

VILLAGE OF LINCOLNSHIRE

SUBDIVISION

Supplemental Information Packet



(Place Date Stamp Here)

1. PRELIMINARY STAFF REVIEW

Prior to being placed on an agenda for consideration, all documents outlined below must accompany the Application for Village Board Consideration and be submitted to the Department of Community Development for Staff review. Failure to provide a complete submittal may result in the request being deferred to the next regularly scheduled agenda. Additional quantities and review of the submitted materials may be required, as determined by the Department of Community Development and/or the Village Engineer.

2. COMMITTEE OF THE WHOLE PRESENTATION PACKET (Referral)

Once the proposed Subdivision request has been reviewed and docketed on a regularly scheduled agenda of the Committee of the Whole meeting (second and fourth Monday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. The C.O.W. will review the request and determine if such request is appropriate to be referred for further review by the Zoning Board. ***The plan sets must be in the order identified below and be bound together into a formal presentation packet. The presentation packet size must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.***

- Letter of Request** – A letter to the attention of the Mayor and Board of Trustees, which describes the Subdivision request and outlines the reason(s) for such a request.
- Conceptual Subdivision Plan** – The general location of all lots, buildings, parking areas, traffic circulation, landscape/conservation areas, site amenities, and preliminary site data chart must be provided on the conceptual subdivision plan.

3. PRELIMINARY PLAT OF SUBDIVISION PRESENTATION PACKET

Once the Preliminary Plat of Subdivision plans have been reviewed and docketed on a regularly scheduled agenda of the Zoning Board (second Tuesday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. ***The plan sets must be in the order identified below and be bound together into a formal presentation packet. The presentation packet size must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.***

- Preliminary Plat** – The Preliminary Plat of Subdivision must be prepared in accordance with Title 7: *Subdivisions and Land Development*, of the Lincolnshire Village Code.
 - If Conservancy Areas/Easements will be included within a proposed Subdivision, each corner and point of tangency of all deed restricted Conservancy Areas must be indicated on the Preliminary Plat. The following language must also be provided:

No sodding, seeding, or grading, either excavation or fill, shall be permitted in the Conservancy Area or in any adjacent areas where such grading would alter the natural drainage pattern of the area. No building or structures, either permanent or temporary, shall be placed within a Conservancy Area. Removal of any trees, brush, or plant materials within a Conservancy Area shall not occur unless it is determined by the Department of Community Development, in its sole and absolute discretion, to be hazardous or undesirable.

Written authorization and approval of a Landscape Plan is required from the Department of Community Development prior to alteration of a Conservancy Area. Alteration shall include, but not be limited to, the removal of hazardous or undesirable plant material or the addition of wood chip paths, wildflowers, shrubs, and trees for the purpose of improving the natural woodland.

Disturbed Conservancy Areas shall be immediately restored in accordance with the Conservancy Area Restoration Guidelines outlined in the Village Code upon written request from the Village.

3. PRELIMINARY PLAT PRESENTATION PACKET (CONTINUED)

Engineering Improvement Plans (if necessary)

- Preliminary plans relating to the installation of public improvements, including but not limited to, rights-of-way, streets, underground utilities, grading, drainage, erosion control, water retention and detention, and easements must be submitted for review by the Village Engineer. Information pertaining to preliminary public improvement plans can be found in Section 7-3-3: *Preliminary Improvement Plans*, of Title 7 of the Lincolnshire Village Code.
- The Applicant shall contact the Lake County Stormwater Management Commission (LCSMC) for additional requirements related to stormwater management and wetland matters. Should LCSMC require a permit, the Application for development will not be docketed for a Public Meeting with the Village until LCSMC releases a preliminary review for the project.
- An Engineering Estimate of Probable Cost (EOPC) for the proposed engineering improvements must be submitted for review and approval by the Village Engineer.

Tree Preservation and Site Grading Plan (if necessary) – Regulations pertaining to tree preservation can be found in Title 13: *Tree Preservation and Landscaping*, of the Lincolnshire Village Code.

- The plan must indicate the location, size, species, and condition of all trees six-inches (6") or greater in diameter breast height in relation to the proposed grading for each lot, as well as, the entire subdivision. All trees indicated on the plan must also be identified in the same manner on the site.
- Protective measures such as pruning, root pruning, auguring, and fertilizing must be noted on the plan for each tree to be preserved within or adjacent to any area being graded. The location of tree protective fencing must also be indicated.

Landscape Plan (if necessary) – Regulations pertaining to landscaping can be found in Title 13: *Tree Preservation and Landscaping*, of the Lincolnshire Village Code.

- Provide an itemized Landscape Cost Estimate for the proposed landscape improvements for review and approval by the Village Forester. The cost estimate must include all items such as the plant material, mulching, soil preparation, staking, guy wiring, and fertilizing related to the installation of the plan as proposed.
- Landscape Improvement Deposit as outlined in Section 13-2-2 and Appendix I and II of Title 13: *Tree Preservation and Landscaping*, of the Lincolnshire Village Code.

Improvement Agreement (if necessary)

If any portion of the proposed site improvements will be dedicated to the Village or Homeowner's/Condominium Owner's Association for control and maintenance, an Improvement Agreement must be submitted in order to ensure that the completion of certain improvements will be in accordance with applicable Village ordinances and agreements made between the Village and the Applicant. An Application for development will not be docketed for a Public Meeting with the Zoning Board until the Improvement Agreement has been preliminary accepted by the Village Engineer. Questions regarding an Improvement Agreement should be directed to the Village Engineer.

4. VILLAGE BOARD PRESENTATION PACKET

Upon receiving a recommendation from the Zoning Board, the recommendation and Preliminary Plat of Subdivision will be forwarded to the Village Board of Trustees for their final review and decision; two meetings, 1) Committee of the Whole and 2) Village Board.

- Twenty-two (22) copies** of all the documents as recommended by the Zoning Board must be submitted a minimum of **one week** prior to the scheduled meeting. ***Again, the presentation packets must be bound into a formal packet for distribution and not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.***

- In addition, one (1) full-size Mylar copy of the preliminary plat of subdivision, no larger than 24" x 36", must also be submitted along with the twenty-two (22) copies of the presentation packet.

5. FINAL PLAT OF SUBDIVISION PRESENTATION PACKET

Before a Final Plat of Subdivision can receive the Village's signatures of approval and is recorded with the Office of the Lake County Recorder, final engineering improvement plans must be submitted for Village Engineer's review. Upon acceptance of the final engineering plans by the Village Engineer, the Final Plat can be docketed for a Public Meeting with the Village Board of Trustees. Additional information may be required, as determined by the Department of Community Development and/or the Village Engineer.

Once the final plat has been reviewed and docketed on a regularly scheduled agenda of the Village Board of Trustees (second and fourth Monday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. ***The plan sets must be bound into a formal presentation packet for Staff distribution to the members of the Board. The presentation packet format must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.***

- Final Plat** – The Final Plat of Subdivision must be prepared in accordance with Chapter 4 of Title 7: *Subdivisions and Land Development*, of the Lincolnshire Village Code.
- Final Engineering Improvement Plans** – Final Improvement Plans must be prepared in accordance with Chapter 6 of Title 7: *Subdivision and Land Development*, of the Lincolnshire Village Code. Questions regarding final engineering improvement plans should be directed to the Village Engineer.
- Acreage Fees and Donations Requirements** – As a condition of approval for a final plat of subdivision, final plat or final site plan for a planned unit development, each Subdivider, Developer, and/or Applicant shall be required to dedicate land and/or make a cash contribution for schools, park and library purposes to recoup or offset a proportionate share of public capital costs necessary to serve the immediate and future needs of new Village residents. ***These fees must be paid in full prior to the Village's recording of the final plat of subdivision with Lake County.*** Please refer to the "Developer Donations" brochure for additional information pertaining to necessary donations.
- One full-size Mylar copy of the final plat of subdivision, no larger than 24" x 36".

ADDITIONAL INFORMATION

- ▶ The Village of Lincolnshire will be responsible for recording all final document(s) with the Lake County Recorder's Office. The Subdivider, Developer, and/or Applicant will be responsible for obtaining all non-Village signatures required on the approved document(s) prior to the submittal to the Village for recording. Upon receipt of the partially signed document(s), the Village will coordinate obtaining the necessary Village signatures and recording with Lake County. A copy of the recorded document(s) and document number will be sent to the Applicant upon completion of recording.

Village of Lincolnshire

One Olde Half Day Road, Lincolnshire, IL 60069
Phone (847) 883-8600 Fax (847) 883-8608
www.village.lincolnshire.il.us