

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

Filing Fee \$ 1500 per Lot / Dwelling Unit

Application No.

VILLAGE OF NEWARK

**APPLICATION – CONCURRENT
PRELIMINARY PLAN – FINAL PLAT**

(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/Final Plat approval, the Village of Newark Subdivision Ordinance should be reviewed for filing procedures and requirements. Note: This unique process of concurrent processing of the Preliminary Plan and Final Plat requires specific Village Board approval before being initiated.**
- 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.

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 – FINAL PLAT 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, if any.**
- **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 \$1,500.00 per lot. 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.
- **Final Plat - Form and Content:** The Final Plat shall be accurately and legibly drawn or plotted with waterproof, non-fading, black ink on mylar drafting film, in a manner such that clear and legible transparent or contact prints or photostatic copies can be made. The Final Plat shall be presented at a scale no smaller than 1-inch equal 60 feet except that for subdivisions where the minimum lot size is 1 acre or more, a scale of 1 inch equal 100 feet may be used. The maximum sheet size shall be 24 inches by 36 inches. When more than 2 sheets are used to present the subdivision (exclusive of certificate sheets), a small-scale sheet key shall be placed on all sheets. No text shall be smaller than 0.08 inches in height. The Final Plat shall include and show the following:
 1. Name of subdivision (with the words "Final Plat" placed above it) on the top of each sheet. The subdivision name shall not duplicate the name of any subdivision previously recorded in Kendall County.
 2. Unit number if applicable. Unit plats shall be recorded successively, i.e. Unit 1, Unit 2, Unit 3, etc. (e.g., a Unit 3 shall not be recorded prior to a Unit 2).
 3. Legal description of the property being subdivided included within Surveyor's Certificate.
 4. Names, addresses and phone numbers of the owner(s) and the professional land surveyor who prepared the plat. If the ownership is in trust, a notarized trust disclosure statement listing the beneficiaries and their ownership interests shall be submitted to the Village prior to the Village signing the plat.
 5. Scale, shown numerically and graphically.
 6. Date of plat preparation with any revision dates.

7. North arrow.
8. Permanent Index Number(s) (P.I.N.) in whole or in part of the property being subdivided.
9. Boundary of subdivision, clearly indicated, based upon actual land survey, with angular and linear dimensions shown in accordance with the appended legal description. Gores with adjoining, previously platted subdivisions shall be clearly shown. A final plat will not be approved which overlaps onto a previously platted subdivision. All boundary disputes and/or questions of title or ownership shall be resolved prior to the final plat being submitted for approval.
10. Floodplain limits, if any, shall be shown on the face of the Final Plat in accordance with the best available information from the Federal Emergency Management Agency or other reliable sources.
11. The subdivision shall be accurately tied to a section line by angular and linear measurements.
12. Angular and linear measurements to the nearest established street lines or official Village monuments, which shall be accurately described on the plat.
13. Exact location, width and name of all streets, or other public ways, within and adjoining the plat, with document numbers and recording dates as applicable.
14. Names, document numbers, recording dates, lots lines and easement information for all adjoining, previously platted subdivisions.
15. Radii, arc length, point of curvature and point of tangency for all arcs. In addition to the foregoing, central angles for street centerline curves shall be shown.
16. All easements necessary to serve the subdivision with utility services shall be shown and labeled in accordance with the Easement Provisions shown in Article 8.
17. Building lines shall be accurately shown and dimensioned.
18. Designated driveway locations are required on corner lots and shall be to the lesser traveled street.

19. All lots shall be numbered, consecutively, without number gaps. Block numbers shall not be used.
20. All lot lines shall be dimensioned to the nearest one hundredth of a foot. Angular dimensions to the nearest 1 second shall be shown, but need not be repeated if it is obvious that a series of lot lines is parallel.
21. Lot areas in square feet shall be shown within the lot or in an appended table. The gross area of the property being subdivided shall also be shown.
22. Addresses shall be shown.
23. The two concrete monuments required by statute shall be installed prior to approval of the Final Plat. These monument shall be pre-cast concrete, a minimum of 36" in length, 4" square at the top, 6" square at the bottom and containing a 36" long, five-eighths inch diameter reinforcing bar visible at the top. All U.S., State, County or other official bench mark, monument, triangulation station or GPS station, in or adjacent to the property being subdivided shall be shown on the Final Plat and protected and preserved during construction operations. Any such official monument that must be removed shall be replaced in accordance with the standards established by the entity that originally set the monument.
24. All other required monumentation (minimum twenty-four inches in length), shall be steel pipes (minimum O.D. of three-fourths inch) or steel rods (minimum O.D. of five-eighths inch). If this monumentation is to be installed after recording of the Final Plat due to subsequent earthwork activities and installation of utilities which will most likely disturb or destroy the monumentation, the total cost of staking the subdivision shall be included in the Engineer's Estimate of Probable Construction Costs and covered by the Completion Guarantee.
25. Lot or lots to be dedicated or reserved for public use, with the purposes indicated thereon, and any lot or lots to be reserved by deed covenant for common uses of all property owners. Use of the term "outlot" is prohibited.
26. A complete listing of all documents, with their recording numbers and dates that pertain to the subdivision being platted. This list shall include, if applicable, but not be limited to: the Annexation Agreement; a Development Agreement; Covenants, Conditions and Restrictions (CCRs); Special Service Area documents; Homeowners Association By-Laws; Recapture Agreements. If CCRs are to be recorded subsequent to the recording of the Final Plat, then that shall be so noted and the CCRs shall be recorded under the document number immediately following the document number of the Final Plat.

27. Listing of all public authorities having jurisdiction thereof.
28. Easement Provisions (See Subdivision Ordinance for required language and form). Preprinted, self adhesive labels will NOT be allowed.
29. Owner's Certificate to the effect that he/she has caused the land described to be subdivided. (See Subdivision Ordinance for required language and form)
30. Notary's Certificate. (See Subdivision Ordinance for required language and form)
31. Mortgagee's Certificate, if required by Mortgagor. (See Subdivision Ordinance for required language and form)
32. Surveyor's Certificate to the effect that he/she has surveyed and subdivided the property and that the plat is a true and accurate representation of said survey and subdivision. (See Subdivision Ordinance for required language and form)
33. Village Collector's Certificate, certifying that there are no unpaid special assessments, deferred installments or other monies due. (See Subdivision Ordinance for required language and form)
34. Village Engineer's Certificate, certifying that all required improvements have been installed or that a completion guarantee has been posted as collateral. (See Subdivision Ordinance for required language and form)
35. Village Board Certificate, approving and accepting the plat. (See Subdivision Ordinance for required language and form)
36. County Clerk's Certificate to the effect that there are no taxes outstanding against the land included in the plat. (See Subdivision Ordinance for required language and form)
37. County Recorder's Certificate. (See Subdivision Ordinance for required language and form)
38. Kendall County Health Department Certificate if applicable. (See Subdivision Ordinance for required language and form)
39. Kendall County Division of Transportation Certificate if applicable. (See Subdivision Ordinance for required language and form)

40. Where the subdivision is not within the corporate limits of the Village, such additional certificates shall be added as required by the County in which the subdivision is located.
41. Such other certificates as may be required by Illinois Statutes.
42. NOTE: All certificates shall be executed using BLACK ink. All certificates are also available from the Village Engineer in an electronic format.

□ **Supplemental Documents and 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. 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.
4. 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.

NOTE: If the proposed development is not residential and will not generate additional population for the Village, a statement to that affect will be accepted in lieu of the Park and Open Space Study.

- 5. 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.

NOTE: If the proposed development is not residential and will not generate additional population for the Village, a statement to that affect will be accepted in lieu of the Demographic Study.

- 6. Natural Resources Inventory: Copies of the NRI report prepared by the Kendall County Soil and Water Conservation District as required by 70 ILCS 405/22 et seq., shall be filed.
- 7. Traffic Study in accordance with the requirements outlined in the Village's Standard Specifications (Subdivision Ordinance Appendix).

8. 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, if any.
9. Letters of review from all agencies that the subdivider has referred to in the concept plan or are necessary to meet the final plat requirements. e.g. IDOT, Kendall County Highway Department, Kendall County health Department, etc.
10. 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.
11. Fiscal Impact Study addressing estimated EAV, Village tax revenues generated by the development and the Village services required to serve the proposed development.
12. Environmental Site Assessment/Clearance. Developer shall submit evidence of compliance with the Illinois Endangered Species Protection Act and the Illinois Natural Areas Preservation Act.
13. Flood Plain and Wetland Studies and/or statement by a qualified professional that no such areas exist on the property being subdivided.
14. 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.
15. Market Study, addressing the applicant's assessment of the need for the proposed development and the community's ability to utilize the proposed development towards its betterment.
16. Engineering Plans and Specifications under the signature and seal of an Illinois Licensed Professional Engineer and a corresponding Engineer's Estimate of Probable Construction Costs, all in accordance with the Village's Standard Specifications for Improvements (Subdivision Ordinance Appendix) or as required during the review of the Preliminary Plan. The Village Engineer shall certify that the improvements described in the subdivider's plans and specifications meet the minimum requirements of all ordinances and standards of the Village prior to any action of approval by the Village Board. The engineering plans shall be presented on sheets no larger than 24 inches by 36 inches. Standard Details are available in the Subdivision Ordinance and from the Village Engineer.

Engineering Plans shall include the following Existing Conditions Exhibit as required for a Preliminary Plan:

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.
17. A "Topographic Overlay", so titled, also including the subdivision name, drawn or plotted on mylar film, at the same scale as the Final Plat, with 1 foot contour interval, the same bench mark information that appears on the improvement plans, the same boundary lines as presented on the Final Plat, north arrow, scale and one of the Drainage Certificates shown in Article 8, whichever applies.

18. A description of the proposed donations required to satisfy the provisions of Article 7 on this Ordinance.
19. Permit applications requiring Village signature such as water and sanitary sewer shall be submitted completely filled out ready for the Village signature.
20. Current title commitment showing ownership, liens and encumbrances.
21. Agreement executed by the subdivider, and approved in writing by the Village Attorney, wherein he/she agrees to make and install the improvements in accordance with the plans and specifications accompanying the final plat and specifying completion date not more than two years after date of the subdivision plat unless the Village Board determines on the basis of the recommendation of the Village Engineer that a longer time is necessary.
22. Agreement executed by the subdivider, and approved in writing by the Village Attorney, wherein he/she agrees to maintain all improvements required by the plans and specifications accompanying the Final Plat, in a condition whereby they fulfill their intended purpose, until such time as they are accepted by the Village or the appropriate highway authority.
23. Three (3) executed copies of the “Snow Plowing Agreement” shown in Appendix SECTION 304.
Note: If the proposed Final Plat does not contain any new public roads that are to be dedicated to the Village of Newark, the Snow Plowing Agreement will not be required.
24. A guarantee for completion of the subdivision improvements by the subdivider by filing with the Village in the form and content approved in writing by the Village Attorney:
Note: The subdivision improvements required to be covered by such guarantee shall be those public improvements that will be accepted and conveyed to the Village upon acceptance and those improvements necessary to serve the development with sanitary sewer, water and stormwater management services, including the inspection of their installation.
 - a. A certificate of deposit with or an escrow account at a federally insured bank or savings and loan association with resources of at least \$100,000,000.00 under the provisions of an Escrow Agreement approved in form by the Village Attorney, in an amount equal to one hundred fifteen percent (115%) of the estimated construction cost as approved by the Village Engineer and subject to draw by the Village to complete subdivision improvements if they are not completed by the subdivider within

the prescribed time limit. Any interest earned by the certificate of deposit will be retained by the Village. Reduction thereof may be permitted only upon recommendation of the Village Engineer and approval of the Village Board upon application for payout by the subdivider in amounts such that funds remaining in the escrow account will always equal one hundred fifteen percent (115%) of the value of the uncompleted work, as determined by the Village Engineer, and such that not more than ninety percent (90%) of the approved cost estimate is released prior to final inspection and accepting of the improvements by the Village; or

- b. A clean, non-declining, irrevocable letter of credit in such form as approved by the Village Attorney, issued by a federally insured bank or savings and loan association with resources of at least \$100,000,000.00, in an amount equal to one hundred fifteen percent (115%) of the estimated construction cost as approved by the Village Engineer. The letter shall provide that funds may be drawn only by the Village. Reduction thereof may be permitted only upon recommendation of the Village Engineer and approval of the Village Board upon application for payout by the subdivider in amounts such that the credit remaining will always equal one hundred fifteen percent (115%) of the value of the uncompleted work, and such that not more than ninety percent (90%) of the approved cost estimate is drawn prior to final inspection and accepting of the improvements by the Village.
 - c. An irrevocable bond payable to the Village of Newark in an amount equal to one-hundred fifteen percent (115%) of the estimated construction cost as approved by the Village Engineer. A Surety shall issue the Bond and be recognized by the State of Illinois, and approved by the Village Attorney, and shall carry a rating sufficient to cover the cost of construction. Reduction of the Bond may be permitted only upon recommendation of the Village Engineer and approval of the Village Board upon application for payout by the Subdivider in amounts such that the bond value remaining will always equal one-hundred fifteen percent (115%) of the value of the uncompleted work, and such that not more than ninety percent (90%) of the approved cost estimate is drawn prior to final inspection and accepting of the improvements by the Village.
25. A maintenance bond, escrow account or irrevocable letter of credit in an amount equal to fifteen percent (15%) of the approved estimated cost of the improvements or not less than \$5,000.00, whichever is greater, for a period of fifteen (15) months after completion of the construction. The funds in escrow accounts or letters or credit for maintenance purposes shall be directly available for draw by

the Village. The maintenance bond shall be filed with the Village prior to the release of the completion bond. The 15-month maintenance period shall start on the date of acceptance of the improvements or portion thereof.

26. Such other information or documentation as the Village or its professional consultants may deem reasonably necessary to evaluate the Preliminary Plan-Final Plat and to make recommendation thereon.

Check list of items required for submittal before review and consideration of application.

- Payment of Filing Fee** – The payment of any fee established by the Village Board for Preliminary Plan-Final Plat review.
- Final Plat**
- Zoning Statement**
- Annexation Statement**
- Soils report**
- Park and Open Space Study**
- Demographic Study**
- Natural Resources Inventory** issued by Kendall County Soil and Water Conservation District
- Traffic Study**
- Text of Proposed Covenants, Conditions and Restrictions**, if any
- Review Letters from other Agencies**
- Evidence of Ownership or Notarized Owner's Concurrence**
- Fiscal Impact Study**
- Environmental Site Assessment/Clearance**, IDNR, et al.
- Floodplain and Wetland Studies/Statement**
- Market Study**
- Engineering Plans**

- Topographic Overlay**
- Description of Proposed Land Donations**, if any required
- IEPA Permit Applications**
- Current Commitment for Title Insurance**
- Agreements to Install and Maintain Improvements**
- Snow Plowing Agreement**, if required
- Completion and Maintenance Guarantees**, required before Village signs Final Plat
- Establishment/Replenishment of Escrow Deposit**
- Affidavit of Notification** – The affidavit required by Section 303.H of the Subdivision Ordinance regarding notification to the specific entities listed therein.
- Exceptions from Ordinances** — A comprehensive list, if any, of all requested exceptions to applicable ordinances and codes.
- 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.

Checklist Completed by: _____ Date: _____

Comments regarding any of the above checklist items:
