



# Preliminary 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 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

1. Applicant & Contact Information.
2. Owner Information, including additional submission requirements as needed.
3. Property Information.
4. Consultant Information.
5. Legal description of the property.
6. Applicant Signature.

### Attachments

- A. Deed or other proof of parcel ownership.
- B. Preliminary Plat.
- C. Proposed Phasing Plan.
- D. Waiver Request Letter, if applicable.
- E. Declaration of Ownership
- F. Electronic File Submission.
- G. Review Fee, see below.

See Preliminary 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 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. 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 Plat Application

## Champaign Municipal Code

### **Sec. 31-320. Purpose of Preliminary Plat Approval.**

The purpose of preliminary plats is to establish lot design for the subdivision, establish utility layout and street and intersection design, and to approve waivers from the subdivision regulations. This insures that the final plat design, if final platting is accomplished in phases, is consistent with the overall plan for the area. Outside agency review is included at this stage, so that utility and street issues are addressed early in the development process, and the subdivider can be assured of final approval at the time of construction. Preliminary plat approval by the City Council shall not qualify the plat for recording.

### **Sec. 31-322. Required Information for Preliminary Plats.**

Preliminary Plats shall be submitted in the form and with the contents specified in Chapter 2 of the Manual of Practice. The Manual of Practice also specifies the number and size of plats and copies for review at the different stages of the review process.

## Notice to Applicants

- 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.
- 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.
- Approval of the Preliminary Plat by the City Council shall be in effect for a period of one year, and thereafter is null and void.

## Attachments

- A. Deed or other proof of parcel ownership.
- B. Preliminary Plat—The subdivider or developer shall submit 4 copies of the preliminary 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 plat. Exact size of the drawings may vary somewhat due to office production facilities. Please see Chapter 2.02 of the Manual of Practice for required elements.
- C. Proposed Phasing Plan containing an estimated time frame that each phase of development will be submitted for final plat approval.
- D. 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.
- E. Electronic File Submission—With the Preliminary 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.



# Owner Authorization Form

*If the applicant is not the owner of the property, please have the owner(s) or owner(s)' agent sign the appropriate section and have the signature(s) notarized to authorize said applicant to process the application.*

### Section I. Owner(s) is/are Individual(s)

The undersigned hereby states that she/he/they is/are the Owner(s) of the property that is the subject of the forgoing application for a Preliminary Plat, that she/he/they has/have read said application, and that she/he/they hereby authorize(s) \_\_\_\_\_ to act as her/his/their Agent with regards to the processing of said application for the purposes set forth herein.

First Owner's Full Name (printed or typed)

First Owner's Signature

Second Owner's Full Name (printed or typed)

Second Owner's Signature

*If additional names, please provide the names and signatures on an attachment.*

### Section II. Owner is a Partnership

The undersigned hereby states that the Partnership of \_\_\_\_\_ is the Owner of the property that is the subject of the forgoing application for a Preliminary Plat, that she/he is one of the Partners of said Partnership, that she/he has read said application, and that she/he hereby authorizes \_\_\_\_\_ to act as the Partnership's Agent in processing said application for the purposes set forth herein.

Partner's Full Name (printed or typed)

Partner's Signature

### Section III. Owner is a Corporation

The undersigned hereby states that \_\_\_\_\_ is a Corporation duly incorporated in the state of \_\_\_\_\_ and that said is the Owner of the property that is the subject of the forgoing Preliminary Plat. The undersigned states further that she/he has read said application, she/he is the \_\_\_\_\_ of said Corporation, is an authorized Agent of said Corporation in processing said application for the purposes set forth therein.

Full Name of Agent (printed or typed)

Signature of Agent

### Section IV. Owner is a Trust

The undersigned hereby states that \_\_\_\_\_ is a Trust duly created in the state of \_\_\_\_\_, and that said Trust is the Owner of the property that is the subject of the forgoing application for a Preliminary Plat. The undersigned states further that she/he is the Trustee of said Trust and that the attached individuals or entities are the Beneficial Owners of said Trust. The undersigned states further that she/he has read said application and that the Beneficiaries of said trust have authorized her/him to authorize \_\_\_\_\_ to act as said Trust's Agent in processing said application for the purposes set forth therein.

Full Name of Trustee (printed or typed)

Signature of Trustee

### Section V. Notary

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT \_\_\_\_\_ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that she/he/they signed and delivered the forgoing Owner Authorization Form as her/his/their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public

