



# Preliminary/Final Plat Application

Return Completed Form To: Planning Department, City of Champaign, 102 N. Neil St., Champaign, IL 61820

www.ci.champaign.il.us

CGTV Cable Channel 5

## 1. Applicant & Contact Information

### Applicant/Primary Contact

Full Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

## 2. Owner Information

### Property Owner

Full Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

Is the owner a Trust, Corporation, LLC, Not-for-Profit, or Partnership? Yes No

If yes, see Preliminary/Final Plat Application Worksheet for additional submission requirements.

## 3. Property Information

Name of Subdivision \_\_\_\_\_

Subdivision Common Address: \_\_\_\_\_

Parcel ID Number \_\_\_\_\_

Gross Acreage of Subdivision \_\_\_\_\_

Total Number of Proposed Lots \_\_\_\_\_

Current Property Zoning \_\_\_\_\_

Current Land Use \_\_\_\_\_

Proposed Land Use \_\_\_\_\_

Is subdivision within City Corporate Limits?  
No Yes

Does subdivision involve an Annexation or Annexation Agreement with the City?  
No Yes

Requested Title Company: \_\_\_\_\_

As stated in Notice to Applicants, a conference with Current Planning Staff is encouraged. Have you had this conference?  
No Yes: Date \_\_\_\_\_

Is the subject property within a 100-year floodplain?  
No Yes

## Application Checklist

Please address the following items. Additional materials may be required during the review process. Incomplete applications will not be processed. Use the following checklist to confirm that your application is complete.

Complete

### Application

- Applicant & Contact Information.
- Owner Information, including additional submission requirements as needed.
- Property Information.
- Consultant Information.
- Legal description of the property.
- Additional Information.
- Applicant Signature.

### Attachments

- Deed or other proof of parcel ownership.
- Preliminary/Final Plat.
- Waiver Request Letter, if applicable.
- Declaration of Ownership
- Electronic File Submission.
- Review Fee, see below.

See Preliminary/Final Plat Application Worksheet for additional information regarding these requirements.

### Review Fees\*:

Preliminary Plat (Per Lot) \$20.00, but not less than \$65.00

Champaign Co. Soil & Conservation District \$100 plus \$3 per acre over 1 acre

### Resource Reports

\*as required in City of Champaign Municipal Code Sec. 26-17.

**FOR STAFF USE:** Application Complete

Received By: \_\_\_\_\_

Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Case No.: \_\_\_\_\_





# Preliminary/Final Plat Application

## 4. Consultant Information

### Subdivider

Name \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

### Local Agent

Name \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

### Attorney

Name \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

### Land Surveyor

Name \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

### Engineer

Name \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

### Architect

Name \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

## 5. Legal Description of Property

*Please include the complete description as set forth in a deed, mortgage, or other similar legal document. If additional room is needed, please attach a separate sheet titled "Legal Description of Property".*

## 6. Additional Information

- A. If the proposed subdivision is within the City's Extraterritorial Jurisdiction, is it also within the area designated to be annexed to the Village of Savoy under the Champaign-Savoy Boundary Agreement?  
 Yes                      No
- B. Is any part of the subdivision adjacent to an IDOT right-of-way?  
 Yes                      No

## 7. Applicant Signature

By signing this petition, you are certifying that you have read this application, have provided the necessary documentation as listed under the **Application Checklist**, and that you understand the information listed above under the **Notice to Applicants** section.

Applicant Signature	Date



# Preliminary/Final Plat Application

## Notice to Applicants

- Applicants must coordinate their activities with City Planning Staff in advance of the application deadlines. Before an application is accepted, a conference with Current Planning staff is encouraged.
- There will be no refund of any application fee for approvals not granted or withdrawn.
- No incomplete applications will be acted upon. After the Development Services Team reviews the application and determines that the application is complete, the Preliminary/Final Plat will be scheduled for hearing by the Plan Commission and City Council.
- Complete applications must be received not less than 30 days prior to the next regular meeting of the Plan Commission in order to be placed on the agenda for the meeting. Late submittals will not be acted upon without prior approval by the Planning Director.
- The Recording Agent Designation letter to allow recording must be submitted with the application.
- The applicant must complete bond approval (if needed) prior to approval of the Preliminary/Final Plat by City Council.
- Approval of the Preliminary/Final Plat by the City Council shall be in effect for a period of 180 days, and thereafter is null and void if the plat is not recorded.

## Attachments

- A. Deed or other proof of parcel ownership.
- B. Preliminary/Final Plat—The subdivider or developer shall submit 4 copies of the preliminary/final plat in the form of full-size (24 in. x 36 in.) copies and 21 copies in the form of half-size (11 in. x 17 in.) copies of the preliminary/final plat. Exact size of the drawings may vary somewhat due to office production facilities. Please see Chapters 2.02 and 3.02 of the Manual of Practice for required elements (Preliminary/Final Plats must contain all elements required for both Preliminary AND Final Plats).
- C. Waiver Request Letter—If you are seeking a waiver to any part of the Code elements, please attach a waiver request letter including all waiver requests and justification for the waiver items in accordance with regulations and standards.
  - I have attached this document.
  - I am not requesting any waivers.
- D. Electronic File Submission—With the Preliminary/Final Plat Application, please submit the property lot line, roadway, bike path, sidewalk, and other general layout layers in GIS Shapefile, AutoCAD, or similar GIS-compatible medium. This will allow the Planning Department to see how the proposed subdivision layouts will impact adjacent properties. See Manual of Practice Chapter 1.11 for full submission information.

## Attachments for Recording the Preliminary/Final Plat

- A. An Owner's Certificate, complying with the requirements of Section 3.06 of the Manual of Practice, stating that the owner of the land described on the attached plat is the sole owner of the land and has caused the land to be surveyed. The Owner's Certificate shall contain dedications to the public and shall be dated, signed by the owner or duly authorized attorney and notarized. The Owner's Certificate may be either shown on the face of the plat or attached thereto. The Owner's Certificate shall also state the school district in which the property is located.
- B. 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.
- C. The Tax Certificate.
- D. The Recording Agent Designation Letter.
- E. The School District Certificate.

