

A. **APPLICATION:** The applicant shall file with the Village a completed application form with all required submittals as set forth in this Chapter and on the application form, which may be amended from time to time by Village staff. The proposed preliminary subdivision plat with the number of copies as specified in the application form accompanied by the appropriate fees, shall be submitted at least 30 days prior to the regular meeting at which they are to be considered for referral to the Plan Commission.

When the applicant wishes to subdivide only a portion at a time of the property proposed for subdivision, the preliminary subdivision plat shall include the proposed general layout and all information required for the preliminary subdivision plat for the entire property ultimately to be subdivided. The part, which is proposed to be subdivided first, shall be designated as Unit 1, and subsequent phases designated sequentially on the preliminary subdivision plat in order to illustrate clearly the method and sequence of development that the applicant intends to follow. Each subsequent portion of the subdivision shall be self-contained and shall follow the preliminary subdivision plat.

B. **SCALE:** Preliminary subdivision plats shall be drawn at the following scales:

Parcels up to 20 acres 1 inch = 50 feet
 Parcels 20 to 100 acres..... 1 inch = 100 feet
 Parcels over 100 acres:..... 1 inch = 200 feet

On a sheet at least 24 inches by 36 inches, and not larger than 30 inches by 36 inches, and shall include all of the data required herein except engineering plans, which may be shown on separate sheets. In the event that the indicated scale is not conducive to depicting accurately the size and shape of the parcel to be subdivided while still maintaining a workable size drawing, the applicant may request a waiver of the scale from the Village.

C. **REQUIRED INFORMATION:** The following plans, drawings and information shall be submitted with the preliminary subdivision plat. The plans and drawings shall be at the scale necessary to clearly indicate what is planned for the property that is the subject of the preliminary subdivision plat.

1. The proposed name of the subdivision/planned development.
2. The legal description of the land proposed to be subdivided/developed.
3. Location map showing section, township and range.
4. The names and addresses of the owner(s) of record of the land proposed to be subdivided (including all of the beneficiaries of any land trust which holds title to such land, together with a certified copy of the trust agreement and all amendments thereto), the subdivider and the designer who prepared the plat.
5. The date of the plat and any revision dates.

6. Name and address of the site planner, engineer, architect and landscape architect.
7. Site data, including:
 - a. The boundary lines of the land proposed to be subdivided, indicated by solid heavy lines, and the approximate total acreage encompassed thereby.
 - b. The location, widths and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, public and private easements, permanent buildings or structures, section lines and Village boundary lines within, and within 200 feet adjacent to, the land proposed to be subdivided.
 - c. The boundary lines of adjacent tracts of subdivided or unsubdivided land, shown in relation to and within 200 feet of the parcel being proposed to be subdivided including those areas within 200 feet of the far right-of-way lines of adjoining streets and roads.
 - d. The existing zoning of the land proposed to be subdivided and adjacent tracts within 100 feet, including those areas within 200 feet of the far right-of-way line of adjoining streets and roads.
 - e. Contours at 1-foot intervals showing streams, rivers, lakes, ponds, swamps, wetlands, floodways, floodplains and other low-lying natural detention areas on the parcel proposed to be subdivided and within 200 feet of all of its boundaries. USGS Datum with benchmarks shall be indicated.
 - f. The location of all field tiles of record located on the parcel proposed to be subdivided and within 200 feet of all of its boundaries.
 - g. Tree survey indicating location, species and size of existing trees and the proposed tree preservation plan for the subdivision.
8. Title report.
9. Phase I Environmental Report.
10. Site plan data, including:
 - a. Total acreage, and acreage of each proposed lot, outlot and open space or recreation area.
 - b. Acres and percent of the development devoted to each land use.

- c. Percent of land devoted to streets and public rights-of-way.
- d. Percent of land covered by buildings and parking.
- e. Percent of the site devoted to usable open space.
- f. Minimum lot size.
- g. The layout and widths of proposed streets, walkways, bike paths and easements.
- h. The layout of lots with lot numbers and lot line dimensions to the nearest foot.
- i. A schedule of the floor areas for each building and lot areas for each lot and a typical lot diagram showing setbacks and easements, outlots, common areas and public use areas.
- j. Building setbacks, showing dimensions.
- k. Easements to be provided for any and all public utilities and drainage systems which will not be located within dedicated streets, to the extent that they reasonably can be expected to be described in the preliminary subdivision plat phase. Proper continuity for public utilities within the proposed development and with existing and future adjoining areas shall be maintained.
- l. The layout and labeling (i.e. Street A, Street B) of public streets, right-of-way widths and connections with adjoining existing platted streets and/or planned streets and roads.
- m. The identity of parcels of land, including their acreage, intended to be dedicated, preserved or otherwise set aside for public use and enjoyment or for the use of the owners of lots in the subdivision/planned development, including any natural environmental features or significant cultural features which will be retained on the site such as detention, retention/detention areas, park sites, school sites, bike paths, nature trails, wetlands, and other open space areas. All such parcels and areas shall be identified by lot or outlot number.
- n. Grading plan, which shall show both existing and proposed contours and elevations and shall identify all areas proposed for excavation and/or filling on the property.
- o. A list of the school districts and fire districts within which the project is located.

- p. Maximum lot coverage by buildings and other impervious surfaces, for all uses within the subject property.
 - q. Off-street parking and loading areas, including number and dimensions of parking spaces, drive aisles and loading zones.
 - r. Pedestrian and/or bicycle circulation systems, including connections to systems in adjacent parcels.
 - s. Proposed phasing of the development.
 - t. Location of trash bins and enclosures for all multiple family residential and non-residential uses, if any.
11. Landscape plan, which shall be superimposed on the grading plan, and shall include:
- a. Any proposed fences, walls, berms and entry monuments.
 - b. Contours for any landscaped berms.
 - c. One or more sections through the site to illustrate the relationship between the landscape materials, the land form, proposed buildings and nearby properties.
 - d. A depiction of all existing trees to be removed.
 - e. Location of all trees and shrubs, keyed into a plant list, which identifies species, sizes and quantities for proposed plantings.
 - f. The location of all landscape easements on the parcel.
12. Method of screening trash collection facilities and enclosures.
13. Location of proposed publicly dedicated walking trails.
14. Photometric plan, which shall be superimposed on the site plan, for all non-residential development, and shall:
- a. Identify the location and heights of all light standards.
 - b. Identify foot-candle intensities on the development and 10 feet beyond the proposed property lines.
 - c. Include specifications for proposed lighting, including wattage, method of illumination and color of light standards and luminaries.
15. Development schedule, which shall address:

- a. Approximate dates for initiating project construction.
 - b. Phasing and anticipated date of completion for public improvements for each phase.
 - c. The area and location of open space areas to be provided with each phase.
 - d. The mix of uses proposed for implementation within each phase of a mixed-use development.
16. Preliminary architectural drawings for all primary buildings that include:
- a. Typical elevations (front, rear and side) for proposed residential and non-residential buildings, which identify materials and color styling proposed for all exterior elements of the building.
 - b. Gross floor area for all non-residential buildings.
 - c. Minimum habitable floor areas for residential buildings, excluding garages, porches and patios.
 - d. Proposed building heights.
 - e. Roof plan for all non-residential structures, which shows the proposed location and top elevation of all roof-mounted mechanical equipment.
 - f. Cross-sections of all non-residential structures that show the relation to the roof structure and/or parapet wall to the proposed roof-mounted mechanical equipment.
17. A traffic management study shall be submitted that provides information on the adequacy of the local transportation and thoroughfare systems to handle the anticipated traffic volumes generated by the proposed development, including an analysis of the adequacy of the internal vehicular circulation.
18. Market Study Information required showing the need for and the feasibility of the proposed development, including the market potential of the proposed development.
19. Proposed covenants shall be submitted which include:
- a. Architectural controls for residential dwellings, including:
 - (1) Minimum floor area, excluding garages, porches and patios.

- (2) Maximum lot coverage.
 - (3) Minimum yards.
 - (4) Materials.
 - (5) Anti-monotony code.
 - (6) Landscaping for individual lots.
 - (7) Maintenance of common facilities.
- b. Tenant sign controls for all non-residential developments.
 - c. Provisions for dedication and maintenance of all open space and recreational areas.
20. Proposed utility plan shall be superimposed on the site plan showing:
- a. Approximate location and dimensions of all sanitary sewer, storm sewer and potable water lines.
 - b. Drainage ditches, culverts, water retention/detention areas and utility easements.
 - c. Statement from a certified engineer attesting to the capability of existing potable water and sanitary sewer systems to service the development.
21. A written statement that describes:
- a. How the development meets the objectives of the Village's Comprehensive Land Use Plan and, if a planned development, how the development meets the objectives of the purposes of a planned development.
 - b. How the development will be compatible with adjacent development or planned land uses.
 - c. How the development will economically benefit or otherwise affect the Village, including information regarding additional public facilities and/or services that will be needed as a result of the development.
 - d. A comprehensive list of all requested exceptions to applicable ordinances.
22. The applicant shall prepare an estimate of the land and/or cash contribu-

tion required herein for the development, and submit a summary of how the development will comply with said sections, including projected school population and estimates of the number of students by age group.

23. School Impact Study: Information on the projected student load and the financial impact on the local school districts shall be provided, including the projected time frame of such impact.
24. Tax impact study: The applicant shall submit a tax impact study detailing the estimated cost which the development will have on all taxing bodies, anticipated revenues which will be realized from each phase of the development and the projected cost/benefit to the Village and other government bodies providing services to the development.
25. A preliminary engineering report shall be submitted along with the preliminary subdivision plat to provide supplemental engineering data regarding factors that will affect the final design of the subdivision/planned development. Items to be addressed specifically in the preliminary engineering report are:
 - a. The identity, location, sizes and inverts of existing sanitary sewers to which the proposed subdivision will be connected.
 - b. The preliminary alignment and size of the proposed sanitary sewer system along with an appropriate schedule of calculations supporting the quantity of flow, sewer sizing and grades as well as the population equivalent (P.E.) for the subdivision in its developed state. ($N = 0.013$ for all sanitary sewers). Inverts and frame grades need not be shown in the preliminary engineering report.
 - c. Whether a lift station is required, and if so, supporting documentation regarding its required size (gpm), pumping heads (TDH), force main size, general description of control system, description of alternate power source, and the location and accessibility of station.
 - d. Whether septic tanks and wells existing on the site are to be abandoned and, if so, the general procedures to be followed. If these facilities are to be used in total or in part, a description of their proposed use shall be provided.
 - e. The location, size and inverts of all existing storm sewers, bridges, culverts, drain tiles, drainage ways, ditches, creeks or rivers on the site, or within 200 feet of the site, into which the site discharges.
 - f. Stream bottom and 100-year flood profiles of all waterways, streams, channels, basins within or outside the site, which will influence the site drainage. Where limited information is available to prepare such profiles, existing information shall be utilized and in-

terpreted for use in developing the required profiles.

- g. A comprehensive stormwater management plan for the land to be subdivided, including the general alignments of the proposed storm sewer system (individual catch basins and inlets need not be shown), points of connection of existing storm systems, detention (or detention/retention), stage/storage relationship of the discharge structure to identify the varying release rates due to inlet and outlet control, offsite areas of contribution, points at which offsite flows will be intercepted, and all necessary maps, computations and field data supporting the engineer's stormwater management plan. The proposed stormwater management plan shall identify an overland flow route to accommodate flows in excess of the storm sewer design level.

Criteria used in the development of the stormwater management plan shall be in conformity with the McHenry County Stormwater Management Ordinance and the Village Stormwater Management Ordinance (Chapter 25 of the Prairie Grove Municipal Code) as applicable.

- h. The structural design (thickness and material types) to be used for the construction of the roadway system, projected traffic volumes, soils data and IBR values shall be submitted to support the roadway design including widths, crown, thickness, type of curb and gutter, road layout with preliminary grades, and can all be represented by a typical section which clearly identifies the streets to which it is applicable.
- i. The size and location of miscellaneous items such as parkway trees, street lighting, sidewalks, bike paths and driveway approaches shall be identified in the report and shown in typical cross section or typical plan view drawings.
- j. The location and size of water mains to be installed within the proposed subdivision, along with general hydrant and valve spacing. This information shall be shown on an overall plan view of the proposed preliminary subdivision plat.

26. Written approval from the fire district(s) having jurisdiction over the property.

27. IDOT approval where applicable.

B. PRELIMINARY SUBDIVISION/PLANNED DEVELOPMENT PLAT REVIEW AND APPROVAL PROCEDURES. The following procedures shall govern the processing of a preliminary subdivision/planned development plat.

- 1. The Village Engineer shall coordinate the review of the preliminary engi-

neering report for the proposed development prior to the Plan Commission reviewing the preliminary subdivision/planned development plat. During the review process, the Village Engineer may require such changes or revisions as may be required so that the engineering design for the public improvements for the subdivision will conform to this Subdivision Code and other applicable Village ordinances.

2. The Plan Commission shall review the proposed preliminary subdivision/planned development plat and shall recommend its approval, disapproval, or recommend modifications within the time specified by the Board of Trustees for the review of such plat, but in no event more than 90 days from the date of the application or the filing by the applicant of the last item of required supporting data, whichever is later, unless such time is extended by mutual consent.
3. The Board of Trustees will review the proposed preliminary subdivision/planned development plat and shall recommend that the petitioner proceed to the Board of Trustees or that the development requires changes to be made prior to its referral to the Board of Trustees.
4. During the review process the Plan Commission may require such changes or revisions as may be required so that the preliminary subdivision plat will conform to the Comprehensive Land Use Plan, the Subdivision Code, Zoning Code and other applicable Village ordinances.
5. The Village Engineer shall submit review comments to the Plan Commission and to the Board of Trustees as to the adequacy of the water system, when applicable, storm water management plan, sanitary sewer system, street system, sidewalks, bike paths, street lighting, parkway trees and other appurtenant public improvements described in the preliminary engineering report for the proposed subdivision. All staff review comments shall be submitted prior to the review of the preliminary subdivision plat by the Plan Commission.
6. The subdivider/developer shall comply with all Village architectural design review regulations, as well as any anti-monotony regulations adopted by the Village from time to time. All preliminary and final plats of subdivision or planned development for any development involving commercial or industrial uses shall be required to receive site plan and architectural design approval from ARC.
7. The President and Board of Trustees, upon receipt of recommendations from Village staff, ARC and the Plan Commission will then approve or disapprove the preliminary subdivision/planned development plat.

C. APPROVAL OF A PRELIMINARY SUBDIVISION AND PLANNED DEVELOPMENT PLAT; TIME LIMITS:

1. The approval of a preliminary subdivision plat by the Plan Commission

and the Board of Trustees indicates only the general acceptability of the layout of the proposed subdivision as submitted.

2. Approval of a preliminary subdivision/planned development plat shall be effective for a maximum period of 1 year from the date of adoption of the ordinance approving said plat. The Board of Trustees may grant a 1-year extension upon application for an extension by the applicant. If the final subdivision/planned development plat has not been approved within such time limit, or as the Village may extend it, the preliminary subdivision plat must be resubmitted for review and approval.

D. **COVENANTS FOR COMMON ELEMENTS:** In all developments that include detention ponds, retention basins, storm sewer, riparian area(s), wetland area(s), common area(s) and common elements, or any of them, it shall be a condition precedent to the approval of the final plat that there shall have been recorded covenants or a declaration establishing a homeowners, town home, condominium, or master association, as the case may be, subject to the approval of the Village Attorney and ARC, to provide for the maintenance, repair and replacement of common areas and common elements, detention ponds, retention basins, drainage swales and ditches, storm sewer, riparian areas and wetland areas, and guarantees including lien rights for the payment of costs for such. The approved covenants and restrictions shall be in compliance with the Village Stormwater Management Ordinance and shall be recorded against the development property at the time of recording of the final plat of subdivision or planned development at the expense of the subdivider/developer.

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