



**Plat/Site Plan Application
Village of Channahon
Development Department**

Applying For:

Preliminary Plat: ____

Final Plat: ____

Commercial Site Plan: ____

CHANNAHON USE ONLY
Payment Type: _____
Payment Amount: _____
Check #: _____
PAID STAMP HERE

The undersigned applicant(s) request(s) the corporate authorities of the Village of Channahon to approve a Preliminary Plat, Final Plat, or Commercial Site Plan in the Village of Channahon and in support of said application, state(s) as follows:

APPLICANT INFORMATION

Owner of Subject Property: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

If a land trust, name all of the beneficiaries and their percentage interests in said land trust.

Applicant: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Attorney: _____

Address: _____

Telephone Number: _____

Email: _____

Engineer: _____

Address: _____

Telephone Number: _____

Email: _____

PROPERTY INFORMATION

Property Address or Location: _____

Legal Description (please provide below or attached, and electronically in Word format):

Subject Property Acreage: _____

Property PIN #: _____

Present Zoning: _____

Present Land Use: _____

Future Land Use: _____

(In accordance with the Village Comprehensive Plan)

Surrounding Zoning: N ____ S ____ E ____ W ____

Surrounding Land Use: N ____ S ____ E ____ W ____

Proposed Zoning and Property Use: _____

Are floodplain areas present on subject property: _____

Has a Professional Fee Agreement been signed: _____

The undersigned below hereby certifies that he/she is the owner of the described property and has authorized an agent, which both agree to abide by all Ordinances, regulations, and codes of the Village of Channahon as are in full force and effect on the date of the consideration of this application by the Corporate Authorities. The owner or applicant(s) also agree(s) to pay any and all fees, costs and expenses of the Village of Channahon, including professional fees that are necessary and required to act on this application.

OWNER'S NAME (PRINT)

APPLICANT'S NAME (PRINT)

OWNER'S SIGNATURE
(ALL OWNERS MUST SIGN)

APPLICANT'S SIGNATURE

DATE

DATE

Plat/Site Plan Application Checklist

All required information must be provided at the time of submittal unless otherwise noted. Incomplete applications are acceptable under any circumstances.

1. Pre-application meeting with the Village Development Department.
2. Original application form typed or neatly printed in ink..
3. Check made payable to the Village of Channahon in the amount specified on the fee schedule.
4. The following general information must be on the plat/site plan and the supporting data is needed: (the applicant must refer to the Village "Subdivision and Development Regulations" for all plat/site plan requirements)
5. Proof of ownership of the parcel and/or applicant's interest therein.

General Information

- a. Scale of the site plan 1" = 100'
- b. Location, width and names of all streets within or adjacent to the parcel together with easements, right-of-ways and other important features such as municipal building lines, corners and monuments
- c. Accurate outlines and legal descriptions of any areas to be dedicated or research for public use with the purpose indicated thereon.
- d. Existing and proposed grading plan with environmentally sensitive areas, i.e. wetlands, flood plains identified.
- e. Adjoining roads, water courses, and bodies of water, marshes, wooded areas, railroads and rock outcroppings within 100 feet of the property.
- f. On-site pedestrian and vehicular access ways.
- g. Buildings and other structures shown.

- h. Outdoor lighting system with the intensity.
- i. Property uses and zoning of parcels within 100 feet of the boundaries.
- j. Off-street parking, loading spaces and walkways.
- k. Location and size of any existing sanitary and combined storm sewers, water mains, culverts, drain pipes, catch basins, manholes, hydrants and electric and gas lines within the parcel and in adjacent streets or rights-of-way.
- l. All other regulations and information required by Village code. (available at www.channahon.org)

Supporting data

- a. A copy of any restrictions or covenants.
- b. Plans and specifications for the required public improvements with the written report of the Village Engineer.
- c. Existing soil conditions as determined by IBR, with a soil erosion control plan.
- d. Landscape and photometric (lighting) plans.
- e. Architectural elevations for buildings type.
- f. Development data for the construction of any buildings.
- g. A final drainage plan.
- h. Sanitary sewer or septic plan.
- i. A preliminary engineering plan showing size and location of sanitary and storm combined sewers, if any, water mains, culverts and electric and gas lines.

Frequently Asked Questions and Answers

Processing Time:

The total processing time for a plat/site plan will be dependent on the size of the project and can range anywhere from three (3) months to six (6) months.

How many copies of plans should the applicant submit:

The applicant/engineer should submit four (4) sets of everything to the Village Planner.

What is the cost of plat/site plan application?

The cost of applying for plat/site plan approval is subject to the fee schedule of the Village and may change. The current cost of the site plan application is \$200. The following is the schedule for the cost of the plat application:

<u>Proposed Subdivisions</u>	<u>Cost</u>
5 acres or less	\$100
5-10 acres	\$150
10-20 acres	\$200
20 acres or more	\$250
Final Plat	\$200 - plus ten (\$10) dollars for each lot exceeding ten (10) lots

Will the plat/site plan application fee be refunded if it is denied?

The fee for plat/site plan application is non-refundable.