



Community Development, 1200 L.W.Besinger Drive, Carpentersville, Illinois 60110
 Telephone (847) 551-3478 Fax (847) 426-0864 TDD (847) 426-9609

PRELIMINARY PLAN CHECKLIST

Please submit all information requested and type or print application in black or blue ink.

PART I. APPLICANT INFORMATION

Name of Subdivision _____

Name of Petitioner _____

Contact Person/Agent _____

Address _____

Daytime Telephone Number _____ Fax # _____

Email Address _____

PART II. REQUIRED INFORMATION

Thirty (30) copies of each of the following are required

- | | YES | NO | N/A | |
|----|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed application for preliminary plan approval |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary plan checklist (this form), signed by the applicant indicating that all items necessary for review have been submitted |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Concept Plan, most recently submitted version |

- 4. Preliminary plat prepared by an Illinois registered Land Surveyor (see Part III of this form)
- 5. Preliminary engineering plan and existing conditions plan (see Part IV of this form)
- 6. Location map, as prepared by the developer for the discussion during the concept conference
- 7. Natural Resource Inventory, prepared by the Kane-DuPage Soil and Water Conservation District, as required by Illinois statute

Five (5) copies of the following are required

- | | YES | NO | N/A | |
|----|--------------------------|--------------------------|--------------------------|---|
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plat of Survey of existing property (see Part V of this form) |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Engineering Reports (see Part VI of this form) |

Three (3) copies of the following are required

- | | YES | NO | N/A | |
|-----|--------------------------|--------------------------|--------------------------|--|
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Land Use Opinion from Kane-DuPage Soil & Water Conservation District, as required by Illinois statute |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soils Report, if requested by the Village Engineer, of sufficient scope, which addresses itself to the natural resources, identified in the report prepared by the Kane-DuPage Soil & Water Conservation District, and which determines potential ground absorption, runoff, flooding deficiencies, and the presence of subsurface rock that would affect the installation of underground improvements on the provisions of aboveground improvement. (Borings or other soil tests to be performed by the developer may be required to determine the nature and extent of such questionable material) |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Supplementary Information (see Part VII of this form) |

PART III. PRELIMINARY PLAT

The preliminary plat shall comply with the provisions of Chapter 17.12.

1. General Information

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale of one hundred (100) feet to the inch, or fifty (50) feet to the inch if the area of subdivision is less than twenty (20) acres
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of subdivision, which does not duplicate the name of any plat previously recorded in Kane County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description of property proposed to be subdivided, referenced from a section corner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines of subdivision, including bearings, distances, and courses of the boundary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site data, including gross acreage, density, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and names of adjacent subdivisions or names of the owners of adjacent unsubdivided land
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corporate limit lines, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, daytime phone number, mailing address, and email address of the property owner, developer, subdivider, engineer, land planner, and Illinois registered land surveyor who prepared the plat

2. Existing Conditions (within 250 feet of the property)

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing zoning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topographic data, with contours at no more than two-foot intervals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil types

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water courses (with highest flood levels indicated), wooded areas, wetlands, historic sites, scenic areas |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing improvements such as streets, rights-of-way, easements, buildings, and structures |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing utilities, including location and capacity of water mains, sewer lines, and culverts |

3. Proposed Features

- | YES | NO | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Acreage (gross and net) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Land use designations with approximate acreage of each indicated |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed layout including lots with lot numbers, dimensions, and square footage of each |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Labeled lots to be dedicated or reserved for public use or set aside for use of a Homeowners' Association or property owners in the subdivisions, including any conditions of such designation or reservation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed layout and names of streets |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed sidewalks and rights-of-way |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Extension of streets to the existing roadway network |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building setback lines, including front and side yards and dimensions |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, width, and purpose of utility, drainage, and other easements |

PART IV. PRELIMINARY ENGINEERING PLAN

The preliminary plat shall comply with the provisions of Chapter 17.12.

1. General Information

- | | | |
|-----|----|-----|
| YES | NO | N/A |
|-----|----|-----|

- Scale of one hundred (100) feet to the inch, or fifty (50) feet to the inch if the area of subdivision is less than twenty (20) acres
- North arrow
- Date of preparation and revisions
- Name of subdivision, which does not duplicate the name of any plat previously recorded in Kane Country
- Legal description of property proposed to be subdivided, referenced from a section corner
- Boundary lines of subdivision, including bearings, distances, and courses of the boundary
- Site data, including gross acreage, density, etc.
- Location and names of adjacent subdivisions or names of the owners of adjacent unsubdivided land
- Corporate limit lines, if applicable

2. Existing Conditions

- | YES | NO | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Topographic data, including contours at vertical intervals of not more than two feet with reference to U.S.G.S. datum, except in unusual topographic conditions when such vertical intervals may be required to be altered as determined by the Village Engineer |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Natural features such as source, water courses with highest flood levels indicated, marshes, ponds, and springs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soil types, as outlined by a soil scientist |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Crop, wooded areas, isolated preservable trees six (6) inches or more in caliper measure at 4.5 feet above ground level, and other features |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing improvements, including capacity and size of domestic water supply, water mains, sewer lines, fire hydrants, culverts, drainage or towers, and poles and other |

underground and aboveground facilities

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing locations and surface and invert grade elevations of catch basins and manholes |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Direction, distance to, and size of nearest existing usable facilities if water mains and sanitary sewers are not on or adjacent to the tract. (Additional drawings, maps, or photographs may be requested in order to accurately locate existing features.) |

3. Proposed Features

- | YES | NO | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Layout and names of streets, which may not duplicate or be similar to another which exists within the Village of Carpentersville or the service area of either the Carpentersville Fire Department or the Carpentersville Countryside Fire Department District, unless a proposed street is an extension of or in line with an existing street, in which case the name of that existing street should be used |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Right-of-way widths and block distances on proposed streets |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary horizontal and vertical roadway geometric information |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and width of drainage ways, including 100-year overflow routes and easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading plans for proposed blocks and lots. (No land will be approved for subdivision which is subject to periodic flooding or which contains inadequate drainage facilities or other topographic and soil conditions which may increase danger to health or property, or aggravate erosion or flood hazard unless the developer agrees to make improvements which will, in the opinion of the Village Engineer and Planning and Zoning Commission, make such land safe for development and occupancy.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sanitary sewer system layout, including direction of flow, main sizes, and locations of lift stations and force mains, if applicable |

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water system layout, including main sizes and valve and hydrant locations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storm drainage layout, including direction of flow |
-

PART V. PLAT OF SURVEY OF EXISTING PROPERTY

- | | YES | NO | N/A | |
|----|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All building and structure improvements |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Easements, dedications, and/or restrictions |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, width, and names of all platted rights-of-way showing the type of any existing improvements |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Private and public parks and other open spaces |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Historic sites and landmarks |
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PART VI. PRELIMINARY ENGINEERING REPORT(S)

The Preliminary Engineering Report(s) must include but not be limited to the following.

- | | YES | NO | N/A | |
|----|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Development's traffic impact to the surrounding area and how the proposed street network affects the community |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water pressures for fire and domestic service including discussion of any regional improvements to be provided such as booster stations or water towers. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater management design in accordance with the Kane County Stormwater Management Ordinance |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wastewater facilities including discussion of available population equivalent. Septic systems are not permitted for new developments in the Village of Carpentersville |
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PART VII. SUPPLEMENTARY INFORMATION

YES NO N/A

1. Evidence of ownership of land proposed to be subdivided. Where the developer does not own such land, written notarized permission form the owner must be provided authorizing the developer to subdivide such land under the provisions of this Title.
2. Notarized authorization to subdivide from the mortgagor
3. Letters of approval from the utility companies
4. Proposed text of (home)owners' association by-laws and covenants, conditions, and restrictions (CCR) and other restrictions for protection within and of the proposed subdivision
5. Environmental impact reports and other information if requested by the Planning and Zoning Commission
6. Fiscal Impact Study, which identifies the financial impacts of a proposed development on the applicable taxing bodies
7. Review Fee Escrow, in accordance with Section 17.08.140.D

PART VIII. PETITION AUTHORIZATION

I certify that all information supplied is true and correct to the best of my knowledge.

Signature of Petitioner: _____

Date: _____

FOR OFFICE USE ONLY

Case Number _____

Date Submitted _____

Received by _____

Application Checked by _____