

CHAPTER 2: PRELIMINARY PLAT

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2.00 INTRODUCTION

A preliminary plat document is used primarily for the development of large agricultural tracts. The term “preliminary” indicates that it is the *proposed* design of the subdivision and may be subject to change. However, significant changes must be approved through resubmitting a modified preliminary plat. Preliminary plats indicate the proposed public infrastructure, including streets, storm sewers, sanitary sewers, grading and storm-water detention facilities, and generally depict existing adjacent topography, infrastructure, and show proposed lot configurations. Preliminary plats are not recorded and are not the legal document used for sale of lots, but rather are used to allow for a comprehensive review of the proposed development by all affected agencies. These plats are sent for outside review to several agencies and require the approval of the Plan Commission and the City Council.

The following information includes instructions for the preparation of a preliminary plat, the associated application and a summary of the review and approval process.

2.01 FORM OF APPLICATION

A completed application shall include the following items:

(Note: Incomplete applications will be returned marked “incomplete”.)

- A. Application.
- B. Name of owners, including Statement of Beneficial Interest. This information must be listed in the application, but it is not required on the face of the plat.
- C. Review fees as required in the City of Champaign Municipal Code, Chapter 26, Sections 17 and 17.1.
- D. Waiver Request Letter — shall include justification for the waiver item(s) in accordance with these regulations and standards.
- E. Final Plat Phasing Plan, if requested.
- F. The number of copies and the sheet size for preliminary submittals as required by Section 2.03 of this chapter.
- G. Identification of the owner’s representative—development manager, engineer, surveyor, etc.

2.02 REQUIRED INFORMATION

A preliminary plat shall include, but not be limited to, the following information:

- A. **General Provisions:**
 - 1. Name of subdivision.
 - 2. Names and addresses of the subdivision's owner, subdivider and engineer.
 - 3. Standard Engineering Scale not greater than 1 in. = 100 ft. Standard Engineering Scale shall be one of the following: 1 in. = 10 ft.; 1 in. = 20 ft.; 1 in. = 30 ft.; 1 in. =

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40 ft.; 1 in. = 50 ft.; 1 in. = 60 ft.; 1 in. = 100 ft. (Note: The plat shall be drawn at such a scale and limited to essential information such that it will be readable and uncluttered.)

- 4. North arrow.
- 5. Date of preparation, including most recent revision.
- 6. Subdivision boundaries clearly indicated graphically, in addition to a written legal description.
- 7. A small vicinity map depicting the location of the subdivision with respect to arterial and/or collector streets in the vicinity.
- 8. Gross acreage of subdivision.
- 9. The following certificates shall appear on the Preliminary Plat:

- a. Champaign Plan Commission:

Recommended to the City Council for preliminary approval, subject to such conditions and recommendations, if any as hereby attached.

Date

Secretary

- b. City Council:

Preliminary approval is hereby granted by the Champaign City Council subject to such conditions, if any, as may be set forth in Council Bill No. _____.

Date

Mayor

Attest: _____
City Clerk

B. Existing Conditions:

- 1. The names, location, right-of-way and pavement widths of all existing public and / or private streets within 200 ft. of the proposed subdivision, showing any existing vehicular access points, private streets and driveways. In addition, the nearest arterial-street-access point within 1/3 mile shall be shown on the vicinity map.
- 2. The location and size of all existing sanitary sewers, water mains, storm drainage facilities, other underground facilities and all related rights-of-way and easements located in or within 200 ft. of the proposed subdivision. Larger adjacent areas should be shown to the extent that said infrastructure system has a functional impact on or by the platted area.

3. The topography by contour intervals of not more than 2 ft. related to mean sea level.
4. The Drainage District or Districts within which the proposed subdivision lies, or is contiguous with, or if the proposed subdivision is not in a drainage district, so state. If the property lies within multiple districts, then a graphic depiction indicating the boundary between districts shall be shown.
5. The location and identification of buildings, railroads, overhead transmission lines, pipe lines, excavations, bridges, culverts and related items within the tract and related rights-of-way or easements.
6. Areas within the proposed subdivision identified as 100-year floodplains, floodways and other known areas subject to flooding.
7. The location of existing streams, rivers, watercourses, designated wetlands, known field tiles, lakes, ponds and impoundments within 500 ft. of the proposed subdivision and the related rights-of-way and easements.

C. Proposed Development:

1. The names, locations, rights-of-way and pavement widths of proposed streets and alleys and required access control zones.
2. The location and widths of mid-block sidewalk rights-of-way.
3. Lots, with scale dimensions shown, numbered in a manner that indicates the initial proposed phasing plan, if any.
4. The location of proposed watercourses or impoundments, including stream relocations, showing normal water levels and direction of flow.
5. Proposed sanitary disposal (public or private) and stormwater systems including location of drains, water supply (public or well) and related rights-of-way and easements.

2.03 DISTRIBUTION OF PLATS FOR REVIEW COMMENTS

A. Review Process: The primary review and approval process for the approval of a Preliminary Plat typically includes the following steps:

1. Submittal for initial review by the Development Services Team (DST) and outside agencies.
2. Revision.
3. Submittal for final approval by the Plan Commission and the City Council.

B. Review Timing: A submitted plat, received by the end of a given work week, will be distributed at the DST meeting on the following week. An official response letter will then be drafted by the Planning Department and forwarded to the developer after review by DST. The standard review time for each submittal will be 10 working days from the

date of submittal. Each additional revision / review cycle may repeat the 10-day review period.

C. Submittal and Number of Copies: The subdivider or developer shall submit 24 copies of the preliminary plat together with the required application items for review to the Planning Director. The submittal copies shall be in the form of full-size (24 in. x 36 in.) copies of the preliminary plat. Exact size of the drawings may vary somewhat due to office production facilities.

D. Typical Agency Review List

1. Reviewing all Subdivisions:
 - a. City Fire Chief
 - b. Building Safety Division
 - c. Drainage District
 - d. Urbana-Champaign Sanitary District
 - e. Champaign-Urbana Mass Transit District
 - f. Champaign Unit 4 School District
 - g. Illinois Power Company, or successor
 - h. Insight Communications, or successor
 - i. Illinois American Water Corporation or successor
 - j. Ameritech, or successor
 - k. Champaign County Emergency Services Disaster Agency (ESDA)
 - l. METCAD

2. Reviewing Subdivisions located outside of the City limits and within the 1-1/2 mile extra territorial jurisdiction (ETJ):
 - a. County Highway Engineer
 - b. Township Road Commissioner and / or Supervisor
 - c. County Planning and Zoning Administrator

3. Reviewing Subdivisions Adjacent to State or Federal Highways:

IDOT District Office, Paris (two additional copies of the proposed subdivision required)

4. Reviewing Subdivisions of Vacant, Undeveloped Sites:
 - a. Department of Natural Resources
 - b. Soil and Water Natural Resource Conservation

2.04 DISTRIBUTION OF PLATS FOR FINAL APPROVAL AND RECORDING

Following the review by DST and other agencies, and notification from the Planning Director that the preliminary plat has been approved by City staff, additional copies of the preliminary plat shall be submitted to the Planning Department for Plan Commission action and for City Council final approval as outlined in Sections 2.04-A and 2.04-B below. Copies for City Council should not be submitted until after Plan Commission has approved the plat. After approval by the Plan Commission and the City Council, additional copies of the original signed Preliminary Plat, as outlined in Section 2.04-C, shall be submitted to the Planning Department for distribution.

- A. Plan Commission Submittal:** Following final revisions, the subdivider shall transmit to the Planning Department 15 half-size (11 in. x 17 in.) copies of the Preliminary Plat, signed by the owner, developer, and engineer for consideration by the Plan Commission.
- B. City Council Submittal:** Following the formal recommendation of the Plan Commission, the subdivider shall submit 13 half-size (11 in. x 17 in.) signed copies of the Preliminary Plat for consideration by the City Council.
- C. Submittal for Signature and Distribution:** Following approval by the Plan Commission and the City Council, the subdivider shall submit 3 full-size (24 in. x 36 in.) and 3 half-size (11 in. x 17 in.) signed originals of Preliminary Plat. These submittals will then be signed by the Secretary of the Plan Commission and the Mayor, in the signature blocks required by Section 2.02-A-10. The signed originals will then be distributed to the subdivider, various City departments and any applicable outside agencies.

The Code requirements for final approval of a Preliminary Plat are outlined in Article III, Division III: Preliminary Plat, Section 31 of the Municipal Code and Subdivision Regulations.

2.05 ADMINISTRATIVE WAIVERS

(RESERVED)