



## PRELIMINARY PLAT OF SUBDIVISION APPLICATION

### For City Use

Project Name: \_\_\_\_\_  
Project Number: \_\_\_\_\_-PR-\_\_\_\_\_  
Cityview Project Number: \_\_\_\_\_

*Received Date*

- *File this application to request approval of a Preliminary Plat of Subdivision.*
- *Complete the application and submit with all required attachments to the Community Development Division.*
- *The information you provide must be complete and accurate. If you have any questions please contact the Community Development Division.*
- *City staff will review the submittal for completeness and for compliance with applicable requirements. Staff will distribute the plans to other City departments for review when the application is complete.*
- *The Preliminary Plat of Subdivision will be scheduled for Plan Commission review when staff has determined the plans are ready.*

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

#### 4. Identify the Type of Application:

- ☐ **Preliminary Plat of Subdivision** – *Final Plat of Subdivision to be filed later.*
- ☐ **Combined Preliminary-Final Review Process** – *Final Plat Application to be filed concurrently.*

#### 5. **Note- This application is not required for:**

- **Minor Subdivision** – File only a Minor Subdivision – Final Plat application for a subdivision which qualifies as a Minor Subdivision per City Code Section 16.04.040.
- **Planned Unit Developments (PUD)** – The PUD Preliminary Plan application should be filed instead.

#### 6. Required Attachments:

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

**Submit 1 copy of each required item, unless otherwise noted.**

- ☐ **APPLICATION FEE:** \$300 if less than 3 acres; \$500 if more than 3 acres
- ☐ **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 subject property:

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:** a) A current title policy report; or  
b) A deed and a current title search

*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.*

- ☐ **OWNERSHIP DISCLOSURE:** Use the appropriate disclosure form (attached), if the owner or applicant is a Partnership, Corporation, Trust, or LLC.
- ☐ **LETTER OF AUTHORIZATION:** If the property owner is not the applicant, an original letter of authorization from the property owner permitting the applicant to file the zoning application with the City of St. Charles for the subject property.
- ☐ **LEGAL DESCRIPTION:** For entire subject property, on 8 1/2 x 11 inch paper and Microsoft Word file.
- ☐ **PLAT OF SURVEY:** A current plat of survey for the subject property showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.
- ☐ **SOIL AND WATER CONSERVATION DISTRICT LAND USE OPINION APPLICATION:** As required by State law, submit a Land Use Opinion application and required fee directly to the Kane-DuPage Soil and Water Conservation District.

Provide a copy of completed Land Use Opinion application to the City. The Land Use Opinion application can be found on the Kane-DuPage SWCD website: <http://www.kanedupageswcd.org/>

- ❑ **ENDANGERED SPECIES REPORT:** As required by State law, file an Endangered Species Consultation Agency Action with the Illinois Department of Natural Resources. Provide a copy of the report to the City. The online Ecological Compliance Assessment Tool (EcoCAT) should be utilized: <https://dnr2.illinois.gov/EcoPublic/>
- ❑ **STORMWATER MANAGEMENT:** Written information as described in the Stormwater Management Requirements for Preliminary Plans (attached).
- ❑ **DEPARTURES FROM SUBDIVISION CODE STANDARDS:** List any requests for departures from the requirements of Title 16 "Subdivisions & Land Improvement" and reasons for requesting each departure.
- ❑ **PARK AND SCHOOL LAND/CASH WORKSHEETS:** *For residential developments only.* Use the attached worksheet to calculate the estimated population and student yields and resulting land/cash contributions in accordance with Title 16 of the St. Charles Municipal Code.
- ❑ **INCLUSIONARY HOUSING WORKSHEET:** *For residential developments only.* Use the attached worksheet to calculate the affordable unit requirement and indicate how the development will comply with Title 19 of the St. Charles Municipal Code.

**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:** Ten (10) full size copies, one (1) 11" by 17", and PDF electronic file emailed to: [cd@stcharlesil.gov](mailto:cd@stcharlesil.gov)

- ❑ **PRELIMINARY PLAT OF SUBDIVISION / DRAWING REQUIREMENTS CHECKLIST:** A Preliminary Plat of Subdivision that includes the information listed on the Subdivision Plat Drawing Requirements Checklist. Also submit a completed Checklist (attached).
- ❑ **PRELIMINARY ENGINEERING PLANS / DRAWING REQUIREMENTS CHECKLIST:** Preliminary Engineering plans that include the information listed on the Drawing Requirements Checklist-Preliminary Engineering Plans. Also submit a completed Checklist (attached).
- ❑ **TREE PRESERVATION PLAN:** When required, in accordance with Ch. 8.30 of the St. Charles Municipal Code (see attached "Tree Preservation Requirements for Preliminary Plans").

**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.**

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Record Owner \_\_\_\_\_ Date \_\_\_\_\_

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Applicant or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

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

**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

## 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 calculate 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.

#### **Sections of the Kane County Stormwater Ordinance provided for reference:**

##### **§ 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 Application and Project Overview	504 Plan Set Submittal	505 Stormwater Submittal	506 Floodplain Submittal	507 Wetland Submittal	508 Performance Security	509 Maintenance Schedule and Funding	510 Record Drawings	Art 15 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



# 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)	
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) = \$

# CITY OF ST. CHARLES 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:

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

- ☐ # of affordable units to be provided:
- ☐ 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	\$52,454	=	

#### 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	\$36,718	=	

#### 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	\$20,982	=	

# SUBDIVISION PLAT - DRAWING REQUIREMENTS/CHECKLIST

**Name of Proposed Subdivision:**

**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 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.

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*Signature – Applicant*

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*Date*

## DRAWING REQUIREMENTS / CHECKLIST

### Preliminary Engineering Plans

*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:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Appropriate number of copies of preliminary plan submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plans are prepared on 24-inch by 36-inch sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plan scale is not less than 1" to 50'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Minimum profile scale is 1" to 50' horizontal and 1" to 10' vertical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A title sheet is included with each set of preliminary plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Name of proposed subdivision is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location given by town, range, section, or other legal description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Name and address of owner, trust, corporation or Subdivider having control of project is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Name and seal of registered engineer or surveyor who prepared topographic survey is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Name and address of the designer of the plan is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. North direction is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Date of preparation and date of revision, if any, is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. A location map is included indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. A scale of not less than 1" to 1000'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Use of surrounding land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Ownership of the surrounding land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Alignment of existing streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Section and corporate lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Boundary line of proposed subdivision is clearly shown	<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>
15. Total approximate acreage is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Existing zoning classification is indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Include the following <b>Existing</b> information within subdivision boundaries and up to 100' outside of the subdivision boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Previously platted streets and other rights-of-way, with improvements, if any, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Railroad rights-of-way, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Utility rights-of-way, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Telephone/ Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Parks and other open spaces indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Easements, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Purpose (i.e. utility, drainage, stormwater, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Permanent buildings and structures, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Setback lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<i><b>ITEMS TO BE INCLUDED</b></i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
3. Name of owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Section and corporate lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Sanitary Sewers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Invert elevation at manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Water mains, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Valves, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Valve manhole, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Valve box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Fire hydrants and auxiliary valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Culverts, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Storm sewers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Catch basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Watercourses, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. High-water location and elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Width of easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Location of easement	<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>
5. Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. FEMA floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. FEMA base flood elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Monuments and survey markers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Topographic data is given in feet above mean sea level within the tract and to a distance of 100' beyond, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Existing contours at vertical levels of not more than 2'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Bench mark, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Soil Sampling and Testing reports used for compliance with IEPA & CCDD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Soil bearing data is given, if required by Development Engineering, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Location of Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Depth of Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Soil bearing Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Moisture content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Include the following <b>Proposed</b> information within subdivision boundaries and up to 100' outside of the subdivision boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Layout of streets, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Street type, (i.e. Estate, Local, Collector, Arterial)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Right-of-way width per Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Roadway width per Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Through street shown extended to boundaries of subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cul-de-sac street design per Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Stormwater runoff pattern on paving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Names of streets:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

<b><i>ITEMS TO BE INCLUDED</i></b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
O. Street light layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Locations and typical street light detail, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Statement by Subdivider that street lights will be installed in accordance with City standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Typical street cross section, showing base construction, surfacing, concrete curb and sidewalk per the Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Sidewalks are shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. 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 detention volume and proposed volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Required BMP volume and proposed volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Existing release rate and proposed release rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Overland flow route water surface elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Watershed and sub-watershed delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Detention Basin sizing calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. BMP sizing calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Release structure / restrictor design calculations			
K. Wetland inventory and Wetland Delineation			
L. Wetland Mitigation Measures, if applicable			
M. Buffers, if applicable			
N. Subsurface Drainage Survey (drain tile investigation)			

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.

## 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 <sup>1</sup>			
% Overall Landscape Area			
Building Foundation Landscaping			
Public Street Frontage Landscaping			
Parking Lot Landscaping			
# of Parking Spaces			

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<sup>1</sup> 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 <sup>2</sup>			
% Overall Landscaped Area			
Building Foundation Landscaping			
Public Street Frontage Landscaping			
Parking Lot Landscaping			
# of Parking Spaces			
Drive-through Stacking Spaces (if applicable)			

<sup>2</sup> 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.