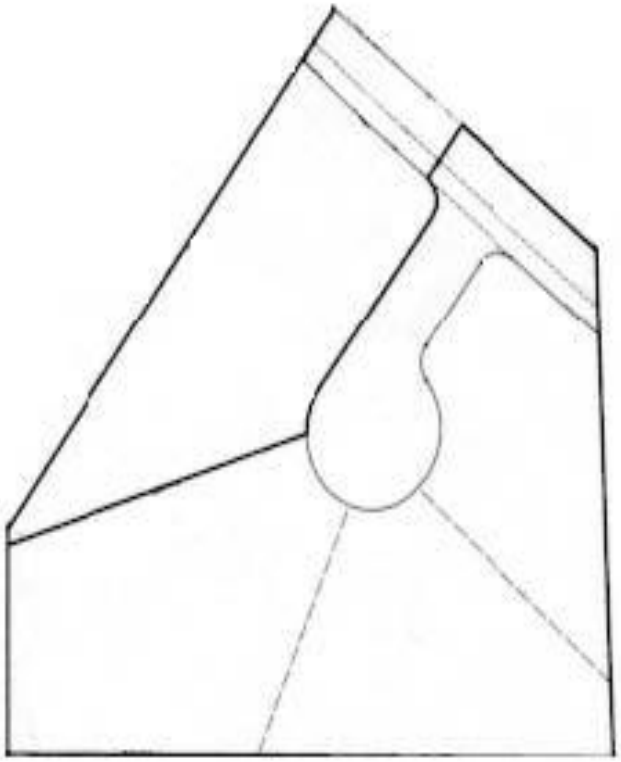
Minor Subdivision Review Process



Lake County Department of Planning, Building and Development
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Website: http://www.lakecountyil.gov

Director: Eric D. Waggoner, AICP

Last reviewed: 03/28/2016

MINOR SUBDIVISION REVIEW PROCESS

EARLY ASSISTANCE MEETING
Applicant meets with multi-disciplinary team to discuss proposal

↓

PRE-APPLICATION CONFERENCE
Applicant meets with Multi-Disciplinary Team (MDT) to discuss substantive and procedural matters related to application

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PLANNING, BUILDING & ZONING (PB&Z) COMMITTEE INFORMATIONAL MEETING
Following MDT review of Final Plat and Final Engineering, developer and area residents share information about the proposed subdivision and the area in which it is to be located

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FINAL PLAT REVIEW AND ACTION
Includes Final Engineering, Planning, Building and Zoning (PB&Z) Committee action on final plat

MINOR SUBDIVISION REVIEW PROCESS

Early Assistance Meeting

This is an informal meeting with representatives from development service agencies of Lake County organized by a Project Manager. A minor subdivision involves the creation of 5 or fewer lots or a subdivision containing a private street used for access to 2 or more lots. As a prospective developer, you will be able to obtain general information on site capacity, natural resource issues, the subdivision review process, review fees (review fees are not refundable), and other applicable requirements of the Lake County Code. Following this meeting, the applicant may need to conduct further research on various development aspects associated with the subdivision and/or an on-site inspection may need to be conducted with staff to further assess aspects of concern related to the subdivision. At the conclusion of this stage, the applicant should understand the subdivision review process and the primary areas of concern associated with the land to be developed prior to initiating the subdivision process. If interested in pursuing a subdivision development, an application for a Preapplication Conference can be obtained from the Project Manager; this application will include a "checklist" for the required subdivision plans to be submitted to staff for the Preapplication Conference.

Preapplication Conference

Purpose: The purpose of the Preapplication Conference is to: 1) Introduce the applicant to the members of the Multi-Disciplinary Team (MDT)[1] and give them the opportunity to review the proposed subdivision design; 2) perform a site assessment of the project area, and 3) determine the ability of the subdivision design to comply with Lake County ordinances. It also enables staff to review preliminary engineering and natural resource aspects related to the subdivision. After attending the Preapplication Conference the applicant should have knowledge of the Lake County Code regulations, what steps need to be taken to complete the subdivision process and what limitations exist for the land to be developed prior to further investing time and money in the subdivision. If any variations are required from Sections 151.185 through 151.204 of the Lake County Code, these will need to be acted on at this stage of the subdivision process prior to proceeding to the Final Plat stage.

Validity: The Preapplication Conference is valid for one year. A Final Plat must be filed within one year from the date of the Preapplication Conference or the applicant will need to reinitiate the Preapplication Conference again.

Neighbor Notice and Informational Meeting

After the Preapplication Conference, staff provides notice to adjacent and abutting property owners surrounding the subdivision of an informational meeting that is conducted before the PB&Z Committee. The purpose of this meeting is for the Committee and the public to ask questions and receive information on the subdivision application.

[1] The Multi-Disciplinary Team (MDT) is composed of staff members of Lake County's Division of Transportation, Public Work Department, Engineering Division, Health Department, and the Departments of Planning, Building and Development. The purpose of the MDT is to review and provide technical assistance for proposed developments in unincorporated Lake County.

Final Plat

Purpose: The Final Plat stage of the subdivision process involves review and approval of the Final Engineering plans and Final Plat documents for the subdivision. This stage results in multi-disciplinary team approval of the Final Plat and Final Engineering plans culminating in approval of the Final Plat by the Planning, Building and Zoning Committee. This stage also requires all subdivision plat related documents (i.e. school agreements, covenants, and performance bonds) be in place.

Review Process: Before the Project Manager accepts the Final Plat and Final Engineering plans for the subdivision a check-in[2] is conducted with Project Manager. The purpose of this meeting is to ensure that all information required by the Lake County Code is present and in the proper form. Upon acceptance of the Final Plat and Final Engineering plans, the project manager will distribute the documents to the project team members and other affected agencies (i.e. school districts, utilities) for their review and comment. Each distribution to the project team has a (15) day review period within which comments from the team members are received, compiled and sent to the applicant in advance of a Multi-disciplinary meeting where they will be discussed by staff. The project manager in charge of the subdivision will provide notice to the applicant of the date, time and place of the scheduled Project Team meeting.

Bonding: If the developer decides to begin construction activities prior to Final Plat approval, he/she is doing so at their own risk. Whether construction begins prior to or after the Final Plat is approved, the developer will be required to furnish a Restoration Assurance to the County to assure restoration of the site in the event of a default by the developer. The value of this assurance represents 30% of the total improvement costs for the subdivision. A second assurance termed "the subdivision assurance", represents 100% of the total costs of the improvements. Both assurances are required at the time the Final Plat is presented to the Planning, Building and Zoning Committee (PB&Z Committee) for approval. Either a Letter of Credit, Surety Bond, or a cash bond (i.e. Cashiers Check, Bank Draft, Certified Check or Bank Money Order) are acceptable forms of assurances.

Final Plat Approval: After all of staff's comments have been addressed and all other agency approvals have been obtained, you will be advised by the project manager to obtain signatures on the final plat mylar. Upon the receipt of all signatures and having received executed originals of the Homeowner's Covenants and Restrictions, School Agreements, and Assurances, the subdivision will be scheduled for the PB&Z Committee for action. Upon approval of the Final Plat by the Committee and signature by the Plat Officer (Chairman of the PB&Z Committee), the Final Plat, together with the Homeowners' Covenants and Restrictions and School Donation Agreements, will be recorded with the Lake County Recorder.

Bonding: If the developer decides to begin construction activities prior to Final Plat approval, he/she is doing so at their own risk. Whether construction begins prior to or after the Final Plat is approved, the developer will be required to furnish a Restoration Assurance to the County to assure restoration of the site in the event of a default by the developer. The value of this assurance represents 30% of the total improvement costs for the subdivision. A second assurance termed "the subdivision assurance", represents 100% of the total costs of the improvements. The subdivision assurance is required at the time the Final Plat is presented to the Planning, Building and Zoning Committee (PB&Z Committee) for approval. The advantage of proceeding prior to Final Plat approval with construction is that it is possible that the developer's bonding exposure can be reduced. Either a

[2] Mandatory Check-ins. Prior to your first submittal and subsequent submittals of documents for staff review at the beginning of the stages of the plat review process (Final Engineering and Final Plat), you are required to contact the Project Manager to schedule the mandatory "check-in". The purpose of the check-in is to preview submittals for any obvious errors or omissions. For check-ins involving engineering plans, the consulting engineer will be required to be present.

Letter of Credit or a cash bond (i.e. Cashier's Check, Bank Draft, Certified Check or Bank Money Order) are acceptable forms of assurances.

Final Plat Approval: After all of staff's comments have been addressed and all other agency approvals have been obtained, you will be advised by the project manager to obtain signatures on the final plat mylar. Upon the receipt of all signatures and having received executed originals of the Homeowner's Covenants and Restrictions, School Agreements, and Assurances, the subdivision will be scheduled for the PB&Z Committee for action. Upon approval of the Final Plat by the Committee and signature by the Plat Officer (Chairman of the PB&Z Committee), the Final Plat, together with the Homeowners' Covenants and Restrictions and School Donation Agreements, will be recorded with the Lake County Recorder.

The timeframe, from the date of the Preapplication Conference to Final Plat approval is dependent on the complexity of the subdivision, the completeness of documents submitted for review, and the time consultants take to respond to staff comments.

Planning, Building and Development

500 W. Winchester Rd. Unit 101
Libertyville, Illinois 60048-1331
Phone 847-377-2600
Fax (847) 984-5608
Email: LCPermits@lakecountyil.gov

Hansen Application Number: _____ (To be entered by Staff)

Project Manager: _____

Date Application Accepted: _____

APPLICATION FOR DEVELOPMENT REVIEW

OWNERSHIP INFORMATION

Owner Name: _____

Agency Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Ownership Disclosure *(circle appropriate classification) – Applicant must provide documentation*

□ Land Trust - Petitioner shall identify each beneficiary of land trust by name, address and beneficiary's interest. Applications must be verified by trustee.

□ Corporation - Application shall include the names, addresses of all stockholders owning interest in excess of 20%of stock in the corporation.

□ Business - Application shall include the names, addresses of all true and actual owners of business or entity.

□ Partnership/Joint Venture/Syndicate/Voluntary Association - Application shall include the names, addresses of all partners, syndicate members, or members of voluntary association.

REPRESENTATIVE AUTHORIZATION *(if applicant is someone other than owner of property)*

I/we hereby designate the following individual(s) to represent me in all matters pertaining to this application.

Representative Name: _____

Agency Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Applicant Acknowledgment

I hereby acknowledge that my project will not be eligible for permits until all relevant agencies have authorized their issuance. I further acknowledge that I may need to secure consultants to effectively represent me in the application process. Finally, I acknowledge that the information I have submitted is true

and accurate; I hereby take full responsibility for its content and acknowledge that the County shall not be held responsible or liable for any analysis and/or decisions made erroneously on the basis of any inaccurate information supplied to them.

Applicant: _____ Date: _____

DEVELOPMENT DETAILS

Township Name: _____ Zoning: _____

Parcel Number(s):_____

Existing Use: _____

Proposed Use: _____

Subdivisions:

Subdivision Type: ❑ Conventional ❑ Conservation ❑ Planned Unit Development

Composition: ❑ ▪Residential ❑ ▪Non-residential ▪❑ Mixed Use

Site Capacity
Gross land area: _____ Number of lots[3]: _____ Number of Units[4]: _____

Average lot area: _____

Roadway Access Authority: ❑ *IDOT* ❑ *LCDOT* ❑ *Township*

Sewage Provider: ❑ Private ❑ Public Agency: -
_____

Water Provider: ❑ Private ❑ Public Agency: -
_____

Nonresidential Developments:

Development Type: ❑ Conventional ❑ Planned Unit Development Gross land area:
_____

Site Capacity
Floor Area[5]: Existing: _____ Total: _____ Maximum Allowable:
_____

Impervious Surface[6]: Existing: _____ Total: _____ Maximum Allowable:
_____

Roadway Access Authority: ❑ *IDOT* ❑ *LCDOT* ❑ *Township*

Sewage Provider: ❑ Private ❑ Public Agency: -
_____

_____

[3] Number of units based on Site Capacity Calculations (see Lake County Code Section 151.070)
[4] Number of units based on Site Capacity Calculations (see Lake County Code Section 151.070)
[5] Floor Area – The sum of the total square footage of all stories of a building under roof measured from the exterior limits of the building.
[6] Impervious Surface – Any hard surface, man made area that does not readily absorb or retain water, including but not limited to building roofs, parking and driveway areas, graveled areas and sidewalks.

Water Provider: ❑ Private ❑ Public Agency: -
_____

REVIEW PROCESS: (completed by Project Manager)

Subdivision:
- Major Subdivision
- Plat Amendment
- Minor Subdivision
- Street Extension
- Lot Split
- Planned Development

Site Plan/Site Capacity: ▪Site Plan Review ▪Site Plan Amendment ▪Site Capacity Analysis

Vacations: ▪Street Vacation ▪Plat Vacation

OTHER ASSOCIATED ACTIONS: (completed by Project Manager)

▪Zoning Variance; Project No. _____ ▪Zoning Map Amendment; Project No. _____

▪Conditional Use Permit; Project No. _____ ▪Planned Development: Project No. _____

DEVELOPMENT CONSULTANTS:

Planner: _____

Address: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Engineer: _____

Address: _____

Phone Number: _____; Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Surveyor: _____

Address: _____

Phone Number: _____; Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Landscape Architect: _____

Address: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Architect: _____

Address: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ Email Address: _____

SUBMISSION CHECKLIST

FOR

PRE-APPLICATION CONFERENCE

Lake County

Planning, Building and Development Department

500 W. Winchester Rd. • Unit 101 • Libertyville, Illinois 60048-1331
Telephone (847) 377-2600 • E-mail: LCPermits@lakecountyil.gov • Fax (847) 984-5608

Website: http://www.lakecountyil.gov/

Last amended 11/03/2015

INFORMATION FOR PRE-APPLICATION CONFERENCE REVIEW

Please use this checklist in combination with Chapter 151 of the Lake County, Illinois Code of Ordinances (the Lake County Code) when preparing for submittal. If you have questions regarding applicability of any item, please contact the Development Review Section at (847) 377-2600 (***Items in gray are to be completed by staff).***

DATE OF SUBMISSION _____ **HANSEN #**_____

PROJECT NAME: _____ _____

APPLICANT NAME: _____
_____

PARCEL NUMBER (S):
_____

TOWNSHIP:
_____

PROJECT MANAGER: _____

When completing the checklist, apply the following symbols: Y = Yes, information is provided,
N = information is not provided, N/A = not applicable to this project.

___ ***Completed meeting with staff to determine feasibility.*** The Project Manager should have reviewed the site layout with the applicant to verify that the project can meet standards of the Lake County Code or determine extent of possible variance requests.

___ ***Completed "Application for Development Review"***

___ ***Plat of Survey or Tax Map*** – Depicting the existing boundaries of the subject parcel(s) and all existing structures and roads.

___ ***Concept Plan and natural resource plan that shows the following:*** *(7 copies of this information is to be distributed to the Staff Review Committee)*

A. Proposed means of access to a public road
B. Surrounding land use

C. All adjacent roads
D. Preliminary maps and analysis of natural resources present on the site as well as contiguous resources on adjacent property. (*Lake County Code Subchapter: Site Capacity, Site Plan Review & Natural Resource Protection (151.070 et seq.) for more information*)
E. Proposed subdivision layout or building layout with parking lots, and proposed storm water detention basins where applicable.
F. Overlay of the plan onto the natural resource map to show the impact of the development on the natural resources and how the resources will be protected.
G. Provide an explanation how the stormwater will be managed per Lake County Code Subchapter: Site Development Regulations (151.146(D)).

___ ***All Applicable Fees (NON-REFUNDABLE)*** – paid to the Lake County Treasurer

SUBMISSION CHECKLIST

FOR

PRELIMINARY PLAT
AND
PRELIMINARY ENGINEERING

Lake County
Department of Planning, Building and Development

500 W Winchester Road • Libertyville, Illinois 60048
Telephone (847) 377-2600 • Fax (847) 984-5744

Director: Eric Waggoner

Last amended 03/28/2016

INFORMATION FOR PRELIMINARY PLAT REVIEW

Please use this checklist in combination with Chapter 151 of the Lake County, Illinois Code of Ordinances (The Lake County Code) when preparing for submittal. If you have questions regarding applicability of any item, please contact staff at (847) 377-2600. (***Items in gray are to be completed by staff).***

DATE OF SUBMISSION _____ **HANSEN #_____**

PROJECT NAME: _____

APPLICANT: _____

PARCEL NUMBER(S): _____

TOWNSHIP: _____

PROJECT MANAGER: _____

When completing the checklist, apply the following symbols: Y = Yes, information is provided, N = information is not provided, N/A = not applicable to this project.

The following information and documentation shall be required for Preliminary Plat submissions prior to their formal review by the Staff Review Committee:

Required Documents:

- **Complete application**
- **Planning Report**
- **Preliminary Plat Information**
- **Preliminary Engineering Information**

APPLICATION

_____ Is the Preliminary Plat being filed within 12 months of the date of application for the Pre-application Conference?

_____ Completed application for Preliminary Plat (The application form can be obtained in the office of the Division of Development Services or may be downloaded from the County's website at http://www.lakecountyil.gov)

PLANNING REPORT

The information shall be presented on 8.5 inch by 11 paper and shall be bound into a report which includes:

Location Information

_____ A vicinity map depicting the location of the subject property in relation to major roads, natural features or municipalities.

_____ The address and the parcel identification numbers of the property to be developed.

Ownership Information

Ownership representations of the property to be developed as follows:

_____ **Fee Ownership:** A copy of the deed or other instrument conveying ownership of the subject property to the listed owner(s).

_____ **Land Trust Agreement:** The name, address and percent interest in any trust. Each beneficiary shall be identified as required by 765 ILCS 405/2.

_____ **Corporation, Business Entity, Partnership/Joint Venture/Syndicate:** The application shall include the correct names, addresses and percent interest of all stockholders or shareholders owning any interest in excess of 20 percent of all outstanding stock of the corporation. If the corporation has no shareholders, a statement to that effect shall be submitted.

Contact information

_____ The name, address and telephone number of all individuals and firms involved in the design and development of the subject subdivision including, but not limited to, the developer, planner, engineer, surveyor and landscape architect.

Jurisdictional Information

_____ The address, telephone number and contact person for each of the following agencies or corporations;

- Cable Television Company
- Electric Company
- Fire Department/Protection District

- Gas Company
- Highway Authority Controlling Access
- Nearest Municipality
- Park District (if any)
- Local Post Office
- Sanitary Sewer Provider (if any)
- School Districts (Residential Uses only)
- Telephone Company
- Water Provider (if any)

Plat Information

_____ The zoning of the subject property.

_____ The type of subdivision (e.g., conventional, conservation, planned development, commercial, mixed-use).

_____ A sketch of a typical lot for each proposed use.

_____ A table listing the following information:
- Average Lot Area
- Floor Area (Nonresidential Uses)
- Gross Lot Area
- Impervious Surface (Nonresidential Uses)
- Lot Width
- Maximum Lot Area
- Minimum Lot Area
- Net Lot Area
- Number of Dwelling Units
- Use of each lot or Outlot (e.g., Multiplex, Commercial, Open Space);

_____ Draft Site Capacity Calculations (may also be part of natural resource plan).

_____ A description of how school and park contributions will be made (i.e. cash, land donation) and what districts' are involved in the contribution.

_____ Status of adjoining properties. Include use, zoning and land use class (i.e. single family residential, agricultural).

_____ **Landscaping** (as required by Section 151.167 of the Lake County Code). Provide a description of the type and width of required transition yards, if any, along all property lines and between different use classes (i.e. single family residential, commercial).

<u>Infrastructure Improvement Information</u>

Roadway Information:

_____ Name, Classification (freeway, arterial, collector, local street), existing and ultimate right-of-way width and highway jurisdiction of each dedicated road adjoining the property to be developed.

_____ Total linear feet of proposed roads and the length of all proposed cul-de-sacs

_____ Copy of an access permit application for any state, county or township road.

Stormwater Information:

_____ **Stormwater Improvements** (See Stormwater Management Improvement Plans under Preliminary Engineering Improvements)

_____ **Sewer and Water Information:** (See Sewer and Water Improvement plans under Preliminary Engineering Improvement Information)

PRELIMINARY PLAT INFORMATION

1. GENERAL PLAT/PLAN STANDARDS

_____ Sheet size not greater than 24 inches × 36 inches.

_____ A scale of 1 inch equals 50 feet or 1 inch equals 100 feet to portray the proposed subdivision on a single sheet.

_____ A graphic scale and a north arrow must be shown.

_____ Linear dimensions given in feet and decimals of a foot.

_____ Area dimensions given in acres or square feet.

_____ Sheets are numbered consecutively and bound into a package.

_____ Each sheet shall have a title block that contains the following information:

- The name of the subdivision;
- The title of the sheet (i.e. Preliminary Plat, Natural Resource Plan);
- The sheet number
- The name, address and telephone number of the developer;
- The name, address and telephone number of the preparer;
- The date of original design along with all subsequent revision dates shall be noted.

2. BOUNDARY SURVEY AND EXISTING CONDITIONS

_____ **(Sheet 1)** Boundary survey prepared, sealed and signed by registered surveyor that contains:

- Angles, bearings, azimuths, dimensions and curve data of all existing property and right-of-way lines.
- The location of all existing recorded easements on the property.
- A description and location of all survey monuments sufficient to reproduce any line or re-establish any monument in the subdivision.
- Legal Description of the existing property.

- Show existing lot and parcel configurations.

_____ **(Sheet 2)** A topographic survey prepared either by a surveyor or an engineer depicting existing contour lines at not greater than 1 foot intervals extending a minimum of 200 feet off-site that includes:

- The location of any known farm and storm drainage tiles.
- The normal shoreline of water bodies, channels, existing detention basins, their easements and direction of flow.
- The location, size and flow line elevation of all existing storm sewers, culverts, sanitary sewers and water mains of record.
- The location of septic tanks and any existing septic fields (i.e., trenches, mounds, seepage beds, etc.) if any, of record.
- The location of all existing wells of record.
- Natural and other groundwater sources, such as seeps, springs, flowing and other artesian wells, that are visible or are of record.
- The soil types indicated in the Soil Survey of Lake County or as determined by an on-site soil survey. The soil boundaries shall be drawn on the plan and the soil designations shall be shown in the area where each soil mapping unit exists.

4. PRELIMINARY NATURAL RESOURCE INVENTORY, NATURAL RESOURCE PLAN AND SITE CAPACITY CALCULATIONS

_____ Draft Site Capacity Calculations *(See Sections 151.070 through 151.072 of the Lake County Code)*

_____ **(Sheet 3)** The location and extent of all applicable natural resource areas with acreages listed on the plan and in a table as follows:

- Nonlinear Water Bodies (Lakes and Ponds)
- Mature Woodlands
- Linear Water Bodies (Channels)
- Regulatory floodplains, flood-prone areas and limits of floodways
- Water body buffers (for linear and nonlinear water bodies)
- Wetlands
- Young Woodlands
- Significant Trees

_____ **(Sheet 4)** The location and extent of disturbance of all applicable natural resource areas with acreages listed on the plan and in a table with a table indicating (1) the gross area (pre-development area) of each identified natural resource, (2) the net area (post-development area) of each identified natural resource and (3) the percentage protection of each identified natural resource.

_____ The location, type and nature of all measures and practices to be utilized to protect natural resource protection areas from development activities, as required by the Lake County Code.

TREE SURVEY (See Section 151.070 through 151.072 of the Lake County Code, when required)

_____ The location of all existing trees 12 in. DBH or greater added to the topographic survey.

_____Trees tagged with identification numbers.

_____ Tree legend with tag number, tree size, type and condition.

_____ Prepared, sealed and signed by registered surveyor

5. PRELIMINARY PLAT INFORMATION

_____ The layout, design and dimensions of all proposed lots.

_____ Lots numbered consecutively.

_____ The layout and design of all proposed public and private road rights-of-way.

_____ Right-of-way widths and cul-de-sac radii are labeled.

_____ Proposed road names are on the plat.

_____ All proposed open space areas. Open space areas shall be identified by type (e.g., natural resource protection, recreation, storm water detention) and ownership (e.g., common, deed restricted).

_____ All lands to be dedicated for schools, recreational areas or other purposes are shown on the plat along with their acreages.

Phasing Requirements *(see Section 151.197 of the Lake County Code for Phasing standards*).

A. Phasing that excludes a portion of the parent parcel from subdivision

_____ Phase limits shall be clearly shown

_____ Remnant parcel conforming and able to be separately divided.

B. Phasing that includes the entire parent parcel.

_____ Preliminary Plat includes the entire property to be developed.

_____ Phase limits are clearly shown.

_____ Phases must function independently with respect to natural resource protection standards, open space, engineering and density.

_____ Phases with no immediate development plans are:

- Labeled, "Outlots," on the Preliminary Plat, or
- Excluded from the initial phase with a note referencing the date of Preliminary Plat approval – the final plat for all phases must be approved within 24 months of approval of the initial phase.

6. (Sheet 5) PRELIMINARY ENGINEERING INFORMATION

1. **Roadway Improvement Plans**

____ Documentation Requesting Access – provide written approval, copy of the application, or review letter approving the proposed access location has been received from the appropriate roadway authority. (Municipal-Village, Township, County-LCDOT, State-IDOT)

____ Rights-of-Way – layout and design of all proposed public and private road rights-of-way. Right-of-way widths and cul-de-sac radii shall be labeled. Proposed road names shall appear on the plat.

____ Typical cross-section for proposed streets.

____ Roadway Plans – center line of proposed roadways with centerline stationing at 100-foot intervals. Horizontal curve data, pavement width, all intersection radii, and center line slopes indicating direction of flow and percent slope.

2. **Stormwater Management Improvement Plans**

_____ Preliminary stormwater management report including impervious area calculations, tributary area drainage map and existing conditions runoff volume and rate.

_____ Preliminary layout of detention basins, compensatory storage, water quality treatment, overland flow paths, swales, bridges, culverts, channels and other aspects of the stormwater drainage system.

_____ Depiction of all flood-prone areas, flood table and floodplain.

_____ Preliminary wetland delineation and jurisdictional determination.

If state funds or technical assistance support this project, the Interagency Wetland Policy Act may apply. Contact funding agency or the IDNR Division of Resource Review and Coordination for details.
(IDNR website. http://dnr.state.il.us/grants/finast.htm)

_____ Existing conditions topographic survey at one-foot intervals, based on USGS datum and extending 200 feet off-site where necessary to show drainage conditions.

_____ Narrative describing how the runoff reduction hierarchy of Sections 151.145 through 151.154 of the Lake County Code has been addressed in the stormwater design.

3. **Sewer and Water Improvement Plans**

_____ A description of the proposed means of sewage disposal and water supply.

A. Subdivisions served by on-site wastewater disposal systems*:*
(1 & 2 must be provided on separate plan sheet)

_____ 1. Soil map by a licensed, Certified Professional Soil Classifier, drawn to the same scale and overlaid onto the preliminary engineering plan, which includes all sampling locations (200 ft. grid points and intermediate borings)

_____ 2. Boring logs for all sampling locations.

B. Subdivisions served by public sanitary sewer and water main systems*:*

_____ The location and size of all proposed water mains and associated structures (e.g., valves, vaults, fire hydrants). If applicable, the size and location of water reservoirs, wells and the connections points to off-site water distribution systems.

_____ Proposed points of connection to existing systems.

_____ A discussion of adequate capacities and modification to existing facilities to accommodate additional system demand, if required.

_____ A description of easements and future ownership/operation of improvements.

_____ Design basis including number of units and projected flow calculations.

_____ Invert elevations at point of connection an lowest on-site invert elevation.

_____ A discussion of critical factors affecting design (e.g., river, railroad, highway crossings, wetlands, floodplains or extreme grade changes).

_____ A discussion of major anticipated system improvements and proposed locations of facilities (i.e. upgrade or new lift station).

_____ A discussion of looping of water mains.

SUBMISSION CHECKLIST

FOR

SUBDIVISION FINAL PLAT

Lake County
Planning, Building and Development Department

500 W. Winchester Rd. • Unit 101 • Libertyville, Illinois 60048-1331
Telephone (847) 377-2600 • E-mail: LCPermits@lakecountyil.gov • Fax (847) 984-5608

Website: http://www.lakecountyil.gov/planning/

Last amended 11/03/2015

Notification of Project Team Recommendation

No Final Plat shall be approved unless it is found to be in full compliance with all applicable regulations of Chapter 151 of the Lake County, Illinois Code of Ordinances (the Lake County Code) with the approved Preliminary Plat (if applicable), and all review fees have been paid (Review fees are not refundable).

If the Project Team recommends approval, the recommendation shall be accompanied by the following:

1. Instructions for obtaining Final Plat certificate signatures for submitting the signed Final Plat Mylar for final review prior to approval.
2. Instructions for executing the covenants and restrictions and agreements, if any, and for submitting the executed documents for final review prior to approval.
3. Instructions for obtaining performance assurances in accordance with Lake County Code Subchapter: Subdivisions (151.185 et seq.), and for submitting the assurances for final review prior to approval.
4. Upon finding that the Final Plat Mylar and any Covenants, Restrictions, Agreements and assurances are in the proper form, staff shall prepare a report and recommendation for presentation to the Planning, Building and Zoning Committee. The Planning, Building and Development Director also shall place the subdivision on the agenda of the next regularly scheduled Planning, Building and Zoning Committee Meeting and shall notify the applicant of the date, time and place of said meeting. Staff will present the proposed Final Plat to the Planning, Building and Zoning Committee for approval.
5. The petitioner shall then have the sole responsibility for recording the Final Plat and associated documents with the County Recorder and for paying all costs associated with the recording of the documents. Upon recording, the Final Plat shall be kept in the custody of the county.
6. The name, document number and recording date of the Final Plat and each associated document recorded together with the plat.
7. The amount and date of expiration of the performance assurance.
8. Directions for commencing construction activities, if construction has not already commenced, in accordance with Lake County Code Subchapter: Subdivisions (151.185 et seq.); and
9. Any conditions associated with approval of the final plat.

If the Project Team or the Planning, Building and Zoning Committee fail to approve a Final Plat, the applicant may:

1. Amend the Final Plat or obtain the additional information and documentation requested by the Project Team or the Planning, Building and Zoning Committee and resubmit the subdivision for further review in accordance with the standards of Lake County Code Subchapter: Subdivisions (151.185 et seq.)

2. Appeal the decision of the Planning, Building and Zoning Committee in accordance with the standards of Lake County Code Subchapter: Subdivisions (151.185 et seq.)

Lapse of Final Plat Approval

Planning, Building and Zoning Committee approval of the Final Plat shall expire if the Final Plat and associated documents are not recorded with the Lake County Recorder within 5 (five) days following Planning, Building and Zoning Committee approval.

Final Plat Submittal Checklist for Subdivisions

Final Plat documents are reviewed for the purpose of ensuring that the Final Plat, together with the other documents that will be recorded to legally create the proposed subdivision, are in full compliance with the state statutory requirements and all and applicable county regulations.

The following information and documentation shall be required for the Final Plat submittal and review:

i. Application
ii. General Requirements
iii. Final Plat and plan Information
iv. Covenants and Restrictions
v. Agreements

Additional information regarding final engineering should be reviewed in the Final Engineering Checklist for Subdivisions as well as the Lake County Code.

I. APPLICATION

_____ Completed application for Preliminary Plat - The application form may be obtained at the Development Services Division office or on the web at http://www.lakecountyil.gov/Planning/publications/Forms.htm.

II. GENERAL REQUIREMENTS (PER SECTIONS 151.185 TO 151.204)

_____ Submission is within 24 months of preliminary approval.

_____ Public Informational meeting has been held.

_____ Is cost estimate approved?

_____ IDNR has terminated the endangered species review.

_____ Has the natural resource inventory report been completed?

_____ A wetland report has been submitted.

_____ Has wetland jurisdiction been determined?

_____ Does the project border a state water body?

_____ Have all access points or permits for access been approved?

_____ Have the site capacity calculations been approved?

_____ Has all required Road right-of-way been dedicated?

_____ Open space areas for natural resource are represented and labeled with the location, width and purposes of dedications and easements; (drainage, utility, open space, buffer yards)

_____ Have all Health Department requirements been met?

_____ Have all required notes from the Health Department been added to the Plat?

_____ Do all lots meet the requirements of the Lake County Code for the zoning classification?

III. FINAL PLAT AND PLAN INFORMATION

_____ Sheet size not greater than 24 inches × 36 inches.

_____ A scale of 1 inch equals 50 feet or 1 inch equals 100 feet to portray the proposed subdivision on a single sheet.

_____ A graphic scale and a north arrow are provided.

_____ Linear dimensions given in feet and decimals of a foot.

_____ Area dimensions given in acres or square feet.

_____ Sheets are numbered consecutively and bound into a package.

_____ Each sheet shall have a title block that shall identify the name of the subdivision; the title of the sheet; the sheet number and the name, address and telephone number of the developer. The name, address and telephone

number of the preparer and the date of original design along with all subsequent revision dates shall be noted.

_____ Is all required Preliminary Plat information included on the Final Plat?

_____ All site data, dimensioning and interior plat information such as;

- Lot area;
- Consecutive lot numbering;
- School, park and recreation sites;
- Floodplain and flood table notes, elevations & limits
- Setback lines (Front/Streets)

_____ Appropriate certification blocks provided in the Plat Procedures Manual.

- See Lake County Code: Appendix E
- Owner's Certificate
- Surveyor's Certificate
- County Clerk's Certificate
- Certificate of the County Engineer
- Certificate of the Highway Access Authority
- Planning Building and Zoning Committee Certificate
- Director of Planning, Building and Development Certificate (if applicable)
- Certificate of Township Highway Commissioner (If applicable)
- Certificate of the Regional Superintendent of Schools
- Certificate of the Health Officer (project on septic and or wells)
- Certificate of Municipality
- State of Illinois and Federal. (The approval or certificate of the Illinois Department of Natural Resources is required for any plat bordering bodies of water in which the State of Illinois has any property interests.)
- Plat Submitted By Certificate.

_____ The Final Plat is sealed and signed by Surveyor.

_____ Has proposed grading been submitted or approved?

_____ A Tile Survey has been submitted.

_____ Twenty- foot wide easement for all storm sewers, drainage swales and overland flow routes outside the right-of-ways is shown.

_____ All detention basins are contained in an easement and labeled . . . "Common open space and easement for stormwater detention purposes".

_____ Wetlands and wetland buffers area contained in a deed restriction.

_____ Floodplains are contained in a deed restriction.

_____ The layout and design of all proposed public and private road rights-of-way; right-of-way widths and cul-de-sac radii; proposed road names are shown.

_____ All proposed public street rights-of-way are labeled as follows: “Hereby Dedicated for Public Road Purposes”.

_____ Any existing public street rights-of-way include document number and labeled as follows: “Heretofore Dedicated for Public Road Purposed Per Document No. _____”.

IV. COVENANTS AND RESTRICTIONS

_____ Have all covenants and restrictions been submitted?

_____ Do covenants and restrictions address maintenance and ownership of open space?

_____ Are covenants & restriction notes placed on the plat?

V. AGREEMENTS

_____ Is a performance guarantee required?

_____ Will maintenance guarantee be required?

_____ Have the School Contribution Agreement been reviewed and approved?

_____ Are the school agreements referenced on the plat?

_____ Have the Park Contributions been reviewed and approved?

MISSING ITEMS

_____

_____

SUBMISSION CHECKLIST

FOR

SUBDIVISION FINAL PLAT

Lake County
Planning, Building and Development Department

500 W. Winchester Rd. • Unit 101 • Libertyville, Illinois 60048-1331
Telephone (847) 377-2600 • E-mail: LCPermits@lakecountyil.gov • Fax (847) 984-5608

Website: http://www.lakecountyil.gov

Last amended 11/03/2015

Notification of Project Team Recommendation

No Final Plat shall be approved unless it is found to be in full compliance with all applicable regulations of Chapter 151 of the Lake County, Illinois Code of Ordinances (the Lake County Code) with the approved Preliminary Plat (if applicable), and all review fees have been paid (Review fees are not refundable).

If the Project Team recommends approval, the recommendation shall be accompanied by the following:

10. Instructions for obtaining Final Plat certificate signatures for submitting the signed Final Plat Mylar for final review prior to approval.
11. Instructions for executing the covenants and restrictions and agreements, if any, and for submitting the executed documents for final review prior to approval.
12. Instructions for obtaining performance assurances in accordance with Lake County Code Subchapter: Subdivisions (151.185 et seq.), and for submitting the assurances for final review prior to approval.
13. Upon finding that the Final Plat Mylar and any Covenants, Restrictions, Agreements and assurances are in the proper form, staff shall prepare a report and recommendation for presentation to the Planning, Building and Zoning Committee. The Planning, Building and Development Director also shall place the subdivision on the agenda of the next regularly scheduled Planning, Building and Zoning Committee Meeting and shall notify the applicant of the date, time and place of said meeting. Staff will present the proposed Final Plat to the Planning, Building and Zoning Committee for approval.
14. The petitioner shall then have the sole responsibility for recording the Final Plat and associated documents with the County Recorder and for paying all costs associated with the recording of the documents. Upon recording, the Final Plat shall be kept in the custody of the county.
15. The name, document number and recording date of the Final Plat and each associated document recorded together with the plat.
16. The amount and date of expiration of the performance assurance.
17. Directions for commencing construction activities, if construction has not already commenced, in accordance with Lake County Code Subchapter: Subdivisions (151.185 et seq.); and
18. Any conditions associated with approval of the final plat.

If the Project Team or the Planning, Building and Zoning Committee fail to approve a Final Plat, the applicant may:

3. Amend the Final Plat or obtain the additional information and documentation requested by the Project Team or the Planning, Building and Zoning Committee and resubmit the subdivision for further review in accordance with the standards of Lake County Code Subchapter: Subdivisions (151.185 et seq.)

4. Appeal the decision of the Planning, Building and Zoning Committee in accordance with the standards of Lake County Code Subchapter: Subdivisions (151.185 et seq.)

Lapse of Final Plat Approval

Planning, Building and Zoning Committee approval of the Final Plat shall expire if the Final Plat and associated documents are not recorded with the Lake County Recorder within 5 (five) days following Planning, Building and Zoning Committee approval.

Final Plat Submittal Checklist for Subdivisions

Final Plat documents are reviewed for the purpose of ensuring that the Final Plat, together with the other documents that will be recorded to legally create the proposed subdivision, are in full compliance with the state statutory requirements and all and applicable county regulations.

The following information and documentation shall be required for the Final Plat submittal and review:

vi. Application
vii. General Requirements
viii. Final Plat and plan Information
ix. Covenants and Restrictions
x. Agreements

Additional information regarding final engineering should be reviewed in the Final Engineering Checklist for Subdivisions as well as the Lake County Code.

I. APPLICATION

_____ Completed application for Preliminary Plat - The application form may be obtained at the Development Services Division office or on the web at http://www.lakecountyil.gov/Planning/publications/Forms.htm.

II. GENERAL REQUIREMENTS (PER SECTION 151.185 THROUGH 151.204) _____

_____ Submission is within 24 months of preliminary approval.

_____ Public Informational meeting has been held.

_____ Is cost estimate approved?

_____ IDNR has terminated the endangered species review.

_____ Has the natural resource inventory report been completed?

_____ A wetland report has been submitted.

_____ Has wetland jurisdiction been determined?

_____ Does the project border a state water body?

_____ Have all access points or permits for access been approved?

_____ Have the site capacity calculations been approved?

_____ Has all required Road right-of-way been dedicated?

_____ Open space areas for natural resource are represented and labeled with the location, width and purposes of dedications and easements; (drainage, utility, open space, buffer yards)

_____ Have all Health Department requirements been met?

_____ Have all required notes from the Health Department been added to the Plat?

_____ Do all lots meet the requirements of the Lake County Code for the zoning classification?

III. FINAL PLAT AND PLAN INFORMATION

_____ Sheet size not greater than 24 inches × 36 inches.

_____ A scale of 1 inch equals 50 feet or 1 inch equals 100 feet to portray the proposed subdivision on a single sheet.

_____ A graphic scale and a north arrow are provided.

_____ Linear dimensions given in feet and decimals of a foot.

_____ Area dimensions given in acres or square feet.

_____ Sheets are numbered consecutively and bound into a package.

_____ Each sheet shall have a title block that shall identify the name of the subdivision; the title of the sheet; the sheet number and the name, address and telephone number of the developer. The name, address and telephone

number of the preparer and the date of original design along with all subsequent revision dates shall be noted.

_____ Is all required Preliminary Plat information included on the Final Plat?

_____ All site data, dimensioning and interior plat information such as;

- Lot area;
- Consecutive lot numbering;
- School, park and recreation sites;
- Floodplain and flood table notes, elevations & limits
- Setback lines (Front/Streets)

_____ Appropriate certification blocks provided in the Plat Procedures Manual.

- See Lake County Code: Appendix E
- Owner's Certificate
- Surveyor's Certificate
- County Clerk's Certificate
- Certificate of the County Engineer
- Certificate of the Highway Access Authority
- Planning Building and Zoning Committee Certificate
- Director of Planning, Building and Development Certificate (if applicable)
- Certificate of Township Highway Commissioner (If applicable)
- Certificate of the Regional Superintendent of Schools
- Certificate of the Health Officer (project on septic and or wells)
- Certificate of Municipality
- State of Illinois and Federal. (The approval or certificate of the Illinois Department of Natural Resources is required for any plat bordering bodies of water in which the State of Illinois has any property interests.)
- Plat Submitted By Certificate.

_____ The Final Plat is sealed and signed by Surveyor.

_____ Has proposed grading been submitted or approved?

_____ A Tile Survey has been submitted.

_____ Twenty- foot wide easement for all storm sewers, drainage swales and overland flow routes outside the right-of-ways is shown.

_____ All detention basins are contained in an easement and labeled . . . "Common open space and easement for stormwater detention purposes".

_____ Wetlands and wetland buffers area contained in a deed restriction.

_____ Floodplains are contained in a deed restriction.

_____ The layout and design of all proposed public and private road rights-of-way; right-of-way widths and cul-de-sac radii; proposed road names are shown.

_____ All proposed public street rights-of-way are labeled as follows: “Hereby Dedicated for Public Road Purposes”.

_____ Any existing public street rights-of-way include document number and labeled as follows: “Heretofore Dedicated for Public Road Purposed Per Document No. _____”.

IV. COVENANTS AND RESTRICTIONS

_____ Have all covenants and restrictions been submitted?

_____ Do covenants and restrictions address maintenance and ownership of open space?

_____ Are covenants & restriction notes placed on the plat?

V. AGREEMENTS

_____ Is a performance guarantee required?

_____ Will maintenance guarantee be required?

_____ Have the School Contribution Agreement been reviewed and approved?

_____ Are the school agreements referenced on the plat?

_____ Have the Park Contributions been reviewed and approved?

MISSING ITEMS

_____

_____

SUBMISSION CHECKLIST

FOR

SUBDIVISION
FINAL ENGINEERING

Lake County
Department of Planning, Building and Development
500 W. Winchester Road, Unit 101 • Libertyville, Illinois 60045
Telephone (847) 377-2600 • Fax (847) 984-5744

Website: http://www.lakecountyil.gov

Final Engineering Submittal Checklist For Subdivisions

The Final Engineering Plans and Engineering Report are reviewed for the purpose of ensuring that the layout, design and engineering of a proposed subdivision complies with all applicable standards of the Lake County, Illinois Code of Ordinances (Lake County Code). One of the final products of Final Engineering Plans review is an approved set of construction documents for the proposed subdivision.

The following information and documentation shall be required for submittal and staff review:

I. Complete application
II. Final Plat
III. Covenants and Restrictions
IV. Agreements
V. Engineering Report
VI. Final Engineering Improvement Plans

I. APPLICATION

_____ Completed application for Preliminary Plat (The application form may be obtained in the office of the Development Services Division). All review fees have been paid (Review fees are not refundable).

II. FINAL PLAT

_____ Completed checklist for Final (The application form may be obtained in the office of the Development Services Division).

_____ No changes from the approved Preliminary Plat.

III. COVENANTS AND RESTRICTIONS

A Declaration of Covenants and Restrictions shall be required for all subdivisions, except for those that do not contain any stormwater management or other open space areas that must be commonly maintained by a property owner's association, as required by Sections 151.185 through 151.204 of the Lake County Code.

_____ *The Declaration of Covenants and Restrictions are prepared on eight and one-half inch by eleven inch (8-1/2" X 11") paper and include.*

_____ *A table of contents is provided in the Covenants.*

_____ Plat Reference - Identify the Final Plat by its name and document number assigned by the County Recorder.

_____ Are covenants & restriction notes placed on the plat?

_____ Legal Description is provided.

_____ Duration and Benefit - State that the covenants and restrictions shall run with the land and are for the benefit of all lot or unit owners in the subdivision, the Association and the county.

_____ Definitions - Define all applicable operative terms which may include, but are not limited to, Association, Board, Bufferyard, Common Area, Common Element, Common Open Space, County, Declaration, Declarant, Deed Restricted Open Space, Lot, Owner, Unit and Stormwater Management Facilities.

_____ Formation of Association - Provide for the formation of a mandatory property owner's association. The Association shall be formed in perpetuity and membership in the Association by lot or unit owners shall be compulsory.

_____ Ownership - Assign ownership of all stormwater management facilities and other common open space areas to the Association.

_____ Ownership of all deed restricted open space, if any, shall be assigned to the owners of the lots on which the deed restricted open space is platted.

_____ Use Restrictions – State specific open space use restrictions, as specified by the Lake County Code for each type of open space in the subdivision, also to be stated in the declarations.

_____ Maintenance responsibilities stated as follows –

- All stormwater management facilities, landscaping and other common open space areas in the subdivision shall be maintained in perpetuity by the Association.

- Each lot or unit owner shall bear proportionate responsibility for the maintenance of all stormwater management facilities, landscaping and other common open space areas.

- Each lot or unit owner's deed shall state that owner's liability for maintenance of the stormwater management facilities, landscaping and other common open space areas.

- State that all deed restricted open space shall be maintained by the owner of the lot on which the deed restricted open space is platted.

- The general maintenance provisions for stormwater management facilities, landscaping and open space areas as required by Lake County.

- The specific maintenance responsibilities as may be identified by the subdivision's design consultants, if any, also shall be stated in the declarations.

_____ Assessment Mechanism - provisions for the assessment and collection of all funds necessary for the repair and maintenance of all stormwater management facilities, also shall be made a personal obligation of the lot or unit owner of the property at the time the assessment falls due.

_____ Dedications and Agreements - Reference dedications of school and recreational land within the subdivision, if any, and/or all agreements for cash donations in lieu of dedication of school or recreational sites, if any.

_____ Transfer of Ownership - Make provisions for the transfer of ownership in the stormwater management facilities and other common open space areas from the Declarant to the Association.

_____ Transfer of Maintenance Responsibilities - State the Declarant shall be responsible for the maintenance of all stormwater management facilities and other common open space areas, regardless of ownership, until such time as 80 percent of the lots or units in the subdivision have been sold. Further state that the Declarant shall not transfer the maintenance responsibilities in stormwater management facilities and other common open space areas until all maintenance assurances held by the county for the required improvements have been released by the county;

_____ Enforcement - The declarations shall include provisions for the following enforcement mechanisms:

1. Enforcement of the declarations may be any proceeding at law or in equity, either to restrain violation or to cover damages by the Association, any lot or unit owner or the county, against any person violating or attempting to violate any covenant or restriction.
2. Duly designated officials and employees of the county shall be granted a perpetual easement to enter upon, on or over all stormwater management facilities and other open space areas in the subdivision to ensure that such facilities and areas are being used properly and maintained in accordance with this Declaration and all applicable county ordinances.
3. The failure of the Association to enforce the provisions of this Declaration with respect to the proper use and maintenance of any stormwater management facility or any other open space area in the subdivision, shall operate to empower the county to act for and on behalf of the Association, subject to reasonable inspection notice and demand requirements, and perform all maintenance or other operation necessary to ensure that all stormwater management facilities and other open space areas function and may be used as intended by this Ordinance; except that, in the event that the county finds that the failure to enforce the provisions of this Declaration has created an immediate threat to public health, safety and welfare, the county shall not be required to give notice before causing the correction of the problems arising from the failure of the Association to enforce the provisions of this Declaration. Furthermore, the county shall be entitled to reimbursement by the Association for all reasonable costs incurred by the county in acting for, and on behalf of, the Association.
4. The failure of the Association, any lot or unit owner or the county to enforce any convent or restriction shall in no event be deemed a waiver of the right to do so thereafter.

_____ Phased Subdivisions - If the subdivision is to be platted in phases, the Declaration shall contain provisions for such phased platting.

_____ Amendments - The Declaration may contain provisions permitting the addition, amendment or termination of any covenant or restriction; shall contain provisions that the addition, amendment or termination of any covenant or restriction shall not be permitted if the result would in any manner diminish the function of the Declaration with respect to the use and maintenance of stormwater management facilities and other open space areas in the subdivision unless otherwise approved by the county.

_____ Severability -The Declaration shall contain a severability clause; and

_____ Execution - The Declaration shall include the notarized signature of the Declarant. The Declaration shall not be executed until it has been approved by the Staff Review Committee.

IV. AGREEMENTS

The developer shall obtain all school and recreational land agreements as required by the Lake County Code, if any.

Each agreement shall include a legal description of the land to be subdivided and shall reference the Final Plat by name and document number as assigned by the County Recorder.

_____ Have the School Contribution Agreements been reviewed and approved?

_____ Are the school agreements referenced on the plat?

_____ Are legal descriptions provided where necessary?

_____ Have Park Contributions been reviewed and approved?

_____ Is performance guarantee required?

_____ Will maintenance guarantee be required?

V. ENGINEERING REPORT

____ Final stormwater management report including, but not limited to, calculations of proposed conditions runoff volume and rate, detention volume, release rates and overland flow route capacities.

_____ Storm sewer capacity calculations and tributary area drainage map.

_____ Wetland delineation report and jurisdictional determination.

_____ Construction Schedule.

_____ Cost Estimate for construction of stormwater management system, erosion control and permanent stabilization of the common areas and individual lots.

_____ Copy of application for Army Corps of Engineers approval, if applicable.

_____ Copy of application for Stormwater Management Commission approval, if applicable

_____ Base Flood Elevation determination for all previously unstudied floodplain areas and all floodplain areas to be altered by the development.

VI. FINAL ENGINEERING IMPROVEMENT PLANS

The Final Engineering Improvement Plans shall be prepared according to the following standards;

The plans required by this Section shall be numbered consecutively and bound into a package that will include the following sheets:

1. Cover Page
2. Master Plan (if necessary)
3. Existing Conditions Plan
4. Grading and Drainage Plan
5. Erosion Control Plan
6. Field Tile Survey
7. Natural Resource Protection Plan / Soil Erosion and Sediment Control Plan
8. Landscape Plan
9. Road and Utility Plans
10. Highway Standard Plans
11. Construction Details and Standards
12. Photometric Plans
13. Additional sheets may be provided to portray information unique to the proposed subdivision.

Each sheet shall have a title block that shall identify;

_____ The name of the subdivision.

_____ The title of the sheet.

_____ The sheet number.

_____ The name, address and telephone number of the developer.

_____ The name, address, telephone number of the design engineer

_____ The date of original design along with all subsequent revision dates.

The following information shall be provided on each of the required sheets.

1. COVER SHEET

_____ Sheet size of not greater than 34 inches by 36 inches.

_____ Scale of 1 inch equals 50 feet except where otherwise noted herein.

_____ A north arrow and graphic scale shall be provided.

_____ Linear dimensions shall be given in feet and decimals of a foot.

_____ Area dimensions shall be given in acres or square feet.

_____ A vicinity map depicting the location of the subject property in relation to major roads, natural features and municipalities.

_____ An index or legend on all sheets.

_____ The Parcel Identification Number.

_____ A legend of all symbols and abbreviations used in the plans.

_____ The imprinted seal, signature and license expiration date of the engineer responsible for the preparation of the plans;

_____ Location and elevation of bench marks.

_____ LCDOT general notes, see Appendix C of Chapter 151 of he Lake County Code.

2. MASTER PLAN

A master plan shall be submitted when the proposed subdivision cannot be portrayed on a single 24 inch by 36 inch sheet at a scale of one inch equals 50 feet. This sheet shall be labeled “Master Plan” and shall include the following information:

_____ The proposed layout of all lots and road rights-of-way

_____ Lot numbers.

_____ Road names.

_____ Water mains, sanitary sewers and storm sewers drawn to scale.

_____ Match lines showing the sheet segmentation of the subdivision when drawn at TO SCALE on 24 inch by 36 inch sheets.

_____ If the subdivision will be platted in phases, the limits of each phase.

3. EXISTING CONDITIONS PLAN

_____ A topographic survey labeled “Existing Conditions Plan” that shows the same existing conditions information required for the submission of the Preliminary Plat, with the soil conditions shown as mapped by a certified professional soil classifier.

4. GRADING AND DRAINAGE PLAN

_____ Proposed grading plan for each lot with house footprint and T/F elevations.

_____ If the subdivision will be platted in phases, the limits of each phase.

_____ Existing and proposed contour lines at not greater than one foot (1') intervals.

_____ Off-site drainage areas, points of discharge and entry, velocity of flow and flow quantities.

_____ The location of all existing streams and floodplains to be maintained, and proposed channels to be constructed, including specifications and dimensions of proposed channel modifications, locations and orientation of cross-sections and profiles.

_____ The location of all existing detention basins to be maintained, enlarged or otherwise altered, and all proposed basins and their design.

_____ Provide cross-sections showing the elevation of the existing land surface and the proposed changes, together with the calculated high water elevations expected from stormwater overland flowpath and the relationship of structures, roads and other utilities.

_____ The location, type, length, size and slope of proposed storm sewers and culverts, if any, together with all related structures, including rim and invert elevations.

_____ Proposed culverts and bridges, their materials, elevations and waterway openings.

_____ Cross-sections of all existing and proposed channels or other open drainage facilities showing the elevation of the existing land and the proposed changes, together with the calculated high water elevations expected from stormwater overland flowpath, and the relationship of structures, roads and other utilities.

_____ The limits of grading and other construction activities.

_____ Proposed elevations in USGS Datum for top of foundation, walkouts and lookouts; finished grade elevations around all proposed structures.

_____ The pavement elevations at each 100-foot center line station point, at street intersections and at the center of cul-de-sacs, and indications of direction of stormwater flow.

_____ Surface Water Drainage Statement (See Appendix D of the UDO).

5. EROSION CONTROL PLAN

_____ All soil erosion control methods, details and specifications.

6. FIELD TILE SURVEY

_____ Drain tile survey indicating the location, flow direction, size, material and condition of all subsurface drain tiles.

7. NATURAL RESOURCE PROTECTION / SOIL EROSION AND SEDIMENT CONTROL PLAN

To be prepared as an overlay of the Grading and Drainage Plan described above. For the purpose of plan legibility, the Grading and Drainage Plan shall be screened before the addition of the Natural Resource Protection/Soil Erosion and Sediment Control information.

_____ Has been reviewed at the Preliminary Plat submittal.

_____ One or more sheets labeled 'Natural Resource Plan'.

_____ One or more sheets labeled 'Natural Resource Protection Plan'.

_____ The location and extent of all natural resource protection areas.

_____ The location, type and nature of all temporary protection measures to be utilized to protect natural resource protection areas from development activities.

_____ A table indicating (1) the gross area (pre-development area) of each identified natural resource, (2) the net area (post-development area) of each identified natural resource and (3) the percentage protection of each identified natural resource.

_____ Soil Erosion and Sediment Control Information in accordance with Sections 151.145 through 151.154 and Sections 151.185 through 151.204 of the Lake County Code.

_____ A Natural Resource Protection Report which includes the following information.

_____ A statement which names the party legally responsible for maintenance of natural resource protection measures during construction and through maintenance period. The statement shall include the responsible party's name, address and telephone number.

8. LANDSCAPE PLANS

_____ The existing conditions that will remain shall be screened with the proposed improvements overlaid.

_____ The location of proposed lots, road rights-of-way and easements, including lot numbers and street names.

_____ Engineered Improvements. The location of proposed structures, roads, sidewalks and other impervious surfaces.

_____ The limits of any phases.

_____ Notes, dimensions, details and specifications for all landscape related improvements.

_____ The type and size of required plant material per Section 151.167 of the Lake County Code.

_____ The use and zoning of all adjacent property.

_____ The location of proposed parking lot landscape areas as required by this Ordinance, if any, together with the location, species and size of required landscape plant materials.

_____ A plant schedule for all requirements is on the plan.

_____ The location and design of proposed recreational improvements, if any, as required by this Ordinance and this Ordinance.

_____ The location of significant trees to be protected and their protection measures.

_____ Reforestation plans, if required, together with the location, number, species and size of required landscape plant materials.

9. ROAD AND UTILITY PLANS

_____ Permits Received – copies of all applicable permits have been receive from the appropriate roadway authorities. (County-LCDOT, State-IDOT)

_____ LCDOT General Notes – cover page includes LCDOT general notes; refer to General Notes, Appendix C of Chapter 151 of the Lake County Code.

_____ Typical Road Cross-Section – built to the specifications as shown on the appropriate typical cross section; refer to Typical Cross-Sections for Local Streets, Appendix O of Chapter 151 of the Lake County Code.

_____ Plan and Profile Road and Utility Improvement Plans – location of proposed structures roads, sidewalks within the road right-of-way, utilities, storm sewers, sanitary sewers, water mains and other impervious surfaces dimensioned showing widths and offsets from the centerline; refer to Road and Utility Improvements within Sections 151.185 through 151.204 of the Lake County Code.

_____ Road Cross-Sections – provided at each 100 foot road centerline station point, each crossroad culvert, and the center of proposed cul-de-sacs and T-turnarounds, if any; and shows existing ground elevation together with all engineering improvements within and under the road right-of-way; refer to Road Cross-Sections within Sections 151.185 through 151.204 of the Lake County Code..

_____ Construction Details and Standards – all notes, details, and specifications that are required by all applicable County Ordinances that are needed for the construction of the proposed subdivision.

10. HIGHWAY STANDARD PLANS

_____ Copies of current Illinois Department of Transportation Highway Standards from the Highway Standards Manual that apply to the project.

11. CONSTRUCTION DETAILS AND STANDARDS

_____ All notes, details and/or specifications that are required by this and other applicable county ordinances and/or that are needed for the construction of the proposed subdivision and are not provided elsewhere in the Final Engineering Improvement Plans.

12. PHOTOMETRIC PLANS

_____ Separate plan with all fixture locations.

_____ Pole and Fixture Details

_____ Summary of Quantities.

_____ Manufacturers Cutsheet

_____ General notes and specifications.

Additional sheets may be provided to portray information unique to the proposed subdivision. Some sheets may be combined for smaller projects.

Easement Provisions

When the subdivision contains easements for public utilities, a statement shall be provided granting use of such easements to all applicable utility companies.

MISSING ITEMS

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Application Filing

Final Plat and Engineering applications shall be submitted to the Planning, Building and Development Department on forms available from the Planning, Building and Development Department. The application shall be submitted in-person. A check-in of all documents required in the Final Plat stage of the Subdivision process may occur at one time or separately. If submitted separately, a check-in of the Final Engineering Plan and Engineering Report shall occur first followed by a check-in of Final Plat, Covenants, Conditions and Restrictions and Agreements.

Distribution of Application; Review of Application

Upon receipt of a complete application, the Planning, Building and Development Director shall distribute copies of application to Staff Review Committee members and other affected Reviewing Agencies. Within 15 days of the receipt of a complete Final Plat application, Multi-Disciplinary Team members shall review the application and provide written comments to the Planning, Building and Development Director. The Planning, Building and Development Director shall compile all comments received by the end of the review period for presentation to the applicant at the Staff Review Committee meeting.

Resubmittals

When additional information is required to be submitted during the Final Plat stage, the information shall be distributed to Multi-Disciplinary Team (MDT) members and other affected agencies who shall have 15 days to review the information and provide written comments to the Planning, Building and Development Director. With each resubmittal,

the applicant shall include a cover letter explaining how all outstanding Multi-Disciplinary Team or Planning, Building and Zoning Committee comments and concerns have been addressed. No resubmittal shall be accepted if it is not accompanied by such a letter. The applicant shall be invited to meet with the Multi-Disciplinary Team after each resubmittal, unless the Multi-Disciplinary Team finds that the nature of the outstanding comments and concerns does not warrant attendance by the applicant.

Multi-Disciplinary Team Recommendation

Following consideration by the MDT they shall all act in accordance with the following:

Approval

If the MDT finds that the Final Engineering Plans and Engineering Report demonstrate that the layout, design and engineering of the proposed subdivision are in full compliance with all applicable regulations of this Ordinance, the Staff Review Committee shall act to approve the Final Engineering Plans and Engineering Report of the proposed subdivision.

Denial

If the MDT finds that the Final Engineering Plans or Engineering Report do not demonstrate that the layout, design and engineering of the proposed subdivision are in full compliance with all applicable regulations of the Lake County Code, the MDT shall detail for the applicant the reasons for this determination and describe the type of additional information that may be necessary to demonstrate compliance. The MDT also shall direct the applicant on the procedure for continuing with the review, and shall decide, based on the nature of the outstanding comments and concerns, whether or not the applicant shall return for a meeting with the MDT.

PERMITS REQUIRED

Site Development Permit

A Site Development Permit shall be obtained from the Planning, Building and Development Department before beginning any construction or earth moving activity in connection with the proposed subdivision. The applicant may apply for this permit after MDT approval of the Final Engineering Plan and Engineering Report. Before beginning construction, a Preconstruction Conference shall be held and Restoration Assurance shall be provided in accordance with the provisions of Sections 151.145 through 151.154, and 151.185 through 151.204, before issuance of a Site Development Permit.

Access Permit

If access to the proposed subdivision is obtained from a county highway, an Access Permit shall be obtained from the Lake County Division of Transportation, in accordance with the Lake County Highway Access Regulation Ordinance. The Final Engineering Plan and Engineering Report shall not be approved until an Access Permit, if required, has been obtained. If access to the proposed subdivision is obtained from a State or Township road, an access permit shall be obtained from the appropriate Township or State highway authority.

Facility Permit

If the proposed subdivision is adjacent to a county highway, with or without proposed access to this Highway, and work is required to be performed within the right-of-way of the county highway, a Facility Permit shall be obtained from the Lake County Division of Transportation, in accordance with the Lake County Highway Utility and Facility Placement Ordinance. The Final Engineering Plan and Engineering Report shall not be approved until the Facility Permit, if required, has been obtained. If access to the proposed subdivision is obtained from a State or Township road, a facility permit shall be obtained from the appropriate Township or State highway authority.

Other Required Permits

Applicants shall be responsible for ensuring that other local, county, state and federal permit requirements have been met.

Illinois Environmental Protection Agency and Army Corps of Engineers Permits

Before beginning any site development activity, permits shall be obtained from;

Illinois Environmental Protection Agency and US Army Corps of Engineers for sanitary sewer or water improvements, if applicable.

US Army Corps of Engineers permit shall be required for any work within a wetland.

PDES permit may be required from the Illinois Environmental Protection Agency.

Lapse of Final Engineering Plan and Engineering Report

If the Preliminary Plat of the proposed subdivision lapses, Staff Review Committee approval of the Final Engineering Plan and Engineering Report shall also lapse and be of no effect.