

Appendix D - Preliminary Plat Checklist

(Checklist for use by Village officials, may not include all requirements)

Preliminary Plat Checklist		Yes	No	N/A
1	Delivery of copies of preliminary plat - four copies to the Plat Officer, - one for the Village Engineer - two for the Planning Commission - one copy to the Marshall/Putnam Soil and Water Conservation District - one copy to the Putnam County Health Department			
2	A fee in the amount of \$100 up to twelve (12) lots and \$150 for subdivisions over twelve (12) lots will be required for submittal of the preliminary plat.			
3	scale not to exceed one inch to one hundred (100) feet and including:			
4	Name of the proposed subdivision			
	boundary line bearings,			
	distances,			
5	acreage			
6	Name and address of owner.			
7	Names of persons who prepared the plat, owner's attorney, representative or agent.			
	North point,			
	graphic scale,			
8	and date.			
9	Contours at two (2) foot intervals or less.			
	Location of existing lot lines,			
	streets,			
	public utilities,			
	water mains,			
	sewers,			
	drain pipes,			

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	culverts,			
	water courses,			
	bridges,			
	railroads, and			
10	buildings in the proposed subdivision			
11	Layout of proposed blocks (if used) and lots including the dimensions of each, and the lot and block number in numerical order.			
12	Location and widths, other dimensions and names of the proposed streets, alleys, roads, utility and other easements, parks and other open spaces or reserved areas.			
13	A cross section of the proposed streets showing roadway locations, type of curb and gutter, paving and sidewalks to be installed.			
14	The layout of proposed water wells, water mains, shut off valves or curb boxes and sanitary sewers			
15	Wooded areas and isolated trees 6" or more in diameter at breast height.			
16	Description of protective cover for soil erosion control. Purposes and schedule for establishing said vegetative cover.			
17	Location and names of adjacent subdivisions and owner of adjoining parcels.			
18	Draft of restrictive covenants (if any) whereby the subdivider proposes to regulate land use in subdivision and otherwise protect the proposed development.			
19	Soil borings; a minimum of 2-3 per mile are required for any roads other than a local residential road.			
20	Location of any contaminants which are commonly used, stored or naturally occurring within 200 feet of the subdivision			
21	The drainage of the land including proposed storm sewers, ditches, culverts, bridges, and other structures			

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	For subdivisions with three(3) or more lots a soil classification report shall be submitted. This report shall include the following:			
	1. A description of each soil series and design group identified, the extent of their coverage on the preliminary plat.			
	2. A description of any limitations of the soil for subsurface disposal systems, including the distance to any limiting layer, as defined in the <i>IL Private Sewage Disposal Act and Code</i> , the estimated absorption rate or percolation rate, loading rate and soil design group.			
	3. At least one soil boring shall be conducted for each change in soil type or design group, as evidenced in soil map with no less than one soil boring per acre. Additional soil borings may be required by the Health Department if deemed necessary.			
	4. All soil investigations and classifications shall only be conducted by those authorized persons specified in the Illinois Private Sewage Code (IL Administrative Code). The Health Department shall be notified at least forty-eight (48) hours prior to conducting the soil borings so that an inspector may be on site.			
22	5. Soil borings shall be flagged or marked in a way which is easy to identify on site. Both soil borings and the distance to any limiting layer shall be clearly marked on the plat diagram.			
23	For subdivisions with less than three (3) lots, results of percolation tests performed by a private sewage disposal contractor registered in Putnam County or a soil classification report shall be submitted.			
24	Approval from Putnam County Health Department			
25	1. NRI report received from Marshall/Putnam S.W.C.D.			
	2. LESA report received from Marshall/Putnam S.W.C.D.			

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26	<u>Curb, gutter and hot mix</u> will be required in all Business/Commercial Districts and in all developments west of Illinois Route 26, south of I-180 and north of Coffee Creek			
27	<u>Connection to community water and sewer services</u> is required in all developments west of Illinois Route 26, south of I-180 and north of Coffee Creek			