

CHAPTER 4: MINOR PLAT

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4.00 INTRODUCTION

The minor plat document is used when there are minimal changes being proposed within an existing subdivision. Typically, these plats do not include any proposed infrastructure, because it is already in place. This plat document is most typically used for minor adjustments of a few property lines within a subdivision or several contiguous lots. The minor plat is recorded like a final plat and can be used for sale of property. This plat is administratively approved and is sent for outside agency review.

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

4.01 FORM OF APPLICATION

The owner shall submit an application for minor subdivision approval to the Planning Director on forms provided by the City. A completed application should include the following items: *(Note: Incomplete applications will be returned marked "incomplete".)*

- A. Application.
- B. One copy of all supporting materials.
- C. Statement of Beneficial Interest (if changed from the preliminary plat submittal).
- D. Review fees as required in City of Champaign Municipal Code, Chapter 26, Sections 17 and 17.1.
- E. Waivers — by definition waivers shall not be considered for minor plats. Non-administrative waivers must be approved by both the Plan Commission and City Council.
- F. The number of additional copies and the sheet size for preliminary submittals are as required by Section 4.03 of this chapter.
- G. Identify the owner's representative — development manager, engineer, surveyor, etc.

4.02 REQUIRED INFORMATION

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

- A. **General Provisions:**
 - 1. The minor plat shall show reasonable conformity to the preliminary plat.
 - 2. A 3 in. x 3 in. vertical blank space shall be provided in the upper right hand corner of all subdivision plats that are to be recorded, i.e. final plats, minor plats, replats, etc.
 - 3. Name of subdivision.
 - 4. Names, signatures and addresses of the property owner, developer or subdivider, engineer and land surveyor.

5. If the owner is a land trust then the beneficial owners and their percentage interests shall be disclosed in accordance with state statutes. This information must be submitted with the application, but does not have to appear on the face of the plat.
6. 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. = 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.*)
7. North arrow.
8. Date of preparation, including most recent revision.
9. The location of the subdivision expressed in each of the following ways:
 - a. By quarter section, section, township, range, County and State;
 - b. By distances and bearings from the astronomic or assumed north with reference to a corner or corners established in the United States Public Land Survey System; and
 - c. By a graphically depicted and a written legal description of the exterior boundaries of the subdivision.
10. The description and location of all survey monuments.
11. Survey data sufficient to reproduce any line or re-establish any monument in the subdivision.
12. All highways, streets, alleys, blocks, lots, parcels, public grounds, easements and rights-of-way within, or adjacent to, the subdivision and all required access control zones. Proposed street names shall be coordinated with the City Engineering Division.
13. The length of all boundary lines of all streets, blocks, lots, public grounds, easements, rights-of-way and information sufficient to derive the length of these lines. Where the boundary line is an arc of a circle, the radius and the length of the arc shall be shown. All dimensions shall be shown to hundredths of a foot, except in the case of riparian boundaries, which may be shown to the nearest foot.
14. The width of all rights-of-way and easements adjacent to, impacting or serving the subdivision and all detention basins within an adequate distance, as defined by the City Engineer.
15. Floodplain information in accordance with Chapter 9 of the City Code.
16. Boundary of the special flood hazard area.
17. Boundary of the floodway, if shown on available flood boundary floodway map and flood insurance rate maps.
18. Easements or lands dedicated to the public for channel maintenance purposes.
19. Base flood elevation for all lots and building sites.

- 20. Lot numbers shall be consecutive and contain a minimum of three digits, with alphabetic extensions as necessary, in subdivisions that contain more than one phase.
- 21. A proposed addressing scheme shall be shown on the plat for all platted lots. The street addresses shall be assigned by the City Engineering Division.
- 22. The following notations:
 - a. "A (No) part of the property covered by this plat is in the special flood hazard area as identified by FEMA." If in a special flood hazard area, the FEMA sheet number showing the area shall be identified.
 - b. "The property subdivided is within the corporate limits of the City of Champaign," or "The property subdivided is within 1-1/2 miles of the corporate limits of the City of Champaign."
- 23. An Owner's Certificate, complying with the requirements of Section 4.06 of this chapter, stating that the owner of the land described in the attached plat is the sole owner of the land and has caused the land to be surveyed. The Owner's Certificate shall be dated and signed by the owner or the duly authorized attorney and notarized. The Owner's Certificate may be shown on the face of the plat or attached thereto.
- 24. The Surveyor's Certificate prepared in accordance with 765 ILCS, as amended and as may hereinafter be amended, including the surveyor's seal and statement that all monuments are set as shown. The Surveyor's Certificate shall be shown on the face of the plat.
- 25. The location of all public improvements required by the regulations and a statement that the improvements do meet current design standards, or if they do not, the extent to which the improvements do not meet current design standards.
- 26. The minor subdivision plat shall also include the following signature block:

APPROVED:

Approval of the minor subdivision plat is hereby recommended under the authority of the Mayor and City Council of the City of Champaign.

Date: _____ By: _____
City Planning Director

Date: _____ By: _____
City Engineer

Date: _____ By: _____
Mayor

Date: _____ By: _____
City Clerk

4.03 DISTRIBUTION OF PLATS FOR REVIEW COMMENTS

- A. **Distribution:** The following shall be distributed after receipt of a complete minor plat application, required documents and subdivision fees.

1. *Outside Agency Review:* Within 5 working days of receipt of a complete Minor plat application, the Planning Director shall distribute a copy of the application for approval to the same entities and persons to whom the preliminary plat is distributed. If written approval from such entity is submitted with the application, then that entity shall be excluded from the distribution list.
 2. *Outside Agency Comment:* Comments from outside Agencies not received within 10 working days from the date of mailing or personal delivery shall not be considered in the plat review process. If state, federal or other law / regulation requires written approval by a separate entity or additional review time for any entity, that law will apply also, but will not necessarily be a condition for approval of the plat.
 3. *Internal Review:* The Planning Director shall distribute, within five working days of receipt of a completed application for minor subdivision approval and all required documents, a copy of the application and minor subdivision plat or affidavit for certificate of exemption to the City Engineer and the City Attorney.
- B. Review Process:** The primary review and approval process, as outlined below, for the approval of a Minor plat shall include the following steps:
1. Submittal for initial review by the Development Services Team (DST).
 2. Revision and submittal for final approval.
- C. Review Timing:** A submitted plat, received by the end of a given work week, will be distributed at the DST meeting the following week. DST will then review the plat and discuss it at the next DST meeting. An official response letter will be drafted by the Planning Department and forwarded to the developer. The standard review cycle for each submittal will be 10 working days. Each additional review / revision cycle may repeat the 10-day period.
- D. Submittal and Number of Copies:** The subdivider or developer shall submit 24 copies of the minor plat together with the other application items for review to the Planning Director. The submittal copies shall be in the form of full-size (24 in. x 36 in.) or half-size (11 in. x 17 in.) copies of the minor plat. Exact size of the drawings may vary somewhat due to office production facilities.
- E. Typical Agency Review List**
1. *Reviewing all Subdivisions:*
 - a. City Fire Chief
 - b. Building Safety Division
 - c. Drainage District
 - d. Urbana-Champaign Sanitary District (UCSD)
 - e. Champaign-Urbana Mass Transit District (MTD)
 - f. Champaign Unit 4 School District
 - g. Illinois Power Company, or successor
 - h. AT&T Cable, 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

4.04 DISTRIBUTION OF APPROVED MINOR PLATS

Following the review by DST and other agencies, and notification from the Planning Director that the minor plat has been approved by City staff, additional copies of the original signed Minor plat as outlined in Section 4.04.B shall be submitted to the office of the Planning Department for distribution and recording.

- A. Waivers:** By definition, a minor plat will have only administrative waivers associated with it (see also Sections 31-503A and 31-508C of the Subdivision Regulations).

- B. Submittal for Distribution and Recording:** Following administrative approval, the subdivider shall submit one full-size (24 in. x 36 in.) (Mylar or high quality vellum paper), signed original and one additional half-size (11 in. x 17 in.) signed copy for distribution. After signature by the Mayor, Planning Director, and City Engineer as outlined in Section 3.02-A-21, the signed original will then be recorded by City staff, or its agent. The remainder of the signed copies will be distributed to the subdivider, various City departments and any applicable outside agencies.

4.05 ADMINISTRATIVE WAIVERS

(RESERVED)

4.06 OWNER'S CERTIFICATE

The required form of an Owner's Certificate shall be as follows...(RESERVED)