

**VILLAGE OF SHOREWOOD
PRELIMINARY PLAT CHECKLIST**

PRELIMINARY PLAT DOCUMENT REQUIREMENTS

Village Code Section	Present	Description
11-3-3 A.		The proposed name of the subdivision and names of all streets within the subdivision. No subdivision shall duplicate the name of any other subdivision in Will County. No street name shall duplicate the name of any other street in Shorewood or Troy township unless it is an extension thereof.
11-3-3 B.		The names and addresses of the owner of record, the sub-divider and registered Illinois engineer and land surveyor of the sub-divider.
11-3-3 C.		The names of the adjacent subdivisions and the names of record owners of abutting parcels of un-platted land.
11-3-3 D.		The boundary lines, accurate in scale, of the tract to be subdivided and its legal description.
11-3-3 E.		The location, widths and names of all existing or platted streets or other public ways within the tract or adjacent thereto and of other important features such as but not restricted to the following: existing permanent buildings, watercourses, lowlands, woodlands, limits of floodplain, wooded areas, railroad lines, corporation lines, township lines.
11-3-3 F.		The location and dimensions of existing sewers, water mains, culverts and other underground structures and field tiles within the tract and immediately adjacent thereto with pipe sizes and grades indicated. If water mains and sewers are not on or adjacent to the parcel, the plat shall indicate the direction of, distance to and size of the nearest usable facility.
11-3-3 G.		A topographic map of the tract to be subdivided and extending at least one hundred feet (100') beyond with contour intervals of one foot (1') referenced to national geodetic vertical datum (NGVD). The location and top of foundation elevations of all structures on all adjoining properties shall be shown on this map.
11-3-3 H.		A topographic map indicating all existing trees to be preserved and trees to be removed together with a proposed landscape plan to be provided by the developer as herein required.
11-3-3 I.		The layout, classification, names and widths of all proposed streets, alleys and easements
11-3-3 I.		The location and approximate sizes of culverts, storm drains and other drainage structures including overland flood routes; locations of proposed detention/retention areas and their normal and high water elevations and outlet locations and elevations;
11-3-3 I.		The layout and dimensions of proposed lots; the location and elevations of any proposed top of foundation elevations for all structures on the perimeter of the subdivision.
11-3-3 I.		The layout, classification, and location and size of sanitary sewers and water mains.
11-3-3 J.		The plat shall contain a chart giving the gross acreage, areas in roadways and open spaces, area net of roadways and open space, and minimum lot size. There shall be a notation on each lot stating the gross number of square feet contained within the boundaries of the lot.

**VILLAGE OF SHOREWOOD
PRELIMINARY PLAT CHECKLIST**

11-3-3 K.		Zoning boundary lines and Village limit lines, if any, along with proposed uses of property and proposed setback lines. Zoning classifications of the parcel and of all adjacent parcels shall be indicated.
11-3-3 L.		All parcels of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of property owners in the subdivision, with the purpose, conditions or limitations of such reservation indicated.
11-3-3 M.		A north point, legend and title.
11-3-3 N.		Locations of any proposed subdivision entrance or monument signs; none allowed within public right-of-way.
11-3-3 P.		The preliminary plat shall bear the certificates for execution by the Planning Commission showing its recommendation for approval thereof and for execution by the Village President and the Village Clerk showing approval by the board of trustees.
11-9-3		All existing field tiles must be identified on the preliminary plat and on the development grading plan.
12-2-7 C.		<p>Wetland Submittal Requirements:</p> <ol style="list-style-type: none"> 1. Identify the boundaries, extent, function and quality of all wetland areas on the site using methodology contained in the 1987 Corps of Engineers wetland delineation manual 2. Delineation must be completed within 2 years of original application date 3. Prepare a Wetland Delineation Report that includes: <ul style="list-style-type: none"> • A plan showing the location of the wetlands within the development site and the approximate boundaries of off-site wetlands • A color aerial photograph clearly delineating the wetland and development boundaries • A copy of the following maps delineating the site boundary: <ol style="list-style-type: none"> a. National Wetland Inventory b. U.S.G.S. quadrangle map c. FEMA floodplain map d. local soil survey • U.S. Army Corps of Engineers (COE) data sheets with representative upland and wetland data points • A written description of the wetlands that includes a Floristic Quality Assessment (FQA) as determined by methodology contained in Swink, F. and G. Wilhelm's <u>Plants of the Chicago Region</u> (1994.4th Edition, The Morton Arboretum, Lisle, Illinois). 4. Provide a farmed wetland determination (for sites containing agricultural land) prepared in accordance with current U.S. Natural Resources Conservation Service methodology. Farmed wetland boundaries shall be shown on the plan and aerial photograph required in D. and E. above 5. Obtain a Jurisdictional Determination from the COE for all on-site wetland areas 6. If jurisdictional wetlands are located on-site, provide a COE permit

**VILLAGE OF SHOREWOOD
PRELIMINARY PLAT CHECKLIST**

		<p>for the proposed direct impacts to jurisdictional wetland or documentation from the COE stating the proposed development does not require COE authorization</p> <p>7. Provide appropriate soil erosion and sediment control measures to protect preserved wetland areas</p> <p>8. Provide a Vegetated Buffer Strip of at least twenty five feet (25') in width surrounding the periphery of jurisdictional wetlands, preferably vegetated with native plant species</p>
Additional Required		A Site Data Box for residential developments shall include the following information: total site acreage, open space acreage, detention acreage, minimum lot size, average lot size, number of lots (by each lot type), gross density, and a typical lot detail .
Additional Required		A Site Data Box for non-residential developments shall include the following information: total site acreage, open space/buffer yard acreage, detention acreage, number of lots, and average lot size, setback requirements.
Additional Required		Permanent Index Numbers for the property being subdivided and immediately adjacent to it.
Additional Required		Proposed top of foundation elevations for all proposed structures.
Additional Required		A typical lot detail and notation of any individual lot restrictions regarding lot frontage or location of driveways.
Additional Required		Proposed grades at the property lines and along the public R.O.W. lines.
Additional Required		Permanent Index Numbers for the property being subdivided and immediately adjacent to it.
Additional Required		Proposed bike or walking trails, sidewalks and other site amenities should be shown on the plat.
Additional Required		All boulevard medians, cul-de-sac islands, etc. shall be dedicated as outlots to be maintained by a homeowners association
Additional Required		Telephone numbers of the owner, petitioner/developer of the property, and the surveyor.
Additional Required		Common address (if any) of the site.
Additional Required		A statement of ownership, whether in fee or as a beneficiary of a trust. The subdivider shall also indicate his interest in the land.
Additional Required		Location, size, and purpose of all existing and proposed easements on or adjacent to the property to within 100'. The document numbers of all existing instruments should be noted.
Additional Required		An indication of ownership and the proposed use of any parcels identified as "excepted" on the plat.

**VILLAGE OF SHOREWOOD
PRELIMINARY PLAT CHECKLIST**

SUPPLEMENTAL DOCUMENT REQUIREMENTS

Village Code Section	Present	Description
11-3-2 B.		<p>A current report concerning the subject property prepared by Will-South Cook Soil and Water Conservation and an independent soil investigation report for the site based upon a minimum representative soil borings as follows:</p> <ul style="list-style-type: none"> • For parcels fifty (50) acres and larger - one boring for every five (5) acres. • For parcels smaller than fifty (50) acres - a minimum of ten (10) borings but not more than one boring per vacant lot.
11-3-2 C.		<p>Floodplain Data: Accompanying the preliminary plats of each proposed subdivision which involves any portion of a base flood area as described by the official FEMA map for this village or the county of Will, there shall be furnished the following information and data:</p> <ul style="list-style-type: none"> • Floodplains with Identified Floodways: The floodplain and floodway limits and the base flood elevation shall be clearly identified on the preliminary plat. Proposed uses with the floodplain and floodway shall be identified and shall be in accordance with those permitted by the floodplain regulations of the Village. • Floodplains Where Floodways Are Not Identified: The entire floodplain is considered to be a floodway by the floodplain regulations of the village and shall be so identified on the preliminary and final plats. As an alternative, the developer should have an engineering study performed to determine a floodway in the manner set forth in the floodplain regulations of the Village. • Modification of Floodplains Or Floodways: If any modification of the floodplain is proposed, sufficient information and data shall be provided to demonstrate to the satisfaction of the village engineer that such modification will meet the requirements of floodplain regulations of the Village.
11-3-2 D.		<p>Development Report: All subdivisions should have a development report which is a narrative statement describing the existing features of the site and the engineering impact of the development of the site.</p>
11-3-2 F.		<p>Public Improvement Dedication Agreement: The owner and/or developer of the proposed subdivision shall execute with the village a written agreement providing for the dedication of public improvements to the Village.</p>
11-3-2 G.		<p>Septic Or Mechanical Systems: In subdivisions to be served by septic systems as opposed to central sewage treatment, written approval by the Will County health department and/or other applicable governmental agencies for the installation of septic systems on each lot shall be provided.</p>
11-3-2 H.		<p>Vicinity Sketch: Vicinity sketch at a readable scale drawn on or</p>

**VILLAGE OF SHOREWOOD
PRELIMINARY PLAT CHECKLIST**

		accompanying the preliminary plat. This sketch shall show all existing subdivisions and the street and track lines of acreage parcels of land within two hundred feet (200') to the plat boundaries together with the name of record owners of all such unplatted parcels contiguous to the proposed subdivision. It shall also show the streets and alleys in neighboring subdivisions or unplatted property within seven hundred fifty feet (750') of the plat boundaries.
Additional Required		A draft of proposed protective covenants or deed restrictions (if applicable) to be placed upon the property.
Additional Required		Listing of requested variations from the current Village Zoning Ordinance and Subdivision Regulations, indicating specific Code section, existing standard, requested variance, and percent of variation from Village standard.
Additional Required		Statements addressing the Findings of Fact for each requested variance, in conformance with the applicable provisions of the current Village Zoning Ordinance and Subdivision Regulations.
Additional Required		Letters of acknowledgement, including comments, from the appropriate elementary school district, high school district, and fire protection district that they have reviewed the Preliminary Plat.
Additional Required		Land Title Report for the entire property.
Additional Required		Traffic Study for all proposed residential developments of fifty (50) dwelling units or more, for all commercial and industrial developments of 40,000 SF of floor area or more, and for businesses with drive-through facilities.

Preliminary Plat Submittal

For each Preliminary Plat submittal:

- Two (2) copies of preliminary plat and required supplemental documents shall be submitted to Bryan Welch, PE at Christopher B. Burke Engineering, Ltd., 9575 W. Higgins Road, Suite 600, Rosemont, IL 60018.
- Two (2) copies of preliminary plat and supplemental documents shall be submitted to Karen James, Village Planner at the Village of Shorewood, 903 W. Jefferson Street, Shorewood, IL 60404.