



Planning & Development Department  
 Five Plaza Drive, Woodridge, IL  
 Phone (630) 719-4711  
 Fax (630) 719-4906

# Village of Woodridge

## APPLICATION FOR PRELIMINARY PLAT OF SUBDIVISION

NAME OF PROJECT: \_\_\_\_\_

NAME OF APPLICANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PROPERTY OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ATTORNEY OR AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

COMMON ADDRESS OR DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION: \_\_\_\_\_

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION: Attach legal description typed on separate 8.5 x 11" page(s).

AREA OF SUBJECT PROPERTY IN ACRES: \_\_\_\_\_

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: \_\_\_\_\_

CURRENT USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: \_\_\_\_\_

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant preliminary plat of subdivision approval for the site development as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

Signature of Property Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_



**REQUIREMENTS FOR APPLYING FOR  
PRELIMINARY PLAT OF SUBDIVISION**

**APPLICATION**

This application packet must be completed accurately and truthfully, in its entirety. It must contain an original signature of the property owner or owner’s authorized agent. The application consists of the form on the first page of this packet and a series of checklists detailing the required submittal items pertaining to **preliminary subdivision plats**. The original application and checklists, along with **nine (9) copies**, shall be submitted with the necessary plans. **All plan sets must be folded and grouped** prior to submittal. For more details on any of the requirements summarized here, please refer to the applicable sections of the Village Codes, especially the Subdivision Regulations Ordinance.

**CHECKLISTS**

The following checklists have two sets of boxes to certify submittal of the required items. The applicant must certify his/her compliance by checking the first column of boxes or writing “NA” if the requirement is not applicable. The Village staff will, upon review of the items presented, certify that the application meets the Village's submittal requirements. Please be advised that plan review will not commence until the Planning and Development Department receives a **complete** application containing all required items.

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**APPLICATION FEE**

The applicant must submit an application fee in the form of a check, cashier's check, or money order made payable to the **Village of Woodridge**, for preliminary plat review in the following amount, based upon the acreage of the Subject Realty:

<i>Acreage of Subject Realty</i>	<i>Application Fee</i>
Less than 2 acres	\$500.00
2-10 acres	\$750.00
More than 10 to 25 acres	\$1,000.00
More than 25 acres	\$1,500.00

**APPLICATION**

The applicant must submit an original complete application and checklist, along with nine (9) copies, for a total of **ten (10) application** sets.

**FOUR REVIEW LIMITATION**

Four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant’s request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application being reviewed by the Plan Commission, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5th) and subsequent plan submittals will not commence until the \$500 fee has been paid.



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**REIMBURSEMENT OF FEES AGREEMENT**

The applicant will also be responsible for paying any and all costs associated with the review of the proposal by legal, engineering, planning or other consultants retained by the Village, together with any costs related to public hearings, including, but not limited to, public notice publication costs, court reporter fees, and public notice certified mailing expenses. In order to ensure payment, the applicant must file an original, executed Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Section 3-1A-3A of the Village Code. The agreement must be submitted with an original signature.

 

**PROOF OF OWNERSHIP**

In order to prove that the owner consents to the application for zoning relief, one of the following must be submitted:

- a) a current title policy report; or
- b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required.

If the owner or applicant is a Trust, a disclosure of all beneficiaries must be submitted.

If the owner or applicant is a Partnership, a disclosure of all partners must be submitted.

If the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%) must be submitted.

 

**LEGAL DESCRIPTION**

A legal description of the Subject Realty, i.e. the exact parcel of land for which the zoning relief is sought, must be submitted in both print and digital formats. The print version must be typed on 8½" by 11" paper (if necessary, more than one sheet may be used). The digital version must be submitted as a Word document on a floppy or compact disk. All legal descriptions must include the permanent index number(s) assigned to the Subject Realty and the common address(es) of the Subject Realty.

 

**PLAT OF SURVEY**

The applicant shall submit **ten (10) copies** of a current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor. **Plats shall be folded** so as not to exceed 9" by 12" in folded size.

 

**PRELIMINARY PLAT**

A preliminary plat shall be prepared at a scale of one inch equals one hundred feet (1" = 100') and shall show such designations as existing conditions, proposed streets and utilities, common open space, and other facilities to indicate the character of the proposed development. The submission may be composed of one or more sheets and drawings and shall include the information listed on the attached checklist.

**Ten (10) copies** of the preliminary plat must be submitted with the initial application for staff review. See Section 10-3-2 of the Subdivision Regulations Ordinance for detailed requirements. **Plats shall be folded** so as not to exceed 9" by 12" in folded size.

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**COVENANTS**

Provide **ten (10) copies** of a draft of protective covenants, if any, whereby the subdivider proposes to regulate the land use and otherwise protect the proposed development. If none exist, a statement to this effect should be included.

**TREE PRESERVATION PLAN**

All development and landscape plans must address and comply with the Tree Preservation Ordinance adopted by the Village Board. (See Sec. 9-13-14 of the Zoning Regulations for more information.) **Ten (10) sets of tree preservation plans** shall be submitted with the initial application to show that the development plans adequately comply with the Tree Preservation Ordinance. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

**LANDSCAPE PLAN**

All development and landscape plans must comply with the landscape and screening requirements as set forth in the Zoning Regulations, including the Tree Preservation Ordinance as noted above. (See Sec. 9-13 of the Zoning Regulations for more information.) **Ten (10) sets** of preliminary landscape plans shall be submitted with the initial application to show that the development plans adequately comply with the landscape, screening and tree preservation and replacement regulations. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

**PRELIMINARY ENGINEERING PLANS**

**Ten (10) sets** of preliminary plans or information shall be submitted with the initial application to show that the development can be serviced. See the Subdivision Code or the Village Engineer for more information. The submission may be composed of one or more sheets and drawings and shall include the information listed on the attached checklist. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.



**REVIEW BY OTHER AGENCIES**

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**Kane-DuPage Soil and Water Conservation District** - (Application attached)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a ***Land Use Opinion with the Kane-DuPage Soil and Water Conservation District***. In these instances, proof of such an application filed with the ***Kane-DuPage Soil and Water Conservation District*** must be submitted to the Village. (Note: Some properties are already on file with the District and may have an existing report for a particular property.)

**Will/South Cook County Soil and Water Conservation District** - (Application attached)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a ***Land Use Opinion with the County Soil and Water Conservation District***. In these instances, proof of such an application filed with the ***Will/South Cook County Soil and Water Conservation District*** must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

**Endangered Species Consultation** - (Application attached)

Rezoning requests for lands currently zoned as agricultural or other "open space" designation to one that would allow development shall be submitted for review. Approval of planned unit developments, special use permits, and preliminary and final subdivision plats are subject to this review process. The applicant shall file an application for an ***Endangered Species Consultation Agency Action Report with the Illinois Department of Conservation***. The applicant should list the *Village of Woodridge* as agency name, and *Five Plaza Drive, Woodridge, IL 60517* as the address. Also list the Village planner working on the case as the contact person on the application form so a copy of the response is returned to the Village. When such an application to the ***Illinois Department of Conservation*** is required, proof of a submitted application must be provided to the Village.

**Highway Department**

If the project involves a new access or a change to an existing access on a State highway (such as Route 53, Joliet Road) or a County highway (such as 75th Street, Hobson Road, Lemont Road, Boughton Road, Woodward Avenue (between 83<sup>rd</sup> Street and Boughton Road)), a highway permit is required from the appropriate agency. When such an application to the ***DuPage County Highway Department or the Illinois Department of Transportation*** is required, proof of a submitted application must be provided to the Village.

**Wetlands Permit**

If the proposed development involves construction or dredging in a regulatory wetland area, the applicant must file an application for a ***Joint Regulatory Review Wetlands Permit with the U.S. Army Corps of Engineers***. The applicant may be required to submit additional studies and proposed mitigation efforts in order to receive a permit. When such an application to the ***U.S. Army Corps of Engineers*** is required, proof of a submitted application must be provided to the Village.



**PRELIMINARY PLAT CHECKLIST**

A preliminary plat shall be prepared at a scale of not less than one inch equals one hundred feet (1" = 100') and shall show all existing conditions and proposed improvements required in the Subdivision Regulations Ordinance. The submission may be composed of one or more sheets and drawings and shall include the information listed below.

**Ten (10) copies** of the preliminary plat must be submitted with the initial application. See Section 10-3-2B of the Subdivision Regulations Ordinance for detailed requirements.

1. Name of proposed project \_\_\_\_\_

2. Developer or owner of site

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

3. Person or firm preparing the plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

*(All Section references are to the Subdivision Ordinance)*

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4.

Accurate boundary lines, bearings and distances (Sec. 10-3-2B1a)

5.

Existing and proposed easements: location, width, purpose (Sec. 10-3-2B1b)

6.

Streets on and adjacent to the tract: Name and right-of-way width, existing or proposed center line elevations, gradients, pavement type, walks, curbs, gutters, culverts, etc. (Sec. 10-3-2B1c)

7.

Location, size and elevations of utilities on and adjacent to tract (Sec. 10-3-2B1d)

8.

Ground elevation contour lines (minimum one foot contours for slopes less than .5% or minimum 2 foot contours for slopes greater than .5% (Sec. 10-3-2B1e)

9.

Locations and test results for subsurface soil, rock and ground water conditions, if required by Village (Sec. 10-3-2B1f)



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- 10.   Location of any other significant conditions on the tract, including watercourses, wetlands, rock outcrops, wooded areas, isolated preservable trees six or more inches in diameter, and structures (Sec. 10-3-2B1g)
- 11.   Location of any significant conditions on adjoining land, including slope, buildings, nonresidential uses, ownership of unplatted land, or subdivision name, recording date and number, development status, lot size and dwelling type (Sec. 10-3-2B1h)
- 12.   Existing zoning classification of site and adjacent property (Sec. 10-3-2B1i)
- 13.   Proposed highways or other major public improvements planned on or adjacent to the tract (Sec.10-3-2B1j)
- 14.   Map data: name of development, name of site planner, north point, scales (both graphic and written), date of preparation and revision, plan identification number, and acreage of site (Sec. 10-3-2B1k, 10-3-2B2)
- 15.   Descriptive information or vicinity map to locate the plat (Sec. 10-3-2B2c)
- 16.   Description and location of all survey monuments in the subdivision (Sec. 10-3-2B2d)
- 17.   Sites for non-single family residential uses, including churches, parks, open space and public lands intended within the subdivision (Sec. 10-3-2B2f, -g, -h)
- 18.   Location and size of utilities (Sec. 10-3-2B2i)
- 19.   Numbers, dimensions and area of lots and blocks (Sec. 10-3-2B2j)
- 20.   Building setback lines showing dimensions (Sec. 10-3-2B2k)
- 21.   Location of any 100 Year recurrence internal floodplain and floodway boundaries (DuPage County Countywide Stormwater and Flood Plain Ordinance)
- 22.   Location and classification of any wetland areas as delineated in the National Wetlands Inventory (DuPage County Countywide Stormwater and Flood Plain Ordinance)
- 23.   Provision for required screening, if applicable (See pertinent zoning district for requirements)



**PRELIMINARY ENGINEERING PLANS CHECKLIST**

**Ten (10) sets** of preliminary plans or information shall be submitted with the initial application to show that the development can be serviced. (See the Subdivision Code or the Village Engineer for more information.)

1. Name of proposed project \_\_\_\_\_

2. Person or firm preparing the plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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3.   Roads, including classification, right-of-way width, pavement width, and typical construction details

4.   Show geometric data required for accurate layout of the site

5.   Grading plans showing paving design, all storm sewers, and detention/retention facilities (including detention/retention calculations)

6.   Utility plans showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures

7.   Exterior lighting plans showing location of proposed lighting fixtures



**TREE PRESERVATION PLAN CHECKLIST**

**Ten (10) sets** of tree preservation plan shall be submitted with the initial application adequate to show that the plans comply with the Tree Preservation Ordinance. (See Sec. 9-13-14 of the Zoning Regulations for more information.)

1. Name of proposed project \_\_\_\_\_

2. Person or firm preparing the plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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3.   Name, telephone number and address of applicant, property owner, developer and builder

4.   Current plat of survey

5.   Delineation of the buildings, structures, or paved surfaces situated on the site and/or contemplated to be built thereon

6.   Delineation of all areas to be graded and limits of land disturbance

7.   A list noting the size, species, and condition of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, that lie within the area to be platted or on the parcel proposed to be developed

8.   A map showing the locations of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, each of which shall be keyed to the tree list

9.   Size, species, condition and location of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, located on adjacent properties whose trunks are located within twenty feet (20') of the subject property line

10.   Identification, in both graphic and tabular form, of all protected trees to be removed

11.   Measures proposed to protect existing trees to be retained, both on the subject property and on neighboring properties within twenty feet (20') of the subject property line



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- 12.   Calculations showing how many replacement trees are required based on the “Tree Replacement Schedule” in Section 9-13-14-I of the Zoning Regulations and how many are being proposed
  
- 13.   Size, species, quantity, and location of all replacement trees proposed to be planted on the property in accordance with the “Tree Replacement Schedule”
  
- 14.   A current certificate issued by an International Society of Arboriculture certified arborist, a Society of American Foresters certified forester, or Illinois registered landscape architect stating that the tree preservation plan complies with the provisions of Tree Preservation Ordinance (See Sec. 9-13-14 of the Zoning Regulations.)
  
- 15.   Signature, company, address, and phone number of the person preparing the plan



**LANDSCAPE PLAN CHECKLIST**

**Ten (10) folded copies** must be submitted with the initial application. (See Sec. 9-13-14 of the Zoning Regulations for more information on landscape plan requirements.)

1. Name of proposed project \_\_\_\_\_

2. Person or firm preparing the plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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- 3.   Accurate property boundary lines
- 4.   Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping
- 5.   Date, north point, and scale, both written and graphic
- 6.   Plan identification number
- 7.   Site area proposed to be landscaped in square feet and as a percentage of the total site area
- 8.   Dimensions of landscape islands
- 9.   Setbacks of proposed impervious surfaces from property lines
- 10.   Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species
- 11.   Location of all plant materials noted on plan
- 12.   Provision for required size, type, and quantity of plant material
- 13.   Percent of landscaped area provided as per requirement
- 14.   Landscaped yard point totals provided as per requirement
- 15.   Location of proposed landscaping irrigation systems