

A. **APPLICATION.** After approval of the preliminary subdivision plat by the Board of Trustees and the fulfillment of the requirements of these regulations, the applicant shall submit its proposed final subdivision plat to the Village with all required submittals as set forth on said application form, which may be amended from time to time by Village staff, and accompanied by the appropriate fees. The application materials shall be submitted at least 30 days prior to the regular meeting at which they are to be considered by the Plan Commission.

1. The original copy of the final subdivision plat tracings drawn in ink on such media as accepted by the county in which the subdivision plat must be recorded, supplementary reproducible copies and blue line copies in the quantities specified in the application, and the final engineering plans shall be submitted to the Village within one year from the date of adoption of the ordinance approving the preliminary subdivision plat. The final subdivision plat shall be accompanied by a current title commitment showing ownership, liens and encumbrances and protective covenants which meet with the approval of the Village Attorney.
2. When the applicant wishes to develop only a portion at a time of the property proposed to be subdivided, the part which is proposed to be developed first shall be designated as Unit 1, and if the subdivision consists of more than 1 unit, each subsequent phase and all lots shall be designated sequentially with the unit number preceding the lot number, (i.e., Unit 1 may contain lots 1-101, 1-102 etc. Unit 2 may contain lots 2-400, 2-401 etc.) in order to illustrate clearly the method and sequence of development which the applicant intends to follow. Each subsequent portion of the subdivision shall be self-contained and shall follow the approved preliminary subdivision plat until the entire property shown on the preliminary subdivision plat is developed.

B. **REQUIRED INFORMATION:** The final subdivision plat shall include the following information:

1. The name of the subdivision/planned development.
2. The legal description of the land proposed to be subdivided.
3. The names and addresses of the owners of record of the land proposed to be subdivided (including all of the beneficiaries of any land trust which holds title to such land) together with a certified copy of the trust agreement and all amendments thereto, the subdivider and the designer who prepared the final subdivision plat.
4. The date of the final subdivision plat and any revision dates.
5. PIN at preliminary plat.

6. A scale of 1 inch to 50 feet, shown graphically and numerically on a sheet 24 inches by 36 inches and no larger than 30 inches by 36 inches. If the plat is computer generated, such plat shall be accompanied by a disc in DXF format containing the subdivision calculations for use in updating the Village's mapping system. Electronic version shall be in AutoCAD Release 14 format. In the event that the indicated scale is not conducive to depicting accurately the size and shape of the parcel to be developed while still maintaining a workable size drawing, the applicant may request a waiver of the scale from the Village Engineer.
7. The north point.
8. Point of beginning and point of commencement if it is utilized in the legal description.
9. The boundaries of the proposed subdivision/planned development based on an accurate transverse with angular and lineal dimensions.
10. The exact location, width and names of all streets within and adjoining the Subdivision. Street names shall be determined pursuant to this Code.
11. The distances to the nearest established street lines and official survey monuments which shall be accurately described in the plat. A minimum of 2 monuments will be required per development over 2 acres. The Public Works Department will determine the final number of monuments to be placed during engineering review of submitted plans. These monuments shall be concrete posts with iron rod core topped with an engraveable brass plate, which shall contain USGS datum including elevation, longitude and latitude, and state plane coordinates. The monument shall become part of the Village's benchmark system and number accordingly.
12. Township and section lines accurately tied to the lines of the subdivision by distances and angles.
13. The radii, internal angles, points of curvature, tangent lengths and bearings and lengths of all arcs.
14. All easements for public services, drainage and utilities that do not fall within dedicated rights-of-way.
15. All lot and boundary lines, with accurate dimensions in feet and hundredths.
16. Accurate outlines and legal descriptions, designated with lot or outlot numbers, of any areas to be donated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed for the common use of all lot owners within the subdivision.
17. Building setback lines accurately shown with dimensions.

18. Square footages labeled on each lot or as set forth on a table.
19. All certificates as required herein.
20. Approval of fire district having jurisdiction over the property.
21. IDOT approval, where applicable.
22. List of street address for final plat.
23. A copy of the approved Village Stormwater Management Permit or, where applicable, the McHenry County Stormwater Management Permit.

C. FINAL SUBDIVISION/PLANNED DEVELOPMENT PLAT REVIEW AND APPROVAL PROCEDURES:

1. The Village Engineer shall coordinate the review of the final engineering plans for the proposed development prior to the Plan Commission' review of the final subdivision plat. During the review process, the Village or its staff may require such changes or revisions as may be required so that the engineering design for the public improvements for the subdivision will conform to this Subdivision Code and other applicable ordinances of the Village.
2. The Plan Commission shall review the proposed final subdivision plat and shall recommend its approval, approval with modifications or disapproval within the time specified by the Board of Trustees for the review of such plat, but in no event more than 60 days from the date of the application which includes the filing by the applicant of the last item of required supporting data, whichever is later, unless such time is extended by mutual consent.
3. The Board of Trustees and staff will review the proposed final subdivision plat and recommend that the petitioner proceed to the Board of Trustees or that the development requires changes to be made prior to its referral to the Board of Trustees.
4. During the review process the Plan Commission, Village Engineer, or the Board of Trustees may require such changes or revisions as may be required so the final subdivision plat will conform to the Subdivision Code, Zoning Code and other applicable ordinances of the Village and substantially comply with the approved preliminary plat as approved by ordinance.
5. The Village Engineer and Superintendent of Public Works shall submit review comments followed by an approval letter once all engineering comments have been addressed to the Board of Trustees as to adequacy of the water system, storm water management plan, sanitary sewer system,

street system, sidewalks, bike paths, street lighting, parkway trees and other appurtenant public improvements described in the preliminary engineering report for the proposed subdivision prior to signature of the final plat.

6. The subdivider/developer shall comply with all Village ordinances relating to architectural design review, as well as the Village anti-monotony regulations. All preliminary and final plats of subdivision or planned development for any development involving commercial or industrial uses shall be required to receive site plan and architectural design approval from ARC of the Village.
7. The Board of Trustees, upon receipt of recommendations from the Village staff, ARC and the Plan Commission will then approve, disapprove or approve with modifications or conditions, the final subdivision plat.

D. CERTIFICATES AND EASEMENTS: The following certificates and easements shall be required on all final plats, if applicable.

1. The certifications of the owner and any mortgagee of record that they have adopted and approved the final subdivision plat including the dedication of all streets, easements and other public areas shown thereon, acknowledged before a notary public.
2. Approval of the final subdivision plat by the signature of the Village President. Such approval shall not be deemed to constitute or affect an acceptance by the Village of the dedication of any street or other proposed public way or space shown on the final subdivision plat.
3. Approval by the Plan Commission chairman that the Plan Commission has reviewed and approved the final plat of subdivision.
4. Certification by the Village Clerk that all special assessments, if any, currently due on the property to be subdivided have been paid in full.
5. The certification by a registered land surveyor to the effect that the final subdivision plat is based on an accurate survey made by him and that all monuments and markers shown thereon are in fact located as shown thereon, and that all dimensional and geodetic details are correct.
6. Certification by the County Clerk that all general real estate taxes have been paid in full.
7. Certification by the County Recorder of Deeds.
8. Certification by the Village (or, where applicable, McHenry County) that a stormwater management permit has been issued for the final plat.
9. Drainage easement provisions certificate.

10. Village utility easement provisions certificate.
11. Public utility easement provisions electric and communications certificate.
12. Public utility easement provisions Nicor Energy certificate.

E. PERFORMANCE AND PAYMENT GUARANTEE: Completion of the public improvements for the subdivision, and payment of the cost thereof in full, shall be guaranteed by a cash deposit with the Village Treasurer or a letter of credit after the final plat of subdivision has been approved by the Board of Trustees, but before it is released to be recorded. The letter of credit shall be in the amount of 150 percent of the estimated cost of public improvements as approved by the Board of Trustees.

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