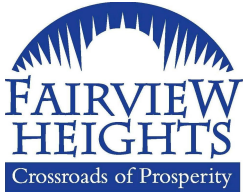


# APPLICATION FOR PRELIMINARY PLAT



Department of Land Use and Development  
10025 Bunkum Road  
Fairview Heights, IL 62208  
Phone (618) 489-2060

## OFFICE USE ONLY

DATE COMPLETED APPLICATION RECEIVED:	CASE NUMBER ASSIGNED:
RESUBMITTALS RECEIVED/DATE:	APPLICATION FEES PAID (\$150 + \$5 per lot):
ZONING DISTRICT:	DATE PUBLIC NOTICE SIGN POSTED:
APPLICATION CIRCULATION DATE ____: Comments Received: <input type="checkbox"/> Public Works <input type="checkbox"/> Fire District <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Economic Development <input type="checkbox"/> Police Department <input type="checkbox"/> Finance Department <input type="checkbox"/> Administration Department <input type="checkbox"/> Other	AUTHORITY MEETING DATE/RECOMMENDATION:  <input type="checkbox"/> Planning Commission _____ / _____ <input type="checkbox"/> Community Committee _____ / _____ <input type="checkbox"/> City Council _____ / _____
DATE OF MEETING:	RESOLUTION NUMBER: <i>(Attach resolution to preliminary plat. One copy to City Clerk, one with LUD/application, one copy to applicant)</i>

*Applicants are encouraged to schedule a pre-application conference with the Director of Land Use and Development prior to submittal.*

As an applicant, **you are responsible for submitting:**

1. Completed application including submittal fees and all required attachments to the Department of Land Use and Development at least thirty-six (36) days prior to the Plan Commission meeting.
2. Photographs- aerial and/or ground-level photographs of the site.
3. Building elevations or perspectives- to show compatibility with surrounding area and of sufficient detail to ensure building material requirements are met.
4. Development schedule- a development schedule providing reasonable guarantees for the completion of the proposed development (*only when requested*).
5. Legal description of the property.
6. An electronic copy of all documents.

After the initial submission, **you will be required to post a sign on the subject property.** Shortly after your application is received, you will receive information from the Land Use and Development Department on how to purchase and properly locate the required sign. The applicant must provide photographic evidence that the sign is posted in the appropriate location no more than twenty-one (21) calendar days and no less than seven (7) calendar days prior to the date of the public hearing. The sign must be maintained and remain in place until the hearing is complete.

**PROJECT INFORMATION FOR PRELIMINARY PLAT**

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Parcel ID: \_\_\_\_\_  
Current Use of Property: \_\_\_\_\_  
Project Size/Acreage: \_\_\_\_\_  
Number of Lots: \_\_\_\_\_  
Density: \_\_\_\_\_

**CONTACT INFORMATION FOR PRELIMINARY PLAT**

Property Owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Applicant/agent: \_\_\_\_\_  
Relationship to owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**AUTHORIZATION**

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and are consistent with the ordinances relating to this application. I also understand that as the applicant, it is my responsibility to obtain all additional approvals, permits or licenses required by any applicable regulatory agency for this project.

I consent that the entry upon the premises described in this application by an authorized official of Fairview Heights, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF THE OWNER OF RECORD OR AUTHORIZED APPLICANT/AGENT.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

## **SUBMITTAL REQUIREMENTS – PRELIMINARY PLAT**

The minimum standards for land subdivision and development are contained in Article VIII of the City's Development Code. Please consult this section, as well as the relevant zoning district regulations, when preparing the subdivision development plans. <http://www.cofh.org/DocumentCenter/View/298/COMPLETE-PDF-CODE>

### *14-9-5 SUBDIVISION APPLICATION PRELIMINARY PLAT.*

The preliminary plat to be provided by the subdivider shall meet and include the following specifications and shall supply all of the information requested in this section.

- (A) Four (4) copies of prints of the preliminary plat.
- (B) Proposed name of the subdivision and location.
- (C) Small key map showing the relation of the proposed subdivision to section or U. S. survey lines and to platted subdivisions and dedicated streets, including maps of adjacent properties, within three hundred (300) feet of the proposed subdivision.
- (D) Names and address of the owner, subdivider, land planning consultant, the licensed engineer and registered land surveyor of Illinois who prepared the preliminary plat. The plat shall be certified with registration numbers and seal affixed to the plat.
- (E) Streets and rights-of-way on and adjoining the site of the proposed subdivision; showing the names and including street roadway and right-of-way widths, approximate gradients, types and widths of pavement, curbs, sidewalks, crosswalks, planting strips and other pertinent data, including classification on all existing or proposed streets as to function, such as collector, arterial or local street.
- (F) All lot lines adjacent to and abutting the subdivision.
- (G) Layout of lots, showing approximate dimensions, numbers, lot area, and zone district classification(s). All lots shall meet the requirements of the zone district in which they are located.
- (H) Parcels of land, if any, proposed to be dedicated or reserved for schools, parks, playgrounds or other public, or community purposes and use(s) within the area to be subdivided in compliance with the Comprehensive Plan as adopted by the City, or as desired to be dedicated by the developer.
- (I) Easements, existing and proposed, showing locations, widths and purposes.
- (J) Building setback line and dimensions.
- (K) Location, accessibility and size of existing public utilities and drainageways or facilities within or adjoining the proposed subdivision and the location, accessibility and size of the nearest water trunk mains, interceptor sewer lines and other pertinent utilities.
- (L) Location, type and approximate size of utility improvements to be installed.
- (M) Tract boundary lines showing dimensions, bearings, angles and references to known land lines.
- (N) The gross area and net area acreage of the proposed subdivision, the acreage of streets, and of any areas reserved for the common use of the property owners within the subdivision and/or for public use.
- (O) Topography shall be shown by two (2) foot contour intervals on lands having slopes of zero to four percent (0% to 4%) at five (5) foot intervals on slopes of four to twelve percent (4% to 12%) at ten (10) foot intervals on slopes of twelve percent (12%) and above.
- (P) Location of major water courses, ponding area, natural drainageways and flood hazard areas.
- (Q) The preliminary plat shall be drawn to a scale necessary for clarity provided the resulting drawing would not be over thirty-six (36) inches square.
- (R) North arrow and date.

(S) Whenever a large tract is intended to be developed in stages, and only a part of that tract is to be submitted for final plat approval, a preliminary plat for subdivision of the entire tract shall be submitted.

(T) Additional requirements include:

- (1) general description of the location and size of the tract to be platted;
- (2) the intent as to character type and use of the property and structures to be developed;
- (3) the deed restrictions proposed, if any;
- (4) a statement of mineral rights;
- (5) the extent and character of the improvements to be made by the subdivider;
- (6) the zone district classification(s) of the territory and compliance of the proposed subdivision thereto;
- (7) if appropriate, a description of any unique hardship or difficulty limiting the physical development of the property under consideration and a description of any past history of the property under consideration which is pertinent thereto; and
- (8) an erosion and sedimentation control plan when applicable. (See Sections 14-2-18, 14-3-22 and 14-8-6)