

16.06 – Plan Submittal Requirements

Sections

- 16.06.010 – Concept plan
- 16.06.020 – Preliminary plat
- 16.06.030 – Preliminary engineering plans
- 16.06.040 – Final plat of subdivision
- 16.06.050 – Final engineering plans

16.06.010 – Concept plan

The Subdivider shall submit the following information for a Concept Plan:

- A. Name of Subdivider & Plan Preparer;
- B. Name of proposed subdivision is shown;
- C. North direction;
- D. Date of preparation and/or date of revision;
- E. Location map;
- F. Total approximate acreage is shown;
- G. Existing zoning classification;
- H. Proposed Conditions:
 - 1. Block layout
 - 2. Proposed lots – dimensions and area
 - 3. Building locations
 - 4. Building setback, in compliance with underlying or proposed zoning district
 - 5. Sidewalks and pedestrian paths
 - 6. Natural features to remain
 - 7. Public areas, parks, school sites, natural spaces
 - 8. Boundary lines of proposed subdivision.

16.06.020 – Preliminary plat

A. General Requirements

1. All engineering and specifications shall be prepared by a Licensed Professional Engineer, and shall bear the engineer's signature and seal.
2. All plans shall describe an adequate number of benchmarks, with elevations referenced to mean sea level and the City's Geodetic Control Station Network, so that elevations may be checked at any point without more than one setup of a surveyor's level.

B. Required Information

The Subdivider shall submit the following information to be clearly identified on the Preliminary Plat:

1. Name of proposed subdivision;
2. Location given by town, range, section, or other legal description;
3. Name and address of owner, trust, corporation or Subdivider having control of project;
4. Name and address of the designer;
5. North direction;
6. Date of preparation and/or date of revision;
7. Location map;
8. Total approximate acreage;
9. Existing zoning classification;
10. Boundary lines of proposed subdivision including all section and corporate lines;
11. Proposed Conditions:
 - a. Block layout
 - b. Proposed lots – dimensions and area
 - c. Rights-of-way
 - d. Proposed easements and easement provision language including, utility, drainage, stormwater
 - e. Chart listed on the plat clearly identifying the number of the easement and the areas in square feet of each easement
 - f. Building locations
 - g. Building setback, in compliance with underlying or proposed zoning district
 - h. Sidewalks and pedestrian paths
 - i. Natural features to remain
 - j. Public areas, parks, school sites, natural spaces
 - k. Proposed land use for each lot, parcel, or tract shall be indicated.

C. Supplementary Materials- In addition to the preliminary plat, the following supplementary materials shall be provided:

1. Plat of Survey clearly delineated the existing conditions on the proposed property including:
 - a. Existing buildings and structures constructed on the property;
 - b. Previously platted streets and other rights-of-way including, streets, railroads, utilities, and all easements located within boundaries of the proposed subdivision and located 100' or less outside the boundaries;
 - c. Location of existing utilities including: water, sanitary, storm sewers, and culverts;
 - d. Watercourses including streams, floodway, flood plains, and wetlands;
 - e. Name and seal of registered land surveyor who prepared and monumented the survey and bench marks;
 - f. Natural features.
2. Preliminary engineering plans as described in Section 16.06.030, "Preliminary Engineering Plans".
3. Traffic Study, unless it is determined by the Director of Community Development or Director of Public Works that a traffic study is not warranted.
4. Utility Capacity Study, unless it is determined by the Director of Community Development or Director of Public works that a utility capacity study is not warranted.
5. A copy of completed Land Use Opinion application as required by state law, as submitted to The Kane-DuPage Soil and Water conservation District.
6. Outline of protective covenants, including provisions for maintenance of common space and open areas including stormwater management basins and landscaped areas.
7. A copy of the Endangered Species Consultation Agency Action (EcoCAT) to be filed with the Illinois Department of Natural Resources.
8. Any additional materials that the Community Development Director may, at his or her discretion, require.

16.06.030 – Preliminary engineering plans

A. General Requirements

1. All engineering and specifications shall be prepared by a Licensed Professional Engineer, and shall bear the engineers signature and seal.
2. All plans shall describe an adequate number of benchmarks, with elevations referenced to mean sea level and the City's Geodetic Control Station Network, so that elevations may be checked at any point without more than one setup of a surveyor's level.

B. Required Information

The Preliminary Engineering Plans shall contain the following information:

1. Existing Conditions:
 - a. The following existing items, if within the boundaries of the subdivision, or located 100' or less outside the boundaries are shown:
 - b. Boundary lines of proposed subdivision, section and corporate lines;
 - c. Previously platted streets and other rights-of-way, with improvements including location, widths, names, railroad rights-of-way, utility rights-of-way, and all easements;
 - d. Existing improvements such as, permanent buildings and structures, parks and other open spaces, sanitary sewers, water mains, culverts, storm sewers, pavements, etc.;
 - e. Topographic data is given in feet above mean sea level within the tract and to a distance of 100' beyond, watercourses, wetlands and existing contours at vertical levels of not more than 2';
 - f. Survey Information – monuments and survey markers, bench mark;
 - g. Natural features including watercourses, streams, swales, wetlands, floodplain, floodways and forested areas;
 - h. Soil data.
2. Proposed Conditions:
 - a. Streets, street types, and street names;
 - b. Name;
 - c. Block layout;
 - d. Proposed lots – dimensions and area;
 - e. Rights-of-way;
 - f. All utility easements and purposes;
 - g. Building locations;
 - h. Building setback, in compliance with underlying or proposed zoning district;
 - i. Sidewalks and pedestrian paths;
 - j. Natural features to remain;
 - k. Public areas, parks, school sites, natural spaces;
 - l. Location of utilities:
 - i. Water main layout;
 - ii. Sanitary sewer layout;
 - iii. Storm sewer layout;
 - iv. Electric system.
 - m. Source of domestic water supply;
 - n. Provision for sewage disposal;
 - o. Locations and typical street light detail, and Photometric Plan;
 - p. Proposed topographic information (minimum one foot vertical), indicating:
 - i. Changes in elevation;
 - ii. Stormwater storage facilities normal water level, high water level, emergency overflow elevation, storage volumes, and overflow routes;
 - iii. Retaining wall-extent, height, type and materials.
 - q. Preliminary Stormwater Management Analysis and calculations;
3. All other items listed in the Preliminary Engineering Plan Checklist set forth in Appendix E.

16.06.040 – Final plat of subdivision

A. General Requirements

1. All plats shall be prepared by a professional land surveyor licensed by the State of Illinois, and shall bear the surveyor's signature and seal.

16.06 â Plan Submittal Requirements

2. All plans shall describe an adequate number of benchmarks, with elevations referenced to mean sea level and the City's Geodetic Control Station Network so that elevations may be checked at any point without more than one setup of a surveyor's level.

B. Required Information

The Final Plat of Subdivision shall be in substantial conformance with the Preliminary Plat of Subdivision, shall show the information as stated in Section 16.06.020, and shall include the following:

1. North direction;
2. Scale (minimum one inch equals 100 feet);
3. Section corners and section lines, tied into subdivision by distances and angles;
4. Official survey monuments shown and dimensioned;
5. All necessary easements shown and dimensioned;
6. An accurate legal description of the entire area receiving Final Plat of Subdivision approval;
7. Location and dimensions of the building lots, common permanent open space, existing permanent buildings, easements and rights-of-way;
8. An open space easement on the common area assuring that the open space shall remain open for perpetuity;
9. Building setback lines shown and dimensioned;
10. Lot areas;
11. Street names;
12. Areas to be dedicated or reserved for public use, which shall be described and the purpose designated;
13. Protective covenants lettered on the plat or appropriately referenced;
14. Required certificates, substantially in the form set forth in Appendix B:
 - a. Surveyor's certificates (including signature and seal);
 - b. Owner's certificate (including signature);
 - c. Notary certificate (including signature and seal);
 - d. County Clerk certificate (including signature);
 - e. Certificate as to special assessments (including signature);
 - f. Certificate of County Engineer, if applicable (including signature);
 - g. Plan Commission certificate (including signature);
 - h. Director of Community Development or designee certificate (including signature);
 - i. City Council certificate (including signature);
 - j. Special Flood Hazard Area certificate (including signature);
 - k. Mortgagee certificate (as required);
 - l. IDOT certificate (if applicable).
15. Final engineering plans per Section 16.06.060, "Final Engineering Plans."

C. Additional Delineation

Additional delineation shall be required on a Final Plat of Subdivision as follows:

1. Accurate angular and lineal dimensions for all lines, angles, and curvatures with functions used to describe all boundaries including perimeter survey of tract, streets, easements, areas to be reserved for public use, and other important features. Error of closure of boundary line surveys shall not exceed one in ten thousand (one foot for each ten thousand (one foot for each ten thousand feet of perimeter survey). Lot lines to show dimensions in feet and hundredths, and when an angle occurs in any lot line between lot corners the measurement of the angle shall be shown.
2. An identification system for all lots and blocks.
3. True angles and distances to the nearest established street lines and official monuments (not less than two), which shall be accurately described in the plat by location, size and elevation.
4. Municipal, township, county, or section lines and section corners accurately tied to lines of the subdivision by distances and angles; if the section lines or corner lie within the subdivision.
5. Accurate locations of permanent monuments for any plats of subdivision, resubdivision or rededications shall be as follows:
 - a. Pipes of three-fourths-inch diameter or steel rods of one-half-inch diameter, by eighteen-inch lengths, shall be placed at the corners of each lot and block, at angle points, and at the ends and suitable intervals along curves.
 - b. A minimum of two (2) 2nd order Class II, Berntsen, or approved equal, permanent benchmarks shall be established at opposite extremities of the property, or as designated by the Director of Community Development or designee. The benchmark shall include:
 - i. 6 inch x 3 foot Schedule 40 PVC
 - ii. Access cover – screw lock
 - iii. ¾ inch aluminum rod – driven till refusal

- iv. 3 foot top security sleeve
- v. Rod magnet
- vi. Spiral point
- vii. Benchmark cap provided by the City of St. Charles
- viii. Completion and submittal of City of St. Charles datasheet
- c. All U.S., state, county, City, or other official benchmarks, monuments, or triangulation stations in or adjacent to the property shall be preserved in precise position.

16.06.050 – Final engineering plans

A. General Requirements

1. All plans and specifications shall be prepared by a Licensed Professional Engineer, and shall bear the engineer's signature and seal.
2. All plans shall describe an adequate number of benchmarks, with elevations referenced to Mean Sea Level and the City's Geodetic Control Station Network, so that elevations may be checked at any point without more than one setup of a surveyor's level.

B. Required Information- The Final Engineering Plans shall include the following in addition to the information required in the Section 16.08.030, "Preliminary Engineering Plans."

1. Title Sheet:

- a. Plans to be on 24-inch by 36-inch sheets
- b. A title sheet shall be included with each set of plans and includes:
 - i. Name of the subdivision and unit number
 - ii. Type of work covered
 - iii. Location map showing relation of area to be improved to streets
 - iv. An index of sheets
 - v. A summary of quantities
 - vi. Name, address, and seal of Licensed Professional Engineer preparing the plans
 - vii. Date of preparation and revisions, if any
- c. Plan and profiles of proposed roadways and utilities as required by the Development Engineering Division Manager.
- d. Horizontal scale shall be no less than 1 inch to 50 feet.
- e. Vertical scale shall be no less than 1 inch to 5 feet.
- f. Cross sections as required by the Development Engineering Division Manager.
 - i. Horizontal and vertical scales are no less than 1 inch to 10 feet.
 - ii. North direction is shown for each separate plan view.
- g. An adequate number of bench marks shown with elevations referenced to Mean Sea Level and the City's Geodetic Control Network, to facilitate checking of elevations without more than one setup of a surveyor's level.
- h. Delineation shown of all easements necessary to serve all lots with underground and overhead utilities, and to allow for perpetual maintenance of these facilities.

2. Sanitary Sewer Improvements

- a. An authorized Illinois Environmental Protection Agency permit for the public sanitary sewer extensions or sewer connections as required by the IEPA shall accompany the plans.
- b. Sanitary sewer calculations, plans and specifications, including all standard details, shall be complete and conform to the minimum standards as set forth in Section 16.08.070.C, "Sanitary Sewer General Requirements" and the Engineering Design and Inspection Policy Manual.

3. Water Main Improvements

- a. An authorized Illinois Environmental Protection Agency permit for the public water main installation shall accompany the plans.
- b. Water distribution calculations, plans and specifications, including all standard details, shall be complete and conform to the minimum standards as set forth in Section 16.08.070.D, "Water Supply General Requirements" and the Engineering Design and Inspection Policy Manual

4. Roadway, Storm Sewer, & Grading Improvements

- a. Street plans, specifications, and calculations including storm sewers, shall be complete and conform to the standards listed in Section 16.08.020, "Streets and Right-of-Ways" and the minimum standards set forth in the Engineering Design and Inspection Policy Manual
- b. The location of streets and width of pavements shall conform to those indicated on the approved preliminary plan

16.06 â Plan Submittal Requirements

- i. Street plans shall show all horizontal and vertical alignment. Curve data for horizontal and vertical curves shall be included on the plan sheets
 - c. Plan shows curb, gutter, and sidewalk locations
 - d. Cross sections shall be submitted as necessary to indicate feasibility of proposed street elevations in relation to adjacent lot elevations, and include sidewalk location
 - e. Profiles shall be submitted for all paving centerlines and storm sewers per the standards set forth in the Engineering Design and Inspection Policy Manual. Profiles for sanitary sewer and water main shall be provided as required by the Development Engineering Division Manager
 - f. Storm sewer system, designed to comply with the standards set forth in the Engineering Design and Inspection Policy Manual
 - g. Storm sewer design calculations shall be submitted with the plans
 - h. Final Stormwater report and supporting calculations in compliance with Title 18, "Stormwater Management" of the City of St. Charles Municipal Code
 - i. Street signs shall be shown at all street intersections and meet the standards as set forth in the Engineering Design and Inspection Policy Manual
 - j. Soil erosion and sediment control measures consistent with NPDES requirements, the City of St. Charles Engineering Design and Inspection Policy Manual, and the Kane County Stormwater Ordinance as adopted by the City on November 13, 2008, as amended from time to time
 - k. Landscaping and Tree Planting Plans depicting clearances from all utilities and appurtenances
5. All other items listed in the Final Engineering Plans checklist set forth in Appendix E.

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