

## CHAPTER 3

### PRELIMINARY PLATS

#### SECTION:

- 7-3-1: Filing Requirements
- 7-3-2: Plat Requirements
- 7-3-3: Preliminary Improvement Plans
- 7-3-4: Procedure for Approval

**7-3-1: FILING REQUIREMENTS:** Any person owning land within the limits of the Village or within one and one-half (1-1/2) miles of such wishing to:

- A. Divide the land into lots for the purpose of sale; or
- B. Dedicate a part or parts thereof for streets, alleys, or other public use; or
- C. Redivide land previously subdivided; or
- D. Change the boundaries of any lot or parcel thereof;

shall file ten (10) copies of his preliminary plat of proposed subdivision with the Village Clerk for transmittal to the Village Plan Commission. In those instances where the preliminary plat specified residential development, thereby requiring a park donation, the developer shall also file an additional copy with the Village Clerk to be transmitted directly to the Park Board for its review and recommendations. (Ord. 66-142-4; amd. Ord. 82-732-39)

**7-3-2: PLAT REQUIREMENTS:** The preliminary plat shall be drawn to scale of not less than one hundred feet to the inch (1" = 100') and shall contain the following:

- A. The proposed name of the subdivision.
- B. Its location as forming a part of some larger tract or parcel of land referred to in the

indexes of the records of the County Clerk.

- C. Sufficient information to accurately locate the plat. Reference to existing streets, plats, etc. may be used. If there are none within a reasonable distance of the proposed subdivision, a vicinity plat on a small scale should accompany the preliminary plat.) (Ord. 66-142-4)
- D. The description and location of all existing survey monuments erected in the subdivision shall be shown. (Ord. 72-260-4)
- E. A certificate showing ownership of the property described in preliminary plat.
- F. The boundary lines of the tract to be subdivided accurate in scale and bearing and the total approximate area encompassed thereby.
- G. The location, widths and other dimensions of all existing platted streets and other important features, such as railroad lines, watercourses, existing easements, exceptional topography, etc., contiguous to the tract to be subdivided.
- H. The location, widths and other dimensions of proposed streets, alleys, easements, parks and other open spaces, building lines and lots.
- I. All parcels of land intended to be dedicated or reserved for public use.
- J. North point and scale and date of preparation.
- K. Layout, numbers and dimensions of lots.
- L. Building setback lines, showing dimensions.
- M. Easements for any and all public utilities. Proper continuity for the utilities from block to block shall be maintained.
- N. Name of the subdivider.
- O. Contours at an interval of two feet (2') and high water levels on all courses.

**7-3-3: PRELIMINARY IMPROVEMENT PLANS:**

- A. At the time of submission of a preliminary plat, plans of public improvements shall also be submitted. These preliminary plans shall be submitted in triplicate and shall include at least the following items: (Ord. 66-142-4)

1. Preliminary layout of grading and drainage showing the approximate method of lot drainage and street drainage throughout the subdivision. Preliminary detention and drainage calculations, including inverts, must be included. (Ord. 88-1032-64)
  2. Preliminary layout of sanitary sewerage facilities showing approximate sizes and lengths of sanitary sewers, location of treatment facilities, depths and gradients of sewers, and other pertinent information concerning the sanitary sewer system.
  3. Preliminary layout of water mains, showing sizes and locations of mains, valves, fire hydrants and other appurtenances.
  4. Preliminary layout of storm sewers, showing locations, sizes, gradients, and depths of all storm sewers.
  5. Preliminary layout of streets, showing cross section and grades and gradients of all streets proposed within the subdivision.
  6. A statement concerning the materials to be used in the construction of the above.
- B. Upon receipt of the preliminary plans, the Plan Commission shall refer same to the Village Engineer for his review and comments. The Village Engineer shall review these plans for general compliance with the overall requirements of the Village and shall return them, together with his recommendation, to the Plan Commission within forty five (45) days from the time they were filed with the Plan Commission. One set of the reviewed plans shall be returned to the subdivider together with his preliminary plat. (Ord. 66-142-4)
- C. Preferably, all preliminary plans shall be submitted on twenty four inch by thirty six inch (24" x 36") size drawings and shall bear the signature and seal of the Illinois registered professional engineer under whose direction they were prepared. (Ord. 88-1032-64)
- D. The fee for filing the preliminary plat is as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. (Ord. Amd. 96-1468-52 eff. 12/9/96)
- E. The Village Clerk shall notify the Village Board of the filing of each preliminary plat and its transmittal to the Plan Commission.

**7-3-4: PROCEDURE FOR APPROVAL:**

- A. The Plan Commission shall determine whether the preliminary plat shall be approved, approved with modifications, or disapproved, and shall give notice to the subdivider of its determination. If approved, the Commission shall so note on the face of the plat, and shall thereupon forward said plat to the Village Board, notifying the subdivider of the action. If approved with modifications, or if disapproved, the Commission shall attach to the original plat a statement of the reasons for such action and shall return the original of said plat to the subdivider, retaining one copy thereof for its records.
- B. The approval of a preliminary plat by the Plan Commission is strictly tentative, involving merely the general acceptability of the layout submitted. This approval shall be effective for a maximum period of twelve (12) months, unless upon application of the developer the Village Board grants an extension. If the final plat has not been recorded within this time limit, the preliminary plat must again be submitted for approval.
- C. The Village Board shall, upon receipt of the report from the Plan Commission and four (4) copies of the preliminary plat, upon motion and majority vote, approve or disapprove the preliminary plat, and, if approved, give permission to prepare detailed plans and specifications of the subdivision and public improvements in accordance with the preliminary plat, and within the requirements of this Code.
- D. The approval of a preliminary plat by the Village Board is tentative only, involving merely the general acceptability of the layout as submitted and must have designated thereon the words "This is a Preliminary Plat, of No Legal Effect, and Not to be Recorded".
- E. The Plan Commission may recommend, or the Village Board may require during consideration of a preliminary plat, such changes or revisions as are deemed necessary in the interest and needs of the community.
- F. No plat will be approved for the subdivision of land which is subject to periodic flooding or which contains extremely poor drainage facilities and which would make adequate drainage of the streets impossible. However, if the subdivider agrees to make improvements which will, in the opinion of the Village Engineer or upon the recommendation of the Department of Public Works and Buildings of the State of Illinois, make the area completely safe for residential occupancy and provide adequate street drainage, the preliminary plat of the subdivision may be approved.
- G. One print of the approved preliminary plat, signed by the Mayor and the Village Clerk, shall be retained in the Village Clerk's office and two (2) copies in the office of the

Village Engineer, and one copy in the files of the Plan Commission. One signed copy is

authorization for the subdivider to proceed with the preparation of plans and specifications for the minimum improvements required in these rules and regulations and with the preparation of the final plat.

- H. The preliminary plat and documents in support thereof shall be filed at least ten (10) days before a regular Plan Commission meeting. The Plan Commission shall, not less than fifteen (15) days from the date of the second regular meeting following the submission of the plat, forward its recommendations for approval or disapproval to the Village Board. (Ord. 66-142-4)

