



Community Development Department

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Preliminary Plat Information & Application Packet

Introduction

This information packet was created to assist anyone who is considering applying for a preliminary plat of subdivision that is not a part of a Planned Unit Development (if you are applying for a preliminary plat as part of a Planned Unit Development, please see the Planned Unit Development preliminary plan/plat application and information packet). The packet presents an overview of the procedures and requirements for preliminary plat applications. It also includes all forms and information necessary to compile a complete preliminary 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 preliminary plat application should consult section 17.04.110 of the Lemont Unified Development Ordinance. Also, any person who intends to apply for a preliminary plat (applicants) should consider a meeting with Community Development Department staff prior to submitting an application.

What is a Preliminary 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. Approval of a preliminary plat is not a final Village approval; approval of a preliminary plat is only intended to serve as a guide for the creation of final development plans. Approval of a preliminary plat only grants the applicant the right to submit a final plat.

In some circumstances, an applicant may forgo the preliminary plat process all together and proceed immediately to final plat approval. This is generally only an option 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.

UDO Section 17.04.110.B.4 establishes the following circumstances that the Planning & Zoning Commission must take into consideration in its review of preliminary plat applications:

- the subdivision's design in relation to the layout of lots, outlots, access, street network, length of any cul-de-sacs, and open space;
- the subdivision's impact on traffic, stormwater management, and applicable standards of the UDO;
- the subdivision's compliance with the Village's Comprehensive Plan; and
- comment from other governmental bodies or the public.

Application, Review, and Approval Process

The first Village review of any preliminary plat is conducted by the Technical Review Committee. The Technical Review Committee is comprised of the Community Development Department staff, Village Administrator, Assistant Village Administrator, Public Works Director, Village Engineer, Village Attorney, and representatives of all taxing bodies within Lemont. An applicant can request a review by the Technical Review Committee before or after submitting a formal application. The Technical Review Committee will review the proposed plat and provide comments to the applicant.

To apply for a preliminary plat, an applicant must submit all of the items listed on the attached *Preliminary 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 and if comments from the Technical Review Committee have been addressed, the Community Development staff will schedule the preliminary plat for review by the Planning & Zoning Commission. The Planning & Zoning Commission is an advisory board appointed by the Village Mayor. At the conclusion of its review, the Planning & Zoning Commission will recommend approval or denial of the preliminary plat. The recommendation will be forwarded to the Village Board.

Preliminary 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 preliminary plat request. If the request is approved, the applicant can then proceed to apply for final plat approval.

Attachments:

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

Preliminary 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 504-A, *Preliminary 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: _____

APPLICATION FEE & ESCROW

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

- < 3 acres = \$300, plus \$50 per existing and/or proposed dwelling unit
- 3 to <5 acres = \$600, plus \$50 per existing and/or proposed dwelling unit
- 5 to <10 acres = \$1000, plus \$50 per existing and/or proposed dwelling unit
- 10 acres or more = \$1200, plus \$50 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 _____.

Preliminary Plat Application Checklist of Required Materials

Materials Required at Submittal of Application

A complete application for a preliminary 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 preliminary plat request for Planning & Zoning Commission review until a complete application has been submitted.

_____ **Application Form.** One original copy of the completed application form, signed by the applicant, and notarized.

_____ **Application Fee.** An application fee shall be paid at the time of the application. Applications without payment of the fee shall be considered incomplete.

_____ **Escrow Money.** Any unused portion may be refunded upon request after completion of the preliminary 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.

_____ **Proof of Ownership.** Proof of ownership of the subject property shall be provided. One copy of a deed that documents the current ownership of the subject property 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 shall be submitted.

_____ **Legal Description.** A legal description of the subject property.

_____ **Submittal Packet.** 6 collated and bound copies of a submittal packet for distribution at public meetings and 1 electronic copy for Village files. Additional copies of the submittal packet may be required after initial submission of the application. Community Development Staff will advise if/when additional copies are needed.

Any plans and maps included in the submittal packet should contain the following: a north arrow or other indication of true north or map north; the date of map/plan preparation; the name of the person preparing the map/map; and a scale, the scale may be expressed verbally (e.g. 1 inch equals 60 ft.) but other forms of scale are preferable (e.g. scale bar or ratio such as 1:24,000). All plats should be printed on at least 11"x17" sized paper.

The submittal packet shall include the following, in this order:

- **Table of Contents.**
- **Application Form.** A copy of the application form.
- **Restrictions and Covenants (if applicable).** If any protective restrictions and covenants are proposed, a draft of such restrictions and covenants shall be provided.
- **Declaration of Easements.** A statement of any easements that will be required for public improvements (ie: water service), and whether easements have been obtained.
- **Plat of Survey /Existing Conditions Map.** The preliminary Plat of Survey/Existing Conditions Map should be drawn at a scale of 1 inch equals 100 ft. or greater. It should indicate the location of the subject

site and the territory within 200 ft. of the subject property, and include the following:

- Corporate and County boundaries
- Current roads or public rights of way
- Addresses and/or PINs of immediately adjacent properties and names, as they appear on most current tax records of the county, of the property owners
- Existing buildings on site and within 200 ft. of the site
- Existing topography of site shown at intervals no greater than two feet
- Wetland areas
- Portions of the site in any floodway and/or floodplain fringe areas
- Streams, drainage ditches, culverts, and standing water
- Soil problem areas based upon a soil survey
- **Site Plan and/or Preliminary Plat of Subdivision.** The applicant shall submit a site plan and/or preliminary plat of subdivision indicating the arrangement and location of the following, as applicable:
 - Structures
 - Setbacks of all structures
 - Right-of-way alignments, widths and names of streets
 - Off-street parking and service areas
 - Areas to be dedicated for recreation, schools, or open space
 - Pedestrian circulation system, including sidewalks and trails
 - Lot subdivision
 - Easements
 - Topographic features

- **Additional Plans or Documents as Required by the Community Development Director.** Subdivision of land will not be approved unless the applicant can demonstrate that the subdivision and subsequent site development will meet all applicable standards of the UDO, to include standards for engineering, water and sewer installation and hook-up, streets, storm water management, and flood control. Prior to approval of platting, the applicant may be required to submit detailed engineering plans illustrating how such standards will be met. Please consult with the Community Development Department staff for submission requirements.