



PLANNING DEPARTMENT

FINAL PLAT APPLICATION

PLEASE READ THE DEVELOPMENT REVIEW PROCESS DOCUMENTS BEFORE COMPLETING THIS APPLICATION.

PETITION/DEVELOPMENT NAME:

PETITIONER INFORMATION:		
PRIMARY CONTACT	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (E-MAIL, CELL, ETC.)
SITE INFORMATION:		
ACRES	SITE LOCATION	PROPERTY IDENTIFICATION NUMBER (PIN)
NUMBER OF LOTS PROPOSED	EXISTING LAND USE	CURRENT ZONING
BRIEF DESCRIPTION OF DEVELOPMENT (REQUESTED ACTION)		

OTHER INTERESTED PARTIES:		
LAND OWNER		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
ATTORNEY		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
DEVELOPER		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
ENGINEER		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
OTHER		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)

ADJACENT PROPERTIES:**		
OWNER	ADDRESS	ZONING

*** Attach additional sheets if necessary.*

I hereby affirm that I have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites Village representatives to make all reasonable inspections, investigations and pictures of the subject property during the processing period of this Petition. I agree to pay all fees consistent with the Village payment policies and comply with the Village Codes. I understand I am responsible for any charges for engineering and attorney fees incurred by the Village during review and evaluation of this application. Furthermore, any other fees incurred during the Village review process will also be my full responsibility.

I further understand that it is the applicant's responsibility to notify adjacent landowners via certified mail with return receipt of the time, place, and date of any Plan Commission public hearings regarding this petition. I realize that the date of the meeting will be established & the primary contact will be notified after a complete application is accepted by the Community Development Director.

NOTE: By signing this application I agree to provide both the Village of Plainfield and their consulting engineer, Baxter & Woodman, each with one (1) CD of the approved final plat when the Mylar is dropped off for signature. The applicant ALSO agrees to provide digital images of the engineering drawings to the Village of Plainfield Planning Department. The files can be in PDF, JPEG, TIFF, or TIF format and should represent scanned images of the Entire Actual Final Engineering Plans (from the first page through the last.) Mylars will no longer be submitted for signature without these files. The final plat should contain such basic information as: building outline, landscaping, parking and drives, stormwater facilities, and lot boundary. For submittal to the Village of Plainfield, the digital image should be saved in any of the following formats (listed in order of preference): ESRI shapefile, AutoCAD DWG, DXF file (all versions of AutoCAD acceptable), or Microstation DGN file. A level list should be submitted with all CAD files. Additionally, the digital format must be drawn in Illinois State Plane Coordinate system NAD83 East FIPS 1201 (feet). For the consulting engineer, please submit the digital image in an AutoCAD file.

I understand that all correspondence from the Village staff, including Village consultants, will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the petition.

SIGNATURE OF OWNER OR AUTHORIZED AGENT

DATE

CHECKLIST OF FINAL PLAT REQUIRED APPLICATION ITEMS:**

One (1) original completed final plat application form.

30 copies of the final plat, **prepared in accordance with the Subdivision Ordinance**, of the subject property prepared and signed by an Illinois licensed land surveyor with dimensions accurately portraying the proposed request. **Folded to 8½ x 11** (Additional copies will be required at a later date to distribute to the Village Board for review.

Legal description of property.

The Village welcomes legal descriptions in electronic format. These can be on a CD or e-mailed to the Community Development Department at planning@goplainfield.com

One (1) digital copy of the Final Plat (ESRI shape file, or CAD File Format), and one (1) digital copy of the Final Engineering Drawings (From the first page through the last). These need to be delivered to the GIS Division of the Village of Plainfield Planning Department when the Mylar is dropped off for signature.

Design schedule.

This should be a table complete with the lot number with its corresponding square footage and width at the front setback line.

A list and description of Best Management Practices (BMPs) implemented in the site design (per the Village's Drainage and Detention Ordinance).

Two (2) plats and two (2) sets of engineering plans meeting all requirements, **as outlined in the Subdivision Ordinance** (and all other ordinances included in the Subdivision Ordinance document, including but not limited to the Drainage & Detention Ordinance), are to be submitted directly to the Village Engineer at:

See the checklist provided on the Village's website to ensure plans meet major engineering requirements.

Village Engineer
Baxter & Woodman
8840 W 192nd Street
Mokena, IL 60448

DATE SUBMITTED: _____

Three (3) plats and three (3) sets of engineering plans meeting all requirements, **as outlined in the Subdivision Ordinance**, are to be submitted directly to the Village Staff Engineer at:

Staff Engineer
Plainfield Public Works Department
14400 Coil Plus Drive
Plainfield, IL 60544

DATE SUBMITTED: _____

One (1) plat and one (1) set of engineering plans are to be submitted to the following:

Fire Inspector
Plainfield Fire Protection District
23748 W 135th Street
PO Box 911
Plainfield, IL 60544

Superintendent of Planning
Plainfield Township Park District
23729 W. Ottawa St.
Plainfield, IL 60544

Superintendent of Schools
Plainfield School District
15730 Howard St.
Plainfield, IL 60544

or*

or*

or*

Fire Inspector
Oswego Fire Protection District
2200 Wiesbrook Rd.
Oswego, IL 60543

Director of Planning and Development
Oswegoland Park District
313 E. Washington St.
Oswego, IL 60543

Superintendent of Schools
Oswego School District
4175 Route 71
Oswego, IL 60543

ComEd
1910 S. Briggs
Joliet, IL 60433

SBC Illinois
65 W. Webster, Floor 4
Joliet, IL 60432

Comcast
1304 Marquette
Romeoville, IL 60446

Nicor
3000 East Cass St.
Joliet, IL 60432

*If the property in question is outside the district of any contacts listed here, it is the petitioner's responsibility to submit data to the appropriate district and notify the Village regarding the contact person receiving data. *If the petitioner is uncertain regarding which fire protection district, park district or school district serves the proposed project, please refer to the Village's website for district maps or contact the Planning Division at (815) 439-2824.*

Written verification that required documents have been submitted to the GIS Division of the Village of Plainfield Planning Department, Baxter & Woodman; the appropriate Fire Protection District, Park District, School District; and the local utilities. **This verification must include the date said documents were submitted.**

One (1) copy of the interior signage plan to be provided to:

Traffic Sergeant
Police Department
14300 S. Coil Plus Drive
Plainfield, IL 60544

Superintendent of Public Improvements
Public Works Department
14400 Coil Plus Drive
Plainfield, IL 60544

The interior signage plan must include the street names, traffic control signage, striping and lighting information. If it is included in the engineering plans, then a written statement to that effect shall be submitted with application materials.

Payment of appropriate fees.

10 acres or less = \$200
11-50 acres = \$200 + \$8/acre
51-100 acres = \$600 + \$5/acre
101-200 acres = \$1,100 + \$3/acre
greater than 200 acres = \$2,000

Authorized Signature Acknowledgement.

If the owner of the property in question will not be the primary contact or is not the applicant, then an acknowledgement must be signed by the owner designating an authorized agent for the petition. It shall state the authorized agent has the authority to deal with the property in all aspects with regards to the petition.

**** All items must be submitted together. Failure to do so may result in a delay or disposal of items submitted.**

NOTES:

- All submittals will be reviewed for compliance with the requirements of the submittal process as well as the requirements of the Subdivision Ordinance. Failure to meet these requirements may result in an incomplete application and subsequent delay of the petition.
- Staff strives to schedule applications within 30 days of receiving a complete application.
- In cases involving sensitive environmental areas, (such projects close to Lake Renwick or other heron foraging areas) an IDNR and a WILL COUNTY FOREST PRESERVE review will be required.
- The Illinois Department of Transportation must approve sites along state route highways.
- As of October 1, 1992, all subdivision projects greater than five acres are required to comply with the National Discharge Pollution Elimination System permit for the discharge of storm water.

FINAL PLAT CHECKLIST

NOTE: This checklist is intended to help applicants submit a complete set of plans according to the Village's Ordinances. It is not a substitute for reading all Village Ordinances. Those items in boldface are required by the Village Engineer before they can begin an engineering review. Failure to submit these minimal items will delay your petition, possibly even construction. The Village makes no guarantee this is a comprehensive checklist.

General Information on Plat:

Name of subdivision

Date, scale, north point & legend

Identification that the map is a Final Plat

Legal description of the tract boundaries

Names & contact information of subdivider & licensed professional surveyor preparing plat

Seal & signature of licensed surveyor

Delineation:

Adjoining corners of adjoining subdivisions

Township, section, & range

All other monuments

Lot lines with dimensions, bearing and deflection angles & radii, tract boundary lines, center of streets, etc.

Width of the portion of any street being dedicated, the width of existing ROW, and width on each side of centerline

All easements, clearly identified, with the width, length, etc.

Lot numbers

Land parcels to be dedicated

Building setback lines, with dimensions

Names of streets in subdivision

Names of adjoining streets

Final plat certificates

Ties to existing monuments, proposed monuments, adjacent subdivisions

Proposed covenants, restrictions and evidence of a Dormant Special Service Area

Supplemental Information:

Preliminary title report by a title insurance company or an attorney's opinion of title

Copy of any deed restrictions applicable to subdivision

Following certificates:

- Certificate signed & acknowledged by all parties having any record, title, or interest in land subdivided
- A certificate signed & acknowledged as above, dedicating all parcels of land shown on the Final Plat & intended for public use
- A certificate signed by the licensed professional engineer or surveyor
- Notarized certification by owner(s) or by any mortgage holder on record
- Certifications showing that all taxes and special assessments due have been paid in full

Written agreement to pay all required Village fees

Other Data:

If a PUD, check compliance with Zoning Ordinance.

Other applicable data that may be helpful or useful.

Roadway Information:

Pavement design, based on soils analysis, traffic study and the Village's minimum standards

Entrance intersection geometry, including AutoTurn plots of BUS (no encroachment) and WB-55 (limited encroachment) vehicles, turn lane storage per traffic study, and design-speed tapers

Stormwater Management Information:

100- and 2-year runoff hydrograph modeling

Detailed stage-discharge-storage calculations

Restrictor design and details

Overland flow calculations, including scale tributary area maps keyed to design calculations, and channel and weir calculations, including roadway typical sections

Marked-up grading plan showing calculated water surface throughout site during the 100-year event, reflecting maximum 18-inch yard ponding, minimum five-foot setback from building lines, minimum one foot freeboard to adjacent foundation openings, and maximum parkway encroachment to sidewalks

Storm sewer calculations, including indication of hydraulic grade line vs. bed slope design, velocities during design event between three and ten feet per second, runoff coefficient calculations, scale tributary area map keyed to structure labels, time of concentration calculations if less than 15 minutes to upstream end

Hydraulic grade line design needs to reflect use of tailwater at downstream end, and two feet of freeboard below structure rims during 10-year event

Construction Plans:

Cover sheet with location map, name, address and phone number of developer and design engineer, drainage certificate per Illinois Plat Act, and notification requirements

Specifications, matching Village standards

Details, using Village standards wherever applicable

Overall utility plan

Interior signage and striping plan, including streetlights

Grading plan

Plan and profile sheets



**VILLAGE OF PLAINFIELD
DISCLOSURE OF BENEFICIARIES**

1. Applicant: _____
Address: _____

2. Name of Benefit Sought: _____

3. Nature of Applicant (Please check one):

- | | |
|--|------------------|
| a. Individual | d. Trust/Trustee |
| b. Corporation/
Limited Liability Co. | e. Partnership |
| c. Land Trust/Trustee | f. Joint Venture |

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:

5. If in your answer to Section 3 you checked box b, c, d, e, or f, identify by name and address each person or entity which is a 5% or more shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

- a. _____
- b. _____
- c. _____
- d. _____

6. Name, address, and capacity of person making this disclosure on behalf of the applicant:

IMPORTANT NOTE: In the event your answer to Section 5 identifies entities other than an individual, additional disclosures are required for each entity.

VERIFICATION

I, _____, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature _____

Subscribed and Sworn to before me this _____ day of _____, 20__

Notary Public

Development Review Process

The Village has created this step-by-step process to help ensure that all development reviews are being performed fairly and consistently. While there are many variations on each of the following steps, all applications/petitions shall be submitted to the Village, on forms provided by the Planning Department.

1. Pre-Application Meeting

A pre-application meeting, while not required, is strongly suggested. It should be scheduled with the Village's planning staff as soon as possible in order to explain and answer any questions the applicant may have on the Village's review process.

During the meeting, staff will outline the application process and steps. Reviewing the Subdivision Regulations, Zoning Ordinance, Comprehensive Plan and Official Map, and other applicable documents will assist with the process. All of these documents are available on the Village's website: www.plainfield-il.org or for review or purchase from the Village.

2. Applicant Submittal

Applicant submits all required forms, plats, plans, and letters to the Planning Department per applicable application and attached checklist. Submittals must comply with Village Ordinances as well. The Planning Department assigns a case number and opens a case file which will include copies of all submittals, copies of all reports and/or letters, planner and engineer comments and recommendations. *All required items must be submitted together. Failure to do so will constitute an incomplete submittal and may result in a delay or disposal of items submitted.*

3. Public Hearings

Annexation, rezoning, special use, and variance cases require notification of the public through a public notification process.

The public notification process includes three (3) forms of public notification, as follows:

- Notice is published in a newspaper of general circulation a minimum of fifteen (15) days prior to the scheduled public hearing meeting, with certificate of publication. *(Completed by the Village.)*
- **Service of written notice to adjacent property owners (excluding public right-of-ways) as found in the Will or Kendall County Recorder's Office by certified letter with certified return receipts of notification. *(Completed by applicant. A sample letter is attached.)***

The applicant shall submit certified letter return receipts to staff no later than the Wednesday before the scheduled public hearing. These will be filed in the appropriate case file as kept by the Planning Department and will be presented at the public hearing before the Plan Commission or Zoning Board of Appeals and if necessary, the Village President and Board of Trustees.

- Posting of "Public Hearing" sign on the property. *(Completed by the Village.)*

4. Preliminary Staff Review

The planning staff determines whether the application is in proper form and shall not receive or consider the application as filed until all documents are submitted in accordance with the requirements as listed on the application form checklist as well as any other applicable

ordinances such as the Subdivision Ordinance, Zoning Ordinance, etc. Staff will notify the primary contact, as indicated on the application, of the petition status.

Once a complete application has been received by all appropriate staff members and applicable outside review agencies (i.e. Village Engineer, Fire Department, Police Department, etc.), the designated planner schedules an appearance before the Plan Commission, typically within 30 days of a complete submittal. The Plan Commission meets the first and third Tuesdays of each month. The primary contact will receive a copy of the staff report, as prepared for the Plan Commission, several days prior to the scheduled meeting.

5. Plan Commission and/or Zoning Board of Appeals

The Plan Commission meets the first and third Tuesdays of each month. The Plan Commission will review the application, all submittals, and the staff report and recommend one of the following: approval; denial; approval with stipulations; or continuance. Staff will submit a written report and recommendation of the Plan Commission to the Board of Trustees. All recommendations of the Commission on any application shall be advisory in nature and shall be subject to final consideration, evaluation, and determination by the Village Board. The Village Board of Trustees meets the first and third Monday of each month. The primary contact will receive a copy of the staff report, as prepared for the Village Board, several days prior to the scheduled meeting.

6. Village Board

The Village Board of Trustees meets the first and third Monday of each month. The Village Board of Trustees will review the application, all submittals, staff report and Plan Commission report with recommendation and will approve, deny, approve with stipulations, table, or continue a petition. All decisions and findings of the Village Board shall be the final administrative decision and shall be subject to judicial review as may be provided by law.

7. Additional Comments

Written comments from the following roadway agencies may be necessary if the traffic to be generated will be accessing roadways under their jurisdictions. One or both of these agencies may require access permits. Check to see if your site is located in Will or Kendall Counties.

Illinois Department of
Transportation
210 W. Center Ct.
Schaumburg, IL 60196
P: (847) 705-4131
F: (847) 705-4489

Will County Highway
Department
16841 W. Laraway Rd.
Joliet, IL 60433
P: (815) 727-8476
F: (815) 727-9806

Kendall County Highway
Department
6780 Route 47
Yorkville, IL 60560
P: (630) 553-7616
F: (630) 553-9583

8. Miscellaneous

Additional steps will depend on what type of application is being filed. Staff will enumerate additional steps during pre-application meeting. The checklists also provide references to other applicable regulations as they pertain to the particular application being filed.

Development Review Outline

This form is to be filled out by staff and the applicant during the pre-application meeting. The tasks and dates may vary from case to case.

Task	Responsibility	Date
Pre-application Meeting	Applicant schedules with Village Staff	
Application Submittal – Application and fee submitted to Planning. One set of plans each to Baxter & Woodman, Public Works, and the Fire Protection District.	Applicant	
Public Hearing notice published in Enterprise or HeraldNews (Annexation, Special Use, Rezoning, and Variance only).	Village Staff	
Notice of Public Hearing delivered or mailed via certified mail to adjacent property owners not more than 30 and no less than 15 days prior to the public hearing (Annexation, Special Use, Rezoning, and Variance only).	Applicant	
Technical Review Letter	Village Staff	
Affidavit Submitted	Applicant	
Plan Commission/Zoning Board of Appeals Report	Drafted by Village Staff, sent to Applicant prior to meeting.	
Plan Commission/Zoning Board of Appeals (Public Hearing – Annexation, Special Use, Rezoning or Variance)	Recommendation made by Plan Commission, Staff and Applicant typically present.	
Village Board (Public Hearing – Annexation only)	Decision made by Village Board, Staff and Applicant typically present.	
Village Ordinance Approval	If applicable (annexation, special use, rezoning, or variance) the Village Board will approve an ordinance for the case. Staff and applicant typically present.	
Final Submittals	Digital Submittals are required for Site Plan Review, Preliminary Plats, and Final Plats. Ten (10) copies of the recorded Final Plat must be submitted to the Village. See the Subdivision Code in the Municipal Code for additional information.	

Contact Information

If you have any questions on the procedures or requirements of the Village or other agencies, the following may be contacted to provide further assistance:

PLANNING (815) 439-2824
24401 W. Lockport Street
Plainfield, IL 60544

BUILDING (815) 439-2937
PUBLIC WORKS (815) 436-3577
14400 Coil Plus Drive
Plainfield, IL 60544

POLICE
Code Enforcement (815) 267-7210
Business Licenses (815) 439-4805
14300 S. Coil Plus Drive
Plainfield, IL 60544

FIRE DEPARTMENT/FIRE PREVENTION
Plainfield Fire Protection District (815) 436-5335
23748 W 135th Street
PO Box 911
Plainfield, IL 60544-0911

Oswego Fire Protection District (630) 554-2110
(630) 906-OFPD

Plans sent via USPS:
59 Main Street
P.O. Box 631
Oswego, IL 60543

Plans sent via hand delivery, UPS, FedEx:
2200 Weisbrook Drive
Oswego, IL 60543

VILLAGE ENGINEER**
Baxter and Woodman (708) 478-2090
8840 W 192nd Street
Mokena, IL 60448

***Please note the Village Engineer is an outside consulting firm. The Village Engineer will not start any work until they have received authorization from the Village. Any consulting fees will be billed to the applicant.*