



Community Development Department

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Final Plat Information & Application Packet

Introduction

This information packet was created to assist anyone who has already received preliminary plat approval and is now considering applying for a final plat. The packet presents an overview of the procedures and requirements for final plat applications. It also includes all forms and information necessary to compile a complete final plat application. However, this packet does not have any statutory standing and should not be considered a substitute for the actual law, ordinances, codes, or policies of the Village of Lemont. At a minimum, those considering a final plat application should consult section 17.04.110 of the Lemont Unified Development Ordinance. Also, any person who intends to apply for a final plat (applicants) should consider a meeting with Community Development Department staff prior to submitting an application.

What is a Final Plat?

The Village of Lemont Unified Development Ordinance (UDO) establishes the zoning and land development regulations for all properties within the Village. Chapter 17.04 of the UDO requires that any subdivision of land within the Village must receive preliminary and final plat approvals. Once a subdivision has received preliminary plat approval, the final plat approval process may begin. The final plat is the process by which the Village grants final approval for a subdivision plan. Once the final plat has been approved and recorded, the land is officially subdivided.

In some circumstances, an applicant may forgo the preliminary plat process altogether and proceed immediately to final plat approval. This is generally an option only for very limited subdivisions; for example, one lot being divided into two. If you are interested in pursuing final plat approval without preliminary plat approval, please contact the Community Development Department to discuss.

Application, Review, and Approval Process

Within one year of preliminary plat approval, an applicant shall submit an application for approval of a final plat covering all or part of the approved preliminary plat. To apply for a final plat, an applicant must submit all of the items listed on the attached *Final Plat*

Application Checklist of Required Materials to the Community Development Department. The Department staff will review the application for completeness. If the application is incomplete, the applicant will be notified and no further action will be taken by the Community Development Department staff until the application has been completed. If the application is not completed within 90 days, the application may be considered withdrawn.

If the application is complete, the Community Development staff will forward the application to the Village Engineer for review. Once the Village Engineer has completed his review, the Community Development staff will schedule the application for review by the Planning & Zoning Commission. The Planning & Zoning Commission is an advisory board appointed by the Village Mayor. The Planning and Zoning Commission will review whether the final plat is in substantial compliance with the preliminary plat. At the conclusion of its review, the Planning & Zoning Commission will recommend approval or denial of the final plat. The recommendation will be forwarded to the Village Board.

Final plat requests are generally required to be presented at a Committee of the Whole meeting prior to the Village Board meeting. The Committee of the Whole is comprised of all members of the Village Board; it is an informal, working session for the Board. No official action is taken at this meeting.

At the Village Board meeting, the Village Trustees will either approve or deny the final plat request. If the request is approved, the Village Clerk and Village officials will certify the approval on the final plat and all copies. Once approved, the final plat must be recorded. The applicant is responsible for recording the final plat with the Recorder of Deeds Office of the appropriate county. Any costs associated with recording the final plat shall be paid by the applicant. No other Village land use approvals or building permits will be issued for the subject property until the applicant has recorded the final plat and returned three copies of the plat to the Village. The three copies of the recorded final plat shall be distributed as follows: one copy to the Village Clerk, one copy to the Village Engineer, and one copy to the Community Development Director.

Attachments:

1. Final Plat Application Form
2. Final Plat Application Checklist of Required Materials

Final Plat Application Form

APPLICANT INFORMATION

Applicant Name

Company/Organization

Applicant Address

Telephone & Fax

E-mail

CHECK ONE OF THE FOLLOWING:

- Applicant is the owner of the subject property and is the signer of this application.
- Applicant is the contract purchaser of the subject property.
- Applicant is acting on behalf of the beneficiary of a trust.
- Applicant is acting on behalf of the owner.

PROPERTY INFORMATION

Address of Subject Property/Properties

Parcel Identification Number of Subject Property/Properties

Size of Subject Property/Properties

REQUIRED DOCUMENTS

See Form 505-A, *Final Plat Application Checklist of Required Materials*, for items that must accompany this application.

FOR OFFICE USE ONLY

Application received on: _____

By: _____

Application deemed complete on: _____

By: _____

Current Zoning: _____

Fee Amount Enclosed: _____

Escrow Amount Enclosed: _____

Final Plat Application Form

Village of Lemont

APPLICATION FEE & ESCROW

Application Fee (based on size of property and number of proposed and/or existing dwelling units):

< 3 acres = \$300, plus \$25 per existing and/or proposed dwelling unit

3 to <5 acres = \$600, plus \$25 per existing and/or proposed dwelling unit

5 to <10 acres = \$1000, plus \$25 per existing and/or proposed dwelling unit

10 acres or more = \$1200, plus \$25 per existing and/or proposed dwelling unit

Fee is non-refundable.

Required Escrow = \$750

At the time of application, the applicant shall submit a check for the establishment of an escrow account. The escrow money shall be used to defray costs of public notice, consultants, or other direct costs incurred by the Village in association with the preliminary plat application. After completion of the review process, any unused portion of the escrow account will be refunded upon request.

AFFIRMATION

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. I permit Village representatives to make all reasonable inspections and investigations of the subject property during the period of processing of this application. I understand that as part of this application I am required to establish an escrow account to pay for direct costs associated with the approval of this application, such as the fulfillment of public notice requirements, removal of the public notice sign, taking of minutes at the public hearing and fees for consultants hired by the Village to evaluate this application. I understand that the submitted fee is non-refundable and that any escrow amount leftover upon project completion will be refunded upon request.

Signature of Applicant

Date

State

County

I, the undersigned, a Notary Public in and for the aforesaid County and State, do hereby certify that _____ is personally known to me to be the same person whose name is subscribed to the foregoing instrument, and that said person signed, sealed and delivered the above petition as a free and voluntary act for the uses and purposes set forth.

Notary Signature

Given under my hand and notary seal this _____ day of _____ A.D. 20 _____.

My commission expires this _____ day of _____ A.D. 20 _____.

Final Plat Application Checklist of Required Materials

Final Plat Materials Required at Submittal of Application

A complete application for final plat must include **all** of the following items. Any application that does not include all of the following items will not be considered complete. The Community Development Department **will not** schedule a final plat request for Planning & Zoning Commission review until a complete application has been submitted.

_____ **Application Form.** One original copy of the attached *Final Plat Application Form*, signed by the applicant and notarized.

_____ **Application Fee.** A non-refundable fee in the appropriate amount.

_____ **Escrow Money.** Any unused portion may be refunded upon request after completion of the final plat review process. The escrow money shall be used to defray costs of public notice, consultants, or other direct costs associated with the application incurred by the Village. Additionally, should the applicant fail to remove the public notice sign in a timely manner, the escrow may be used to defray the costs of the sign's removal.

_____ **Executed Performance Assurance.**

_____ **Proof of Ownership & Applicant Authorization.** The requirements of this paragraph may be waived if the applicant has previously completed an application for a preliminary plan/plat. Proof of ownership of the subject property shall be provided. One copy of a deed that documents the current ownership of the subject property/properties is required. If the applicant is the owner, this is the only documentation necessary. If the applicant is not the owner, the following are required in addition to a copy of the deed:

- If the applicant is the contract purchaser of the property, a copy of the contract must be attached.
- If the applicant is acting on behalf of the beneficiary of a trust, a notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries must be attached. The letter must also provide the name, address and percentage of interest of each beneficiary.
- If the applicant is acting on behalf of the owner, a notarized letter of consent from the owner must be attached.

- If the property owner is a company, a disclosure of the principals of the company must be included in the application materials. For example, an LLC may submit a copy of the LLC Management Agreement.

_____ **Title Search.** Current title search, Title Commitment, or Title Policy for all subject properties must be included.

_____ **Restrictions and Covenants (if applicable).** A draft of any proposed protective restrictions and covenants or existing restrictions and covenants shall be provided, as applicable.

_____ **Declaration of Easements.** A statement on easements that will be required for public improvements (e.g. water service), and whether easements have been obtained shall be provided.

_____ **Signed Final Plat (Mylar/vellum).** The final plat shall be prepared on permanent reproducible material, such as Mylar, suitable for recording with the County Recorder of Deeds. It is recommended that the applicant submit a paper copy first; then upon staff approval, submit the Mylar/vellum copy. The final plat must include all necessary certificates as described in Appendix D of the Unified Development Ordinance. The final plat must be prepared at a scale of one inch equals one hundred feet, or larger. All final plats shall include:

- Proposed name of subdivision not duplicating name of any plate heretofore recorded in the Village or the appropriate county.
- Location by township, section, town, and range, or by other legal description.
- An identification system for all lots and blocks.
- Accurate angular and lineal dimensions for all lines, angles, and curvatures used to describe boundaries, streets, alleys, easements, areas to be reserved for public use, and other important features. Lot lines to show dimensions in feet and hundredths. All dimensions shown on cured lines shall be arc distances.
- True angles and distances to the nearest established street lines or established survey monuments (not less than two), which shall be accurately described in the plat.
- North Point (true north).
- Township, county, or section lines accurately tied to the lines of the subdivision by distance and angles.

- An indication of the square footage of all lots within the subdivision.
- All horizontal dimensions, including radii, internal angles, points of tangency and curvature, tangent bearings and lengths of arcs.
- Accurate location of all monuments, which shall meet the requirements of the Illinois Compiled Statutes.
- Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, or for the exclusive use of the property owners within the subdivision, with use purposes indicated on the plat.
- All easements required for the installation and maintenance of utilities (electric, water, waste water, gas, telephone, ect) together with a statement that dedicates the easements to the Village or other appropriate authority.
- All scenic or access easements together with a statement that dedicates the easements to the Village or other appropriate authority.
- Certification by a licensed surveyor, to the effect that the plat represents a survey made by him/her and that monuments and markers shown thereon exist as shown and that all dimensions are correct.
- Notarized certifications (see Appendix D of the Unified Development Ordinance)
- Supporting documents as required by the Village, such as special studies, landscaping plans, homeowners' association covenants and agreements, etc.

_____ **Signed Final Plat (Paper Copies).** 6 paper copies of the final plat. All plats should be printed on at least 11"x17" sized paper. Additional copies of the final plat may be required after initial submission of the application. Community Development staff will advise if/when additional copies are needed.

_____ **Final Engineering Plan.** For subdivisions where a road is required to access one of the lots, or where sewer and water extension is required to service one of the lots, final engineering plans for all public or private support facilities including roads, sidewalks, drainage ditches, culverts, water retention areas, sanitary sewers, storm sewers, water supply lines, and illumination. Final Engineering Plans shall include the following:

1. A title sheet showing the name of the project, section, township, and range, an index of sheets, a tabulation of symbols, locations of

benchmarks, and a graphic location with respect to the nearest traveled streets and roads.

2. A detailed grading plan indicating the vertical elevations of all buildings, lot corners, and points of change in gradient. Directions of flow of surface waters will be delineated with arrows and the gradient of the land indicated about with arrows. Curb elevations will be indicated opposite each lot corner and at all changes in gradient.
3. A detailed plan of street improvements showing horizontal and vertical locations of all street improvements and including horizontal and vertical locations of all points of curvature, points of intersection, points of tangency, points of vertical curvature, points of vertical intersection, and points of vertical tangency. Radii of intersections of streets will be shown on this plan.
4. A detailed plan of storm improvements showing horizontal and vertical location of all manholes, catch basins, inlets, headwalls, and the like and indicating lengths, types and grades and gradients of all storm sewers. Manholes, catch basins and inlets will be dimensioned from lot corners.
5. A detailed plan of sanitary sewer improvements showing horizontal and vertical locations of all manholes, and indicating lengths, types and grades and gradients of all sanitary sewers. Manholes will be dimensioned from lot corners.
6. A detailed plan of water system improvements indicating horizontal and vertical location of all fire hydrants and valve vaults and showing lengths, sizes, and locations of all water mains. Fire hydrants and valve vaults will be dimensioned from lot corners.
7. Plans and profiles drawn to scale not to exceed one inch equals one hundred feet (1"=100') horizontally and one inch equals ten feet (1"=10') vertically indicating additional horizontal and vertical locations of streets, sewers, appurtenances and the existing grade.
8. Such additional details as necessary to clarify the extent or manner of construction.
9. Detailed material and construction specifications concerning the work to be preformed including general conditions of the contract acceptable to the Village.
10. A detailed cost estimate of the work to be preformed.

11. A detailed erosion control plan showing clearing, stockpiling, construction sequences, configuration of erosion controls and areas to be landscaped or lawn established. Proposed schedules for restoration must be submitted with the plan.
12. Existing and proposed cross sections at intervals not more than 100 feet of proposed roadways where roadway grading and alignments will impact on undisturbed ground must be provided.

_____ **Proposed Grading Plan.** In lieu of final engineering plans, for subdivisions creating 3 lots or less, where no new roadway construction or utility extensions are required, the applicant shall submit a proposed lot development plan for each lot, which will indicate proposed contours and individual lot grading, including location of connections to public water supply and sanitary sewer, for each newly created lot.

_____ **Executed Agreements.** If there are any agreements, they must be attached.

_____ **Electronic copies.** A digital copy of all required plans and documents. The digital copy of the final plat does not have to be signed.

_____ **Additional Information.** The Community Development Director may require additional information necessary to allow a complete and adequate evaluation of the application.