

VILLAGE OF EAST DUNDEE



APPLICATION FOR DEVELOPMENT APPROVAL:  
PRELIMINARY AND FINAL PLAT REVIEW AND APPROVAL APPLICATION

This form is to be used for all Preliminary Plat applications to be heard by the Village of East Dundee. To complete the form properly, please review the accompanying *Village of East Dundee Instruction Manual for Application for Development Review*. Failure to complete this form properly will delay its consideration.

PART I. GENERAL INFORMATION

**A. Project Information**

- 1. Project/Owner Name: \_\_\_\_\_
- 2. Project Location: \_\_\_\_\_
- 3. Brief Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Project Property Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. Project Property Size in Acres and Square Feet: \_\_\_\_\_
- 6. Current Zoning Status: \_\_\_\_\_
- 7. Current Use Status: \_\_\_\_\_
- 8. Surrounding Land Use Zoning: \_\_\_\_\_  
\_\_\_\_\_
- 9. Parcel Index Numbers of Property: \_\_\_\_\_

**B. Owner Information**

- 1. Signature: \_\_\_\_\_
- 2. Name: \_\_\_\_\_
- 3. Address: \_\_\_\_\_
- 4. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**C. Billing Information** (Name and address all bills should be sent to)

- 1. Name/Company: \_\_\_\_\_
- 2. Address: \_\_\_\_\_
- 3. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PART II. APPLICATION REQUIREMENTS**

The following table provides the type and quantity of materials required to be submitted with a Preliminary Plat application. The number associated with each material corresponds with the number used in Part II of the *Village of East Dundee Instruction Manual for Application for Development Approval* where each material is described in greater detail.

Please note that when two quantities of drawings are required (such as: 3/1), the first number indicates the number of full-size drawings to be submitted (at a scale of at least 1" = 20' and no larger than 30" x 42") and the second number indicates the number of reduced (11"x17") copies to be submitted as well as, an electronic file of the document should be submitted either via email, jump drive or CD. At least one of the original full-size drawings should be signed and sealed by the preparer. For ease of distribution, please collate into packets all of the materials where multiple copies are required. Packet contents should be assembled in order, except for drawings which should all be collated together at the back of the packet.

The required materials and number of copies shown below are the minimum necessary to submit a complete application. Village staff, consultants, review agencies, commissions, and boards may require additional materials and/or copies as necessary to fully evaluate the proposed project. A pre-application conference with the Plan Commission is required. At the meeting, the Plan Commission may add or delete items from this list as they deem appropriate.

**Official Use Only**

Item # <sup>(a)</sup>	Application Material	Initial Application		Revisions		Second Set of Revisions	
		# Copies Required	# Copies Received	# Copies Required	# Copies Received	# Copies Required	# Copies Received
1.	Completed Development Application AND a) Agreement to Pay Costs Incurred and Hold the Village Harmless b) Affidavit of Ownership & Control c) Affidavit & Disclosure d) Findings of Fact	1					
2.	Project Narrative	1					
3.	Basic Application Fee	X					
4.	Property Owners within 250 feet	X					
5.	General Location Map	3/1					
7.	Survey / Legal Description	3/1					
9.	Photographs of Existing Property and Area	1					
23.	Village Utility Impact Calculations and Report <sup>(b)</sup>	1					
25.	Traffic Study <sup>(b)</sup>	4 And electronic file					
31.	Preliminary Plat	3/1 And electronic file					
34.	Final Plat	3/1 And electronic file					

<sup>(a)</sup> Please see *Village of East Dundee Instruction Manual* for complete description of item.

<sup>(b)</sup> Applies only to projects with more than 15,000 sq. ft. of commercial/industrial floor area or more than 25 residential units.

<sup>(c)</sup> Applies only to projects proposing to modify access points, landscaping, or other improvements on state right-of-way

**PART III. SITE DATA TABLE**

*Please complete all sections that apply. For sites smaller than two acres, please list all measurement to the nearest square foot. For sites of two acres or larger, please list all measurements to the nearest one-hundredth of an acre.*

	<u>Existing</u>	To Be Removed	To Be Added	Net	Net % of Total Site Area
<b>Undevelopable Area</b>					
Ponds					
Streams					
Wetlands					
Stormwater Detention/Retention					
Slopes over 20%					
Easements					
Protected Habitat					
Other (_____)					
Other (_____)					
Sub-total Undevelopable Area					
<b>Developable Area</b>					
Vacant					
Open Space & Recreation Areas					
Landscaped Area					
Building Coverage					
Paving Coverage					
Sub-total Developable Area					
<b>Infrastructure</b>					
Public streets					
Private streets					
Utility easements					
Stormwater Detention/Retention					
Sub-total Infrastructure Area					
<b>Total Site Area</b>					

**PART IV. JUSTIFICATION OF THE PROPOSED PRELIMINARY PLAT**

Please answer all questions but be concise and brief in your answers. If additional pages are needed to complete your answers, please be sure to include the appropriate and complete question number for each response. **Applicants are encouraged to refer to drawings or other application materials as necessary to add clarity to their answers. Applicants are also encouraged to refer to Special Use Criteria Section 155.026.**

**FOR FINAL PLATS:**

Substantial deviations from the approved Preliminary Plat, and all Variances from the Village Code not previously approved as part of the Preliminary Plat, require a formal amendment to the Preliminary Plat prior to approval of the Final Plat.

**IF APPLYING FOR A PLEMILINARY PLAT PLEASE ANWSER THE FOLLOWING QUESTIONS, FOR ALL FINAL PLATS SUBMITT A LETTER TO THE VILLAGE OF EAST DUNDEE STATING WHETHER OR NOT THERE ARE ANY ADDITIONAL CHANGES FROM THE PRELIMINARY PLAT APPLICATION.**

1. For each non-compliant item, please answer the following on a separate sheet of paper and attach to the application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Does the Preliminary Plat violate any other ordinance or regulation of the Village? If so, please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Does the Preliminary Plat comply with all of the following Subdivision Code standards:

	Yes	No
Lots (Section 155.046)	_____	_____
Streets (Section 155.045)	_____	_____
Easements (section 155.047)	_____	_____
Sidewalks (Section 155.048)	_____	_____
Landscaping (Section 155.049)	_____	_____
Street Lighting (Section 155.050)	_____	_____
Street Signs (Section 155.051)	_____	_____
Storm Sewer System (Section 155.052)	_____	_____
Pathways (Section 155.053)	_____	_____
Sanitary Sewer System (Section 155.054)	_____	_____
Water System (Section 155.055)	_____	_____
Development Activity Adjacent to Water (Section 155.056)	_____	_____
Criteria requiring Contribution in Lieu of Park (Section 155.072)	_____	_____

Reservation of Additional Land (Section 155.074)

\_\_\_\_\_  
\_\_\_\_\_

Combining with Adjoining Land (Section 155.075)

\_\_\_\_\_

Topography/Grading (Section 155.076)

\_\_\_\_\_

Public Utilities (Section 155.077)

\_\_\_\_\_

Required Improvements (Section 155.095-155.999)

\_\_\_\_\_

4. A Variance is required for each item answered "No" in Question Number 3. For each non-compliant item, please answer the following on a separate sheet of paper and attach to the application:

a. From which specific standard of the Village Code is a Variance requested (include Code section number)?

\_\_\_\_\_  
\_\_\_\_\_

b. For this site, what does the Code require?

\_\_\_\_\_  
\_\_\_\_\_

c. What is proposed?

\_\_\_\_\_  
\_\_\_\_\_

d. What unique circumstances have caused the need for a variance?

\_\_\_\_\_  
\_\_\_\_\_

e. What particular difficulties or peculiar hardships exist?

\_\_\_\_\_  
\_\_\_\_\_

5. Is the Preliminary Plat in compliance with the Official Map and the Comprehensive Plan? If not, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VILLAGE OF EAST DUNDEE



APPLICATION AGREEMENT  
TO PAY COSTS INCURRED AND HOLD THE VILLAGE HARMLESS

The Undersigned applicant acknowledges that the Village of East Dundee may seek advice and counsel from professional sources outside the employee staff of the Village of East Dundee in consideration of the application submitted to the Village of East Dundee by the applicant, including the services as those provided by the Village Staff, Village Attorney, Village Engineer, Planner and Fire Protection District.

The applicant further acknowledges that testimony of all witness at Public Hearings may be recorded before a court reporter and that full transcripts of the proceedings may be prepared and retained by the Village of East Dundee as part of the official record concerning the said applicant and the applicant's costs.

As an express condition in making the said application and the consideration thereof by the Village of East Dundee, the undersigned, both personally and on behalf of the applicant, agrees to hold the Village harmless and agrees to pay forthwith the costs and expenses that may be incurred by the Village of East Dundee for such professional services, including the costs and expenses of recording and transcribing any testimony at Public Hearings in connection with the said application.

The owner hereby authorizes, support and consents to this request for variation, and further authorizes, agrees and consents to allow the temporary installation and display by the Village of East Dundee of Public Notice (signage) upon the subject property.

The applicant, having read this application and fully understanding the purpose thereof, declares that the proceeding statement made are true and that the information provided herein is complete to the best of the applicant's knowledge and belief.

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Individually and for the Applicant

Date

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Address

Phone Number

Project Description:

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VILLAGE OF EAST DUNDEE



**Affidavit of Ownership & Control**

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I (We), \_\_\_\_\_ do hereby certify or affirm that I am the owner(s), contract purchasers, or beneficiary(s) of the title holding trust for the aforesaid described property and hereby make application of such.

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

Phone: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(NOTARY SIGNATURE)

\_\_\_\_\_  
(NOTARY STAMP)

VILLAGE OF EAST DUNDEE



**Affidavit & Disclosure Agreement**

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To cover the Village expenses relating to applications for site plans, Subdivisions, Annexations, Zoning Amendments, Special Uses, Variations and the like:

Applications shall deposit the sum required based on the type and extent of the applicants project. Any bills received by the village and any costs incurred by the Village related to the project will be billed to the applicant. Upon payment of all bills to the Village the applicant will receive their deposit back.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Project Address: \_\_\_\_\_