\_\_\_ 6. North direction
- \_\_\_\_ 7. Date of preparation and date of revision, if any
- \_\_\_\_ 8. Location map
- \_\_\_\_ 9. Total approximate acreage and square footage of the subdivision and each proposed lot
- \_\_\_\_ 10. Boundary lines of proposed subdivision including all section and corporate lines
- \_\_\_\_ 11. Proposed Conditions:
  - a. Block layout
  - b. Proposed lots, including dimensions and area
  - c. Rights-of-way
  - d. Proposed easements, numbered and dimensioned.
    - i. Minimum 10 ft. wide perimeter utility and drainage easement around each lot. Where the side lot line of a single-family residential lot abuts the side lot line of another single-family residential lot, the minimum easement width may be reduced to 5 ft. on each side, provided no utilities exist or are planned along the side lot line.
    - ii. Easements over all existing and proposed overhead or underground utility services or water drainage.
    - iii. Drainage easements over detention/retention basins, watercourse, drainage way, channel, or stream that traverses the subdivision or where a wetland exists. The easement shall include an additional area of at least 15 ft. wide adjoining both edges of the area that has been affected by floodwaters or containing wetland conditions.

**Additional Requirements for Final Plats:**

### ***General Requirements for Final Plats***

1. All plats shall be prepared by a professional land surveyor licensed by the State of Illinois, and shall bear the surveyor's signature and seal.
2. All plans shall describe an adequate number of benchmarks, with elevations referenced to mean sea level and the City's Geodetic Control Station Network so that elevations may be checked at any point without more than one setup of a surveyor's level.

- \_\_\_\_ 1. Section corners and section lines accurately tied into subdivision by distances and angles
- \_\_\_\_ 2. Official survey monuments shown and dimensioned

- \_\_\_ 3. An accurate legal description of the entire area receiving Final Plat of Subdivision approval
- \_\_\_ 4. An open space easement on the common area assuring that the open space shall remain open for perpetuity
- \_\_\_ 5. Street names
- \_\_\_ 6. Areas to be dedicated or reserved for public use shown and described with the purpose designated
- \_\_\_ 7. Protective covenants lettered on the plat or appropriately referenced
- \_\_\_ 8. Chart identifying the easement area (in square feet) within each lot. Different easements must be listed separately.
- \_\_\_ 9. Easement provision language including utility, drainage, stormwater, and access, as specified in Appendix B of Title 16, "Subdivisions and Land Improvements".
- \_\_\_ 10. Certificates as provided in Appendix B of Title 16, "Subdivisions and Land Improvements":
  - a. Surveyor's certificates (including signature and seal)
  - b. Owner's certificate (including signature)
  - c. Notary certificate (including signature and seal)
  - d. County Clerk certificate (including signature)
  - e. Certificate as to special assessments (including signature)
  - f. Certificate of County Engineer, if applicable (including signature)
  - g. Plan Commission certificate (including signature)
  - h. Director of Community & Economic Development or designee certificate (including signature)
  - i. City Council certificate (including signature)
  - j. Special Flood Hazard Area certificate (including signature)
  - k. Mortgagee certificate, as required
  - l. IDOT certificate, if applicable (including signature)
- \_\_\_ 11. Accurate angular and lineal dimensions for all lines, angles, and curvatures with functions used to describe all boundaries including perimeter survey of tract, streets, easements, areas to be reserved for public use, and other important features. Error of closure of boundary line surveys shall not exceed one in ten thousand (one foot for each ten thousand feet of perimeter survey). Lot lines to show dimensions in feet and hundredths, and when an angle occurs in any lot line between lot corners the measurement of the angle shall be shown.
- \_\_\_ 12. An identification system for all lots and blocks.
- \_\_\_ 13. True angles and distances to the nearest established street lines and official monuments (not less than two), which shall be accurately described in the plat by location, size and elevation.
- \_\_\_ 14. Municipal, township, county, or section lines and section corners accurately tied to lines of the subdivision by distances and angles, if the section lines or corners lie within the subdivision.
- \_\_\_ 15. Accurate locations of permanent monuments:
  - a. Pipes of three-fourths-inch diameter or steel rods one-half-inch diameter, by eighteen-inch lengths, placed at the corners of each lot and block, at angle points, and at the ends and suitable intervals along curves.
  - b. All U.S., state, county, City, or other official benchmarks, monuments, or triangulation stations in or adjacent to the property are preserved in precise position.

\_\_\_\_\_  
Signature – Applicant

\_\_\_\_\_  
Date



**DRAWING REQUIREMENTS / CHECKLIST**  
**Final Engineering Plans**

*PLEASE NOTE: These requirements are needed for Final Engineering Plans and are in addition to Preliminary Engineering Plan Drawing Requirements*

\_\_\_\_\_ *Name of Subdivision* \_\_\_\_\_ *Date of Submission*

- NOTE:** To properly execute this checklist, the developer or his engineer shall:
1. Insert the required information.
  2. Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.
  3. Denote those items which the Subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A."

**Format / Cover Sheet:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Plat has been submitted within 12 months of the date of approval by the City Council of the preliminary plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plans are on 24-inch by 36-inch sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A title sheet is included with each set of plans, and includes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Name of the subdivision and unit number,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Type of work covered,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Location map showing relation of area to be improved to streets,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. An index of sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. A summary of quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Name, address, and seal of registered engineer preparing the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Date of preparation and revisions, if any, is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plan and profiles include	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Horizontal scale is no less than 1 inch to 50 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Vertical scale is no less than 1 inch to 5 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cross sections are submitted as necessary to indicate feasibility of proposed street elevations in relation to adjacent lot elevations, and include sidewalk location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Horizontal and vertical scales are no less than 1 inch to 10 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
7. North direction is shown for each separate plan view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. An adequate number of bench marks are shown with elevations referenced to mean sea level, and the City's Geodetic Control Network to facilitate checking of elevations without more than one setup of a surveyor's level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Delineation is shown of all easements necessary to serve all lots with underground and overhead utilities, and to allow for perpetual maintenance of these facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Sanitary Sewer Improvements:</u></b>			
10. An authorized Illinois Environmental Protection Agency Permit for the sanitary sewer extension accompanies the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Sanitary sewer plans and specifications are complete and conform to the standards and requirements of City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded and denote all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. All properties in the subdivision are served and house service connections are provided,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The proposed pipe sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The plan conforms to the overall City plan for any trunk sewers traversing the subdivision,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The distance between manholes is not exceeded,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. The invert elevation of each manhole is shown,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Proposed pipe materials,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Profile of existing and proposed ground surfaces,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Risers are shown for individual house service laterals where needed,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Pipe joints are of permitted type,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Specifications include provisions for checking of infiltration or exfiltration,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Standard details are shown and include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Standard manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Drop manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Standard riser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Standard service installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	Yes	No	N/A
<b><u>Water main Improvements:</u></b>			
12. An authorized Illinois Environmental Protection Agency permit for the water main installation accompanies the plans;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Water distribution plans and specifications are complete and conform to City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded, and include all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. All properties in the subdivision are served and provisions are made for service connections within the property lines,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The proposed pipe sizes,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The plan conforms to the City's overall plan for any trunk lines which might traverse the subdivision,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Valve and hydrant spacing and location conform to the approved preliminary plan,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Material and joint specifications comply with the City's standards,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Specifications include provisions for testing and sterilization of all new water distribution facilities,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Standard details are shown and include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Valve manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standard cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Standard hydrant installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Roadway, Storm Sewer, &amp; Grading Improvements:</u></b>			
14. Street plans, including storm sewers, are complete and conform to the City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded, and include all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. The location of streets and width of pavements conform to those indicated on the approved preliminary plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Plan shows curb, gutter and sidewalk locations, and include the following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Corner curb radius	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Curve data for all horizontal curves and tangents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Direction of flow along all curbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. No surface water is carried across or around any street intersection, or for a distance greater than 600 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Cross sections as necessary to identify proposed street elevations in relation to adjacent lot and sidewalk elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Catch basin invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The proposed pipe sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Storm sewer elevations do not conflict with any other underground utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Storm sewer is connected with an adequate outfall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Curve data is given for vertical road curves,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The storm sewer system is designed to provide sufficient capacity for the draining of upland areas contributing to the storm water runoff on the street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Storm sewer design computations are submitted with plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. A surface water drainage pattern is shown for each block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Material specifications comply with City standards and include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Paving base materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Paving surface materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pipe materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Cross sections for each street type that include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Pavement construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Concrete curb and gutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Concrete sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Street light plans are complete and conform to City standards as identified in Title 12.30- Street Improvements or as revised or superseded, and include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Pole locations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Spacing,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Average maintained foot-candle illumination (calculated),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Control system and wiring diagram,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Typical section showing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Type of base and pole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Bracket or arm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Luminaire, indicating type of lamp and wattage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mounting height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
16. Parkways improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Removal of stumps, trees that cannot be saved, boulders, and all other similar items,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Grading, installation of topsoil, and seeding or sodding,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Planting of trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Street signs are shown to be installed, at all street intersections not previously marked, in accordance with The City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Stormwater Management:**

18. Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Required volume and proposed volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Stage storage chart on detention pond grading plan identifying elevation, proposed volume and as-built volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing release rate and proposed release rate,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Overland flow route water surface elevations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Watershed and sub-watershed delineation,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Basin sizing calculations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Release structure / restrictor design calculations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Wetland inventory and Wetland Delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: \_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Organization / Company*

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

Reviewed by: \_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Organization / Company*

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

**DRAWING REQUIREMENTS / CHECKLIST**

# ENGINEER'S COST ESTIMATE

For Final Engineering Plans and Final Plats

Note: Cost estimates should be completed on a spreadsheet using a format similar to the own shown below:

<i>Project Name</i>				<i>Date</i>	
<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total Price</i>
<b>Division A- Sanitary Sewer</b>					
A-1					
A-2					
					Sanitary Sewer Subtotal:
<b>Division B- Water Main</b>					
B-1					
B-2					
					Water Main Subtotal:
<b>Division C- Storm Sewer</b>					
C-1					
C-2					
					Storm Sewer Subtotal:
<b>Division D- Streets</b>					
D-1					
D-2					
					Street Improvement Subtotal:
<b>Division E- Detention Ponds</b>					
E-1					
E-2					
					Detention Pond Subtotal:
<b>Division F- Miscellaneous Improvements</b>					
F-1					
					Misc. Improvements Subtotal:
					<b>Total Engineering Cost:</b>

# PARK LAND/CASH WORKSHEET

City of St. Charles, Illinois

Name of Development \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_



**Total Dwelling Units:** \_\_\_\_\_

**A credit for existing residential lots within the proposed subdivision shall be granted. Deduct one (1) unit per existing lot.**

**Total Dwelling Units w/ Deduction:** \_\_\_\_\_

*\*If the proposed subdivision contains an existing residential dwelling unit, a credit calculated as a reduction of the estimated population for the dwelling is available. Please request a worksheet from the City.*

**Estimated Population Yield:**

Type of Dwelling	# Dwelling Units (DU)	Population Generation per Unit	Estimated Population
<b>Detached Single Family</b>			
➤ 3 Bedroom		DU x 2.899	=
➤ 4 Bedroom		DU x 3.764	=
➤ 5 Bedroom		DU x 3.770	=
<b>Attached Single Family</b>			
➤ 1 Bedroom		DU x 1.193	=
➤ 2 Bedroom		DU x 1.990	=
➤ 3 Bedroom		DU x 2.392	=
➤ 4 Bedroom		DU x 3.145	=
<b>Apartments</b>			
➤ 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  
 (with deduction, if applicable)

\_\_\_\_\_ Estimated Total Population

**Park Site Requirements:**

Estimated Total Population \_\_\_\_\_ x .010 Acres per capita = \_\_\_\_\_ Acres

**Cash in lieu of requirements:**

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

# SCHOOL LAND/CASH WORKSHEET

City of St. Charles, Illinois

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



**Total Dwelling Units:** \_\_\_\_\_

A credit for existing residential lots within the proposed subdivision shall be granted. Deduct one (1) unit per existing lot.

**Total Dwelling Units w/ Deduction:** \_\_\_\_\_

*\*If the proposed subdivision contains an existing dwelling unit, a credit is available calculated as a reduction of the estimated population for the dwelling. Please request a worksheet from the City.*

## Estimated Student Yield by Grades:

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

**Totals** \_\_\_\_\_ TDU \_\_\_\_\_ TE \_\_\_\_\_ TM \_\_\_\_\_ TH  
 (with deduction, if applicable)

## School Site Requirements:

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

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

## Cash in lieu of requirements:

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

# INCLUSIONARY HOUSING REQUIREMENTS

## **Background:**

St. Charles Municipal Code Title 19 “Inclusionary Housing”, requires developers of new residential developments to provide a proportionate share of affordable housing units within the development, or to pay a fee in-lieu of providing affordable housing units. Developers may also provide a mix of affordable housing units and fee in-lieu.

Affordable housing is defined as housing that has a sales price or rental amount that is within the means of a household with income at or below 80% Area Median Income (AMI) for for-sale units and at or below 60% AMI for rental units, adjusted for household size. See Title 19 for complete definitions.

The maximum price of affordable for-sale units and affordable rental units required by Title 19 shall be no greater than the affordable purchase price and affordable rent established annually by the Illinois Housing Development Authority (IHDA). Contact the Planning Division for the most recent affordable prices from IHDA.

## **Development Cost Offsets:**

Developments that provide affordable housing units may be eligible for the following:

- Density Bonus equivalent to one bonus unit for each affordable unit constructed, up to 120% of base density.
- Waiver of building permit, demolition, plan review, and sewer/water connection fees for the required affordable units.
- Waiver of School and Park cash contributions (when required in lieu of park and land dedications) for the required affordable units.

## **Submission Requirements:**

Submit information describing how the residential development will comply with the requirements of Title 19, “Inclusionary Housing”. **Use the Inclusionary Housing Worksheet** to calculate the number of required affordable units to be incorporated within the residential development, or the required fee in-lieu payment.

If the development will include affordable units, submit the following additional information:

- The number of market-rate and affordable for-sale and rental units to be constructed, including type of dwelling, number of bedrooms per unit, proposed pricing, and construction schedule, including anticipated timing of issuance of building permits and occupancy certificates.
- Documentation and plans regarding locations of affordable units and market-rate units, and their exterior appearance, materials, and finishes.

## **City Council Determination:**

City Council will review the proposal to comply with the requirements of Title 19 “Inclusionary Housing” and will determine whether affordable units, fee in-lieu, or a mix of affordable units and fee in-lieu will be accepted.

# INCLUSIONARY HOUSING WORKSHEET



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

Use this worksheet to determine the affordable unit requirement for the proposed development and to propose how the development will meet the Inclusionary Housing requirements of Title 19.

## 1) Calculate the number of affordable units required:

Unit Count Range	# of Units Proposed in Development		% of Affordable Units Required		# of Affordable Units Required
1 to 15 Units		X	5%	=	
More than 15 Units		X	10%	=	

## 2) How will the Inclusionary Housing requirement be met?

- Provide on-site affordable units
- Pay a fee in-lieu of providing affordable units (calculate fee in-lieu below)
- Provide a mixture of affordable units and fee in-lieu
  - o # of affordable units to be provided: \_\_\_\_\_
  - o Amount of fee in-lieu to be paid (calculate below): \_\_\_\_\_

### Fee In-Lieu Payment Calculation

#### Multi-Family Development:

# of Affordable Units Required	# of Affordable Units Proposed to Pay the Fee-In-Lieu		Fee-In-Lieu Amount Per Affordable Unit		Total Fee-In-Lieu Amount
		X	\$39,665.75	=	

#### Single-Family Attached (Townhouse) / Two-Family Development:

# of Affordable Units Required	# of Affordable Units Proposed to Pay the Fee-In-Lieu		Fee-In-Lieu Amount Per Affordable Unit		Total Fee-In-Lieu Amount
		X	\$27,766.03	=	

#### Single-Family Development:

# of Affordable Units Required	# of Affordable Units Proposed to Pay the Fee-In-Lieu		Fee-In-Lieu Amount Per Affordable Unit		Total Fee-In-Lieu Amount
		X	\$15,866.30	=	