

**WILL COUNTY SUBDIVISION ENGINEERING
CHECK LIST
PRELIMINARY PLAT**

SUBDIVISION NAME _____ UNIT NO. _____
DEVELOPER'S NAME _____
DEVELOPER'S ADDRESS _____
DATE RECEIVED _____ REVIEWER _____

NOTE: IF PROPOSED SUBDIVISION IS TO BE A PLANNED UNIT DEVELOPMENT (P.U.D.):

1. SIX COPIES OF THE PRELIMINARY PLAT AND A COMPLETED PRELIMINARY PLAT APPLICATION MUST BE SUBMITTED TO THE DEVELOPMENT REVIEW DIVISION A MINIMUM OF 30 DAYS PRIOR TO FILING A ZONING APPLICATION FOR THE SPECIAL USE PERMIT FOR A PLANNED UNIT DEVELOPMENT.
2. INCLUDE THE INFORMATION REQUIRED IN SECTION 15.4 OF THE ZONING ORDINANCE WITH THE ZONING APPLICATION FOR THE SPECIAL USE PERMIT.
3. THE PRELIMINARY PLAT SHALL LIST ALL REQUESTED VARIANCES.
4. INCLUDE A YIELD PLAN WITH THE PRELIMINARY PLAT APPLICATION TO SHOW THAT THE PROPOSED DENSITY CORRESPONDS WITH THE UNDERLYING ZONING DISTRICT.

PLANNED UNIT DEVELOPMENT PRELIMINARY PLATS ARE NOT OFFICIALLY ACCEPTED UNTIL THE CHIEF SUBDIVISION ENGINEER EXAMINES THE PRELIMINARY PLATS AND ASSOCIATED DOCUMENTS, FINDS THAT THEY CONTAIN ALL INFORMATION ESSENTIAL FOR PROPER REVIEW BY THE PLAT COMMITTEE, AND OFFICIALLY ACCEPTS THEM. ZONING APPLICATIONS ASSOCIATED WITH PLANNED UNIT DEVELOPMENT PRELIMINARY PLATS WILL NOT BE CONSIDERED COMPLETE, FILED, AND SCHEDULED FOR PUBLIC HEARING UNTIL THE ASSOCIATED PRELIMINARY PLAT IS ACCEPTED BY THE CHIEF SUBDIVISION ENGINEER.

Is property located in: _____unincorporated Will County, **OR** _____a non-certified community

Date of Concept Plan meeting: _____

A. APPLICATION REQUIREMENTS:

- _____ Completed Preliminary Plat application
- _____ 6 signed & sealed copies of Preliminary Plat for initial review (secretary to distribute 1 to planner, 1 to Health Department, 1 to Highway Commissioner, 1 to NRCS, and we keep two)
- _____ One 8.5" x 11" copy of Preliminary Plat (forward to Planner)
- _____ Preliminary Plat review fee
- _____ Proof that Developer sent copy of Preliminary Plat to Township Road District Commissioner, District School Superintendent, and Fire Protection District
- _____ Letter of Agreement with Highway Commissioner or other road authority regarding approval of proposed roadway configuration and any improvements he will require to adjacent roads
- _____ Natural Resources inventory opinion less than 2 years old prepared by Will-South Cook Soil and Water Conservation District
- _____ Preliminary Environmental Review letter from the Health Department on suitability of proposed water supply and sewage system for the site
- _____ Soils Overlay at same scale as Preliminary Plat
- _____ 2 copies of a soils report.
- _____ Proof of notification to adjacent property owners that development is proposed and requesting

information on existing field tile on the property (notification not more than 6 months before submittal of Preliminary Plat)

B. GENERAL PRELIMINARY PLAT REQUIREMENTS:

1. MAPPING

- ____ Property plotted on USGS Hydraulic Atlas (Quadrangle _____)
- ____ Property plotted on NWI map
- ____ Property plotted on FIRM map (Panel No. _____)

2. PRELIMINARY PLAT DOCUMENT

- ____ Prints blueline, blackline, or digital format
- ____ Name, address, and phone number of owner, developer, engineer, surveyor, and planner
- ____ Scale shown on plat, 1"=20' through 1" = 100'
- ____ Subdivision name (no duplication) including the words "Planned Unit Development" if applicable
- ____ Notation stating "Preliminary Plat"
- ____ Date or current revision date
- ____ North arrow
- ____ Scale drawing of section showing location of subdivision (section, township, range)
- ____ Legal description of property with acreage
- ____ Benchmark (from Will County system or NAVD 88)
- ____ Location and names of adjoining subdivisions or landowners
- ____ Zoning on, and contiguous to, the subdivision
- ____ Zoning case number shown
- ____ Signature and seal of a registered professional engineer
- ____ Boundaries (length & bearings) of subdivision, reference to section corner,
- ____ Show existing platted streets (location, width, type of construction and name) on proposed subdivision or in vicinity
- ____ Proposed street and lot layout, open spaces, stormwater management areas
- ____ Curve data for proposed roadways and lengths of tangents
- ____ Cross section of proposed right-of-ways, including pavement composition, width, sidewalks, drainage ways, public utilities
- ____ Proposed building setback lines
- ____ Show existing railroad and utility right of ways
- ____ Location of any parks, cemeteries, permanent buildings, and bridges shown
- ____ Location of property to be dedicated to public use (streets, parks, open space, etc.)
- ____ Size, elevation, and location of existing bridges, culverts, storm sewers, sanitary sewers, water mains, and associated structures within 150 feet or greater if necessary to define local drainage patterns
- ____ Location of any wetlands and buffer
- ____ Location of floodplain shown
- ____ Identify any Public Body of Water as determined by Federal, State, or Local Agency and show normal shoreline
- ____ Show high water level and normal water level of all streams, lakes, watercourses, wetlands, depressions, or any areas subject to flooding on property or adjacent to property
- ____ Topography shown with contour intervals not more than two feet extending at least 150 feet beyond property line or further if necessary to define local drainage patterns

- _____ Lot layout, lot areas (square feet), lot dimensions, net and gross areas, and:
 - _____ In single-family subdivisions, include approximate gross area of subdivision (in acres), minimum lot size, average lot size, and existing and/or proposed zoning, gross and net densities
 - _____ In multi-family subdivisions, include dimensions of structures, number of units, gross and net densities, parking areas, public facilities, acreage of streets and parking areas, and location of sewage system and water distribution system.
 - _____ In commercial and industrial areas, include landscaping plan, parking plan, sewage system and water distribution system, buffer areas, number of acres for streets and parking, open space, and public facilities.
- _____ Show layout of connections to adjoining property, temporary tees, and County road entrances
- _____ Location, size, elevation, and distance to the nearest public water and sewer
- _____ List all requested variances from Zoning, Subdivision, and/or Water Resource Ordinances
- _____ List all amenities to be provided (if a P.U.D.)
- _____ Show offsite improvements (roadway improvements, utilities, grading, etc.)

3. GENERAL NOTES ON PRELIMINARY PLAT DOCUMENT

- _____ One parkway tree every 40 feet shall be provided for each lot (minimum 2, maximum 4 per lot) in a location acceptable to road authority
- _____ Note the type of sewage system and water service to be provided
- _____ All existing field tile shall be located and provisions made to insure their original route and integrity.
- _____ Parkways, new ditches, and detention areas shall receive minimum 4" topsoil and shall be seeded or sodded in accordance with the Will County Soil Erosion and Sedimentation Control Ordinance
- _____ School, Park, and Library donation shall be provided
- _____ A School Facilities Fee shall be provided
- _____ A County Highway Entrance Permit will be obtained (if applicable)
- _____ Street signs shall be provided at each intersection
- _____ Traffic control signs shall be provided as required by road authority
- _____ Street lights shall be provided as required
- _____ A Site Development Permit will be obtained
- _____ A Special Use Permit for Floodplain Development will be obtained (if applicable)
- _____ A FEMA map revision will be obtained (if applicable)
- _____ Offsite improvements required by the road authority will be provided
- _____ An Erosion Control plan meeting the requirements of the Illinois EPA and the Illinois Procedures for Urban Soil Erosion and Sedimentation Control Manual will be provided
- _____ All buildings to be erected on all lots are to have the lowest floor at or above a specified elevation that would be in compliance with the Will County Water Resource Ordinances
- _____ The buildings to be constructed within, or adjacent to floodplains or areas prone to flooding, must comply with the requirements of FEMA Technical Bulletin 10-01.
- _____ The Will County Board has established a policy concerning the collection of a School Facilities Fee to provide buildings, improvements, and related infrastructure to meet the needs of additional student population that will be generated by this development. The Will County Board seeks the commitment of every developer to pay a School Facilities Fee in addition to the School Site Fees as a condition of final plat approval."

4. DESIGN

a. STREETS / SIDEWALKS:

- At least 2 ingress and egress for 25 lots or more.
- Minimum 1320' apart for entrances
- Entrance cannot be located within 500 feet of an at-grade railroad crossing.
- Half Street are prohibited or comply with section 23-10-A
- Temporary T-turnaround 20'+1/2 of pavement with
- Curb return radii (25' minimum) noted
- New streets layout (width, approximate grade, and typical cross sections)
- ROW (secondary street 120', collector street 80', local street 66')
- Cul-de-Sac bulbs show 130' minimum diameter R.O.W. and 100' diameter pavement
- Curb & gutter on 5% or greater grades or less than 120' average lot width at front lot line
- Curb & gutter must be Type B-6.12
- Back of curb to be depressed or cut for access to driveway, sidewalk, and other paths
- Street jogs 125' minimum
- Cul-de-Sac streets 1200' maximum length
- Block length 1500', maximum
- Minimum 100' tangent between reverse curves on local streets (radii of 200' or less)
- Minimum 300' tangent between reverse curves along all other streets
- Minimum centerline radius 200' on local streets (show radius)
- Street intersection angles at 90 degrees
- Access provided to adjacent landowners
- Continuation of existing streets
- Sidewalks on 120' frontage or less, or within 1 mile of a school
- Crosswalks on blocks greater than 660'
- Barrier-free ramps at all street crossings
- Acceptable sight distance at entrance from existing road (check with highway authority)
- Minimum 75' site triangle at or intersection

b. LANDSCAPING:

- Sod, mat or blanket to be used on slopes 20% or greater
- One tree every 40' of lot frontage (minimum 2, maximum 4 per lot) with tree location as approved by Road District Commissioner. A 10-foot easement along the front of each lot can be provided for this purpose if highway authority does not allow trees in right-of-way.
- Provide landscape plan when required for screening purposes or as an amenity.

c. LOT SIZE / DESIGN:

- Any existing buildings to remain on property satisfy setback and yard requirements
- No residential lots fronting state and county highway
- Lot depth 90' minimum
- Outlots intended ownership and maintenance responsibility
- Building site available on each lot
- Building Setback line
- Lot depth: width (approximately 2.5:1)
- Lot lines radial to street lines
- Preliminary septic field locations (if applicable). If grading more than 12" over proposed septic field location, obtain Health Department approval.

- _____ Preliminary top of foundation elevations for future buildings
- _____ Double-frontage lots are prohibited or comply with Subdivision Ordinance sec. 22-04-C
- _____ Percentage of each lot below the base flood elevation prior to construction and after construction

d. DRAINAGE:

- _____ Existing sewers, culverts, bridges, and associated structures (size and grade) on or adjacent to proposed subdivision
- _____ Spot elevations at critical locations (lot corners, pavement, flood route, etc.)
- _____ Check USGS for offsite flow
- _____ Drainage arrows at side and rear lot lines
- _____ Overland flood route shown
- _____ By-pass or flood routes for upstream tributary areas shown
- _____ Flow lines of streams and drainage channels, floodplain and floodway limits (if applicable)
- _____ Existing drain tiles, inlets, and outfalls (drain tile investigation plan required with final improvement plans)
- _____ Existing storm, sanitary, and combined sewers and outfalls
- _____ Existing septic tank systems and outlets
- _____ Existing seeps, springs, flowings, and wells
- _____ Profiles of streams, channels, ponds, and basins on property or on adjoining land which may affect drainage for a minimum 500 feet in each direction, upstream & downstream, showing stream bed elevations, channel bank elevations, waterway openings or existing culverts and bridges within and near property, size and elevation of sewer and drain outlets into stream channel or basin, and flood protection elevations

e. EASEMENTS/FRONTAGE/SETBACKS:

- _____ Drainage and utility easements, floodplain and wetlands easements, conservation/open space easements, overflow route easements, grading, and no access easements shown
- _____ Minimum 15' screen planting easements if needed
- _____ Building setback lines meets Zoning district requirements
- _____ Lot frontage meets zoning district requirements at setback line

f. DETENTION:

- _____ Storm water and Detention facilities shall be in accordance with the Water Resource Ordinance for Unincorporated Will County
- _____ 10' plus 1.5 time the depth of detention pond from ROW to edge of the pond
- _____ Note that detention ponds will be privately owned or publicly owned with an agreement for maintenance

g. FLOODPLAIN / WETLANDS:

- _____ Submit calculations to determine base flood elevation, if unstudied floodplain on property
- _____ Submit base flood elevations to IDNR for concurrence if draining more than 1 square mile
- _____ Submitted evidence of an IDNR/OWR permit for work in the floodway or BFE concurrence if watershed drains more than one square mile
- _____ Submitted evidence that a letter of Conditional Map Revision has been applied for through FEMA (if needed)
- _____ Submit wetland delineation report if wetlands are present (unincorporated area only)

Updated 02-10-2011

- _____ Submit ACOE jurisdictional letter
- _____ Submitted evidence of a US Army Corp of Engineers permit for wetland development
- _____ Submitted mitigation plan (if required)
- _____ Verify location of wetlands in field (unincorporated area only)
- _____ Define undeveloped buffer around wetlands in unincorporated area

h. STORM SEWER:

- _____ Preliminary storm sewer design (pipes to carry 10-year storm flows with flood routing for flows in excess of 10 year.
- _____ Analysis of upstream flow to be by-passed thru project
- _____ Investigate existing field tiles; install inspection manholes at property line and at ROW

C.—FLOOD DAMAGE PREVENTION

- _____ Preliminary Drainage Plan
- _____ Percentage of lot in floodplain before and after construction
- _____ Floodplain limits and floodway limits shown before and after construction
- _____ Preliminary calculations for detention pond and outlet sizing
- _____ Show proposed detention areas and water levels
- _____ Overland route of flood waters (in easement)
- _____ Elevation of outlets for detention ponds
- _____ Flood protection elevation
- _____ Detention pond and/or drainage ditch cross section

UPON CHIEF SUBDIVISION ENGINEER'S ACCEPTANCE OF THE PRELIMINARY PLAT, THE ENGINEER SHALL SUBMIT AN 8-1/2" X 11" REDUCED SIZE COPY OF THE PRELIMINARY PLAT ALONG WITH 14 COPIES OF THE ACCEPTED PRELIMINARY PLAT, SIGNED & SEALED BY A REGISTERED PROFESSIONAL ENGINEER.

J:\checklists for subdivisions\checklist-prelim 11-15-04