

Please do not write in this space (for office use only).

Filing Fee \$ 500 per Lot / Dwelling Unit

Application No.

VILLAGE OF NEWARK

APPLICATION - PRELIMINARY PLAN

(Please submit all information requested. Typing/printing in black or blue ink is requested on application.)

APPROVAL CRITERIA

The regulations set forth in the Village of Newark Subdivision Ordinance shall be applicable to all subdivisions and re-subdivisions of unimproved land and areas subject to redevelopment within the corporate limits of the Village of Newark and all contiguous unincorporated territory not more than 1½ miles beyond the corporate limits of the Village, not included in any other municipality, or not included in the Village's jurisdiction by Boundary Agreement.

The provisions of the Village of Newark Subdivision Ordinance shall also apply to all planned developments, whether residential, commercial or otherwise in nature, and to any other developments whether a subdivision is required or not under the law, statutes, ordinances or regulations of the governmental body or agency having jurisdiction or control, and regardless of whether the same is labeled a subdivision or not, it being the intent of the Subdivision Ordinance to apply to all types of development, both within the Village of Newark and to areas lying within 1½ miles of the corporate limits of the Village of Newark.

As a condition for approval, each Subdivision or Planned Development must be generally compatible with the character and objectives of the Village's Subdivision Ordinance, Comprehensive Land Use Plan and Official Future Land Use Map.

INSTRUCTIONS

- Before filing an Application for Preliminary Plan approval, the Village of Newark Subdivision Ordinance should be reviewed for filing procedures and requirements.**
- Please print or type. Application must be complete before filing with the Village Clerk of Newark.
- Please consult the Village of Newark Subdivision Ordinance for a list of all required submission materials and to determine application and submission deadlines. Please note that this Application will not be forwarded to Staff / Plan Commission / Village Board for consideration until all required information and supporting documentation is submitted in

accordance with the deadlines contained within said Subdivision Ordinance and all other requirements incorporated therein.

- Proof of ownership, disclosure of beneficial interest, and authorization to represent owner must be attached to this Application.

GENERAL APPLICATION INFORMATION *(use Addendum attachment if necessary):*

1. Name of Subdivision/Development: _____
2. Name of Applicant/Developer: _____
3. Address: _____

4. Phone: _____
5. E-mail Address: _____
6. Permanent Parcel Identification Number(s) PIN(s) of the Subject Property:

7. Legal Description of the Subject Property:

8. Name, mailing address, telephone number, fax number, E-Mail Address of Property Owner if different from Applicant/Developer: _____

9. Name(s), mailing address(es), telephone number(s), fax number(s) e-mail address(es) of Developer: Site Engineer, Planner, Attorney and other Consultants involved in the project *(attach an Addendum if necessary):*

10. Description of Present and Proposed Use of Property: _____

11. Current Zoning Classification of the Subject Property: _____

12. Proposed Zoning of Subject Property: _____

13. Current Village of Newark Future Land Use Designation of Subject Property: _____

[Signature page follows]

CERTIFICATION

The owner hereby authorizes, supports and consents to this Application, and further authorizes, agrees and consents to allow the temporary installation and display by the Village of public notice (signage) upon the subject property.

The applicant, having read this application and fully understanding the purpose thereof, declares that the preceding statements made are true and that the information provided herein is complete to best of the applicant's knowledge and belief. APPLICANT FURTHER CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF APPLICANT'S KNOWLEDGE AND CERTIFIES THAT APPLICANT HAS THOROUGHLY REVIEWED THE FILING PROCEDURES AND REQUIREMENTS OUTLINED IN THE VILLAGE OF NEWARK SUBDIVISION ORDINANCE.

Applicant, individually, and as agent of any owners of record of all real property which is the subject of this Application agrees that he, and all record owners of said property, shall reimburse the Village of Newark for all costs, expenses and fees incurred by the Village for its professional consultants, engineers, attorneys and others in reviewing this Application and participating in the Application process in any capacity. Consultant Review Reimbursement Acknowledgment must be on file and fees paid.

Signature of Owner(s)

Signature of Applicant(s)

Date

Date

PRELIMINARY PLAN CHECKLIST - NECESSARY SUBMITTALS

(Please Consult the Village of Newark Subdivision Ordinance for submission deadlines)

- **Those documents as set forth in the Review of Proposed Subdivision Concept Plan.**
- **Application:** The application shall be in the form supplied by the Village Clerk. The application and other documents shall be filed with the Clerk at least thirty (30) days prior to a regularly scheduled Plan Commission meeting to be considered at that meeting.
- **Filing Fee:** The required filing fee shall be calculated by multiplying the number of lots in the proposed subdivision by \$500 per lot/ Dwelling Unit. In the event the proposed plan contains more than one residential unit on any one lot, then each residential unit shall constitute a lot hereunder. The fee shall be paid in cash, by money order or certified or cashier's check made payable to the Village of Newark.
- **Preliminary Plan - Form and Content:** The preliminary plan shall be legibly and accurately drawn at a scale not smaller than one hundred (100) feet to the inch and shall be on one or more sheets 24 x 36 inches in size. If more than one sheet is needed, each sheet shall be numbered and the relation of one sheet to another clearly shown.
The preliminary plan shall be submitted for all contiguous land owned or under option by the subdivider. The preliminary plan shall contain at least the following information together with any other information the Village Engineer, Village Land Planner and Village Attorney may reasonably deem relevant for proper understanding and consideration of the Preliminary Plan:
 1. Proposed name of subdivision (not a duplication of any subdivision heretofore recorded in the Village or within Kendall County).
 2. Legal description of property encompassing proposed subdivision.
 3. Names and addresses of the owner, subdivider, the licensed land surveyor and planning and engineering consultants who prepared plan. If land is in trust provide names and addresses of all beneficiaries of the trust.
 4. Date and north point.
 5. Locations of existing monuments or survey markers on or adjacent to the land.
 6. Gross acreage of proposed subdivision with tabulation of acreage provided for each proposed use.
 7. Location, widths and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, easements, section lines, Village boundary lines, permanent buildings and

structures within the tract and to a distance of 100 feet beyond the boundary of the tract.

8. Boundary lines of adjacent parcels of unsubdivided or subdivided land, showing ownership of record.
9. Existing zoning on proposed subdivision and adjacent property. Proposed zoning if zoning is proposed to be changed.
10. Existing and proposed contours at 1-foot intervals, or at such other intervals as are approved during the pre-application meeting.
11. Layout and widths of proposed streets with names and the layout and widths of cross-walkways and easements.
12. Layout, numbers, dimensions and size of lots, in square feet. When lots are located on a curve, the lot width at the building setback line shall be shown.
13. Lots intended to be dedicated for public use or set aside for use of property owners in the subdivision and size thereof.
14. Building setbacks, showing dimensions.
15. Easements to be provided for any and all public utilities. Proper continuity for the utilities from block to block shall be maintained.
16. Existing sanitary sewers, storm sewers, wells (active or inactive), water mains, culverts, or other known underground facilities on the parcel being considered and on adjacent properties that are proposed to be utilized in the development of the property.
17. Location and description of all streams, wooded areas and significant topographic and natural features and other historical and archaeological sites that are proposed to remain after development of the property.
18. If subdivision is proposed to be developed in units indicate the proposed units.
19. Locations of private driveways on all corner lots and such other lots deemed necessary by the Plan Commission.
20. Approval Certificate: The following certificate shall be shown in the lower right hand corner of the Preliminary Plan.

APPROVAL OF PRELIMINARY PLAN

The preliminary plan of a subdivision shown hereon has received approval by the Board of Trustees of the Village of Newark, Illinois, and upon compliance by the subdivider with requirements of qualifications governing the approval of preliminary plans and with other revisions and stipulations that may be required, the Village Board will receive the final plat for consideration when submitted by the subdivider in such form and within such time as required by this Ordinance.

The Board of Trustees of the Village of Newark, Illinois.

Date: _____, 20____.

By: _____
President

Attest: _____
Village Clerk

□ **Supplemental Information:** In addition to the requirements set forth in the preceding section, and any additional information or documentation previously requested by the Plan Commission or Village Board during the concept plan phase, the following supplemental information shall be submitted:

1. Zoning Statement: A statement indicating whether any zoning changes, variations, or special uses are being requested or will be required during the development review process.. If affirmative, the subdivider shall list the changes, variations or special uses being requested or required.
2. Annexation Statement: A statement that the proposed subdivision (where contiguous) is or is not to be annexed to the Village.
3. Plat of Survey with angular and linear dimensions.
4. Existing Conditions Exhibit: The existing conditions exhibit shall contain the following information on or within 100 feet of the proposed subdivision and such other information that may be required by the Plan Commission:
 - a. Topographic data, including contours at vertical intervals of not more than one (1) feet with reference to U.S.G.S. datum, except in unusual topographic conditions when such vertical intervals may be required to be altered as determined by the Village Engineer.
 - b. Soil types, as mapped by the U.S.D.A.-S.C.S.
 - c. Other natural features such as source of water supply, water courses (with highest flood levels indicated), marshes, ponds, springs, rock outcrop, wooded

areas, isolated preservable trees six (6) inches or more in caliper at one (1) foot above ground level, and other features.

d. Existing improvements, including the location, widths and names of all existing or previously platted streets or other rights-of-way showing type of improvement (if any), railroad and utility rights-of-way, parks and other public open spaces, buildings and structures, historic sites, and landmarks.

e. Existing improvements, including the location, capacity and size of domestic water supply, water mains, sewer lines, culverts, drainage or farm tile, towers, poles, and other underground and above ground facilities, also indicating such data as locations and surface and invert grade elevations of catch basins, manholes and fire hydrants. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and the size of nearest usable facilities.

f. Easements, including location width and purpose.

g. Political boundaries, including corporate limits, school, park and fire protection district boundaries and national and local historic district boundaries.

h. Vicinity map at a scale of not smaller than 2000 feet to the inch showing existing subdivisions, roads, section lines, corporate limits, and existing utilities in the neighboring areas.

5. Soils Report: A soils report prepared by an Illinois licensed professional soils engineer of sufficient scope to point out potential ground absorption, runoff, flooding deficiencies, the presence of unstable soils or of soils of such low bearing capacity as to constitute problems for conventional construction, or the presence of subsurface rock that would affect the installation of underground improvements or the provisions of above ground improvement. If, in the opinion of the Village Engineer, additional soil investigations, borings or other soil tests are necessary to determine the nature and extent of such questionable material, the subdivider shall perform the needed investigations. The Village Engineer and the Village shall have no liability for costs connected with the test boring or interpretations of the results of such work.

6. Park and Open Space Study: A park and open space study shall be submitted. It shall include, but need not be limited to, the following:

a. Projected ultimate population of the subdivision using the standards contained in this ordinance.

b. Projected park and open space requirements based on the standards contained in this ordinance.

- c. Evaluation of areas proposed to be set aside to meet the park and open space requirement including exhibits as necessary to show the development of the park(s) and open space(s).
 - d. Preliminary correspondence from the Village as to the impact of the proposed development and the Village's desire for land, cash or a combination thereof to satisfy the requirement contained in Article 7 of this Chapter.
- 7. Demographic Study: A school demographic study shall be submitted. It shall include, but need not be limited to, the following:
 - a. An estimate of the number and types of dwelling units to be constructed, the density of such dwelling units on the land, and an estimate of each type of dwelling unit by the number of bedrooms.
 - b. Estimates of the number of children to be generated from the different types of dwelling units based on general standards used by the School District in which the subdivision is located.
 - c. Estimates of the number of children to be generated in each school classification based on latest student population projections used by the School District in which the subdivision is located.
 - d. Preliminary correspondence from the School District as to the impact of the proposed development and the School District's desire for land, cash or a combination thereof to satisfy the requirements contained in Article 7 of this Chapter.
- 8. Natural Resources Inventory: Copies of the report prepared by the Kendall County Soil and Water Conservation District as required by Illinois Statute shall be filed.
- 9. Traffic Study in accordance with the requirements outlined in the Village's Standard Specifications.
- 10. Erosion and Sedimentation Control:
 - a. A statement that the subdivider will provide such temporary facilities during construction as are necessary or required to prevent erosion or the siltation of watercourses, and that adequate measures will be taken during construction for dust control. The subdivider shall also agree to clean and restore streams, ditches or watercourses of any kind if protective measures prove inadequate.
 - b. Slope study defining all areas with slopes of greater than 10% with discussion of existing soils and vegetation.

- c. Preliminary engineering plans showing proposed method of controlling erosion.
11. Text of proposed protective covenants, deed restrictions, homeowner's association contracts and other restrictions whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.
12. Letters of review from all agencies that the subdivider has referred to in the concept plan or are necessary to meet the preliminary plan requirements.
13. Preliminary Engineering Report and Plans including but not limited to the consideration of the following:
 - a. Water and wastewater facilities, and public utilities.
 - b. Streets and sidewalks.
 - c. Site grading.
 - d. Storm sewers and a drainage plan for the storage and controlled release of the storm water following a 100 year frequency storm.
 - e. All other information and documentation necessary to determine compliance with the Kendall County Stormwater Ordinance, adopted by the Village.
14. Evidence of ownership of the land proposed to be subdivided. Where the subdivider does not own such land, written notarized permission from the owner shall be provided authorizing the subdivider to subdivide such land under the provisions of this chapter.
15. (Blank).
16. Fiscal Impact Study.
17. Environmental Site Assessment in accordance with, at a minimum, the requirements outlined in the Village's Standard Specifications.
18. Flood Plain and Wetland Studies
19. Field Stake Out: The subdivider shall provide such field stake out as is necessary to make a field inspection if required by the Plan Commission.
20. Market Study
21. Check list signed indicating that all items necessary for review have been submitted.

22. Such other information or documentation as the Village or its professional consultants may deem reasonably necessary to evaluate the preliminary plan and to make recommendation thereon.

- **Proof of IDNR Consultation** – Proof of the consultation process with the Illinois Department of Natural Resources.
- **Related Correspondence** – Copies of any correspondence related to this application such as letters from IDOT, Kendall County Engineer, taxing bodies, etc., as applicable.
- **Exceptions from Ordinances** — A comprehensive list of all requested exceptions to applicable ordinances and codes.
- **Affidavit of Notification** – The affidavit required by Section 303.H of the Subdivision Ordinance regarding notification to the specific entities listed therein.
- **Professional Fee Reimbursement Agreement** – An agreement in form and content satisfactory to the Village wherein petitioner agrees to reimburse the Village for all costs and expenses incurred by the Village for its professional consultants, engineer and attorney in reviewing the proposal and participating in the Preliminary Plan process.
- **Escrow Establishment** - At the time of submitting the Preliminary Plan, the applicant shall replenish, if necessary, the escrow deposit established at the Concept Plan stage, with cash, to an amount not less than \$5,000, to be held as security for payment of engineering, legal, land planning and any other professional or related fees incurred by and payable by the Village, and any costs connected therewith.
- **Payment of Fee** – The payment of any fee established by the Village Board for Preliminary Plan review.
- **Other** - Information other than that identified above may be requested by the Zoning Enforcement Officer, Staff or Village President, if it is determined necessary to clearly describe the proposed subdivision or development.