



Planning & Development Department  
 Five Plaza Drive, Woodridge, IL  
 Phone (630) 719-4711  
 Fax (630) 719-4906

# Village of Woodridge

## APPLICATION FOR FINAL PLAT OF SUBDIVISION

NAME OF PROJECT: \_\_\_\_\_

NAME OF APPLICANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PROPERTY OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ATTORNEY OR AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

COMMON ADDRESS OR DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION: \_\_\_\_\_

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION: Attach legal description typed on separate 8.5 x 11" page(s).

AREA OF SUBJECT PROPERTY IN ACRES: \_\_\_\_\_

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: \_\_\_\_\_

CURRENT USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: \_\_\_\_\_

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant final plat of subdivision approval for the site development as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

**Signature of Property Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_



**REQUIREMENTS FOR APPLYING FOR  
FINAL PLAT OF SUBDIVISION**

**APPLICATION**

This application packet must be completed accurately and truthfully, in its entirety. It must contain an original signature of the property owner or owner’s authorized agent. The application consists of the form on the first page of this packet and a series of checklists detailing the required submittal items pertaining to **final subdivision plats**. The original application and checklists, along with **nine (9) copies** of each shall be submitted with the necessary plans. **All plan sets must be folded and grouped prior to submittal**. For more details on any of the requirements summarized here, please refer to the applicable sections of the Village Codes, especially the Subdivision Regulations Ordinance.

**CHECKLISTS**

The following checklists have two sets of boxes to certify submittal of the required items. The applicant must certify his/her compliance by checking the first column of boxes or writing “NA” if the requirement is not applicable. The Village staff will, upon review of the items presented, certify that the application meets the Village's submittal requirements. Please be advised that plan review will not commence until the Planning and Development Department receives a **complete** application containing all required items.

Appl Staff

**APPLICATION FEE**

The applicant must submit the application fee in the form of a check, cashier's check, or money order made payable to the **Village of Woodridge**, in the following amount, based upon the acreage of the Subject Realty:

<i>Acreage of Subject Realty</i>	<i>Application Fee</i>
Less than 2 acres	\$750.00
2 to 10 acres	\$1,000.00
More than 10 to 25 acres	\$1,250.00
More than 25 acres	\$1,500.00

**APPLICATION**

The applicant must submit an original complete application and checklist, along with nine (9) copies, for a total of **ten (10) application** sets.

**FOUR REVIEW LIMITATION**

Four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant’s request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application being reviewed by the Plan Commission, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5<sup>th</sup>) and subsequent plan submittals will not commence until the \$500 fee has been paid.



Appl. Staff

**REIMBURSEMENT OF FEES AGREEMENT**

The applicant will also be responsible for paying any and all costs associated with the review of the proposal by legal, engineering, planning or other consultants retained by the Village, together with any costs related to public hearings on the case, including, but not limited to, public notice publication costs, court reporter fees, and public notice certified mailing expenses. In order to ensure payment, the applicant must file an original, executed Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Section 3-1A-3A of the Village Code. The agreement must be submitted with an original signature.

**PROOF OF OWNERSHIP**

In order to prove that the owner consents to the application for zoning relief, one of the following must be submitted:

- a) a current title policy report; or
- b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required.

If the owner or applicant is a Trust, a disclosure of all beneficiaries must be submitted.

If the owner or applicant is a Partnership, a disclosure of all partners must be submitted.

If the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%) must be submitted.

**LEGAL DESCRIPTION**

A legal description of the Subject Realty, i.e. the exact parcel of land for which the zoning relief is sought, must be submitted in both print and digital formats. The print version must be typed on 8½" by 11" paper (if necessary, more than one sheet may be used). The digital version must be submitted as a Word document on a floppy or compact disk. All legal descriptions must include the permanent index number(s) assigned to the Subject Realty and the common address(es) of the Subject Realty.

**PLAT OF SURVEY**

The applicant shall submit **ten (10) copies** of a current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor. **Plats shall be folded** so as not to exceed 9" by 12" in folded size.

**FINAL PLAT OF SUBDIVISION**

A final plat shall be prepared at a scale of one inch equals one hundred feet (1"=100') and shall be suitable for recording. The plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions, final plats may be submitted for approval in stages. The Plan Commission may require the developer to submit a development schedule describing each stage and its proposed dates of construction. The final plat shall include, with respect to the portion of the subdivision being developed, the information included on the attached checklists.



Please make sure that **all required signature blocks for recording are on the submitted plat**. Examples of approved acceptable signature blocks can be obtained from the Planning and Development Department.

**Ten (10) copies** of the final plat must be submitted with the initial application for staff review. See the Subdivision Regulations Ordinance for detailed requirements. **Plats shall be folded** so as not to exceed 9” by 12” in folded size.

Appl Staff

**IMPROVEMENT AGREEMENT**

The form provided by the Village shall be completed prior to Village Board consideration in order to set forth the terms in which the required improvements will be installed. Two original and **nine (9) copies** shall be submitted at the time of application.

**ENGINEER'S ESTIMATE OF IMPROVEMENT COSTS**

The applicant shall submit an estimate of the total cost of the required improvements, pursuant to the Improvement Agreement described above. The estimate shall be prepared by a registered professional engineer.

**LETTER OF CREDIT**

A letter of credit, or other form of security acceptable to the Village, shall be provided by the applicant to cover the estimated costs of all required improvements made necessary as a result of the final plan of subdivision. Said letter of credit shall be in an amount equal to 120% of the cost, determined by the Village Engineer, to be sufficient to complete the improvements and installation in compliance with the Improvement Plans and the Village Code. The letter of credit may be submitted after the Facilities Plans, Engineer's Estimate and Improvement Agreement have been reviewed and recommended for approval by the appropriate Village staff. A portion of the letter of credit will also later be used to guarantee the improvements against any defects during the 18 month maintenance period. (Sec. 10-3-3C2b of the Subdivision Ordinance)

**DECLARATION OF COVENANTS, CONDITIONS, EASEMENTS AND/OR RESTRICTIONS**

Final agreements, provisions or covenants which will govern the use, maintenance and continued protection of the subdivision being platted shall be recorded prior to issuance of any building permits. Such provisions may govern the ownership, use, maintenance and liability of any common areas or facilities within the development. **Ten (10) copies** of these provisions, when proposed, shall be required at the time of application submittal. (Sec. 10-3-3C1-O of the Subdivision Ordinance)

**HOMEOWNERS ASSOCIATION**

Final provisions that regulate the Homeowners Association of the subdivision being platted shall be submitted to the Village in a form acceptable to the Village Attorney and recorded prior to issuance of any building permits. If a Homeowners Association is not being created, a statement to that effect shall be submitted. **Ten (10) copies** of these provisions or of the aforementioned statement are required at the time of application submittal.



Appl Staff

**TREE PRESERVATION PLAN**

All development and landscape plans must address and comply with the Tree Preservation Ordinance adopted by the Village Board. (See Sec. 9-13-14 of the Zoning Regulations for more information.) **Ten (10) sets of tree preservation plans** shall be submitted with the initial application to show that the development plans adequately comply with the Tree Preservation Ordinance. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

**LANDSCAPE PLAN**

All development and landscape plans must comply with the landscape and screening requirements as set forth in the Zoning Regulations, including the Tree Preservation Ordinance as noted above. (See Sec. 9-13 of the Zoning Regulations for more information.) **Ten (10) sets of preliminary landscape plans** shall be submitted with the initial application to show that the development plans adequately comply with the landscape, screening and tree preservation and replacement regulations. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

**FINAL ENGINEERING PLANS**

**Ten (10) sets** of detailed plans shall be submitted for the design, construction or installation of site improvements, including paved areas, utilities, lakes and other site improvements, and shall also include a soil erosion and sedimentation control plan. The standards for design and construction of public facilities are generally found in the Subdivision Ordinance. The Village Engineer can provide further details on these requirements.

**LETTER FROM SURVEYOR AUTHORIZING CLERK TO RECORD**

A letter from the surveyor shall be submitted authorizing the Village Clerk to record the Final Plat. All plats shall be submitted to the Planning and Development Department with the original signed Mylar.

**ORIGINAL SIGNED MYLAR**

Prior to Village Board consideration, the final Mylar of all recordable plans shall be submitted to the Planning and Development Department. All signatures shall have already been obtained at this time except for the following: Village signatures, County Clerk signatures and County Recorder signatures.



REVIEW BY OTHER AGENCIES

Appl. Staff

**Kane-DuPage Soil and Water Conservation District** - (Application attached)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a **Land Use Opinion with the Kane-DuPage Soil and Water Conservation District**. In these instances, proof of such an application filed with the **Kane-DuPage Soil and Water Conservation District** must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

**Will/South Cook County Soil and Water Conservation District** - (Application attached)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a **Land Use Opinion with the County Soil and Water Conservation District**. In these instances, proof of such an application filed with the **Will/South Cook County Soil and Water Conservation District** must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

**Endangered Species Consultation** - (Application attached)

Rezoning requests for lands currently zoned as agricultural or other "open space" designation to one that would allow development shall be submitted for review. Approval of planned unit developments, special use permits, and preliminary and final subdivision plats are subject to this review process. The applicant shall file an application for an **Endangered Species Consultation Agency Action Report with the Illinois Department of Conservation**. The applicant should list the *Village of Woodridge* as agency name, and *Five Plaza Drive, Woodridge, IL 60517* as the address. Also list the Village planner working on the case as the contact person on the application form so a copy of the response is returned to the Village. When such an application to the **Illinois Department of Conservation** is required, proof of a submitted application must be provided to the Village.

**Highway Department**

If the project involves a new access or a change to an existing access on a State highway (such as Route 53, Joliet Road) or a County highway (such as 75th Street, Hobson Road, Lemont Road, Boughton Road, Woodward Avenue (between 83<sup>rd</sup> Street and Boughton Road)), a highway permit is required from the appropriate agency. When such an application to the **DuPage County Highway Department or the Illinois Department of Transportation** is required, proof of a submitted application must be provided to the Village.

**Wetlands Permit**

If the proposed development involves construction, dredging or regulatory wetland area, the applicant must file an application for a **Joint Regulatory Review Wetlands Permit with the U.S. Army Corps of Engineers**. The applicant may be required to submit additional studies and proposed mitigation efforts in order to receive a permit. When such an application to the **U.S. Army Corps of Engineers** is required, proof of a submitted application must be provided to the Village.



**FINAL PLAT REVIEW CHECKLIST**

An application for final plat review with required attachments must be submitted to the Planning and Development Department. Applications will **not** be reviewed until all of the required information set forth herein is submitted.

**Ten (10) copies** of the final plat must be submitted with the initial application. See Section 10-3-3C of the Village Subdivision Regulations Ordinance for detailed requirements.

1. Name of proposed project  
\_\_\_\_\_

2. Developer or owner of site  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

3. Person or firm preparing the plan  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

*(All Section references are to the Subdivision Ordinance)*

- |                          |  |                          |                          |   |                          |   |
|--------------------------|--|--------------------------|--------------------------|---|--------------------------|---|
| 4.                       | <table border="0"> <tr> <td style="text-align: center; padding-right: 5px;">Appl</td> <td style="text-align: center; padding-right: 5px;">Staff</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Appl                     | Staff                    | <input type="checkbox"/>  | <input type="checkbox"/> | An accurate legal description of the entire area under development (Sec. 10-3-3C1b) |
| Appl                     | Staff  |                          |                          |   |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |   |
| 5.                       | <table border="0"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Scale (1"=100') shown graphically and in written form, date and north point (Sec. 10-3-3C1c-d)  |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |   |
| 6.                       | <table border="0"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Boundary of plat, based on an accurate traverse, with angles and lineal dimensions (Sec. 10-3-3C1e)   |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |   |
| 7.                       | <table border="0"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Exact locations, widths and names of all streets within and adjoining the plat and exact locations and widths of all crosswalks. Names of streets in same alignment to bear same name. (Sec. 10-3-3C1f) |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |   |
| 8.                       | <table border="0"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | True angles and distances to nearest established street lines or official monuments (minimum of three), accurately described in the plat (Sec. 10-3-3C1g)   |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |   |
| 9.                       | <table border="0"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles (Sec. 10-3-3C1h)   |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |   |



- |     | Appl                     | Staff                    |   |
|-----|--------------------------|--------------------------|---|
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs (Sec. 10-3-3C1i)  |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Locations, dimensions and purposes for all easements (Sec. 10-3-3C1j)   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | All block and lot numbers and lines, with accurate dimensions in feet and hundredths (Sec. 10-3-3C1k)   |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Location and description of permanent monuments and bench marks (Sec. 10-3-3C1l)  |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use or common use, with the purposes indicated thereon (Sec. 10-3-3C1m)                |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Building setback lines accurately shown by dimension (Sec. 10-3-3C1n)   |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Notation of any protective covenants or restrictions as to building or use of said subdivision (Sec. 10-3-3C1o, -p)   |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Blank certificates of approval as set out in Sec. 10-3-3D   |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Certification by a registered surveyor in the form set out in Sec. 10-3-3D  |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Notarized certifications by owner or owners, and by mortgagor or lienholder of record, acknowledging the plat and the dedication of streets and other public areas (Sec. 10-3-3C1s) |



FINAL ENGINEERING PLANS CHECKLIST

Ten (10) Sets of Engineering plans or information shall be submitted with initial application to adequately show that the proposed development can be serviced. Said plans shall be on 24" x 36" cloth or paper. (See Village Engineer for more information.)

1. Name of proposed project \_\_\_\_\_

2. Person or firm preparing the plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

- |                          |  |                          |                          |   |                          |  |
|--------------------------|--|--------------------------|--------------------------|---|--------------------------|--|
| 3.                       | <table border="0" style="margin: auto;"> <tr> <td style="text-align: center; padding-right: 5px;">Appl</td> <td style="text-align: center; padding-right: 5px;">Staff</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Appl                     | Staff                    | <input type="checkbox"/>  | <input type="checkbox"/> | Geometric plan showing all necessary geometric data required for accurate layout of the site |
| Appl                     | Staff  |                          |                          |   |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |  |
| 4.                       | <table border="0" style="margin: auto;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Grading plan showing paving design, all storm sewers, detention/retention facilities (including detention/retention calculations) and erosion control measures  |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |  |
| 5.                       | <table border="0" style="margin: auto;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Street improvements plan showing locations and details of all streets, curbs, sidewalks and crosswalks  |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |  |
| 6.                       | <table border="0" style="margin: auto;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Utility plan showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures  |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |  |
| 7.                       | <table border="0" style="margin: auto;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting plans<br><br>A. Location, height, intensity and fixture type of all proposed exterior lighting, including a photometric plan<br>B. Layout of proposed underground cable locations   |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |  |
| 8.                       | <table border="0" style="margin: auto;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Detailed material and construction specifications concerning the work to be performed including general conditions of the contract acceptable by the Village (Sec. 10-3-3A3)  |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |  |
| 9.                       | <table border="0" style="margin: auto;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Certification of site engineering plans by a registered professional engineer   |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |  |
| 10.                      | <table border="0" style="margin: auto;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>   | <input type="checkbox"/> | <input type="checkbox"/> | Application for Stormwater Management Permit (available from Village Engineer)<br><br>A. Stormwater Submittal to Village, with review fee<br>B. Floodplain Submittal to DuPage County, if applicable<br>C. Wetland Submittal to DuPage County, if applicable<br>D. Engineer's estimate of probable construction cost of stormwater facilities |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   |                          |                          |   |                          |  |



**TREE PRESERVATION PLAN CHECKLIST**

**Ten (10) sets** of a tree preservation plan shall be submitted with the initial application to show that the development plans comply with the Tree Preservation Ordinance. (See Sec. 9-13-14 of the Zoning Regulations for more information.)

1. Name of proposed project \_\_\_\_\_

2. Person or firm preparing the plan  
Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

- |     | Appl                     | Staff                    |   |
|-----|--------------------------|--------------------------|---|
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Name, telephone number and address of applicant, property owner, developer and builder  |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Current plat of survey  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Delineation of the buildings, structures, or paved surfaces situated on the site and/or contemplated to be built thereon  |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Delineation of all areas to be graded and limits of land disturbance  |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | A list noting the size, species, and condition of all existing protected trees within the area to be platted or on the parcel proposed to be developed  |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | A map showing the locations of all existing protected trees, each of which shall be keyed to the tree list  |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Size, species, condition and location of all existing protected trees located on adjacent properties whose trunks are located within twenty feet (20') of the subject property line           |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Identification, in both graphic and tabular form, of all protected trees to be removed  |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Measures proposed to protect existing trees to be retained, both on the subject property and on neighboring properties within twenty feet (20') of the subject property line                  |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Size, species, and location of all replacement trees proposed to be planted on the property in accordance with the "Tree Replacement Schedule" in Section 9-13-14-I of the Zoning Regulations |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Signature of the person preparing the plan  |



14.   A current certificate issued by an International Society of Arboriculture certified arborist, a Society of American Foresters certified forester, or Illinois registered landscape architect stating that the tree preservation plan complies with the provisions of tree preservation regulations
15.   Calculations showing how many replacement trees are required based on the “Tree Replacement Schedule” and how many are proposed



LANDSCAPE PLAN CHECKLIST

Ten (10) folded copies must be submitted with the initial application. (See Sec. 9-13-14 of the Zoning Regulations for more information on landscape plan requirements.)

1. Name of proposed project \_\_\_\_\_

2. Person or firm preparing the plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Appl Staff

- 3.   Accurate property boundary lines
- 4.   Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping
- 5.   Date, north point, and scale, both graphic and written
- 6.   Plan identification number
- 7.   Site area proposed to be landscaped in square feet and as a percentage of the total site area
- 8.   Dimensions of landscape islands
- 9.   Setbacks of proposed impervious surfaces from property lines
- 10.   Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species
- 11.   Location of all plant materials noted on plan
- 12.   Provision for required size, type, and quantity of plant material
- 13.   Percent of landscaped area provided as per requirement
- 14.   Landscaped yard point totals provided as per requirement
- 15.   Location of proposed landscaping irrigation systems