



Glen Carbon Building & Zoning Dept.

151 North Main

P.O. Box 757

Glen Carbon, Illinois 62034

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Willard F. Shashack
Building & Zoning Administrator

INSTRUCTIONS FOR FILING A PRELIMINARY SUBDIVISION PLAT

A. Application Procedure and Requirements: The applicant shall file in duplicate with the building and zoning administrator and application for approval of a preliminary plat. The application shall:

1. Be made on forms available at the office of the building and zoning administrator together with a fee as established by the Village Board of Trustees.
2. Include all land which the applicant proposes to subdivide and all land immediately adjacent, extending one hundred feet (100') from the subject property, extending one hundred feet (100') from the street frontage of land opposite, with the names of owners as shown in the assessor's files. This information may be shown on a separate current tax map reproduction from the assessor's office showing the subdivision superimposed on the tax map.
3. Be accompanied by a minimum of sixteen (16) copies of the preliminary plat as described in these regulations.
4. Be presented to the building and zoning administrator at least four (4) weeks prior to a regular meeting of the planning and zoning commission.
5. Fees: Filing of a preliminary plat is \$150.00 and \$15.00 for each proposed building lot. **A check for this amount must accompany the application.**

B. Information Required: Every preliminary plat shall be prepared by a land surveyor registered in Illinois at any scale necessary for clarity. The scale of a preliminary plat shall not be less than one inch equals fifty feet (1"=50'). Said preliminary plat, together with the supporting data, shall provide the following information:

1. Names and addresses of the owner, subdivider (if not the owner), and registered land surveyor;
2. Proposed name of the subdivision;
3. Zoning district classification of the tract to be subdivided and all the property within one hundred feet (100') of the tract to be subdivided;
4. North arrow, graphic scale, and date of map;
5. Dimensions of the tract, and its gross area;
6. Topography of the tract to be subdivided as indicated by two foot (2') contour data for land having slopes of zero-four percent (0-4%), five foot (5') contour data for land having slopes between four-twelve percent (4-12%) and ten foot (10') contour data for land having slopes of twelve percent (12%) or more;
7. Locations of such features as bodies of water, ponding areas, natural drainage ways, railroads, cemeteries, bridges, parks, schools, etc....;
8. Locations and rights-of-way widths of all existing and proposed streets and alleys;
9. Locations, widths, and purposes of all existing and proposed easements;
10. Copy of all proposed deed restrictions and covenants. Include the following paragraph in the Time Period and Enforcement of Restrictions Section:

These Covenants and Restrictions may not be amended or modified at any time without presenting the issue to the Planning and Zoning Commission, or its successors, and receiving the approval of the Board of Trustees of the Village of Glen Carbon.

After the original Covenants and Restrictions (and thereafter any rescission or amendments thereto) have been recorded with the Office of Recorder, Madison County, Illinois, the Developer or Homeowner's Association, as the case may be, shall provide a properly recorded copy of same to the Village of Glen Carbon.

11. Location and size of existing and proposed wastewater and storm sewers;

12. Locations, types, and approximate sizes of all other existing and proposed utilities;
13. Locations, dimensions, and areas of all parcels to be reserved or dedicated for school parks/playgrounds, common ground, and other public purposes;
14. Locations, dimensions, and area of all proposed or existing lots within the subdivision;
15. Locations, dimensions, and areas of all parcels to be reserved or used for green space;
16. Preparation date of preliminary plat;
17. Revision dates; and
18. Site location map.
19. The following information from the Village Subdivision Control Ordinance:

11-5-10: PRESERVATION OF NATURAL FEATURES AND AMENITIES:

A. Generally: Existing features that would add value to residential development or to the village as a whole, such as trees, as herein defined, watercourses, historic spots, and similar irreplaceable assets, shall be preserved in the design of the subdivision. No trees shall be removed from any subdivision nor any change of grade of the land affected until approval of the preliminary plat has been granted. Any lot that retains trees should preserve trees of eight inch (8") caliper or more. When, because of setbacks or other lot factors, the footprint of the house requires destruction of more than twenty five percent (25%) of such trees, a new tree of at least two and one-half inch (2 1/2") caliper size should be planted for each lost tree. All trees on the plat required to be retained shall be preserved, and all trees where required shall be welled and protected against change of grade. The preliminary plat shall show the number and location of existing trees as required by these regulations and shall further indicate all those marked for retention and the location of all proposed street trees required along the street side of each lot as required by these regulations.

B. Street Trees Planted By Developer:

1. As a requirement of subdivision approval, the applicant shall plant street trees on the property of the subdivision. Such trees are to be planted within five feet (5') of the right of way of the road or roads within and abutting the subdivision, or, at the discretion of the board of trustees, within the right of way of such roads. One tree

shall be planted for every forty (40) lineal feet of frontage along each road unless the board of trustees shall grant a waiver. The waiver shall be granted only if there are trees growing along the right of way or on the abutting property which, in the opinion of the board of trustees, comply with these regulations.

2. New trees to be provided pursuant to these regulations shall have a minimum caliper of two and one-half inches (2 1/2"). Such trees shall be selected from among the species in the definition of approved street tree contained in chapter 2 of this title.

- C. Shade Tree Easement And Dedication: The preliminary plat and final plat shall reserve an easement authorizing the village to plant street trees within five feet (5') of the required road right of way. No street shall be accepted for dedication until the public works director or his designee shall inform the planning and zoning commission and board of trustees that compliance with these regulations, where necessary, has been made. (Ord. 2000-05, 1-11-2000)

11-5-11: PRESERVATION OF RESIDENTIAL SUBDIVISION COMMON GROUNDS AND GREEN SPACE AREAS:

- A. Unless the village board of trustees determines that exigent circumstances justify otherwise, every existing or future residential subdivision common ground or green space area shall continue to exist on a perpetual basis. This is to ensure the preservation of present and future subdivision common ground or green space or land devoted to subdivision recreational activities, park-like area, buffers or other open space in the respective subdivisions. (Ord. 2000-05, 1-11-2000; amd. 2001 Code)
- B. Existing and future subdivision common grounds and green space areas shall not be allowed to be split, subdivided or replatted. No portion or whole of any subdivision common ground shall be allowed to be combined with or transferred into any other tract of land, platted area, or lot. Each subdivision common ground and green space area will continue to exist, on an ongoing basis, as a separate legal entity as it was originally platted in the establishment of the subdivision.
- C. No residential structures or commercial buildings shall be permitted to be constructed on any subdivision common ground or green space area. Applicable subdivision restrictive covenants for the common grounds and green space areas will apply and govern the ongoing management and maintenance of the subdivision common grounds and green space areas.
- D. It is envisioned that normally the subdivision common grounds will be established and maintained under the ongoing ownership of an entity of the respective subdivisions. If, however, the ownership of a subdivision common ground area is transferred to another third party through a forced sale such as delinquent taxes, other court ordered action, or any other type of land transfer, the restrictions of this section along with other applicable sections of this title will continue to apply. (Ord. 2000-05, 1-11-2000)

The following certificates must be placed on all submittals in addition to those required by the Subdivision Control Ordinance.

A) Drainage Statement:

Drainage Statement

We the undersigned, do hereby certify to the best of our knowledge and belief that drainage of surface waters will not be changed by the construction of such site or any part thereof, or that if such surface water will be changed, adequate provisions have been made for collection and diversion of such surface waters into public areas, or drains which the subdivider has a right to use, and that such surface waters will not be deposited on the property of adjoining land owners in such concentrations as may cause damage to the adjoining property because of the construction of the developed site.

OWNER

ENGINEER

B) Sidewalk Statement:

Driveway, Sidewalk, and Parking Lot Statement

The owner and/or builder/developer with consultation of a qualified professional engineer will insure adequate compaction of grades under sidewalks, driveways and parking lots when installed over public road right-of-way and easements. The Village of Glen Carbon assumes no responsibility for any settlement or pavement damage and the owner and/or builder/developer hereby agrees to hold the Village harmless from any future costs or maintenance of said sidewalks, driveways and/or parking lots.

OWNER

BUILDER/DEVELOPER

C) Statement of Compliance:

Statement of Compliance

I have prepared, or caused to be prepared under my direct supervision, the attached plans and specifications and state that, to the best of my knowledge and belief and to the extent of my contractual obligation, they are in compliance with the Environmental Barriers Act [410 ILCS 25] and the Illinois Accessibility Code (71 Ill. Adm. Code 400).

Signed: _____
Architect/Engineer

Seal Illinois Registration No.: _____

Date: _____



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APPLICATION FOR TENTATIVE APPROVAL OF PRELIMINARY SUBDIVISION PLAT

**Must be filed in triplicate with the Village of Glen Carbon Building and Zoning Administrator.

Application No. _____ Date Filed _____, 20_____

(Do not write above this line)

To: Village of Glen Carbon Planning & Zoning Commission

Application is here by made for tentative approval of the Preliminary Plat of a major subdivision here in more particularly described:

1. Applicant's Name: _____ Phone: _____
Address: _____
(Street) (City) (State) (Zip)

2. Name and address of present owner (if other than #1 above)

Name: _____ Phone: _____
Address: _____
(Street) (City) (State) (Zip)

3. Interest of applicant if other than owner: _____

4. Name of Subdivision: _____

Location of Subdivision: (written legal required/may be attached) _____

5. Development Plans:

- a) Sell lots only? (Yes or No) _____
- b) Construction of homes for sale? (Yes or No) _____
- c) Other _____

(Do not write below this line)

Date received and fee collected : _____ \$ _____

Building & Zoning Official: _____

* Action of the Planning/Zoning Commission: _____

_____.

Date _____ Approved _____ Disapproved _____

(Chairman)

Action of governing body if favorably referred.

Date _____ Approved _____ Disapproved _____

(Mayor)

(Clerk)