

**CHAPTER 2**  
**PLAT APPROVAL PROCEDURE**

**Section**

- 5-2-1 Pre-Application Procedure
- 5-2-2 Conditional Approval of Preliminary Plat
- 5-2-3 Approval of Final Plat

**§5-2-1: PRE-APPLICATION PROCEDURE:**

- (A) Previous to the filing of an application for conditional approval of the preliminary plat, the subdivider shall submit to the Plan Commission plans and data as specified in Chapter 5 of this Title.
- (B) Advisory action will be taken by the Plan Commission in accordance with the other provisions of this Title.

(Ord. 68-24, 2-19-1968; amd. 2014 Code)

**§5-2-2: CONDITIONAL APPROVAL OF PRELIMINARY PLAT:**

- (A) Preparation Of Preliminary Plat: Whether or not a subdivider elects to utilize the preapplication procedure provided for in Section 5-2-1 of this Chapter, the subdivider shall cause to be prepared a preliminary plat, together with improvement plans and other supplementary material as specified in Chapter 5 of this Title.
- (B) Submission Of Preliminary Plat: Four (4) copies of the preliminary plat and supplementary material specified shall be submitted to the Plan Commission with written application for conditional approval at least ten (10) days prior to the meeting at which it is to be considered.
- (C) Application For Conditional Approval: The application for conditional approval of the preliminary plat shall be accompanied by a certified check or money order payable to the Village in the amount of five hundred dollars (\$500.00), plus one hundred dollars (\$100.00) per lot in the proposed subdivision, to cover the cost of reviewing the proposed plat.
- (D) Review: Following review of the preliminary plat and other data submitted in compliance with these regulations, the Plan Commission shall take action in accordance with this Title and statutory requirements.
- (E) Action Noted: The action of the Plan Commission shall be noted on two (2) copies of the preliminary plat, referenced and attached to any conditions determined. One copy shall be returned to the subdivider and the other retained by the Village Clerk.

- (F) Conditional Approval: Conditional approval of a preliminary plat shall not constitute approval of the final plat. Rather, it shall be deemed an expression of approval to the layout submitted on the preliminary plat as a guide to the preparation of the final plat which will be submitted for approval of the Plan Commission and for recording upon fulfillment of the requirements of these regulations and the conditions of the conditional approval, if any.

(Ord. 68-24, 2-19-1968; amd. 2014 Code)

### **§5-2-3: APPROVAL OF FINAL PLAT:**

- (A) Conformance Of Final Plat: The final plat shall conform substantially to the preliminary plat as approved, and, if desired by the subdivider, it may constitute only that portion of the approved preliminary plat which he proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of these regulations.
- (B) Application: Application for approval of the final plat shall be submitted in writing to the Village Clerk at least ten (10) days prior to the meeting at which it is to be considered.
- (C) Submittal: Four (4) copies of the final plat and other exhibits required for approval shall be prepared as specified in Chapter 5 of this Title, and shall be submitted within one year after approval of the preliminary plat; otherwise, such approval shall become null and void unless application for an extension of time is made to and granted by the Plan Commission.
- (D) Prior To Approval: Prior to final approval by the Village Board, the subdivider shall file with and have approved by the Board one of the following:
1. A certificate by the Village Engineer that all improvements and installations to the subdivision required for its approval have been made or installed in accordance with the specifications.
  2. A bond which shall:
    - (a) Run to the President and Board of Trustees of the Village. (Ord. 68-24, 2-19-1968)
    - (b) Be in an amount determined by the President and Board of Trustees to be based on one hundred ten percent (110%) of an estimate of cost approved by the Village Engineer for improvements and installations in compliance with this Title. (Ord. 68-24, 2-19-1968; amd. 2001 Code)
    - (c) Have as surety thereon such company reasonably satisfactory to the Corporate Authorities as is licensed to do business in the State of Illinois. (Ord. 68-24, 2-19-1968)
    - (d) Specify that all improvements shall be completed within a period of two (2) years after the approval of the subdivision in accordance with village requirements, or as otherwise agreed to in writing by the appropriate Corporate Authorities. (Ord. 68-24, 2-19-1968; amd. 2001 Code)
  3. A deposit of cash or equivalent of cash including letter of credit in lieu of bond as described in subsection (D)2 of this Section. (Ord. 68-24, 2-19-1968)
- (E) Septic System Notation: The final plat submitted for approval shall contain substantially the following language in capital letters or bold face type:

*SEPTIC SYSTEM NOTATION: In approving this plat of subdivision, the Village has not undertaken or reviewed any tests or data relative to the suitability of individual lots for septic systems. Prior to the issuance of a building permit, the Village will require evidence that soil conditions for the lots in question permit the use of septic systems.*

(Ord. 75-107, 7-21-1975)

(F) Commission's Decision: After application for approval of the final plat, the Plan Commission shall act in accordance with this Title and statutory requirements. If the Plan Commission approves, the plat shall be signed by its chairman. If the Commission disapproves, such commission shall set forth its reasons in its own records and provide the applicant with a copy.

(G) Filing:

1. After approval of the final plat by the Plan Commission and the fulfillment of the requirements of these regulations, an execution copy of the final plat of the subdivision, as prescribed in Section 5-5-3 of this Title, shall be submitted to the Village Board for its consideration.
2. Action shall be taken by the Village Board in accordance with this Title and statutory requirements.
3. Upon approval of the Village Board, the plat shall be recorded by the Village Clerk or the Village Engineer immediately after the appropriate signatures have been affixed by the owner and governmental authorities.

(Ord. 68-24, 2-19-1968; amd. 2014 Code)