CITY OF ST. CHARLES

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

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

PUD PRELIMINARY PLAN APPLICATION

For City Use
Project Name: _____

Project Number: _____-PR-_____

Cityview Project Number: _____

Received Date

To request approval of a PUD Preliminary Plan, complete this application and submit it with all required plans and attachments to the Planning Division. Normally this application will track with an application for Special Use for a PUD, unless a Special Use for a PUD has previously been granted and no amendment is necessary.

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

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

1. Property Information:	Location:	
	Parcel Number (s):	
	Proposed PUD Name:	
2. Applicant Information:	Name	Phone
	Address	Fax
		Email
3. Record Owner Information:	Name	Phone
	Address	Fax
		Email

Please check the type of application:

- ❑ **New proposed PUD- Planned Unit Development** (Special Use Application filed concurrently)
- ❑ **Existing PUD-Planned Unit Development**
  - ❑ PUD Amendment Required for proposed plan (Special Use Application filed concurrently)

Subdivision of land:

- ❑ Proposed lot has already been platted and a new subdivision is not required.
- ❑ New subdivision of property required:
  - ❑ Final Plat of Subdivision Application filed concurrently
  - ❑ Final Plat of Subdivision Application to be filed later

Attachment Checklist:

If multiple zoning or subdivision applications are being submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.

Note: The City Staff, Plan Commission, or City Council, may request other pertinent information during the review process.

- ❑ **APPLICATION FEE:** Application fee in accordance with Appendix B of the Zoning Ordinance. ($500)
- ❑ **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

- ❑ **PROOF OF OWNERSHIP and DISCLOSURE:**

  a) a current title policy report; or

  b) a deed and a current title search.

  If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required. If the owner or applicant is a Trust, a disclosure of all beneficiaries; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).

  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.

- ❑ **LEGAL DESCRIPTION:** For entire subject property, on 8 ½ x 11 inch paper
- ❑ **PLAT OF SURVEY:**

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

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

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

  Submit the application form and fee directly to the Kane-DuPage Soil and Water Conservation District. Provide a copy with this application.

- ❑ **ENDANGERED SPECIES REPORT:**

  Copy of Endangered Species Consultation Agency Action to be filed with the Illinois Department of Natural Resources. http://dnr.illinois.gov/EcoPublic/

  Fill out the online form, print the report and submit with this application.

- ❑ **PLANS:**

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

  Copies of Plans:

  Initial Submittal - Ten (10) full size copies for non-residential projects OR Twelve (12) full size copies for residential projects; 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.

- ❑ **SITE/ENGINEERING PLAN:**

  PRELIMINARY ENGINNERING PLANS – DRAWING REQUIREMENTS/CHECKLIST:

  Complete the attached checklist and ensure that all required information is included on the Preliminary Engineering Plans:

  1. Accurate boundary lines with dimensions
  2. Existing and proposed easements: location, width, purpose
  3. Streets on and adjacent to the tract: Name and right-of-way width, center line elevation, and culverts
  4. Location, size, shape, height, and use of existing and proposed structures
  5. Location and description of streets, sidewalks, and fences
  6. Surrounding land uses
  7. Legal and common description
  8. Date, north point, and scale
  9. Existing and proposed topography
  10. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with

the proposal indicated

11. Location of utilities
12. Building/use setback lines
13. Location of any significant natural features
14. Location of any 100-year recurrence interval floodplain and floodway boundaries
15. Location and classification of wetland areas as delineated in the National Wetlands Inventory
16. Existing zoning classification of property
17. Existing and proposed land use
18. Area of property in square feet and acres
19. Proposed off-street parking and loading areas
20. Number of parking spaces provided, and number required by ordinance
21. Angle of parking spaces
22. Parking space dimensions and aisle widths
23. Driveway radii at the street curb line
24. Width of driveways at sidewalk and street curb line
25. Provision of handicapped parking spaces
26. Dimensions of handicapped parking spaces
27. Depressed ramps available to handicapped parking spaces
28. Location, dimensions and elevations of freestanding signs
29. Location and elevations of trash enclosures
30. Provision for required screening, if applicable
31. Provision for required public sidewalks
32. Certification of site plan by a registered land surveyor or professional engineer
33. Geometric plan showing all necessary geometric data required for accurate layout of the site
34. Grading plans showing paving design, all storm sewers, and detention/retention facilities including detention/retention calculations) and erosion control measures
35. Utility plans showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures
36. Exterior lighting plans showing:
    - Location, height, intensity and fixture type of all proposed exterior lighting
    - Photometric information pertaining to locations of proposed lighting fixtures
37. Typical construction details and specifications
38. Certification of site engineering plans by a registered professional engineer
39. Proof of application for Stormwater Management Permit

- **SKETCH PLAN FOR LATER PHASES OF PUD:**

For phased PUD's, where a sketch plan is permitted, it shall include, at minimum, the following:

- General location of arterial and collector streets
- Location of any required landscape buffers
- Location of proposed access to the site from public streets
- Maximum number of square feet of floor area for nonresidential development
- Maximum number of dwelling units for residential development
- Open space and storm water management land

❑ **ARCHITECTURAL PLANS:**

Architectural plans and data for all principal buildings shall be submitted in sufficient detail to permit an understanding of the exterior appearance and architectural style of the proposed buildings, the number, size and type of dwelling units, the proposed uses of nonresidential and mixed use buildings, total floor area and total building coverage of each building.

❑ **TREE PRESERVATION PLAN:**

Tree Preservation Plan when required in accordance with Chapter 8.30 of the St. Charles Municipal Code. The information required for this plan may be included as part of the Landscape Plan set. See attachment, "Tree Preservation Requirements for Preliminary Plans".

❑ **LANDSCAPE PLAN:**

Landscape Plan showing the following information:

1. Delineation of the buildings, structures, and paved surfaces situated on the site and/or contemplated to be built thereon
2. Delineation of all areas to be graded and limits of land disturbance, including proposed contours as shown on the Site/Engineering Plan.
3. Accurate property boundary lines
4. Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping
5. Site area proposed to be landscaped in square feet and as a percentage of the total site area
6. Percent of landscaped area provided as per code requirement
7. Dimensions of landscape islands
8. Setbacks of proposed impervious surfaces from property lines, street rights-of-way, and private drives
9. Location and identification of all planting beds and plant materials
10. Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species
11. Landscaping of ground signs and screening of dumpsters and other equipment

❑ **STORMWATER MANAGEMENT:**

Written information (reports, calculations, etc.) as described in the Stormwater Management Requirements for Preliminary Plans (attached)

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

If the PUD Preliminary Plan involves the subdivision of land, a completed Subdivision Plat Drawing Requirements Checklist must be submitted.

- ❑ **PUBLIC BENEFITS, DEPARTURES FROM CODE:**

  A description of how the PUD meets the purposes and requirements set out in Section 17.04.400 of the Zoning Ordinance. Any requests for departures from the requirements of Title 16, "Subdivisions and Land Improvement," and Title 17, "Zoning," shall be listed and reasons for requesting each departure shall be given.

- ❑ **SCHEDULE:** Construction schedule indicating:

  a. Phases in which the project will be built with emphasis on area, density, use and public facilities, such as open space, to be developed with each phase. Overall design of each phase shall be shown on the plat and through supporting material.

  b. Approximate dates for beginning and completion of each phase.

  c. If different land use types are to be included within the PUD, the schedule must include the mix of uses to be built in each phase.

- ❑ **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) If less than 3 acres	$500 $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 1 to 4 lots, with new public road construction 5 or more lots, with new public road construction	 No fee $200 $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

_____	By: _____
Petitioner/Applicant	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

APPENDIX E

DRAWING REQUIREMENTS / CHECKLIST
Preliminary Engineering Plans

ST. CHARLES
SINCE 1834

_____ _____
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 checking the box marked "N/A."*

Format/Cover Sheet:

ITEMS TO BE INCLUDED	**Included**		
	Yes	**No**	**N/A**
1. Appropriate number of 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 50'	☐	☐	☐
4. Minimum profile scale is 1" to 50' 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. Use of surrounding land	☐	☐	☐
C. Ownership of the surrounding land	☐	☐	☐
D. Alignment of existing streets	☐	☐	☐
E. Section and corporate lines	☐	☐	☐
14. Boundary line of proposed subdivision is clearly shown	☐	☐	☐

ITEMS TO BE INCLUDED	**Included**		
	Yes	**No**	**N/A**
15. Total approximate acreage is shown	☐	☐	☐
16. Existing zoning classification is indicated	☐	☐	☐
17. Include the following ***Existing*** information within subdivision boundaries and up to 100' outside of the subdivision boundary	☐	☐	☐
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. Types	☐	☐	☐
a. Sewer	☐	☐	☐
b. Water	☐	☐	☐
c. Gas	☐	☐	☐
d. Telephone/ Communications	☐	☐	☐
e. Electric	☐	☐	☐
f. Other	☐	☐	☐
D. Parks and other open spaces indicating:	☐	☐	☐
1. Location	☐	☐	☐
2. Area	☐	☐	☐
E. Easements, indicating:	☐	☐	☐
1. Location	☐	☐	☐
2. Width	☐	☐	☐
3. Purpose (i.e. utility, drainage, stormwater, etc.)	☐	☐	☐
F. Permanent buildings and structures, indicating:	☐	☐	☐
1. Location	☐	☐	☐
2. Setback lines	☐	☐	☐

ITEMS TO BE INCLUDED	**Included**		
	Yes	**No**	**N/A**
3. Name of owners	☐	☐	☐
G. Section and corporate lines	☐	☐	☐
H. Sanitary Sewers, indicating:	☐	☐	☐
1. Location	☐	☐	☐
2. Size	☐	☐	☐
3. Manholes	☐	☐	☐
4. Material	☐	☐	☐
5. Invert elevation at manholes	☐	☐	☐
I. Water mains, indicating:	☐	☐	☐
1. Location	☐	☐	☐
2. Size	☐	☐	☐
3. Material	☐	☐	☐
4. Valves, indicating:	☐	☐	☐
a. Valve manhole, or	☐	☐	☐
b. Valve box	☐	☐	☐
5. Fire hydrants and auxiliary valves	☐	☐	☐
J. Culverts, indicating:	☐	☐	☐
1. Type	☐	☐	☐
2. Location	☐	☐	☐
3. Size	☐	☐	☐
4. Material	☐	☐	☐
5. Invert elevations	☐	☐	☐
J. Storm sewers, indicating:	☐	☐	☐
1. Location	☐	☐	☐
2. Size	☐	☐	☐
3. Material	☐	☐	☐
4. Catch basins	☐	☐	☐
5. Invert elevations	☐	☐	☐
L. Watercourses, indicating:	☐	☐	☐
1. Type	☐	☐	☐
2. High-water location and elevation	☐	☐	☐
3. Width of easement	☐	☐	☐
4. Location of easement	☐	☐	☐

ITEMS TO BE INCLUDED	**Included**		
	Yes	**No**	**N/A**
5. Dimensions	☐	☐	☐
6. FEMA floodplain	☐	☐	☐
7. FEMA base flood elevations	☐	☐	☐
M. 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 Sampling and Testing reports used for compliance with IEPA & CCDD	☐	☐	☐
20. Soil bearing data is given, if required by Development Engineering, indicating	☐	☐	☐
A. Location of Tests	☐	☐	☐
B. Depth of Tests	☐	☐	☐
C. Soil bearing Capacity	☐	☐	☐
D. Moisture content	☐	☐	☐
21. Include the following ***Proposed*** information within subdivision boundaries and up to 100’ outside of the subdivision boundary	☐	☐	☐
A. Layout of streets, indicating:	☐	☐	☐
1. Street type, (i.e. Estate, Local, Collector, Arterial)	☐	☐	☐
2. Right-of-way width per Engineering Design and Inspection Policy Manual	☐	☐	☐
3. Roadway width per Engineering Design and Inspection Policy Manual	☐	☐	☐
4. Through street shown extended to boundaries of subdivision	☐	☐	☐
5. Cul-de-sac street design per Engineering Design and Inspection Policy Manual	☐	☐	☐
6. Stormwater runoff pattern on paving	☐	☐	☐
B. Names of streets:	☐	☐	☐

ITEMS TO BE INCLUDED	**Included** Yes	No	N/A
1. 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 including truck turning template.	☐	☐	☐
D. Utility easements	☐	☐	☐
1. 10’ wide around perimeter of each lot, side yard may be reduced to 5’ where the side lot line of a detached single-family residential lot abuts the side lot line of another detached, single-family residential lot	☐	☐	☐
2. Purpose is indicated	☐	☐	☐
E. Centerline profiles of all streets showing compliance with minimum and maximum gradients identified in the Engineering Design and Inspection Policy Manual	☐	☐	☐
G. Block layout, indicating	☐	☐	☐
1. Blocks do not exceed 1200' in length	☐	☐	☐
2. Blocks over 900’ long include pedestrianways at approximate center and/or additional access ways to parks, schools, etc.	☐	☐	☐
H. Lot layout, indicating	☐	☐	☐
1. Lot dimensions comply with Zoning Ordinance (Title 17)	☐	☐	☐
2. Lot areas comply with Zoning Ordinance (Title 17). Areas may be listed by schedule.	☐	☐	☐
3. Building setback lines shown and properly dimensioned	☐	☐	☐
4. Proposed land use	☐	☐	☐
5. Lot numbers	☐	☐	☐
6. Lots are as nearly rectangular in shape as is practicable	☐	☐	☐
7. Lot lines are substantially at right angles to the street lines and radial to curved street lines	☐	☐	☐
8. Double frontage lots only where lots back upon an arterial street and front on an access street	☐	☐	☐
a. Additional depth allows screen planting along arterial frontage	☐	☐	☐
13. Additional depth for lots abutting watercourse, drainage way, channel, wetland, or stream	☐	☐	☐
14. Due regard for natural features, such as:	☐	☐	☐
a. Trees	☐	☐	☐
b. Watercourses	☐	☐	☐
c. Historic items	☐	☐	☐

ITEMS TO BE INCLUDED	**Included**		
	Yes	**No**	**N/A**
d. Other similar conditions	☐	☐	☐
I. Areas intended to be dedicated for public use, indicating:	☐	☐	☐
I. School sites, indicating:	☐	☐	☐
1. Parks / public areas conform to the Comprehensive Plan	☐	☐	☐
2. Acreage	☐	☐	☐
J. School sites, indicating:	☐	☐	☐
1. Location	☐	☐	☐
2. Dimensions	☐	☐	☐
3. Acreage	☐	☐	☐
K. Topographic information, indicating:	☐	☐	☐
1. Proposed changes in elevation, 2’ minimum contours	☐	☐	☐
2. Stormwater storage facilities	☐	☐	☐
3. Normal water level (NWL)	☐	☐	☐
4. High water level (HWL)	☐	☐	☐
5. Emergency overflow elevation	☐	☐	☐
6. Storage volumes	☐	☐	☐
7. Overflow routes	☐	☐	☐
L. Sanitary sewer layout, indicating:	☐	☐	☐
1. Location	☐	☐	☐
2. Size	☐	☐	☐
3. Invert elevations at manholes	☐	☐	☐
4. Manhole locations	☐	☐	☐
5. Service locations and connections	☐	☐	☐
M. Water main layout, indicating:	☐	☐	☐
1. Location	☐	☐	☐
2. Size	☐	☐	☐
3. Fire hydrants spaced per requirements in Engineering Inspection and Policy Manual	☐	☐	☐
4. Service locations and connections	☐	☐	☐
N. Storm sewer layout, indicating:	☐	☐	☐
1. Location	☐	☐	☐
2. Catch basins spaced per requirements in Engineering Inspection and Policy Manual	☐	☐	☐
3. Stormwater is not carried across or around any intersection	☐	☐	☐
4. Surface water drainage pattern for each individual lot and block	☐	☐	☐

ITEMS TO BE INCLUDED	**Included**		
	Yes	**No**	**N/A**
O. 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	☐	☐	☐
22. Typical street cross section, showing base construction, surfacing, concrete curb and sidewalk per the Engineering Design and Inspection Policy Manual	☐	☐	☐
23. Sidewalks are shown	☐	☐	☐
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. Overland flow route water surface elevations	☐	☐	☐
F. Watershed and sub-watershed delineation	☐	☐	☐
G. Basin sizing calculations	☐	☐	☐
H. Release structure / restrictor design calculations	☐	☐	☐
I. Wetland inventory and Wetland Delineation	☐	☐	☐

Completed by:_____
Name

_____
Title

_____
Organization / Company

_____
Date

Reviewed by: _____
Name

_____
Title

_____
Organization / Company

_____
Date

TREE PRESERVATION REQUIREMENTS FOR PRELIMINARY PLANS

When is a Tree Preservation Plan required:

- Where trees six inches (6”) or more DBH exist on the property to be developed or redeveloped, a Tree Preservation Plan shall be submitted with the preliminary plan of subdivision or planned unit development. If the preliminary plan stage is omitted or is combined with final engineering plans, the Tree Preservation Plan shall be submitted with the final engineering plans.

- The requirement to provide a Tree Preservation Plan as a part of an initial preliminary plan submittal may be waived by the City Administrator or their designee where:
    1) Existing vegetation on the parcel is comprised primarily of undesirable species and/or low quality specimens that do not warrant preservation, or
    2) the area of the parcel identified for land development will be substantially modified such that any existing vegetation is unlikely to be successfully preserved.

  The City Administrator or their designee may require information demonstrating that a parcel meets the criteria prior to waiving the requirement. Notwithstanding the waiver of the requirement, the Plan Commission or City Council may require a Tree Preservation Plan prior to approval of a preliminary plan.

8.30.070 Requirements for Tree Preservation Plans

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

1.1 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.

1.2 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.

1.3 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.

1.4 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.

2. Standards: Removal of trees shall be authorized by Tree Preservation Plans only when one or more of the following conditions exist, as determined by the City:

2.1 The tree is diseased, dead or dying.

2.2 The tree is damaged or injured to the extent that it is likely to die or become diseased, or such that it becomes a hazard.

2.3 Removal of the tree is consistent with good forestry practices, that is, consideration is given to the species of the tree, location, conditions, age, safety, and the historic and aesthetic value of the tree to be removed.

2.4 Removal of the tree will enhance the health of remaining trees within the immediate vicinity.

2.5 Removal of the tree is required to repair a sewer line or water main, or excavation for such repair will damage the tree to the extent that it is likely to die or become diseased.

2.6 All reasonable efforts have been undertaken in the land planning, architectural and engineering design of the proposed building, building addition, development or site improvement to minimize tree damage and/or removal, and the tree or trees must be removed to provide adequate space for the permitted construction.

STORMWATER MANAGEMENT REQUIREMENTS FOR PRELIMINARY PLANS

- *Applicants must submit information with the preliminary plan/plat 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

All applicants for a stormwater permit shall provide the following basic plan exhibits: Site Topographical Map, General Plan View Drawing, Sediment/Erosion Control Plan and a Vicinity Topographical Map. Each exhibit may be on more than one drawing for clarity. The specific information to be included on each exhibit shall be as noted below.

(a) Site Topographical Map:

(1) map scales as 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet;

(2) existing and proposed contours onsite (one foot maximum contour interval) and within 100 feet of the site;

(3) existing and proposed drainage patterns and watershed boundaries;

(4) delineation of pre-development regulatory floodplain and floodway limits;

(5) delineation of post-development regulatory floodplain and floodway limits;

(6) location of cross-sections and any other hydrologic or hydraulic computer modeled features;

(7) location of all onsite drain tiles;

(8) 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);

(9) location of all existing buildings and those to remain on the site noted;

(10) nearest base flood elevations;

(11) FEMA and reference benchmarks used; and

(12) all contours used in the calculation of depressional storage highlighted.

(b) General Plan View Drawing:

(1) drawing at the same scale as the Site Topographical Map;

(2) existing major and minor stormwater systems;

(3) proposed major and minor stormwater systems;

(4) design details for stormwater facilities (i.e. structure and outlet work detail drawings, etc.);

(5) scheduled maintenance program for permanent stormwater facilities including BMP;

(6) planned maintenance tasks and schedule;

(7) identification of persons responsible for maintenance;

(8) permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity;

(9) proposed regulatory floodplain and floodway location (with the base flood and flood protection elevations noted);

(10) existing Waters of the U.S. including wetlands, a certified wetland determination obtained from NRCS if the development occurs on agricultural land wetlands and aquatic resources identified in ADID, and required buffers;

(11) areas of directly connected impervious areas and any off-setting landscaped areas as defined in § 203(g) indicated;

(12) all plan areas at elevations below the 100-year high water elevation of site runoff storage facilities highlighted; and

(13) where a 500-year regulatory flood profile is available, the plan limit of the 500 year floodplain.

(c) Sediment and Erosion Control Plan:

(1) drawings at the same scale as the Site Topographical Map;

(2) sediment and erosion control installation measures and schedule;

(3) existing and proposed roadways, structures, parking lots, driveways, sidewalks and other impervious surfaces;

(4) limits of clearing and grading;

(5) special management areas located;

(6) proposed buffer locations, existing soil types, vegetation and land cover conditions;

(7) list of maintenance tasks and schedule for sediment and erosion control measures; and

(8) the name, address and phone number at which the person responsible for erosion and sediment control may be reached on a 24-hour basis.

(d) Vicinity Topographical Map.

(1) vicinity topographical map identifying all offsite areas draining to the development and downstream to the receiving intermittent or perennial stream; (a two-foot contour map is preferred at a scale readable by the reviewer but a USGS Quadrangle map is acceptable);

(2) watershed boundaries for areas draining through or from the development;

(3) soil types related to hydrologic soils group, vegetation and land cover affecting runoff upstream of the site for any area draining through the site;

(4) location of site within the major watershed(s); and

(5) shows the overland flow path from the downstream end of the development to the receiving intermittent or perennial stream.

§ 505. Stormwater submittal

The stormwater submittal shall include a narrative discussion and calculations to support a finding by the qualified review specialist that the proposed development complies with the technical requirements of this ordinance. The submittal shall consist at a minimum of the following material:

(a) a narrative description of the existing and proposed site drainage patterns and conditions; include description of offsite conditions which help to identify stormwater issues considered in the design;

(b) a schedule for implementation of the site stormwater plan;

(c) onsite and offsite runoff calculations which address the following:

(1) documentation of the procedures and assumptions used to calculate hydrologic and hydraulic conditions for sizing major and minor systems;

(2) cross-section data for open channels;

(3) hydraulic grade line and water surface elevations under design flow conditions; and

(4) hydraulic grade line and water surface elevations under base flood flow conditions; and

(d) site runoff storage calculations, which address the following:

(1) calculation of hydraulically connected impervious area and corresponding retention volume;

(2) documentation of the procedures and assumptions used to calculate hydrologic and hydraulic conditions for determining the allowable release rate;

(3) documentation of the procedures and assumptions used to calculate onsite depressional storage;

(4) documentation of the procedures and assumptions used to calculated hydrologic and hydraulic conditions for determining the storage volume;

(5) elevation-area-storage data and calculations for site runoff storage; and

(6) elevation-discharge data and calculations specifically related to the outlet control structure depicted in the plan exhibits.

506. Floodplain 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 § 404. Documentation supporting a finding by the qualified review specialist that the proposed development is in compliance with § 403 shall be submitted with the application. At a minimum, the following material shall be submitted for approval with the application:

(a) regulatory floodplain boundary determination:

(1) provide source of flood profile information; and

(2) provide all hydrologic and hydraulic study information for site-specific floodplain studies, unnumbered Zone A area elevation determinations, and floodplain map revisions;

(b) floodway hydrologic and hydraulic analyses for the following conditions:

(1) existing conditions (land use and stream systems);

(2) proposed conditions (land use and stream systems);

(3) tabular summary of 100-year flood elevations and discharges for existing and proposed conditions;

(4) calculations used for model development; and

(5) hydraulic/hydrologic computer model input/output;

(c) floodplain fill and compensatory storage calculations for below and above ten-year flood elevation up to the base flood elevation:

(1) tabular summary for below and above ten-year flood elevation of fill, compensatory storage and compensatory storage ratios provided in proposed plan; and

(2) cross-sections used for the above calculations; and

(d) floodproofing measures:

(1) narrative discussion of floodproofing measures including material specifications, calculations, design details and operation summary; and

(2) flood easements when required by this ordinance.

(e) statewide and regional self-issuing permits (Statewide Permits Nos. 1 through 14 and Regional Permit No. 3):

(1) such information as shall show that the development qualifies for particular permit in question under the regulations established therefor by IDNR-OWR.

507. Wetland submittal

(a) The applicant shall obtain a permit for all federally regulated activities involving Waters of the U.S. from the appropriate federal authorities. The applicant shall obtain a permit from the County (or community certified under this ordinance to administer Article 15), for all developments having a wetland impact. The applicant shall indicate on the plan set the location of any onsite wetland mitigation required by a COE permit and, in narrative form, the location of all onsite mitigation.

(b) A wetland submittal in accordance with the detailed requirements of §§ 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 onsite wetlands;

(B) location of buffers;

(C) planting plan for buffers; and

(D)identify all required wetland management activities.

(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.

<u>Sections of the Kane County Stormwater Ordinance provided for reference:</u>

§ 500. General requirements

(a) A stormwater management permit is required if—

(1) the development is located in the regulatory floodplain;

(2) a substantial improvement is to be located in the regulatory floodplain;

(3) there is any regulatory floodplain within the site; or

(4) the development disturbs more than 5,000 square feet of ground or 250 cubic yards of soil, 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 maintenance, repair or at grade replacement of existing lawn areas not otherwise requiring a stormwater permit under this ordinance;

(C) the maintenance of an existing stormwater facility, not requiring other state or federal permits or approvals.

(b) All appropriate stormwater management related approvals and permits, including, without limitation,an IDNR-OWR Floodway/Floodplain 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 stormwater 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 stormwater facilities, calculations for the determination of the regulatory floodplain and calculations of the impacts of development shall meet the standards of this ordinance 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 ordinance.

(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 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.

(B) For structures (not including earth embankments) that are subject to a differential water pressure greater than three feet 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.

(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 benchmarks and, if the site is more than 20 acres, to the Kane County Survey Control Network. Plats for new subdivisions more than 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 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 years provided the activity is in compliance with the then current requirements of this ordinance. An 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 ordinance, an amended permit may be issued.

§ 502. Required submittals

(a) Refer to Table 502 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 stormwater. 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. The Director shall receive a copy of any wetland submittal under § 507 whether or not the County is the permitting authority.

Table 502 – Permit submittal requirements

Type of Development	Required Submittals (refer to sections noted for specific requirements) Section No./Description								
	503	504	505	506	507	508	509	510	Art 15
	Application and Project Overview	Plan Set Submittal	Stormwater Submittal	Floodplain Submittal	Wetland Submittal	Perform ance Security	Maintenance Schedule and Funding	Record Drawings	Wetland Impact & Mitigation
All requiring a permit	X	X				X	X	X	
All on sites with floodplain	X	X		X		X	X	X	
All on sites within 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	
All on sites having a wetland impact					X				X

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 <u>Preliminary Plats and Final Plats</u>:

____ 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 <u>Final Plats</u>:

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*

RESIDENTIAL ZONING COMPLIANCE TABLE

Name of Development: _____

	Zoning District Requirement	Existing PUD Requirement (if applicable)	Proposed
	District:	Ordinance #:	
Minimum Lot Area			
Minimum Lot Width			
Maximum Building Coverage			
Maximum Building Height			
Minimum Front Yard			
Interior Side Yard			
Exterior Side Yard			
Minimum Rear Yard			
Landscape Buffer Yards[1]			
% Overall Landscape Area			
Building Foundation Landscaping			
Public Street Frontage Landscaping			
Parking Lot Landscaping			
# of Parking Spaces			

[1] Within the RM-3 zoning district, a Landscape Buffer Yard shall be provided along any lot line that abuts or is across a street from property in any RE, RS, or RT District. See Chapter 17.26 for planting and screening requirements for Landscape Buffers.

NONRESIDENTIAL ZONING COMPLIANCE TABLE

Name of Development:_____

	Zoning District Requirement	Existing PUD Requirement (if applicable)	Proposed
	District:	Ordinance #:	
Minimum Lot Area			
Minimum Lot Width			
Maximum Building Coverage			
Maximum Gross Floor Area per Building			
Maximum Building Height			
Front Yard			
Interior Side Yard			
Exterior Side Yard			
Minimum Rear Yard			
Landscape Buffer Yard[2]			
% Overall Landscaped Area			
Building Foundation Landscaping			
Public Street Frontage Landscaping			
Parking Lot Landscaping			
# of Parking Spaces			
Drive-through Stacking Spaces (if applicable)			

[2] Within the zoning districts specified, a Landscape Buffer Yard shall be provided along any lot line that abuts or is across a street from property in any RE, RS, RT or RM District. See Chapter 17.26 for planting and screening requirements for Landscape Buffers. Landscape Buffer Yards may include or overlap with other required yards.

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*
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
(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

Citv of St. Charles. Illinois

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

ST. CHARLES
SINCE 1834

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)*	
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
(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.

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%	=	

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**
  - **# of affordable units to be provided: _____**
  - **Amount of fee in-lieu to be paid (calculate below): _____**

Fee In-Lieu Payment Calculation

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