

## Appendix C - Tentative Plat Specifications

### General Description

A Tentative Plat depicts the proposed lot lines, streets and other engineering improvements superimposed on a map of the existing topography. Where septic systems are to be used for subsurface waste disposal, a separate transparent soil map shall be furnished to the same scale, indicating soil series, wetness categories, slope letter, erosion factor and boring locations, used to determine suitability of various areas for the septic systems.

The developer shall apply for Final Plat approval no later than one (1) year after a Tentative Plat has been approved by the Village Board.

### Tentative Plat General Requirements

A Tentative Plat shall be prepared in accordance with the following general requirements. All required information shall be shown on the Tentative Plat itself and not on separate sheets.

- A. The plat shall be labeled as a TENTATIVE PLAT, and the name of the subdivision with the township name underneath shall be indicated. The name of the subdivision shall not be a duplicate of any other in the County except in the case of additions. The name and address of the owner shall also be shown.
- B. The Tentative Plat shall be prepared at a reasonable size and scale, and all lettering shall be legible and clear. A scale of 100 feet to 1 inch is suggested. It is usually more convenient for review purposes to have a two sheet Tentative Plat. The scale used should be indicated on the Plat.
- C. A legal description of the property being subdivided shall be placed on the plat, and a North reference arrow shall be shown.
- D. All existing property lines, section and quarter-section lines and existing buildings shall be shown.
- E. The lines and dimensions of all adjoining properties, and the name, lines and dimensions of all existing roads, streets and alleys within a 300 foot radius shall be shown.
- F. The names of all subdivisions within a 300 foot radius shall be included, and property not subdivided shall be so marked.
- G. The type of zoning shall be indicated on the plat for the property being subdivided and all surrounding property within 300 feet.

- H. A topographic layout shall be superimposed on the plat. Contour intervals shall be based on the typical slopes found on the property, in accordance with the following:

<u>PLAT SCALE</u>	<u>SLOPE</u>			<u>IDENTIFY</u>
	<u>0-20%</u>	<u>21%-35%</u>	<u>OVER 36%</u>	
1" = 100'	1 ft.	2 ft.	5 ft.	5 ft. & 10 ft.
1" = 200'	2 ft.	5 ft.	10 ft.	10 ft.
1" = 50'	1 ft.	1 ft.	2 ft.	5 ft. & 10 ft.

If a different scale is used, a contour interval should be selected which will result in a similar spacing of contour lines and provide a clear understanding of the topography.

Topography shall be extended along all existing streets and roads within 300 feet.

The topographic layout shall be referenced to a NAVD 88 and the reference bench mark shall be cited on the plat.

- I. A list of all political and service districts such as fire protection, grade school, high school, post office, park, library, etc. shall be indicated on the plat.
- J. All public or school site areas which will be dedicated, such as parks, ponds, preserves and school lots shall be indicated on the plat.
- K. All watercourses with their high and low water boundaries, all Flood Hazard areas and all wetlands shall be shown on the plat. All man-made drainage systems shall be indicated, such as tiles, ditches and culverts. Sizes, locations, outlets and material shall also be indicated.
- L. The Tentative Plat must be approved by the Village Engineer.
- M. All technical data accompanying the Tentative Plat shall be signed and dated by the Registered Professional Engineer or Land Surveyor who supplies it, and shall bear his official seal.
- N. Owner and preparer contact information.

### **Tentative Plat Road Requirements**

The following road requirement shall be considered in the preparation of the Tentative Plat.

- A. Block length shall be determined based on the criteria contained in Section 1618.1.

- B. All rights-of-way shall be at least 60 feet wide. However, a wider right-of-way may be required by the Planning and Zoning Commission or the Village Engineer if deemed necessary. (Section 1619.1).
- C. Where unusual conditions warrant, cul-de-sacs meeting the requirements of Appendix J may be used. However, the use of cul-de-sacs should be minimized. (Section 1618.3 and Appendix J).
- D. Provisions shall be made for direct connection with the principal existing streets in adjoining subdivisions. Provisions shall be made for connection to future subdivisions where the adjoining land has not been subdivided. (Section 1618.2).
- E. Where alleys are provided, they shall not be less than 20 feet wide and conform to road requirements for construction. No alley at the edge of a subdivision shall be less than 20 feet wide.
- F. Return radii at all intersections shall be a minimum of 40 feet. Corner lots shall have radii such that the distance from the edge of the pavement to the right-of-way line is approximately 20 feet wide. Auto turn analysis (or similar) may be required to support any variances and or ensure truck traffic can move through a site.
- G. All streets shall be named, and in the case of branching streets, the line of departure from one street to another shall be shown. Each street shall have a unique name which is not a duplicate of any other in the same or adjoining township. The use of parallel streets with the same name differentiated only by compass direction shall not be permitted. However, a loop type road shall need only one street name for the entire loop.
- H. All proposed roads indicate on the Tentative Plat shall be capable of meeting the "Schedule of Minimum Design requirements for Subdivision Roads in the Village" at the Final Plat stage.
- I. A typical road cross section shall be included on the Tentative Plat.

### **Tentative Plat Lot Requirements**

The following lot requirements shall be considered in the preparation of the Tentative Plat:

- A. Each lot shall front on a road, street or parkway, and be of such width and area as to conform with the Zoning and Building Ordinances and applicable Health Department Regulations.

- B. Whenever possible, the side lines of lots shall be approximately at right angles (radial) to the street.
- C. All lot line dimensions and lot areas shall be shown and lots properly lettered or numbered. Except in very large developments, consecutive lot numbering is considered preferable to a lot-and-block numbering scheme.
- D. Proposed setback lines and required easements shall be shown and dimensioned. Building lines shall be in conformance with the Zoning Ordinance. (Sections 1617.2 and 1620).
- E. If a lot is affected by critical soils, flood hazard areas, or an intermittent stream, special restrictions may apply. (Section 1617.5 and 1617.6).
- F. Reduction of frontage on curves shall be limited to that authorized by the Zoning Ordinance unless a frontage variation has been obtained. (Section 1617.4).

### **Written Reports and Statements**

The following written reports and statements shall be submitted along with the Tentative Plat:

- A. A proposal for a homeowner's association, and proposed covenants and restrictions (if any) to be reviewed and approved by Village Attorney and Village Engineer.
- B. A description of how non-road dedicated areas and stormwater control systems will be maintained. (Section 1620.3).
- C. A description of the type of water supply to be used.
- D. A report by a Registered Professional Engineer on flood hazard and frequency, and a proposal for handling drainage and stormwater detention and retention. His signature and seal must be affixed to the report and plat.
- E. A completed report by the subdivider or his engineer indicating they have consulted with the Illinois Department of Natural Resources with regard to threatened/endangered species and/or INAI within the vicinity of the development.

### **Septic Systems - Special Procedures**

When septic systems are to be used, the soil conditions are very important. Additional procedures, contained in Appendix I, must be followed in the preparation of the Tentative Plat for a subdivision which will be served by septic systems.

## Tentative Plat Checklist

The following list includes all items required on a Tentative Plat, as well as those items which must be submitted along with the plat. To avoid the possibility of submitting an incomplete plat, it is recommended that this checklist be used for each Tentative Plat submitted.

### A. General Requirements

1. Submit within one year of Sketch Plan approval date;
2. Show all required information on 2 sheets;
3. Identify as Tentative Plat, shown name and subdivision and Township;
4. Show name and address of owner;
5. Make sure all lettering is legible;
6. Indicate scale;
7. Show legal description and a North arrow;
8. Show section and quarter-section lines and property lines;
9. All existing improvements such as buildings, septic fields, active wells and abandoned wells, shall be indicated on the plat;
10. Show lines and dimensions of adjoining properties within 300';
11. Show names, lines and dimensions of existing roads within 300';
12. Show names of all subdivisions within 300';
13. Indicate zoning classification on all property within 300';
14. Superimpose topography, using appropriate contour interval;
15. List all districts on plat;
16. Show all public or school site areas to be dedicated;
17. Show all watercourse, flood hazard areas, wetlands and man-made drainage systems;
18. Sign, date and apply seal to technical data; and
19. Show soil mapping unit boundaries and other soil information, as determined by Soil Classifier, and superimpose topography.

### B. Road Requirements

1. Provide blocks of appropriate length;
2. All R.O.W.'s at least 60' wide;
3. Cul-de-sac minimum diameter 140' (use of cul-de-sac should be minimized);
4. Make provisions for road connections to existing or future adjacent subdivision;
5. Minimum alley width 20';
6. Return radii at intersection minimum of 40 feet (on corner lots, approximately 20 ft. between pavement and R.O.W. line);
7. Name all streets (no duplicate names allowed);
8. Verify that all proposed roads can be built to standards of Appendix J; and
9. Show typical road cross-section.

### **C. Lot Requirements**

1. All lots must have frontage on a public road, conform to Zoning and Building Ordinances, and meet Health Department regulations;
2. Side lot lines approximately at right angles (radial) to streets;
3. Number all lots and show all lot lines, lot dimensions, and lot areas;
4. Show proposed setback lines and required easements;
5. Check for special restrictions for lots affected by critical soils, flood hazard, or intermittent streams; and
6. Frontage reduction on curved roads limited to that authorized by Zoning Ordinance unless variation is obtained.

### **D. Written Report Requirements**

1. Proposed covenants and restrictions, and homeowner's association;
2. Proposal for maintenance of non-road dedicated areas;
3. Type of water supply to be used;
4. Report by engineer on flood hazard, and proposed stormwater control system;
5. Reference should be made to the Soils Standards Manual in cases of sandy/gravelly soils, with evaluation of the potential for groundwater protection;
6. Indicate location of and distance to closest sanitary sewer;
7. Obtain cash/land letter from each concerned school district; and
8. Provide evidence of intent to comply with the municipal donation requirements;
9. Subject property shall be in the Spring Grove Fire Protection District or legal steps shall be initiated to cause the property to be included within the jurisdictional territory of Spring Grove; and
10. A completed report by the subdivider or his engineer indicating they have consulted with the Illinois Department of Natural Resources with regard to threatened/endangered species and/or INAI within the vicinity of the development.

### **E. Additional Requirements When Septic Systems are Proposed**

1. Prepare a report on any alterations to topography relating to septic system suitability, and indicated area and nature on plat;
2. Indicate areas not suitable for septic systems;
3. Provide septic restriction lines around all drainage and detention/retention easements and drywells;
4. Prove to satisfaction of Planning and Zoning Commission that generally ½ acre of land suitable for septic systems exists or will exist on each proposed lot; and
5. Place signature of the Soil Classifier on plat, and soil map sheet.