

PLATS OF SUBDIVISION REVIEW CHECKLIST

Date Received

- _____ Completed and signed Subdivision application with application fee of \$ 300 and Developer Reimbursable fee to be determined by the Zoning Administrator.
- _____ Plat of Survey /ALTA Survey (2 copies).
- _____ Proof of Ownership or Option (1 copy)
- _____ ALTA Survey with Legal Description of Property (1 copy)

INITIAL PROJECT SUBMISSION

- _____ Preliminary or Final Plat of Subdivision (9 FULL-SIZED copies): According to the Checklists provided in Appendix A, C and D of the Village Subdivision Ordinance.
- _____ Preliminary or Final Engineering (9 FULL-SIZED copies): According to the Checklist provided in Appendix B of the Village Subdivision Ordinance.
- _____ Preliminary or Final Site/Development Plan (9 FULL-SIZED copies)

FOR THE PLANNING AND ZONING COMMISSION MEETING:

Due by **12 noon** on the date stated for “*Final Submittal Date for all PZC Meeting Attachments*” on the submittal calendar.

This deadline is **NOT FLEXIBLE**. Any material submitted after this deadline will be scheduled on the next available Planning and Zoning Commission meeting.

- _____ 18 copies of 11” x 17” sized Plans of the following:
- _____ Preliminary or Final Plat of Subdivision
 - _____ Preliminary or Final Engineering Plans
 - _____ Preliminary or Final Site/Development Plans

FOR THE VILLAGE BOARD MEETING:

Due by **12 noon** on the date stated for “*Village Board Presentation for Discussion*” on the submittal calendar

This deadline is **NOT FLEXIBLE**. Any material submitted after this deadline will be scheduled on the next available Village Board meeting.

- _____ 1 .pdf copy of 11” x 17” sized Plans of the following:
- _____ Preliminary or Final Plat of Subdivision
 - _____ Preliminary or Final Engineering Plans
 - _____ Preliminary or Final Site/Development Plans

You must obtain a Zoning Certificate from the Department of Community Development prior to applying for a Building Permit.

SCHEDULE OF FEES

ANNEXATION	\$300
ZONING CERTIFICATE	Included in building permit fee
CLASS I SITE PLAN REVIEW	\$150
CLASS II SITE PLAN REVIEW	\$100
AMENDMENT	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
SPECIAL USE	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
VARIATION	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
VARIATION, AFTER THE FACT	\$1,000
PLANNED DEVELOPMENTS	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
MASTER PLANNED DEV.	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
APPEALS	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
VACATIONS	\$300
SUBDIVISIONS	\$300
SIGN DESIGN REVIEW	\$30 (Non-illuminated) \$50 (Illuminated)
PARKING LOT AREAS	\$50 (4 or more parking spaces)

Application fees are not refundable. Per §154.274 Fees and §154.275 Reimbursement of Staff Review Time in the Village Ordinance, in addition to paying application fees, every applicant is required to deposit with the Village an amount which shall be used to reimburse the Village for project related expenses. The applicant shall deposit with the Village an amount not less than \$500 and not more than \$2,500 unless required by the Zoning Administrator. Deposits are refundable if not used. All staff/ consultant fees shall be invoiced to the applicant at actual cost. Deposits may be required to be replenished at Village discretion, failure to do so may result in a work stoppage order by the Village.