

**SUBMISSION CHECKLIST**

**FOR**

**PRELIMINARY PLAT**

**AND**

**PRELIMINARY ENGINEERING**

**Lake County**  
**Department of Planning, Building and Development**

500 W Winchester Road • Libertyville, Illinois 60048  
Telephone (847) 377-2600 • Fax (847) 984-5744

Director: Eric Waggoner

## **INFORMATION FOR PRELIMINARY PLAT REVIEW**

**Please use this checklist in combination with Chapter 151 of the Lake County, Illinois Code of Ordinances (The Lake County Code) when preparing for submittal. If you have questions regarding applicability of any item, please contact staff at (847) 377-2600. (*Items in gray are to be completed by staff*).**

**DATE OF SUBMISSION** \_\_\_\_\_ **HANSEN #** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**PARCEL NUMBER(S):** \_\_\_\_\_

**TOWNSHIP:** \_\_\_\_\_

**PROJECT MANAGER:** \_\_\_\_\_

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*When completing the checklist, apply the following symbols: Y = Yes, information is provided, N = information is not provided, N/A = not applicable to this project.*

**The following information and documentation shall be required for Preliminary Plat submissions prior to their formal review by the Staff Review Committee:**

**Required Documents:**

- **Complete application**
- **Planning Report**
- **Preliminary Plat Information**
- **Preliminary Engineering Information**

**APPLICATION**

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\_\_\_\_\_ Is the Preliminary Plat being filed within 12 months of the date of application for the Pre-application Conference?

\_\_\_\_\_ Completed application for Preliminary Plat (The application form can be obtained in the office of the Division of Development Services or may be downloaded from the County's website at <http://www.lakecountyil.gov>)

## **PLANNING REPORT**

The information shall be presented on 8.5 inch by 11 paper and shall be bound into a report which includes:

### **Location Information**

- \_\_\_\_\_ A vicinity map depicting the location of the subject property in relation to major roads, natural features or municipalities.
- \_\_\_\_\_ The address and the parcel identification numbers of the property to be developed.

### **Ownership Information**

#### **Ownership representations of the property to be developed as follows:**

- \_\_\_\_\_ **Fee Ownership:** A copy of the deed or other instrument conveying ownership of the subject property to the listed owner(s).
- \_\_\_\_\_ **Land Trust Agreement:** The name, address and percent interest in any trust. Each beneficiary shall be identified as required by 765 ILCS 405/2.
- \_\_\_\_\_ **Corporation, Business Entity, Partnership/Joint Venture/Syndicate:** The application shall include the correct names, addresses and percent interest of all stockholders or shareholders owning any interest in excess of 20 percent of all outstanding stock of the corporation. If the corporation has no shareholders, a statement to that effect shall be submitted.

### **Contact information**

- \_\_\_\_\_ The name, address and telephone number of all individuals and firms involved in the design and development of the subject subdivision including, but not limited to, the developer, planner, engineer, surveyor and landscape architect.

### **Jurisdictional Information**

- \_\_\_\_\_ The address, telephone number and contact person for each of the following agencies or corporations;
  - Cable Television Company
  - Electric Company
  - Fire Department/Protection District
  - Gas Company
  - Highway Authority Controlling Access
  - Nearest Municipality
  - Park District (if any)
  - Local Post Office

- Sanitary Sewer Provider (if any)
- School Districts (Residential Uses only)
- Telephone Company
- Water Provider (if any)

**Plat Information**

- \_\_\_\_\_ The zoning of the subject property.
- \_\_\_\_\_ The type of subdivision (e.g., conventional, conservation, planned development, commercial, mixed-use).
- \_\_\_\_\_ A sketch of a typical lot for each proposed use.
- \_\_\_\_\_ A table listing the following information:
  - Average Lot Area
  - Floor Area (Nonresidential Uses)
  - Gross Lot Area
  - Impervious Surface (Nonresidential Uses)
  - Lot Width
  - Maximum Lot Area
  - Minimum Lot Area
  - Net Lot Area
  - Number of Dwelling Units
  - Use of each lot or Outlot (e.g., Multiplex, Commercial, Open Space);
- \_\_\_\_\_ Draft Site Capacity Calculations (may also be part of natural resource plan).
- \_\_\_\_\_ A description of how school and park contributions will be made (i.e. cash, land donation) and what districts' are involved in the contribution.
- \_\_\_\_\_ Status of adjoining properties. Include use, zoning and land use class (i.e. single family residential, agricultural).
- \_\_\_\_\_ **Landscaping** (as required by Section 151.167 of the Lake County Code). Provide a description of the type and width of required transition yards, if any, along all property lines and between different use classes (i.e. single family residential, commercial).

**Infrastructure Improvement Information**

**Roadway Information:**

- \_\_\_\_\_ Name, Classification (freeway, arterial, collector, local street), existing and ultimate right-of-way width and highway jurisdiction of each dedicated road adjoining the property to be developed.
- \_\_\_\_\_ Total linear feet of proposed roads and the length of all proposed cul-de-sacs
- \_\_\_\_\_ Copy of an access permit application for any state, county or township road.

**Stormwater Information:**

\_\_\_\_\_ **Stormwater Improvements** (See Stormwater Management Improvement Plans under Preliminary Engineering Improvements)

\_\_\_\_\_ **Sewer and Water Information:** (See Sewer and Water Improvement plans under Preliminary Engineering Improvement Information)

## **PRELIMINARY PLAT INFORMATION**

### **1. GENERAL PLAT/PLAN STANDARDS**

\_\_\_\_\_ Sheet size not greater than 24 inches × 36 inches.

\_\_\_\_\_ A scale of 1 inch equals 50 feet or 1 inch equals 100 feet to portray the proposed subdivision on a single sheet.

\_\_\_\_\_ A graphic scale and a north arrow must be shown.

\_\_\_\_\_ Linear dimensions given in feet and decimals of a foot.

\_\_\_\_\_ Area dimensions given in acres or square feet.

\_\_\_\_\_ Sheets are numbered consecutively and bound into a package.

\_\_\_\_\_ Each sheet shall have a title block that contains the following information:

- The name of the subdivision;
- The title of the sheet (i.e. Preliminary Plat, Natural Resource Plan);
- The sheet number
- The name, address and telephone number of the developer;
- The name, address and telephone number of the preparer;
- The date of original design along with all subsequent revision dates shall be noted.

### **2. BOUNDARY SURVEY AND EXISTING CONDITIONS**

\_\_\_\_\_ **(Sheet 1)** Boundary survey prepared, sealed and signed by registered surveyor that contains:

- Angles, bearings, azimuths, dimensions and curve data of all existing property and right-of-way lines.
- The location of all existing recorded easements on the property.
- A description and location of all survey monuments sufficient to reproduce any line or re-establish any monument in the subdivision.
- Legal Description of the existing property.
- Show existing lot and parcel configurations.

\_\_\_\_\_ **(Sheet 2)** A topographic survey prepared either by a surveyor or an engineer depicting existing contour lines at not greater than 1 foot intervals extending a minimum of 200 feet off-site that includes:

- The location of any known farm and storm drainage tiles.
- The normal shoreline of water bodies, channels, existing detention basins, their easements and direction of flow.
- The location, size and flow line elevation of all existing storm sewers, culverts, sanitary sewers and water mains of record.
- The location of septic tanks and any existing septic fields (i.e., trenches, mounds, seepage beds, etc.) if any, of record.
- The location of all existing wells of record.
- Natural and other groundwater sources, such as seeps, springs, flowing and other artesian wells, that are visible or are of record.
- The soil types indicated in the Soil Survey of Lake County or as determined by an on-site soil survey. The soil boundaries shall be drawn on the plan and the soil designations shall be shown in the area where each soil mapping unit exists.

#### **4. PRELIMINARY NATURAL RESOURCE INVENTORY, NATURAL RESOURCE PLAN AND SITE CAPACITY CALCULATIONS**

\_\_\_\_\_ Draft Site Capacity Calculations (*See Sections 151.070 through 151.072 of the Lake County Code*)

\_\_\_\_\_ **(Sheet 3)** The location and extent of all applicable natural resource areas with acreages listed on the plan and in a table as follows:

- Nonlinear Water Bodies (Lakes and Ponds)
- Mature Woodlands
- Linear Water Bodies (Channels)
- Regulatory floodplains, flood-prone areas and limits of floodways
- Water body buffers (for linear and nonlinear water bodies)
- Wetlands
- Young Woodlands
- Significant Trees

\_\_\_\_\_ **(Sheet 4)** The location and extent of disturbance of all applicable natural resource areas with acreages listed on the plan and in a table with a table indicating (1) the gross area (pre-development area) of each identified natural resource, (2) the net area (post-development area) of each identified natural resource and (3) the percentage protection of each identified natural resource.

\_\_\_\_\_ The location, type and nature of all measures and practices to be utilized to

Protect natural resource protection areas from development activities, as required by the Lake County Code.

**TREE SURVEY** (See Section 151.070 through 151.072 of the Lake County Code, when required)

\_\_\_\_\_ The location of all existing trees 12 in. DBH or greater added to the topographic survey.

\_\_\_\_\_ Trees tagged with identification numbers.

\_\_\_\_\_ Tree legend with tag number, tree size, type and condition.

\_\_\_\_\_ Prepared, sealed and signed by registered surveyor

**5. PRELIMINARY PLAT INFORMATION**

\_\_\_\_\_ The layout, design and dimensions of all proposed lots.

\_\_\_\_\_ Lots numbered consecutively.

\_\_\_\_\_ The layout and design of all proposed public and private road rights-of-way.

\_\_\_\_\_ Right-of-way widths and cul-de-sac radii are labeled.

\_\_\_\_\_ Proposed road names are on the plat.

\_\_\_\_\_ All proposed open space areas. Open space areas shall be identified by type (e.g., natural resource protection, recreation, storm water detention) and ownership (e.g., common, deed restricted).

\_\_\_\_\_ All lands to be dedicated for schools, recreational areas or other purposes are shown on the plat along with their acreages.

**Phasing Requirements** (see Section 151.197 of the Lake County Code for Phasing standards).

**A. Phasing that excludes a portion of the parent parcel from subdivision**

\_\_\_\_\_ Phase limits shall be clearly shown

\_\_\_\_\_ Remnant parcel conforming and able to be separately divided.

**B. Phasing that includes the entire parent parcel.**

\_\_\_\_\_ Preliminary Plat includes the entire property to be developed.

\_\_\_\_\_ Phase limits are clearly shown.

\_\_\_\_\_ Phases must function independently with respect to natural resource protection standards, open space, engineering and density.

\_\_\_\_\_ Phases with no immediate development plans are:

- Labeled, "Outlots," on the Preliminary Plat, or
- Excluded from the initial phase with a note referencing the date of Preliminary Plat approval – the final plat for all phases must be approved within 24 months of approval of the initial phase.

## **6. (Sheet 5) PRELIMINARY ENGINEERING INFORMATION**

### **1. Roadway Improvement Plans**

\_\_\_\_\_ Documentation Requesting Access – provide written approval, copy of the application, or review letter approving the proposed access location has been received from the appropriate roadway authority. (Municipal-Village, Township, County-LCDOT, State-IDOT)

\_\_\_\_\_ Rights-of-Way – layout and design of all proposed public and private road rights-of-way. Right-of-way widths and cul-de-sac radii shall be labeled. Proposed road names shall appear on the plat.

\_\_\_\_\_ Typical cross-section for proposed streets.

\_\_\_\_\_ Roadway Plans – center line of proposed roadways with centerline stationing at 100-foot intervals. Horizontal curve data, pavement width, all intersection radii, and center line slopes indicating direction of flow and percent slope.

### **2. Stormwater Management Improvement Plans**

\_\_\_\_\_ Preliminary stormwater management report including impervious area calculations, tributary area drainage map and existing conditions runoff volume and rate.

\_\_\_\_\_ Preliminary layout of detention basins, compensatory storage, water quality treatment, overland flow paths, swales, bridges, culverts, channels and other aspects of the stormwater drainage system.

\_\_\_\_\_ Depiction of all flood-prone areas, flood table and floodplain.

\_\_\_\_\_ Preliminary wetland delineation and jurisdictional determination.

If state funds or technical assistance support this project, the Interagency Wetland Policy Act may apply. Contact funding agency or the IDNR Division of Resource Review and Coordination for details.  
(IDNR website. <http://dnr.state.il.us/grants/finast.htm>)

\_\_\_\_\_ Existing conditions topographic survey at one-foot intervals, based on USGS datum and extending 200 feet off-site where necessary to show drainage conditions.

\_\_\_\_\_ Narrative describing how the runoff reduction hierarchy of Sections 151.145 through 151.154 of the Lake County Code has been addressed in the stormwater design.

### **3. Sewer and Water Improvement Plans**

\_\_\_\_\_ A description of the proposed means of sewage disposal and water supply.

#### **A. Subdivisions served by on-site wastewater disposal systems:**

*(1 & 2 must be provided on separate plan sheet)*

\_\_\_\_\_ 1. Soil map by a licensed, Certified Professional Soil Classifier, drawn to the same scale and overlaid onto the preliminary engineering plan, which includes all sampling locations (200 ft. grid points and intermediate borings)

\_\_\_\_\_ 2. Boring logs for all sampling locations.

#### **B. Subdivisions served by public sanitary sewer and water main systems:**

\_\_\_\_\_ The location and size of all proposed water mains and associated structures (e.g., valves, vaults, fire hydrants). If applicable, the size and location of water reservoirs, wells and the connections points to off-site water distribution systems.

\_\_\_\_\_ Proposed points of connection to existing systems.

\_\_\_\_\_ A discussion of adequate capacities and modification to existing facilities to accommodate additional system demand, if required.

\_\_\_\_\_ A description of easements and future ownership/operation of improvements.

- \_\_\_\_\_ Design basis including number of units and projected flow calculations.
- \_\_\_\_\_ Invert elevations at point of connection an lowest on-site invert elevation.
- \_\_\_\_\_ A discussion of critical factors affecting design (e.g., river, railroad, highway crossings, wetlands, floodplains or extreme grade changes).
- \_\_\_\_\_ A discussion of major anticipated system improvements and proposed locations of facilities (i.e. upgrade or new lift station).
- \_\_\_\_\_ A discussion of looping of water mains.