

OGLE COUNTY PLANNING & ZONING DEPARTMENT

911 W. Pines Rd.
Oregon, IL 61061
(815) 732-1190
Fax: (815) 732-3709

**PRELIMINARY PLAT
APPLICATION FOR APPROVAL AND CHECKLIST**

Subdivision Name: _____

Parcel Identification Number(s): _____

Location (1/4 Section, Township, Range): _____

Existing Zoning: _____

Proposed Zoning: _____

Owner(s): _____

Address/Telephone #: _____

Applicant/Authorized Agent: _____

Address/Telephone #: _____

Surveyor/Engineer: _____

Address/Telephone #: _____



The developer shall prepare and submit to the Plat Officer six (6) copies of a preliminary plat. Such preliminary plat may be submitted after receipt of the Plat Officer's report on the sketch plat, if a sketch plat was submitted. The preliminary plat shall be any scale from one inch equals twenty feet (1" = 20') through one inch equals one hundred feet (1" = 100'), so long as the scale is an increment of ten feet (10'), shall be on a not larger than thirty inches by thirty six inches (30" x 36") sheet, folded to approximately nine inches by twelve inches (9" x 12") and shall contain the following information:

- All information required in Section 14-3-3 of the *Land Subdivision Regulations* (Sketch Plat) if no sketch plat has been submitted.
- A key map showing the tract and its relation to the surrounding area. The boundaries of the plat must be surveyed and certified by an Illinois professional land surveyor. Distances shall be to one-hundredth of one foot (0.01') and angles shall be to one-half (½) minute. If considered necessary, the Plat Officer may require the surveyor to submit his calculations and field notes.
- A north arrow and graphic scale.
- Name of Subdivision.* A subdivision shall not be valid nor entitled to be recorded if the record name, or part thereof, of said subdivision is the same as, duplicates, closely approximates or is similar to or pronounced the same as the name of any previously approved subdivision within the County. A subdivision name or part thereof shall be considered as duplicating, closely approximating, similar to or pronounced the same as the name of an existing subdivision name if it contains a proper, historical, geographical, locational, mythological, famous, fictitious, or personal name, words, or combination thereof which is the same as, similar to or pronounced the same as a word in the name of any other previously approved subdivision within the County. If in the event the Committee determines that the subject subdivision name duplicates, closely approximates, is similar to or is pronounced the same as the name of an existing subdivision name, then the Committee shall require the subdivider or developer to propose an alternative name or names.
- Name of Proposed Roads.* Road names shall not be used which will duplicate, or too closely approximate phonetically, the name of any other road or subdivision in the County. Roads that are extensions of, or in obvious alignment with existing roads shall bear the name of said existing roads. The name of the primary collector road of a subdivision shall, if possible, be the same as or similar to the name of said subdivision. A separate name and/or directional designator may be required for each segment of a road that changes direction 45 degrees or more (as measured from the centerline right-of-way). The Ogle County Board shall have final authority to designate the name of the roads.
- Names, addresses and telephone numbers of the owner, the subdivider, the person(s) preparing the plat and the engineer and land surveyor who will design improvements for and survey the tract or such part thereof as is proposed to be subdivided.
- Existing conditions on and within one hundred feet (100') of the tract (unless a greater distance is required for review):
 - Topographic data, including contours at vertical intervals of not more than two feet (2') with reference to U.S.G.S. datum or at a more frequent interval if required by the Plat Officer for unusual topography.
 - Location, width and names of all existing platted roadways or other public ways, railroad and utility rights-of-ways, parks and other public open spaces, permanent buildings or structures and section and municipal corporation lines.



- Location of all existing farm and storm drainage tiles shall be required and shall be located by means of slit trenching and hand probing by persons qualified to do such work. Procedural guide to conducting the required tile investigation is found at Appendix II. All existing drain tile lines encountered during the investigation shall be repaired and/or upgraded to function properly. The developer shall provide the Plat Officer five (5) copies of a topographical boundary map showing the following:
 - (1) Location of each slit trench and each trench identified to correspond with the tile investigation reports.
 - (2) Location of each drain tile with a flow direction arrow and tile size.
 - (3) A summary of the tile investigation report showing trench identification number, tile size, material and quality percentage of tile filled with water, percentage of restricted siltation, depth of ground cover and soil texture at grade.
 - (4) Name, address and telephone number of person(s) conducting the tile location investigation.
- Existing zoning classifications on and adjacent to the tract.
- Water courses including base flood elevations certified by either the Illinois State Water Survey, the Illinois Department of Transportation, Illinois Department of Natural Resources, U.S. Army Corps of Engineers or other such State or Federal agency as may be required, natural and man-made retention/detention areas and any other areas within the tract subject to inundation by storm water. Any Federal Emergency Management Agency designated flood fringe and flood way areas shall be delineated, including the flood zone designation.
- Wetlands, ponds and surface seeps.
- Soil mapping, based upon the on-site determination of soil characteristics, shall be prepared by a certified soils classifier recognized by either the Illinois Soil Classifiers Association (ISCA) or the American Registry of Certified Professionals in Agronomy, Crops, and Soils (ARCPACS). The soil map and accompanying report shall be used to preliminarily determine the soil suitability for on-site waste disposal systems and/or buildings with basements. Final determination of soil suitability for on-site waste disposal shall be made by the Ogle County Health Department. Soil mapping shall be conducted in accordance with Section 14-3-4B7h of the *Land Subdivision Regulations*. The signature of the soil classifier must be affixed to the soil map, the report and the preliminary plat.
- Railroads, bridges, culverts, storm sewers, sanitary sewers, easements of record, existing buildings including use or other identified improvements that are to remain, and significant natural features such as wooded areas, rock formations and scenic vistas.
- Locations and names of adjacent subdivisions and owners of adjoining parcels of land.
- Historical and archaeological sites or structures as identified by the Illinois Historic Preservation Agency.
- Legal description of the land proposed to be subdivided and a site data information block which shall include, but not be limited to: the total acreage of the tract stated in hundredths (.01) of an acre, the acreage in lots, the acreage in rights-of-way, the acreage in open space and the proposed number of lots, the minimum lot size, the maximum lot size and the average lot size in square feet, and the existing and proposed zoning (if applicable).



- A statement shall be placed on the preliminary plat to indicate all municipalities which are within one and one-half (1.5) miles of the proposed subdivision. The statement shall also indicate which municipality is exercising the statutory privilege of planning advice, if a planning boundary line has been negotiated, or which municipality is closest if such a boundary line has not been negotiated. If there are no municipalities within one and one-half (1.5) miles, the statement shall so indicate.
- Proposed Conditions:
 - Proposed zoning, if applicable.
 - Alignment, width, and typical cross-section of all roads and rights-of-way, sewer and water lines, and other public utilities where applicable.
 - Lots, including layout, number, dimension and area in square feet.
 - Required front building setback line, side and rear yard area lines and dimensions; or, reduced building envelope lines and dimensions. The reduced building envelope design shall conform to the design standards contained in Section 14-5-4C2 of the *Land Subdivision Regulations*.
 - Proposed site grading plan when required by the County Engineer, including building pads; top of foundation elevations, when required; proposed roadway grades and surface water drainage patterns.
 - Any proposed alteration, adjustment, or change in the elevation or topography of any area in a "Special Flood Hazard Area" (SFHA) as delineated on the Federal Emergency Management Agency's (F.E.M.A.) Flood Insurance Rate Maps of Ogle County, Illinois, or otherwise known to be within the 100-year floodplain. Any development of parcels within a SFHA shall be in compliance with any and all applicable provisions of the Ogle County, Illinois *Flood Damage Prevention Ordinance* (Chapter 16, Division 10 of the Ogle County Code).
 - Location of stormwater management facilities, including sewers and storage facilities.
 - Proposed type of treatment or method of sewage disposal.
 - A suitable location for a dwelling on each lot (min. 30' x 70').
 - Reserved areas for Primary and Secondary Individual (Private) Sewage Disposal Systems (septic tank absorption fields) pursuant to Section 14-4-6C3 of the *Land Subdivision Regulations*. Include the area (square feet) of each reserved area.
 - A suitable location on each lot for a private well, if applicable.
 - Landscaping plan showing proposed plantings; location and description of landscaped entryway signs, if applicable, including height, size, setbacks and maintenance provisions; screening treatment on double frontage lots; landscaping of stormwater management facilities and areas designated for restoration of disrupted site flora.
 - Sites, if any, intended to be reserved for public use and/or for use of property owners in the subdivision, including the purpose and conditions of reservation or dedication, such proposed common land must meet the approval of the Planning & Zoning Department as to its suitability in terms of terrain, dry groundcover, maintenance requirements, number of persons or households benefitted by its establishment.
 - Text of proposed protective covenants, deed restrictions, homeowner's association, contracts, easement provisions and other documents whereby the subdivider proposes to regulate land use in the subdivision, restrict the design, development and/or use of the property and otherwise protect special areas within the proposed development.
 - Wetland delineation report.
 - Any other pertinent information that may be requested by the Committee.



- If the proposed subdivision lies within one and one-half (1.5) miles of any municipalities, the preliminary plat must be approved by the Planning Commission of any municipality which will later be required to sign the final plat. A certificate shall be placed on the final plat to indicate such approvals. It shall be the subdivider's responsibility to provide written proof of such approval.
- If the proposed subdivision shows access to a state highway, the preliminary plat must be approved by the Illinois Department of Transportation. A certificate shall be placed on the final plat to indicate such approval. It shall be the subdivider's responsibility to provide written proof of such approval.
- On-site and off-site easements.
- Any other information requested by the Planning & Zoning Administrator.

I, _____, certify that all information presented herewith is complete and accurate.

Signature of Applicant

Date

Signature of Applicant

Date

