



**QUICK REFERENCE GUIDE**  
**Planning & Development Review Policy & Procedure**  
**November 2012**

**TABLE OF CONTENTS**

<b>ATTACHMENT .....</b>	<b>TOPIC .....</b>	<b>PAGE</b>
A .....	Policy & Procedure Overview.....	2
B.....	Planning & Development Flow Chart.....	4
C.....	A Developers Guide to Documents.....	5
D .....	Development Fees.....	6
E.....	“Concept Plan” Submittal Checklist .....	7
F.....	Application for Planning and Technical Review .....	8
G .....	“Preliminary Plan” Submittal Checklist.....	9
H .....	Development Escrow Agreement .....	10
I.....	General Zoning Process Outline .....	11
J .....	Zoning Review Flow Chart.....	12
K.....	“Final Plan” Submittal Checklist .....	13



## PLANNING & DEVELOPMENT REVIEW POLICY & PROCEDURES

## Attachment "A"

This handout along with Attachment B, a "Development Review Flow Chart" is intended to provide land Owners/Developer with a summary of planning and development review procedures followed by the Village of Wauconda. It does not supersede or in any way modify the Wauconda Zoning Ordinance, Development Ordinance, or other requirements of the Village or county, state, or federal agencies. Copies of the Zoning Ordinance, Development Ordinance and other ordinances may be viewed at the Village website [www.wauconda-il.gov](http://www.wauconda-il.gov). In addition Attachment C provides "A Developer's Guide to Documents and Fees" also available on the Village website.

### STEP ONE: PRE-APPLICATION CONFERENCE (not required, but recommended)

The pre-application conference is an opportunity for the Owner/Developer to review Village policy and practices with Village Staff along with review of basic site planning information, the requirements of Village development ordinances and codes, potential fees (see Attachment D) and some indication of acceptability of the proposed project. The Owner/Developer should contact Chris Miller, Director of Planning & Zoning at 847-526-9605 or [cmiller@wauconda-il.gov](mailto:cmiller@wauconda-il.gov) to arrange a meeting and provide him with a property address and a description of the Owner/Developer's intent.

### STEP TWO: CONCEPT PLAN REVIEW

Concept review is designed to allow an Owner/Developer an opportunity to present an idea or concept to the Village without spending large sums of money. The Owner/Developer should refer to the Village Development Ordinance Section 4.2. Conceptual Planning Stage for information required to be submitted. Attachment E consists of a "Concept Plan Checklist" which may assist the Owner/Developer with providing information the Village will need to review a proposal at the Concept Plan Review stage. When submitting Concept Plan information or documents the Owner/Developer should also submit a completed "Application for Planning & Technical Review". See Attachment F for a copy of this application.

#### Process:

1. The Owner/Developer submits 1-set of required Concept Plan documents plus a digital copy in PDF format of all documents to the Director of Planning & Zoning (Director of P&Z).
2. The Director of P&Z will review documents for completeness of information and provide the Owner/Developer with written comments containing recommended corrections, revisions or the need for additional information within 10 working days following their receipt of all the required materials.
3. At such time as the Concept Plan is generally found consistent with Village ordinances, policy and practice the Director of P&Z will schedule the Owner/Developer for a Committee of the Whole (C.O.W.) Meeting where the Owner/Applicant may present the idea or concept plan to the Village Board.
4. Committee of the Whole meetings of the Village Board are normally held on the 2nd and 4<sup>th</sup> Tuesdays of each month. This appearance shall not constitute any endorsement, support or implied approval of the project by the Village Board. It is intended to give the applicant feedback from the Village's Trustees.
5. No later than 12:00 p.m. on the Tuesday immediately preceding the Committee of the Whole meeting, the developer will provide the Village with 15 folded and collated sets of Concept Plan documents for distribution to the Village Board.
6. Based upon the reaction to the Concept Plan by the Village Board, the developer may choose to proceed to the next step of the process.

### STEP THREE: PRELIMINARY PLAN TECHNICAL REVIEW

At this point, the developer shall prepare a preliminary plat or plan, and preliminary engineering, architectural, and landscape plans incorporating concept review comments for a more detailed review by the Village Staff and Consultants. Attachment G consists of a "Preliminary Plan Checklist" which may assist the Owner/Developer with providing information the Village will need to review a proposal at the Preliminary Plan Review stage. If an Annexation of Property is being proposed a Draft Annexation Agreement is needed to be filed with the Preliminary Plans.

#### Process:

1. The Owner/Developer shall provide an updated "Application for Planning & Technical Review" (Attachment F).
2. The Owner/Developer shall provide a signed "Escrow Agreement" form (Attachment H) along with an initial escrow deposit. The Owner/Developer should contact the Director of P&Z to learn the amount of the escrow deposit, if it was not established during the Pre-Application Conference or Concept Review stage of review.
3. The Owner/Developer shall submit 5-sets of the Preliminary Plan documents to the Director of P&Z along with a digital copy in

PDF format of all documents and the Director of P&Z will distribute the Preliminary Plans to the Building Commissioner, Director of Village Operation, Village Engineer and Village Attorney for review, comment and information.

4. Technical review of the documents will be completed within 10 working days following their receipt of all the required materials. Written comments will be provided to the Director of P&Z who will then provide the Owner/Developer with the comments, which may include recommended corrections, revisions, and requests for additional information. The Director of P&Z along with input from the Owner/Developer will determine whether a Joint Meeting of Village Staff, Village Consultants with the Owner/Developer is needed.
5. The Owner/Developer should respond in writing to the Village technical review comments and resubmit plans or documents as needed. Resubmittal of preliminary plans and documents may occur until Village Staff determines that the Preliminary Plans are consistent with Village Ordinances, Policies and Practices or where a policy decision is needed by the Village Plan Commission/Zoning Board of Appeals (PC/ZBA) and Village Board. Each re-submittal will be processed as noted above.
6. At such time as the Preliminary Plan is found consistent with Village ordinances, policies and practices the Director of P&Z will coordinate with the Owner/Developer to schedule a PC/ZBA Meeting. PC/ZBA regular meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. The Director of P&Z will provide the PC/ZBA with a report along with the most recent reports received from Village Staff and Village Consultants. The Owner/Developer shall present the Preliminary Plan to the PC/ZBA and the PC/ZBA will provide a recommendation to the Village Board.
7. No later than 12:00 p.m. on the Tuesday immediately preceding the PC/ZBA meeting, the Owner/Developer will provide the Village with 8 folded and collated sets of Preliminary Plan documents for distribution to the PC/ZBA. The documents should be in a “readable” 8.5”x 11” or 11”x17” format or half sheet size.
8. Preliminary Plans or Plats involving zoning relief including: a zoning change, text amendment, conditional use permit or a zoning variance, prior to proceeding to a PC/ZBA Meeting must submit appropriate zoning application(s) and follow the Zoning Review Process (Attachments I & J) which will proceed concurrently with the preliminary plan review process by the PC/ZBA.
9. When the Owner/Developer plans include the annexation of property to the Village a Draft Annexation Agreement must be part of the preliminary review process and that prior to going to the Village Board C.O.W. a Public Hearing must be conducted by the Village Board on the Draft Annexation Agreement. The Director of P&Z will coordinate with the Village Administrator, Village Attorney and Owner/Developer to schedule a hearing date. The Owner/Developer is responsible for publication and notices, similar to those required for zoning relief.
10. The Director of P&Z will coordinate with the Village Administrator to schedule the Owner/Developer for a Committee of the Whole (C.O.W.) Meeting where the Owner/Applicant may present the Preliminary Plan to the Village Board and the Director of P&Z will present the PC/ZBA recommendation and findings of fact. Where an ordinance is required for the approval of a zoning application the ordinances will be prepared by the Village Attorney for review concurrently with the Preliminary Plan and Zoning at the C.O.W. Meeting.
11. Following approval by the Village Board of the Preliminary Plans and Zoning Applications (when necessary) the Owner/Applicant may proceed to the Final Development Plan Review stage.

#### **STEP FOUR: FINAL PLAN or PLAT REVIEW**

The Final Plan or Plat Review stage is where the Owner/Developer provides detailed plans and specifications used for the construction of a development. At the option of the Owner/Developer this step may be combined with the Preliminary Plan review and is generally encouraged where a proposal is small and does not require any zoning relief. The Owner/Developer is encouraged to review the Village Development Ordinance Section 4.6 Final Planning Stage Documentation for documents required to be submitted.

#### **Process:**

1. The Final Plan or Plat review process is similar to the process of the Preliminary Plan including Items 3 through 7 and Item 9 above. If there has been any change to the representatives a revised Application (Attachment F) should be provided and the Escrow Account needs to be replenished, as needed.
2. If there are any “Public Improvements” required as part of a development plan a Letter of Credit or other financial guarantee that the improvements will be installed shall be presented to the Village Attorney for review prior to Final Approval by the Village Board.
3. After Final Plan or Plat review and approval the Owner/Developer may proceed with Village staff for appropriate permits (subdivision improvements, building permits, zoning certificates) as needed.



**PLANNING & DEVELOPMENT REVIEW FLOW CHART** **Attachment "B"**

**Step 1. PRE-APPLICATION CONFERENCE WITH VILLAGE STAFF**  
 Village staff informal review with village officials



**Step 2. CONCEPT PLAN**  
 Plan Submittal and Staff/Consultants Review  
 Presentation to VILLAGE BOARD (Village Board Meeting Information Advisory Only—No Action)



**Step 3. PRELIMINARY PLAN / PLAT - TECHNICAL REVIEW**  
 Plan Submittal and Staff/Consultants Review (Re-submittal if Needed) Outside Agency Reviews

---

**Step 3a: ZBA/PLAN COMMISSION REVIEW**

<p style="text-align: center;"><u>PUBLIC HEARING REQUIRED</u></p> <ul style="list-style-type: none"> <li>• Public Notice Requirements</li> <li>• Findings of Fact</li> <li>• Recommendation to Village Board</li> </ul>	<p style="text-align: center;"><u>PUBLIC HEARING NOT REQUIRED</u></p> <ul style="list-style-type: none"> <li>• Regular Meeting Notice</li> <li>• No Findings of Fact</li> <li>• Recommendation to Village Board</li> </ul>
---	--

Annexation Agreement / Development Agreement Finalized with Village Staff

---

**Step 3b: VILLAGE BOARD REVIEW**

RETURN TO ZBA/PLAN COMMISSION	<p style="text-align: center;">APPROVAL OF:</p> <ol style="list-style-type: none"> <li>1. Annexation Agreement/Development Agreement</li> <li>2. Annexation Ordinance, if needed</li> <li>3. Rezoning Ordinance, if needed</li> <li>4. Preliminary Plan/Plat</li> </ol> <p style="font-size: small;">Note: If there is an Annexation, a Draft Annexation Agreement must be filed with the Preliminary Plan/Plat.</p>	DENIAL
-------------------------------------	--	--------



**Step 4: FINAL PLAN AND PLAT**  
 Plan Submittal and Staff/Consultants Review (Resubmittal if Needed)

---

**Step 4a: ZBA/PLAN COMMISSION REVIEW & Recommendation**

---

**Step 4b: VILLAGE BOARD REVIEW**  
 Approval, Approval with Conditions, or Denial



**Step 5: Proceed to Village Staff/Consultants for Appropriate Permits**  
 (Subdivision improvements, building permits, zoning certificates)



**A “DEVELOPER’S GUIDE” TO DOCUMENTS**

**Attachment “C”**

<b>Description</b>	<b>Notes</b>
Comprehensive Plan 2012	Available On-Line
Zoning Ordinance – Chapter 155 of Code	Available On-Line
Development Ordinance – Chapter 156 of Code	Available On-Line
Subdivision Ordinance – Chapter 154 of Code	Available On-Line
Watershed Development Ordinance – Chapter 153 of Code	Available On-Line
Trees and Woodland Ordinance – Chapter 99 of Code	Available On-Line
Design Guidelines – Draft in Progress	See Director of Planning & Zoning
Sign Ordinance – Chapter 152 of Code	Available On-Line
Impact Fee Schedule - Chapter 151 of Code	Available On-Line
Water and Sewer Connection Fees - Chapter 51 of Code	Available On-Line
Zoning Applications (Map Amendment, CUP, Variance	Available On-Line
Escrow Agreement Form	Available On-Line
Zoning Fee Schedule	Available On-Line
Zoning Flow Chart and Narrative	Available On-Line
Development Flow Chart/Process	Available On-Line
Development Ordinance Checklist (Concept Plan, Preliminary Plan and Final Plan)	Available On-Line
Model Annexation Agreement	See Director of Planning & Zoning
Building Codes—Chapter 150 of Code	Available On-Line
Building Permit Fees	Available On-Line



**DEVELOPMENT FEES**

**Attachment "D"**

<b>ZONING APPLICATION FEES (Non-refundable)</b>	<b>FEE</b>
Hearing for a Variance to the published requirements in the Village Zoning Ordinance	\$400
Hearing for a Zoning Map Amendment and Annexation of less than 2 acres	\$400
2 acres but less than 5 acres	\$500
5 acres but less than 10 acres	\$700
10 acres up to and including 20 acres	\$800
For each acre over 20 acres	\$20
Hearing for a Zoning Map Amendment for rezoning of existing property	\$400
Hearing for a Text Amendment of the Zoning Ordinance	\$400
Hearing for a Conditional Use Permit	\$400
Hearing for a Planned Unit Development (PUD) for 20 acres or less	\$800
For each acre over 20 acres add	\$20

**ESCROW FUND**

The Village relies upon consultants to review applications for technical review. The Director of Planning & Zoning will provide applicants with an initial escrow amount to be deposited and maintained with the Village of Wauconda. At completion of project any unused escrow amount will be reimbursed to the applicant.

For Escrow Account initial minimum starting balance contact Director of Planning & Zoning.

**OTHER DEVELOPMENT FEES**

- Sewer and Water Connection Fees – Village Code Chapter 51
- Impact Fees – Village Code Chapter 151
- Building Permit Fees – Various Village Codes dependent on the development



**“CONCEPT PLAN” SUBMITTAL CHECKLIST**

**Attachment “E”**

**Development Ordinance**

**4.2. Conceptual Planning Stage Documentation – Required Documents**

**Ownership Documentation**

- Location Map:** a map showing proposed site in context with nearby transportation routes, drawn to scale with north arrow, title, date.
- Topographic Plat (ALTA Survey):** showing the following for the project site and within 250’ of the site:
  - Existing Zoning
  - Land Use
  - Woods
  - Wetland
  - Floodplains
  - Easements
  - Municipal Improvements
  - Buildings
  - Topography @ 1-foot Contour Interval
  - Scale
  - North Arrow
  - Date
- Site Plan:** made on copy of topographic plat showing proposed layout of streets, lots and site improvements in relation to existing features and including the following information:
  - Site Boundary Lines and Dimensions
  - Proposed Lots
  - Building Setbacks
  - Building Location
  - Building Separation (dimensions)
  - Pedestrian Ways
  - Lot Sizes
  - Street Layout
  - Off-Street Parking
  - Loading Areas
  - Fire Lanes
  - Exterior Street Improvements (Access/Intersection)
  - Monument Sign Location
  - School Site
  - Park Site
  - Private Recreation Sites
  - Storm Water Detention Location
  - Alternative Designs Detail
- Land Use Schedule:** or Table included on the Site Plan showing the following information
  - Total Site Acreage
  - Land Use by Acreage and Percentage
  - Gross Density
  - Net Density
  - Floor Area Ratio
  - Land Coverage Percent
- Architectural Character of Proposed Buildings:** (Photographs or Sketches of buildings which communicate the character of proposed buildings.)
- Additional Information Required for Village Board Consideration :**
  - General Description of Project
  - Relationship to Comprehensive Plan



**APPLICATION FOR PLANNING & TECHNICAL REVIEW** **Attachment "F"**

<b>Project Name:</b>	
<b>General Location:</b>	
<b>Property Address:</b>	
<b>Property PIN Number:</b>	<b>Acreage:</b>
<b>Existing Zoning:</b>	<b>Proposed Zoning:</b>
<b>Existing Land Use:</b>	
<b>Proposed Land Use:</b>	

**Project Representatives**

<b>Property Owner/Petitioner:</b>
<b>Company:</b>
<b>Address:</b>
<b>Telephone #:</b>
<b>E-Mail:</b>

<b>Developer/Builder:</b>
<b>Company:</b>
<b>Address:</b>
<b>Telephone #:</b>
<b>E-Mail:</b>

<b>Land Planner:</b>	<b>Architect:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone #:</b>	<b>Telephone #:</b>
<b>E-Mail:</b>	<b>E-Mail:</b>

<b>Civil Engineer:</b>	<b>Landscape Architect:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone #:</b>	<b>Telephone #:</b>
<b>E-Mail:</b>	<b>E-Mail:</b>



**“PRELIMINARY PLAN” SUBMITTAL CHECKLIST**

**Attachment “G”**

**Development Ordinance**

**4.4 Preliminary Planning Stage Documentation – Required Documents**

**Plat of Survey with Legal Description**

**Preliminary Site Plan** (for all developments not involving a subdivision of property)

- Preliminary Layout of Buildings, Parking Areas, Landscape Areas
- Location Map/Site Context Map
- Site Data Table (see Other Items below)

**Preliminary Plat** (see Development Ordinance for list of requirements for plats)

- Preliminary Layout of Buildings, Parking Areas, Landscape Areas
- Location Map/Site Context Map
- Site Data Table (see Other Items below)

**Preliminary Engineering Plans**

- Preliminary grading
- Preliminary drainage calculations
- Preliminary storm sewers
- Preliminary sanitary sewer facilities
- Preliminary water mains
- Preliminary street cross sections
- Preliminary street grades
- Watershed Ordinance Documents

**Preliminary Landscaping Plans**

- Plant location and size by a symbol for shade trees, ornamental tree, evergreen trees, deciduous shrubs, evergreen shrubs, and other symbols as needed to communicate the character of the proposed landscape.
- A “Planting Palette” or listing of proposed species of plants to be selected from during Final Landscape Preparation with minimum sizes for each type of plant.
- Landscape Elements: Berms, Screening, Fencing, Lighting etc.
- Entrance Treatment

**Preliminary Architectural Elevations**

**Reports**

- Soil and Water Conservation District
- County and State Access Permit/Report
- School, Park, Library Agreements
- Soil Boring Report and Log Map
- Fire District Report
- Endangered Species Consultation
- Wetland Study Report and Map
- Archaeology Report
- Traffic Study, when requested
- Environmental Management Plan for Wetlands, Conservation areas, if applicable
- Other as requested by Board, Commission or Staff

**Other Documents:** Site Data/Fact Sheet (include on Preliminary Site Plan) including:

- total acres
- land use by acres
- type and number of dwelling units
- number of buildings
- gross residential density
- net residential density
- building coverage
- floor area ratio
- percent of green area
- percent of paved area
- estimated population
- required and proposed parking spaces
- parking ratio
- recreation area



**DEVELOPMENT ESCROW AGREEMENT** **Attachment "H"**

Escrow Number: \_\_\_\_\_ Initial Escrow: \$ \_\_\_\_\_

Developer/Owner Name and Information:

Name: \_\_\_\_\_ Project Name: \_\_\_\_\_

Address: \_\_\_\_\_ Project Location: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

For and in consideration of the Village processing my development inquiry and/or application, the undersigned makes this escrow deposit with the Village of Wauconda. I understand and agree that this escrow account shall be a non-interest bearing account.

The undersigned understands and agrees that the Village shall, from time to time, draw from this escrow account in order to pay any reasonable fees and costs of consulting professionals to consult with pertaining to the subject project such as engineers, plan review services, planners and attorneys. The undersigned also agrees to reimburse the Village for the Village's actual cost of senior Village Planning Staff for time spent on plan reviews, consultations, and planning and zoning issues uniquely and specifically attributable to the subject development or project. The Village shall keep complete and accurate records of the senior planning staff time attributable to the subject development or project and the undersigned shall be entitled to request a copy of such time records upon reasonable notice. The term "actual cost" as used in this paragraph shall mean the direct salary and benefits costs paid to the senior planning staff members from time to time and expressed and billed against the escrow at an hourly rate. I also understand that I may request to review any and all bills and statements for services rendered and costs incurred which have been paid or reimbursed to the Village from this escrow account.

The undersigned further understands and agrees that when the escrow account balance is reduced to 20% or less of its original amount (or any subsequent reduction(s) to 20% or less of the total amount if and when replenished) that the Village may require additional deposits into the escrow account from time to time in such amount or amounts as the Village reasonably estimates will cover remaining consultants' fees and costs.

The undersigned understands and agrees that if the escrow account is not replenished when requested by the Village that the Village may, in its sole and exclusive discretion, cease any further plan reviews, cease the further processing of any pending applications, cease any further inspections and refuse to issue any permits pending until such time as the escrow is replenished by a further deposit in the amount requested.

When the project is complete and no further consultant and/or staff expenses are reasonably anticipated by the Village, the Village shall refund the remaining balance of the escrow account to the person or entity making the most recent deposit.

Approved at Wauconda, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

<b>Developer:</b>	<b>Owner:</b>	<b>Approved:</b>
_____	_____	_____
<b>By:</b>	<b>By:</b>	<b>Date:</b>
_____	_____	_____
<b>Title:</b>	<b>Title:</b>	<b>Village Title:</b>
_____	_____	_____



## GENERAL ZONING PROCESS OUTLINE (See Flow Chart)

## Attachment "1"

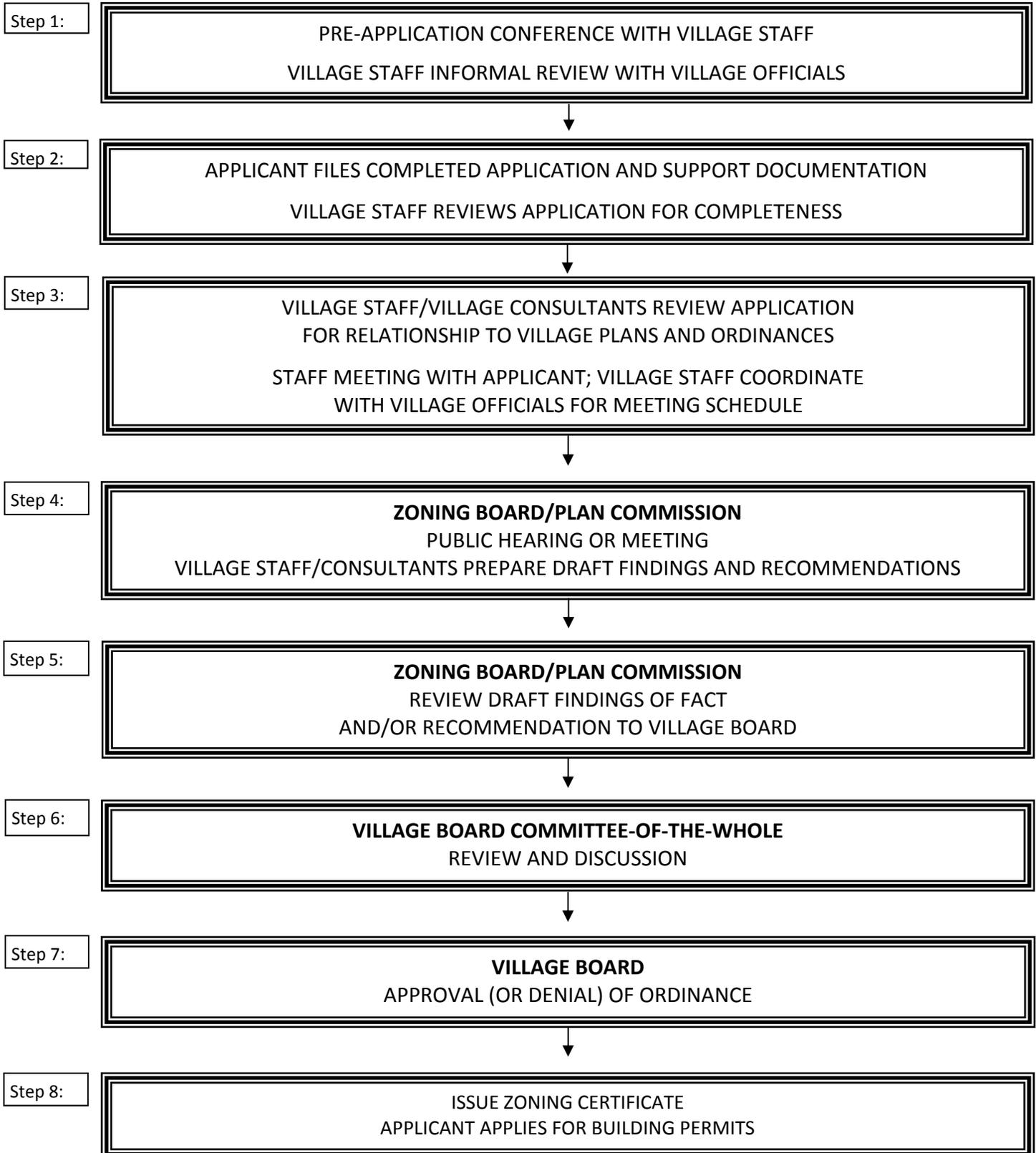
The following is a general zoning process outline and is not intended to be comprehensive or representative of all of the requirements applicable to a specific zoning application. Village officials and staff are not authorized to provide legal advice to applicants. Applicants are encouraged to seek the advice of an attorney of their choosing. Until the Village Board of Trustees considers and takes final action on the relief requested in the application, no Village official or employee is authorized to assure applicant of any result on the petition.

- **Timing:** Generally a 2 to 3 month minimum process.
- **Fees:** Dependent upon the applicant's needs. See zoning fee schedule.
- **Escrow:** Minimum of \$2500. Applicant/Owner is responsible for consultant cost incurred by the Village. Consultants may include attorney, engineer, planner, or other as needed. Escrow accounts are established at the time of application. Where the application requires an escrow, the Applicant shall sign and return to the Village a form of escrow agreement acceptable to the Village..
- **Zoning Board of Appeals/Plan Commission (ZBA/PC) Meetings:** ZBA/PC meetings are schedule as needed on the 1st and 3rd Wednesday of the month.
- **Application:** Applications for zoning should be prepared on forms provided by the Village or in a form similar to the forms provided by the Village. The application must be signed by the owner of the property, and by any person or party with standing to make the application (i.e., a tenant of the property). Applications are filed with the Department of Building and Zoning and are preliminarily reviewed for completeness by the Village Staff prior to acceptance of the completed applications. Upon acceptance a public hearing date may be arranged and coordinated with the applicant. Generally a three week window is needed between the acceptance of the application and public hearing date. However, depending on the nature and complexity of the application, the hearing date may set latter than three weeks after acceptance of the application.
- **Public Hearing Notice:** The applicant is responsible for providing legal notice of the public hearing. Publication in a local newspaper must be provided a minimum of 15 days and no more than 30 days prior to the Hearing Date. Also, notice to property owners within 250 feet of the property in questions must be given. The applicant must provide the Village with an original certificate of publication from the newspaper and certification of required notice to neighbors prior to the Hearing Date. Prior to submitting a legal notice to the newspaper the applicant is encouraged to have the notice reviewed by the Village. The applicant is also responsible for posting the property with signage provided by the Village.
- **Public Hearing:** The applicant is responsible for presenting their case before the ZBA/PC in accordance with the general rules of administrative procedure for such hearings.
- **ZBA/PC Written Findings of Fact and Recommendation to Village Board:** Generally, the initial draft of the written findings and recommendation are considered by the ZBA/PC at the next scheduled ZBA/PC meeting after the public hearing date. However, the nature and complexity of the relief requested in the application may require additional time to process.
- **Village Board Committee of Whole (COW):** Prior to an application being considered by the Village Board the ZBA/PC Findings of Fact and Recommendation are considered by the Village Board Committee of the Whole and direction is given to draft appropriate ordinances for Village Board action. COW meetings are scheduled for the 2nd and 4th Tuesdays of each month.
- **Village Board:** Conclusion of Zoning Process, approval of appropriate ordinances. Village Board meetings are scheduled for the 1st and 3rd Tuesday of each month.



**ZONING REVIEW FLOW CHART**

**Attachment "J"**





**“FINAL PLAN” SUBMITTAL CHECKLIST**

**Attachment “K”**

**Development Ordinance**

**4.6 Final Plan / Plat Stage Documentation – Required Documents**

**Final Site Plan** (may be a part of Final Engineering Plans)

- Final Layout of Buildings, Parking, Landscape Areas and Driveways
- Site Data Table (see list of Fact Sheet items below to be included on table, when applicable,
- Covenants & Restrictions

**Final Plat of Subdivision**

- Final Layout of Lots, Streets, Bench Mark, etc
- Surveyor’s Certificate
- Owner Certificate
- Village Board Certificate
- Plan Commission Certificate
- Village Collector Certificate
- Village Engineer Certificate
- County Clerk Certificate
- State or County Highway Certificate
- Utility Certificates/Easements
- Covenants & Restrictions

**Final Engineering /Construction Plans**

- Final grading
- Final drainage calculations
- Final storm sewers
- Final sanitary sewer facilities
- Final water mains
- Final street plan and profile
- Construction Details & Specifications
- Watershed Permit Application

**Final Landscaping /Construction Plans**

- Coordination with Final Engineering Site Plan and Grading Plan
- Detailed plant location, number and size for shade trees, ornamental tree, evergreen trees, deciduous shrubs, evergreen shrubs, and other landscape elements.
- A “Planting Schedule” or listing of proposed species of plants with quantities and minimum sizes for each type of plant.
- Landscape Element Details (fencing, planting details, walls, etc)
- Entrance Treatment Details

**Final Architectural Elevations with Material Selection**

**Other Documents:** Fact Sheet including:

- total acres
- land use by acres
- type and number of dwelling units
- number of buildings
- gross residential density
- net residential density
- building coverage
- floor area ratio
- percent of green area
- percent of paved area
- estimated population
- required parking spaces
- proposed parking spaces
- parking ratios
- recreation area
- Watershed Ordinance Documents
- Environmental Management Plan for Wetlands, Conservation areas
- Final Taxing District Agreements (School, Park, Library, Fire, Village) if not finalized at Preliminary Plan stage