

ARTICLE II

PROCEDURE FOR THE REVIEW OF SUBDIVISIONS

It is hereby required that no subdivision of any block, lot or subplot or any part thereof, or any piece or parcel of land within the Village of Hennepin or within the 1½ mile planning area around Hennepin shall be entitled to record in Putnam County or have any validity until it has been approved by Hennepin Village Board. Each person, firm or corporation seeking the Board's approval of a map, plat or subdivision shall follow the procedure herein outlined.

Section 20. SKETCH PLAN DISCUSSION

Prior to the filing of a preliminary plat, the subdivider shall submit to the Plat Officer material relating to the proposed subdivision in order to avail himself of the advice and assistance of the Planning Commission. This submittal shall also include an informal meeting with the Plat Officer, City Engineer, Health Department and the Marshall/Putnam Soil and Water Conservation District. This shall include information relative to the site and conditions of the site, existing community facilities and utilities on and adjacent to this site, number and size of lots proposed, etc. This discussion may include an on-site meeting at the proposed subdivision site. It is suggested that for the maximum benefit the material should include as a minimum:

20.01 Location Map. Location map should show relationship of the proposed subdivision to the streets and other community facilities serving it. The zoning designation of the property to be subdivided.

20.02 Sketch Plan. The sketch plan should show in simple sketch form proposed layout of streets, lots, and other features in relation to existing conditions. The sketch plan discussion does not require formal application, fee, or filing of the plat. The sketch plan shall also include the owners of the property to be subdivided. The Plat Officer shall submit the sketch plan material to the Planning Commission which shall, within one (1) month, make known its comments regarding the proposed subdivision to the Subdivider and the Plat Officer. The Plat Officer shall also submit the sketch plan to the Village Board.

Shall include a general statement of the proposed method of stabilization to prevent soil erosion prior to, during and after construction.

- 20.03 Because the required Natural Resource Inventory Report and a Land Evaluation Site Assessment (LESA) from the Marshall/Putnam Soil and Water Conservation District could take up to approximately 30 days to obtain it is recommended that the developer get this process started as soon as possible.

Section 21. PRELIMINARY PLAT - PREPARATION AND FILING

The subdivider shall cause to be prepared a preliminary plat and shall file four (4) copies and other required material with the Plat Officer in application for preliminary approval.

The developer must also deliver copies to the following organizations and provide proof of delivery to the Plat Officer (proof of delivery form in appendix F).

- one copy to the Marshall/Putnam Soil and Water Conservation District
- one copy to the Putnam County Health Department

The preliminary plat and required accompanying maps shall be drawn on tracing paper or tracing cloth having a maximum dimension of 18 inches by 24 inches and in a manner that clear and legible prints can be made and shall show the following:

- 21.01 Location Map. Sketch map showing relationship of the proposed subdivision to the streets and other community facilities serving it. Such map shall include:

- a. Subdivision name - not a duplication of a name of any plat heretofore recorded in the County.
- b. Outline of area to be subdivided.
- c. Existing streets and village utilities on adjoining property.
- d. North point, scale, and date.

- 21.02 A Natural Resource Inventory Report and a LESA from the Marshall/Putnam Soil and Water Conservation District. The LESA

shall be based on the Putnam County LESA system. This could take up to approximately 30 days to obtain

21.03 Preliminary Plat. A preliminary plat of the subdivision drawn to the scale not to exceed one inch to one hundred (100) feet and including:

- a. Name of the proposed subdivision, boundary line bearings and distances, and acreage.
- b. Name and address of owner.
- c. Names of persons who prepared the plat, owner's attorney, representative or agent.
- d. North point, graphic scale, and date.
- e. Contours at two (2) foot intervals or less.
- f. Location of existing lot lines, streets, public utilities, water mains, sewers, drain pipes, culverts, water courses, bridges, railroads, and buildings in the proposed subdivision.
- g. Layout of proposed blocks (if used) and lots including the dimensions of each, and the lot and block number in numerical order.
- h. 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.
- i. A cross section of the proposed streets showing roadway locations, type of curb and gutter, paving and sidewalks to be installed.
- j. The layout of proposed water wells, water mains, shut off valves or curb boxes and sanitary sewers.
- k. Wooded areas and isolated trees 6 inches or more in diameter at the height level of 18 inches above ground.
- l. Description of protective cover for soil erosion control. Purposes and schedule for establishing said vegetative cover.

- m. Location and names of adjacent subdivisions and owner of adjoining parcels.
- n. Draft of restrictive covenants (if any) whereby the subdivider proposes to regulate land use in subdivision and otherwise protect the proposed development.
- o. Soil borings; a minimum of 2-3 per mile are required for any roads other than a local residential road.
- p. Location of any contaminants which are commonly used, stored or naturally occurring within 200 feet of the subdivision
- q. The drainage of the land including proposed storm sewers, ditches, culverts, bridges, and other structures.
- r. For subdivisions with three (3) or more lots a soil classification report shall be submitted. This report shall include the following:
 - i. A description of each soil series and design group identified, the extent of their coverage on the preliminary plat.
 - ii. A description of any limitations of the soil for subsurface disposal systems, including the distance to any limiting layer, as defined in the *Illinois Private Sewage Disposal Licensing Act and Code*, the estimated absorption rate or percolation rate, loading rate and soil design group.
 - iii. 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.
 - iv. All soil investigations and classifications shall only be conducted by those authorized persons specified in the *Illinois Private Sewage Disposal Licensing Act and 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.

- v. Soil borings shall be flagged or marked in a way that is easy to identify on site. Both soil borings and the distance to any limiting layer shall be clearly marked on the plat diagram.
 - s. 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.
- 21.04 Curb, gutter and hot mix 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
- 21.05 Connection to community water and sewer services is required in all developments west of Illinois Route 26, south of I-180 and north of Coffee Creek
- 21.06 Preliminary Plat Subdivision Fee. 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.

Section 22. PRELIMINARY PLAT - REVIEW AND APPROVAL

22.01 Review by Village Engineer, Plat Officer. Immediately upon the filing of four (4) copies of the Preliminary Plat, the Plat Officer shall retain one (1) copy for his file (on which copy is indicated the Planning Commission and/or Board action on the plat) and shall distribute the remaining copies of the plat as follows:

- four copies to the Plat Officer,
 - one for the Village Engineer
 - two for the Planning Commission

The developer must also deliver copies to the following organizations and provide proof of delivery to the Plat Officer (proof of delivery form in appendix).

- one copy to the Marshall/Putnam Soil and Water Conservation District
- one copy to the Putnam County Health Department

The Village Engineer and Plat Officer shall have the opportunity to review the plat and application materials to assure the proposed subdivision complies with applicable regulations and requirements,

and report upon such to the Planning Commission. The Plat Officer shall confer with the Village or County Zoning Officer to determine that the proposed subdivision complies with the Zoning Ordinance. The Plat Officer shall also report upon conditions of the site or adjacent properties which, while not evident in the application materials, may affect development upon the site.

22.02 Review by Health Department. When private sewage disposal systems and /or private or semi-private wells are to be used for any subdivision written approval from the Health Department shall be obtained prior to approval by the Planning Commission. See certificate in appendix B.

- a. Any lot requiring a private sewage disposal system shall be a minimum of 15,000 square feet in size, including easements for lots served by a public or semipublic water supply system.
- b. Any lot with public sewer and private water shall be a minimum of 15,000 or 20,000 square feet in size including easements.
- c. Any lot requiring both a private sewage disposal system and water well system shall be a minimum of one acre (43,560 square feet) in size
- d. A lot containing only a semi-private well shall be no less than one acre (43,560 square feet) in size.

22.03 Review by Soil and Water Conservation District. The Marshall/Putnam Soil and Water Conservation District shall be given the opportunity to review and report upon the subdivision to the Planning Commission.

22.04 Review by Planning Commission. The Planning Commission shall review the preliminary plat and application materials to assure compliance with the Village Plan. Particular note shall be made that any planned major streets or other planned public facilities of the community falling in the area of the subdivision being reviewed are accommodated in the proposed plat; they also shall review the reports of the Plat Officer, Village Engineer and Soil and Water Conservation District with regard to the proposed subdivision. Within 45 days of the subdivider's filing for preliminary approval, the Planning Commission shall make known

to the Village Board and Village Clerk that the preliminary plat has been

- a. approved,
- b. approved subject to modification, or
- c. disapproved; if disapproved, the Planning Commission shall submit to the subdivider, with a copy to the Village Clerk, a statement setting forth reasons for disapproval, indicating particularly the aspects in which the proposed plat fails to conform to Ordinance requirements.

Failure of the Planning Commission to act within 45 days of filing the plat with the Plat Officer shall be deemed approval of the plat unless, however, an extension of time is mutually agreed upon by the subdivider and Planning Commission. The Planning Commission shall maintain one copy of the Preliminary Plat in its files with Planning Commission action noted upon it.

22.04 Approval or Rejection by Board. If the Preliminary Plat is approved by the Planning Commission, the Village Board shall approve or reject the plat within thirty (30) days following the action of the Planning Commission; providing, however, that any action not concurring with the Planning Commission's action shall require a two-thirds (2/3) vote of the entire board membership.

22.05 Action on Preliminary Plat to be Filed with Village Clerk. A certified copy of the order or resolution approving the Preliminary Plat or disapproving the Preliminary Plat and stating the reasons therefore shall be attached to a copy of the Preliminary Plat by the Village Clerk and filed in the office of the Village Clerk.

Section 23. PRELIMINARY PLAT APPROVAL NOT TO CONSTITUTE SUBDIVISION APPROVAL

Approval of the preliminary plan by the planning commission shall entitle the subdivider to final approval to the layout shown on such plan if the final plat:

- 23.01 Conforms substantially to the preliminary plan and improvement plans;
- 23.02 Meets all conditions of approval;

23.03 Complies with all applicable Village plans, ordinances and approved variances or exemptions.

Section 24. TIME LIMITATION OF PRELIMINARY APPROVAL

Approval of the Preliminary Plat shall be effective for twelve (12) months; except, however, the Planning Commission, upon written request of the subdivider and advice of the Plat Officer, may grant an extension of time. If the Final Plat is not filed with the Plat Officer within twelve (12) months or authorized extension thereof, of Village Board approval of the Preliminary Plat, all previous approvals of the Preliminary Plat shall become null and void.

Section 25. FINAL PLAT - PREPARATION AND FILING

Following approval of the preliminary plat, the subdivider shall cause to be prepared a final plat and other material required in filing for final approval. Application for final approval shall consist of filing with the Plat Officer the reproducible final plat and four copies and the delivery of copies to the following organizations and provide proof of delivery to the Plat Officer (proof of delivery form in appendix F)

- one copy to the Marshall/Putnam Soil and Water Conservation District
- one copy to the Putnam County Health Department

such additional information outlined here:

25.01 Final Plat. Final Plat drawn to the scale not to exceed one inch to one hundred (100) feet. The final plat may include all or only part of the preliminary plat and should include or indicate the following:

- a. Accurate tract boundary lines with dimensions and angles which provide a survey of the tract, closing with an error of not more than one (1) foot in three thousand (3,000) feet.
- b. Property Lines of Residential Lots and Other Sites with accurate dimensions of all straight lines and arcs, bearings of property lines or other means of accurately locating property lines.
- c. Accurate Bearings and Distances to Known Monuments.
- d. Accurate Locations of Existing and Recorded Streets intersecting the boundaries of the tract.

- e. Accurate Legal Description of the property.
- f. Street Names.
- g. Curve Notes, complete and accurate for all street curves included in the plan.
- h. Street Right-of-way Lines.
- i. Grades of proposed streets and alleys.
- j. Lot and Block Numbers.
- k. Property to be Dedicated or Reserved for Public, Semi-public, or Community Use, with accurate dimensions.
- l. Markers or Monuments indicating location, type, material, and size.
- m. Subdivision Name.
- n. Name and Address of the Owner and Subdivider.
- o. North Point, Scale, and Date.
- p. Certification by a Registered Illinois Land Surveyor certifying to accuracy of survey and plat.
- q. Owner's Certification of Dedication of Streets and other Public Property with Notary's seal.
- r. Final Approval by Board and Planning Commission with signature and date spaces for Village President, Village Clerk and Planning Commission Chairman respectively.

25.02 Other Required Documents.

- a. Certification of Title showing that applicant is the land owner.
- b. Restrictive Covenants, if any, in form for recording.
- c. Subdivider's Estimate of Cost of Minimum Improvements required, and acknowledged statement of Village Engineer concurring with the subdivider's estimate.

- d. Cross Section and Profiles of Streets showing grades approved by the Village Engineer.
- e. Guarantee for completion of improvements: prior to approval of the final plat, the applicant shall post with the plat officer a construction guarantee in the amount of one hundred twenty (120) percent of the cost of the required improvements. The cost of each improvement shall be itemized in a list prepared in a format specified by the Village (refer to appendix G) and signed and sealed by the design engineer on his letterhead stationary and approved by the plat officer and the village engineer. All required improvements are to be installed by the owner or subdivider within two (2) years of acceptance of plat. Such guarantee is to;
 - i. Assure the satisfactory installation of said improvements in accordance with the approved plans and specifications and according to good engineering and constructions practices;
 - ii. Assure the satisfactory completion of said improvements with the prescribed time limit.

Such guarantee shall be in one of the following formats and the form, amount and provider subject to approval by the plat officer (refer to appendix H).

- i. A certificate of deposit with or an escrow account at a federally insured bank or savings and loan association. Such certificate of deposit shall be in effect for a period of four (4) years from the date of recording of the final plat; or,
- ii. An undertaking by the subdivider guaranteeing completion of the land improvements remaining to be completed, as secured by an irrevocable letter of credit certifying that adequate funds are and will be available at a sound and reputable banking or financial institution authorized to do business in the State of Illinois. Such irrevocable letter of credit shall be in effect for a period of four (4) years from the date of recording of the final plat, shall run in favor of the Village and shall indicate there are

sufficient funds available for one hundred twenty (120) percent of the estimated cost of all the land improvements remaining to be completed, and that such funds are held for such purposes only and for no other purposes. Such an undertaking and irrevocable letter of credit shall be in a form to allow the Village to procure the funds to complete the land improvements if construction of said improvements is not completed in accordance with the provisions hereof, and shall otherwise be in a form acceptable to the Village.

25.03 Certificates. The application for approval of the final plat shall not be deemed complete until the following applicable certificates have been duly executed. Certificate forms are in appendix B:

- a. Owner's Certificate
- b. Notary Certificate
- c. Surveyor's Certificate
- d. County Superintendent of Highways (If applicable)
- e. Township Highway Commissioner (If applicable)
- f. Illinois Registered Professional Engineer and Land Owner
- g. County Clerk Certificate
- h. Certificate as to Special Assessments
- i. Plat Certificate
- j. County Health Department Certificate

25.04 Final Plat Subdivision Fee. A fee in the amount of one hundred twenty-five dollars (\$125) plus ten (10) additional dollars for each lot over twelve (12) lots will be required at the time of submittal of the final plat.

In addition to the preliminary and final plat subdivision fees specified herein, the subdivider shall reimburse the village for reproducing plats and for all engineering expenses of checking plats, water, sewer, and other plans, publication fees, recording fees, attorney fees, and for inspection of construction of the facilities required by this ordinance.

Section 26. FINAL PLAT - REVIEW AND APPROVAL

Immediately upon filing of the reproducible final plat and four copies, the Plat Officer, maintaining one copy for his own files (on which is to be indicated board action on the plat), shall distribute the balance of the final plats as follows:

- one for the Village Engineer
- two for the Planning Commission

The developer must also deliver copies to the following organizations and provide proof of delivery to the Plat Officer (proof of delivery form in appendix).

- one copy to the Marshall/Putnam Soil and Water Conservation District
- one copy to the Putnam County Health Department

26.01 Review by Planning Commission. The Planning Commission shall review the comments of the Plat Office and Village Engineer and make its own study to assure compliance with these regulations and substantial conformity to the approved preliminary plat or conditionally approved plat subject to modifications requested. The Planning Commission shall approve or disapprove the final plat within forty-five (45) days after submission of final plat materials by the subdivider to the Village Clerk; failure of the Planning Commission to act within forty-five (45) days shall be deemed to be approval; unless, however, both the subdivider and the Village Board may mutually agree to an extension of time. The Planning Commission shall make known immediately to the Village Clerk and Village Board its action upon the final plat.

26.02 Approval or Rejection by Board. The Board shall, after being notified of the Planning Commission's action on the plat, or after the time or any extension thereof for Planning Commission to take action, approve or reject the final plat; provided, however, that any action not in accord with the Planning Commission's action shall only be by a two-thirds (2/3) vote of the entire Village Board membership.

26.03 Action on Final Plat to be Filed in Office of Village Clerk. A certified copy of the order or resolution of the corporate authorities approving the final plat or disapproving the final plat and stating the reasons therefore shall be attached to a copy of the plat by the Village Clerk and filed in the office of the Village Clerk.

Section 27. TIME LIMITATION FOR RECORDING OF PLAT

The Final Plat shall be filed with the County Recorder within sixty (60) days of date of approval by Village Board, and if not filed within such time shall have no validity and shall not be recorded without recertification by the Village Clerk and reapproval by the Village Board.

Section 28. RELEASE, EXPIRATION, OR EXTENSION OF BOND

- 28.01 A construction guarantee shall be reduced only by authorization of the plat officer upon: (there is a limit of two reductions during the life of the project)
- a. Application for payout by the subdivider in the amounts such that funds remaining will always equal one hundred twenty (120) percent of the value of the uncompleted work, as determined by the plat officer after consultation with the city engineer and other staff. No more than ninety (90) percent of the construction guarantee shall be released prior to one year after the satisfactory completion of the required improvements (refer to appendix I); or
 - b. The unsatisfactory installation of the required improvements. Where the required improvements have not been installed in accordance with section 25.02.e , guarantee for completion of improvements, the Village may then declare the construction guarantee to be in default and may draw from the guarantee for use in matters related to insuring the satisfactory construction of said improvements, including attorney's fees and court costs encumbered in the enforcement of the provisions of this section.
- 28.02 The plat officer shall not release a construction guarantee prior to the satisfactory installation of all required improvements, as determined;
- a. One (1) year after completion of all improvements required for the approved final plat;
 - b. After submission of the project engineer's certification that the project installation has been observed in the field and completed in substantial compliance with the plans specifications and with all applicable ordinances and laws (refer to appendix J);
 - c. After the submission of one (1) reproducible print and (5) copies of record drawings to the plat officer. The drawings shall be prepared by the project engineer who shall show and certify as to the actual location of all improvements, and shall clearly delineate any and all changes from the approved plans and specifications. The record drawings shall make reference to at least two (2) permanent benchmark monuments, and at

least one (1) reference monument for each benchmark, all on NGVD datum. The benchmark shall be newly established within the subdivision for the purposes of establishing base flood elevations and/or building elevations and finished grades on individual lots after the subdivision improvements have been completed.

- d. After notification from the Village Engineer and/or County Engineer, as is applicable, as to the acceptance of all road and related drainage improvements by the township highway commissioner;
- e. After the acceptance of all improvements.