

VILLAGE OF ANTIOCH, LAKE COUNTY

Department of Planning, Zoning & Building / Engineering Department

Mailing Address: 874 Main Street

Antioch, Illinois 60002

Weekday Hours: 7:30 AM To 4:00 PM

Phone: (847) 395-1000

Plan Submittal Checklists

Project: _____

CONCEPT PLAN SUBMITTAL CHECKLIST– Ten Copies Collated and Bound*

Submitted	
	1. Letter with the following: <ul style="list-style-type: none">– Name, address, phone, email and fax number of petitioner and current property owner– Name, address, phone, email and fax number of land planner preparing concept plan sketch– A written list of other developments of a similar nature; Locations, names, titles, and phone numbers of contact persons. Indicate number of years in the land development business.– Permission for site visit by village representatives
	2. Plat of Survey Legal description including Section, Township, and Range
	3. Sketch plan at minimum scale of 1"=200', (1"=100' preferable)
	4. Plat map or aerial photo at a minimum scale of 1"=400' depicting site and adjacent properties within 200'
	5. Plan overlay of the USDA Natural Resource Conservation Service Soil Map
	6. A letter from the school district relative to potential dedication / impact fee requirement
	7. Plan overlay of the USGS Flood Hazard Map, (or in the alternative, the FEMA Flood Plain Map in conjunction with a topographic survey of the site)
	8. Non-refundable filing fees and establishment of escrow account with initial deposit per fee schedule

PRELIMINARY PLAN SUBMITTAL CHECKLIST - 25 Copies Collated and Bound*

- 1. Any items not submitted as part of Concept Plan review**
- 2. Preliminary Plan at a minimum scale of 1" = 100 with the following:**
 - Boundary dimensions, bearings and distances
 - Existing zoning of subject site and adjacent sites
 - General size, location, use and type of all improvements
 - Proposed street names
 - Layout and dimensions of proposed lots including parks, open space, detention areas.
 - Location of existing streets, alleys, easements, on subject site and/or adjacent sites
 - Location and dimensions of pedestrian walks and ways
 - Building setback lines
 - Location, size, height, elevations of permanent signs
 - Location, type of structures on adjacent property within 200'.
 - Names and locations of adjacent subdivisions and/or un-platted land
 - Proposed community facilities
 - Size and boundary of any proposed septic filter fields
 - Survey section lines, township and range, and legal description.
 - Topography, 2-foot intervals (USGS), natural resource mapping
 - Plan Legend:
 - o Title/Proposed Name; Location map; date and revised date(s)
 - o Residential Tabulations (no. of dwelling units, bedrooms, etc.)
 - o Name, phone fax, and address of planner, engineer, and developer
 - o North arrow; scale, graphic and written
 - o Number and arrangement of all off-street parking
 - o Land Tabulations (lot sizes, open space ratios, etc.)
- 3. Preliminary Engineering to include:**
 - Proposed street grades, including typical cross-sections
 - Easements and proposed easements for water mains, sanitary sewers, storm sewers, natural gas, and electric service.
 - Existing and proposed water mains (and sizes)
 - Existing and proposed sanitary and storm sewers with grades and sizes
 - Existing and proposed natural gas and electrical service lines with capacities identified.
 - Certification by developer's engineer
- 4. Preliminary phasing and timing schedule**
- 5. Draft restrictive covenants, deed restrictions, homeowner's association bylaws, etc.**
- 6. Landscaping plan, entry and typical lot**
- 7. Consent of property owners; Ownership disclosure**
- 8. Other Agency Approvals:**
 - Lake Co. Soil & Water Conservation District Report
 - Army Corps of Engineers Jurisdiction Letter
 - Illinois DNR for Endangered Species Act Consultation
- 9. Site-specific calculations**
 - Soil Report with borings and/or other subsurface testing specific to the site
 - Storm water detention plan including calculations
 - Traffic study

2/14/2014

Project Name

– Tree survey and replacement plan

10. All applicable Refundable & Non-refundable fees and escrows per fee schedule

FINAL PLAN SUBMITTAL CHECKLIST - 25 Copies Collated and Bound*

- 1. Any items not submitted as part of Preliminary Plan review.**
- 2. Proposed Final Plat, including background documentation and items included in Preliminary Plan, collated, bound, and drawings folded to 13" x 19" or less in ink on diazo-reproducible medium on sheets 24" x 36" at scale of 1" = 50' or 1" = 100'**
 - Primary control points
 - Phase information
 - Street names as approved by Fire Dept.
 - Location, dimension, purpose of easement(s)
 - Number identification of each lot and block
 - Non-residential lots - purpose
 - Location of buildings, other than single-family residence
 - Location of all parking and loading spaces, driveways, etc.
 - Location and description of monuments
- 3. Final Engineering Improvement Plans to Include:**
 - All items in Preliminary Engineering present and locations/sizes etc. finalized
 - Certification by developer's engineer
- 4. Building plans, other than single-family residential**
- 5. Certification of other agencies as necessary conditions of approval (as applicable)**
- 6. Certification of title**
- 7. Dedication of public rights-of-way and public sites**
- 8. Developer Engineer's Estimate of Probable Cost of Public and Quasi-public improvements in breakdown acceptable to Village**
- 9. Easements**
- 10. Final copy of Restrictive Covenants and Deed Restrictions, including Homeowners' Association By-Laws, standard clause re: maintenance default, articles of incorporation certified by Illinois' Secretary of State Cross-reference private restrictive covenants**
- 11. Final landscape plan of public areas**
- 12. Final letters from the School District and Park Board**
- 13. Final phasing and timing schedule**
- 14. Other certificates, affidavits, endorsements, etc. as identified in the approval process**