CITY OF WHEATON

SUBDIVISION APPLICATION

A. The following steps are required for all Subdivision Applications:

1. The applicant meets with the Director of Planning & Economic Development and other appropriate City staff to discuss the proposed Subdivision.

2. The applicant is advised to obtain copies and closely review the following items:
   
   (a) City of Wheaton Stormwater Management Ordinance. ($10.00 from the Engineering Department);
   
   (b) Subdivision Control Regulations (Chapter 62). ($10.00 from the Engineering Department);
   
   (c) A Zoning Ordinance ($15.00) and map ($5.00 from City Hall);
   
   (d) The DuPage County Countywide Stormwater Management and Floodplain Ordinance (from DuPage County).

3. In the situation of conflicting regulations, the more restrictive regulations apply.

4. The applicant files a complete application packet pursuant to the checklist starting on Page 3, to the Director of Planning & Economic Development.

5. After City Staff verifies all information is submitted according to City Codes and Policies, a review is scheduled before the Planning and Zoning Board (PZB) for a recommendation. (If the application involves annexation, review is held by the City Council and the application is not reviewed by the Planning and Zoning Board.)

6. The Director of Planning & Economic Development and Director of Engineering prepare a report regarding the application to the PZB, offering background information and a recommendation. The applicant will receive copies of the Staff Report. If during preparation of the report City Staff determines the proposal does not comply with the Stormwater Management Ordinance, and pertinent regulations of the Zoning Ordinance, Staff reserves the right to remove the application from any scheduled agenda.

7. The Planning and Zoning Board reviews the Subdivision Application at a regularly scheduled meeting. The Planning and Zoning Board meets the second and fourth Tuesday of every month in the City Council Chambers, at 7:00 p.m.

Revised 12/2008
8. The applicant must attend the meeting and make a presentation to the Board. The presentation must include, but not limited to, proof that the proposal conforms with the Comprehensive Plan Policies for Subdivisions, proof that the proposal is designed according to all City Codes and Ordinances, and if variations from the Subdivision Regulations are requested, justification of those variations.

9. At the conclusion of the Planning and Zoning Board review, the Planning and Zoning Board will make a recommendation to the City Council.

10. The City Council receives the Planning and Zoning Board Report and Recommendation at a regular Council meeting. The Council regularly meets on the first and third Monday of every month at 7:00 p.m. Depending upon the number of other pending applications, the Subdivision Application will not necessarily be forwarded to the first City Council meeting after the Planning and Zoning Board recommendation.

11. The applicant must attend the City Council meeting to respond to Council questions. The City Council will then usually direct the City Attorney to prepare an appropriate Draft Resolution. If you submit information to the Council substantially different than reviewed by the Planning and Zoning Board, the Council reserves the right to refer back to the Board for further review. At this point, the Council may deny any application via a motion and vote.

12. At its next meeting, the City Council takes action on the Draft Resolution. If the Resolution approves the Preliminary Plat, the applicant can then file a Final Plat of Subdivision with the Engineering Department.

13. City Staff will review the Final Plat application and draft a resolution for approval by the City Council. If the Resolution for Final Plat is approval, following the recording of the Resolution and Final Plat, the applicant may then apply for the necessary Site Development and Building Permits.

The outlined procedures are for Subdivision Applications only. If the Subdivision Application is filed with another request, such as a Rezoning or Planned Unit Development, the process is slightly altered. However, the Subdivision Application and the other applications proceed concurrently.

B. Preliminary Plat Submittal:

The Rules of Procedure of the Planning and Zoning Board dictate that a complete application must be filed at least 30 days prior to review by the Planning and Zoning Board. Submittal of a complete application does not necessarily mean the item will appear on the next agenda, depending upon availability of agenda time. Do not submit any portion of a Subdivision Application until you have a complete application, which consists of the following:
GENERAL APPLICATION REQUIREMENTS CHECKLIST

1. The application form, filled out in its entirety by the applicant. (Attached) __ __

2. Proof of ownership (title insurance or policy) of the property and signature of the property owner if different from the applicant. __ __

3. Four hundred dollar ($400.00) application fee. (After final Council action, applicant is billed for placement of notification sign on the property ($40); legal notice publication, and the cost of recording the Resolution and Final Plat with the County). __ __

4. List of neighboring property owners within a 250 foot radius of property, not including public right-of-ways. Information can be obtained from the County Assessor's Office, 421 N. County Farm Road, Wheaton, Illinois. 
List must be typed onto stick-on mailing labels. __ __

5. Sworn affidavit, signifying accuracy of list of adjacent property owners (attached). __ __

6. If you have not previously built in Wheaton, provide a list of projects built in other communities. __ __

DOCUMENT SUBMISSIONS CHECKLIST

1. Fifteen (15) copies of the Preliminary Plat, folded to a size no larger than 11 x 17 inches. __ __

2. Fifteen (15) sets of the Preliminary Engineering Plan, conforming to the City’s Stormwater Management Ordinance and Subdivision Control Regulations folded to a size no larger than 11 x 17 inches (in simple subdivisions, the Preliminary Plat and Preliminary Engineering can be combined onto one document). __ __

3. Fifteen (15) copies of the Plat of Annexation, if applicable. __ __

4. One (1) copy each of the Preliminary Plat, Preliminary Engineering, and Plat of Annexation reduced to 8½ x 11 inches. __ __

5. Written approval from the appropriate School and Park Districts, indicating their desire for either donation of land or cash-in-lieu-of land. An applicant is required to dedicate land for park and school purposes, or contribute cash-in-lieu-of actual land donations. In most cases, cash contributions will be required. __ __

Revised 12/2008
6. For single-family residential subdivisions of 10 lots or more, or for any non-residential subdivision, applicant must coordinate the proposal with PACE, the Suburban Bus Service. Has written confirmation of this coordination been received? Please contact Dennis Dal Santo, 505 West Algonquin Road, Arlington Heights, Illinois, 60005, (708) 364-PACE.

7. A detailed listing of all requested variations from the Subdivision Control Regulations, indicate each section number of the Subdivision Control Regulations to be varied, lot numbers of each variation, and extent of each variation. If yes, attach a detailed list.

8. Completed “School/Park Donations” form (see attached).

9. If the proposal demolishes any building(s), have you submitted a Building Demolition Permit Application? (Available from Building Dept.)

10. State law requires submittal of a "Natural Resource and Inventory Application" to the Kane/DuPage Soil and Water Conservation District (see attached). Does not take the place of the required engineering soils report.

11. State law requires submittal of an "Illinois Department of Natural Resources Application" to the Illinois Department of Natural Resources (see attached).

12. Three (3) copies of a Stormwater Management Report meeting the requirements of the City's and the Countywide Stormwater Management Ordinance.

13. Three (3) copies of detention and storm sewer calculations.

14. Five (5) copies of a soil report for the subject property.

15. Six (6) copies of a Traffic Report as required by the Director of Engineering and Director of Planning & Economic Development pre-development review.

16. If the subdivision has access to or is adjacent to a State or County highway, has written approval been obtained from the appropriate authority?

17. Three (3) copies of the engineer's estimate for the subject improvement.

18. Three (3) copies of the specifications for the subject improvement.

Revised 12/2008


C. Final Plat Submittal:

The Final Plat materials are submitted directly to the Engineering Department.

The information required for submittal is as follows. Please check the list to indicate that you have reviewed and attached the appropriate documentation:

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<td>Yes</td>
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1. The application form, filled out in its entirety by the applicant. ___ ___

2. Two hundred dollars ($200.00) [Ord. F-1395 12/12/08] application fee. ___ ___

3. The Final Plat original, signed by all property owners and the County Clerk. ___ ___

4. Fifteen (15) copies of the Final Plat of Subdivision, **folded** to the size of no larger than 11 x 17 inches. ___ ___

5. One (1) copy of the Final Plat of Subdivision, reduced to 8½ x 11 inches. ___ ___

6. All street names on the Plat shall conform with the attached list. ___ ___

7. Completed and signed School/Park donation application form. ___ ___

8. The required School/Park donation check. ___ ___

9. Ten (10) copies of the complete final Engineering Plans. ___ ___

10. Ten (10) copies of the final Grading Plan. ___ ___

11. Three (3) copies of the Subdivision Specifications. ___ ___

12. Three (3) copies of the Engineers estimate of cost of Public Improvements. ___ ___

13. Five (5) copies of the final Soils Report. ___ ___

14. Three (3) copies of the final Traffic Report, if different from the Traffic Report submitted for Preliminary Plat. ___ ___

15. A narrative statement outlining the development schedule. ___ ___

16. Has a tree preservation plan been prepared, identifying all trees over five (5) inches in diameter? ___ ___

   a. Those trees that will be preserved and the specifications for preserving them have been attached to the final engineering plans. ___ ___

Revised 12/2008
An application will not be accepted and processed until all the applicable items required above have been submitted with the application. Staff reserves the right to withdraw a petition from an agenda if the engineering plans do not conform to the City's Stormwater Management Ordinance and Subdivision Control Regulations. In addition, all plans submitted for the Application must have a title, a preparer's name, preparation date, revision date, and be fully dimensioned. All submitted revised plans must be folded. The applicant must complete, sign and submit this checklist with the full submittal.

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<th>Applicant's Signature</th>
<th>Date</th>
<th>Name of Subdivision</th>
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Revised 12/2008
CITY OF WHEATON

SUBDIVISION APPLICATION FORM

The undersigned respectfully request the City Council of Wheaton, Illinois, to consider the subdivision/resubdivision of the following parcel(s) of land:

Legal Description of Property: ____________________________

Size of Property (Acres): ____________________________

Address of Property: ____________________________ Present Zoning: ______

Name of Proposed Subdivision: ____________________________

( ) Preliminary, ( ) Final, or ( ) Both

Name of Applicant: ____________________________

Address: ____________________________

Telephone: ____________________________ Fax: ____________________________

Name of Property Interest of Applicant: ____________________________

Name of Property Owner(s): ____________________________

Address: ____________________________

Evidence of Ownership/Interest: ____________________________

(Please Submit Title Insurance Policy)

Present Use of the Property: ____________________________

Intended Use with Subdivision: ____________________________

The applicant certifies all of the above statements and other information submitted as part of this subdivision application are true and correct, and have read and understands all information attached to this form. Applicant agrees to pay for sign placement onto the property, legal notice publication, and for recording of any approved resolutions. The applicant also certifies that they have reviewed Chapter 21 and Chapter 12 of the Wheaton City Code ("Subdivisions", and "Floodplains, Storm Water Runoff, and Erosion Control", respectively) and the application procedures attached to this application.

Signature of Applicant

Date Received: ____________________________

Signature of Property Owner (if different)
AFFIDAVIT

STATE OF ILLINOIS )
     ) SS
COUNTY OF DUPAGE )

I, ________________________________________, being first duly sworn, do hereby state under oath that to the best of my knowledge the attached list is a true, correct, and complete list of all permanent parcel numbers, and names and addresses of owners, of all lots and parts of lots located within 250 feet (exclusively of any public streets and alleys) of the property legally described on the attached application for rezoning, special use permit, planned unit development, variation, or other zoning amendment. I further state that said list was obtained from the current tax rolls of the DuPage County Treasurer's Office, on ______________________, 20__.

X __________________________________

Subscribed and sworn to before me

this __________ day of ____________________,

20__.  

__________________________
Notary Public
SCHOOL/PARK DONATIONS
(Pursuant to Chapter 62, Article VI of Municipal Code)

Name of Subdivision: ____________________________________________

Developer: ________________________________________
(Name) (Address) (Telephone)

Total number of units to be constructed in subdivision: ________________

Amount of Cash Contribution for Detached Single Family

No. of Units to be Built:

School District Contribution: $2,565.00 x ___________ Units = $ ___________

Park District Contribution: $3,135.00 x ___________ Units = $ ___________

Total Contributions $ ___________

(The above contribution figures are based on a 4 bedroom detached single family structure. Adjustments for different bedroom counts will be made at time of issuing individual building permits. For townhome and apartment contributions, see the Director of Planning & Economic Development).

Location within Districts (check all that apply)

School:
   ___ Community Consolidated School District No. 200.
   ___ Elementary School District No. 41.
   ___ High School District No. 87.

Park:
   ___ Wheaton Park District
   ___ Glen Ellyn Park District

CITY CODE PAYMENT PROVISIONS

Any cash contribution in-lieu of park land dedication and school site dedication shall be paid directly to the City prior to the recording of the final plat; check attached. The cash contribution shall be held in a segregated account by the City solely for the acquisition of park and school land or the construction of improvements at existing parks and school buildings to serve the immediate or future needs of the residents of that subdivision or development. In addition to the foregoing requirements, it is also required that the cash contribution be expended for the acquisition of park and school land or for the improvement of existing parks and school buildings within the corporate boundaries or planning area of the City of Wheaton, Illinois.

If any portion of the cash contribution in-lieu of park or school site dedication is not expended for the purposes set forth herein, within ten (10) years from the date of receipt, it shall be returned on a proportionate basis to those parties who are then the successor title holders of record to the property, subdivision or development which generated the cash contribution.

Date: _______________ Developers’s Signature: ______________________

Approved by Assistant City Manager: ________________________________

Date of City Council Approval: ______________________ Application No. ________

c: School District Park District Finance Director
LAND USE OPINION APPLICATION
Kane-DuPage Soil and Water Conservation District
2315 Dean Street, Suite 100, St. Charles, IL 60175-4823
(630) 584-7960 Ext. 3

Send report to:
PETITIONER: ___________________________
ADDRESS: ______________________________

EMAIL: ________________________________
CONTACT PERSON: _____________________
TELEPHONE: ___________________________

Please allow 30 days for inspection and processing.

TYPE OF PROPOSAL: 
☐ Change in Zoning from ___ to ___ Project or Subdivision Name __________
☐ Subdivision or Planned Unit Development (PUD)
☐ Variance—Please describe fully on separate sheet
☐ Special Use Permit—Please describe fully on separate sheet

Unit of Government Responsible for Permits __________________________ Date of Public Hearing ________________
Current Use of Site __________________________ Proposed Use __________________________
Surrounding Land Use __________________________ Number of Acres __________________________
Location address (or nearest intersection) __________________________

PROPOSED IMPROVEMENTS: (check all applicable items)

Planned Structures:
☐ Dwellings w/o Basements
☐ Dwellings with Basements
☐ Commercial Buildings
☐ Other __________________________

Open Space:
☐ Park/Playground Areas
☐ Common Open Space Areas
☐ Other __________________________

Wastewater Treatment:
☐ Septic System
☐ Sanitary Sewers
☐ Other __________________________

Stormwater Treatment:
☐ Drainage Ditches or Swales
☐ Storm Sewers
☐ Dry Detention Basin
☐ Wet Retention Basin
☐ No Detention Facilities Proposed
☐ Other __________________________

EXISTING SITE CHARACTERISTICS: (check all applicable items)

☐ Ponds or Lakes
☐ Floodplain
☐ Woodland
☐ Drainage Tiles
☐ Stream(s)
☐ Wetland(s)
☐ Floodway
☐ Cropland
☐ Disturbed Land
☐ Other __________________________

REQUIRED: INCLUDE ONE COPY EACH OF THE FOLLOWING—Processing will not begin without the following:

☐ APPLICATION completed and signed
☐ FEE according to schedule below
☐ PLAT OF SURVEY/SITE PLAN showing legal description, legal measurements
☐ SITE/CONCEPT PLAN showing lots, streets, storm water detention areas, open areas, etc.
☐ LOCATION MAP (if not on maps above)—include distances from major roadways or tax parcel number

IF AVAILABLE – NOT REQUIRED:

☐ ZONING or LAND USE PETITION filed with unit of government (if relevant)
☐ TOPOGRAPHY MAP OR WETLANDS DELINEATIONS

FEE AMOUNTS: last updated November 1, 2013

$423.00 for 1 - 3 acres or fraction thereof
$459.00 for 4 - 5 acres or fraction thereof
For 5 - 200 acres see chart
> 200 acres: ADD $14.00 for each additional acre or fraction thereof over the 200 acre amount.
$65.00 processing fee if no report is required

***If there is more than one parcel in question and they are non-contiguous please contact KDSWCD for fee amount. ***

MAKE CHECKS PAYABLE TO: Kane-DuPage Soil and Water Conservation District

I (we) understand the filing of this application allows the authorized representative of the Kane-DuPage Soil and Water Conservation District to visit and conduct an evaluation of the site.

Petitioner or Authorized Agent __________________________ Date __________________________
This opinion will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

Revised November 1, 2013
For the convenience of those who must comply with the provisions of the Illinois Soil and Water Conservation District Act, Section 22.02a (Illinois Compiled Statutes, Chapter 70, Paragraph 405, Section 22.02a), enacted December 3, 1971, effective July 1, 1972, we quote this section:

"The Soil and Water Conservation District shall make all natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinances or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality’s or county’s zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The Soil and Water Conservation District shall be given not more than 30 days from the time of receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action."

Added by Act approved December 3, 1971.

The amendment is designed to assist the unit of government considering the proposal. The natural resources and the environment are the main concerns in the development of the Land Use Opinion.

To facilitate compliance with the Act by land developers and others, Kane-DuPage Soil and Water Conservation District has formulated a set of guidelines and a standardized set of fees, as provided for in section 22.09 of this Act:

"The District may charge fees to any person who makes a request for services or receives benefits rendered by the District, or who causes or undertakes to cause the District to perform a function prescribed by this Act, including but not limited to any function prescribed by Section 22.02a of this Act, provided that such charges are uniform. The Directors shall maintain a uniform schedule for such fees and may from time to time revise such schedule. The charging of any such fees is uniformly charged and in accordance with a uniform schedule by any District to any person for such service or benefit or performance of any such functions prior to the effective date of this amendatory Act of 1975 is ratified."

**LAND USE OPINION FEE SCHEDULE**

**EFFECTIVE NOVEMBER 1, 2013**

|$423.00 for 1-3 acres or fraction thereof  
|$459.00 for 4-5 acres or fraction thereof  
|For 5-200 acres see chart  
|$65.00 processing fee if no report is required  

For over 200 acres: ADD $14.00 for each additional acre or fraction there of over the 200 acre amount.

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For over 200 acres: ADD $14.00 for each additional acre or fraction thereof over the 200 acre amount.
CONSULTATION AGENCY ACTION REPORT
(Illinois Administrative Code Title 17 Part 1075)
Division of Resource Review and Coordination
Todd Retig, Division Manager

Date Submitted: __________________
If this is a resubmittal, include previous IDNR response if available.

FOR DEPARTMENT USE ONLY
PROJCODE: ____________ DUE DATE: ____________

Applicant: ____________________________________________
Contact Person: ________________________________________
Applicant Address: _____________________________________

Phone: ________________________________________________
Fax: __________________________________________________
Email: _________________________________________________

LOCATION OF PROPOSED ACTION
A MAP SHOWING LOCATION OF PROPOSED ACTION IS REQUIRED

Project Name: __________________________________________
Project Address (if available): ________________________________
City, State, Zip: __________________________________________
County: _________________________________________________
Township/Range/Section (e.g. T45N,R9E,S2): __________________
Brief Description of Proposed Action: ________________________

Projected Start Date and End Date of Proposed Action: ________

Will state funds or technical assistance support this action?  [Yes ] [No ]   If Yes, the Interagency Wetland Policy Act may apply.
Contact funding agency or this Division for details.

Local/State Agency with Project Jurisdiction: __________________
Contact: ________________________________________________
Address: ________________________________________________
Phone: _________________________________________________
Fax: ____________________________________________________

FOR DEPARTMENT USE ONLY

Are endangered/threatened species or Natural Areas present in the vicinity of the action?  [Yes ] [No ]
Could the proposed action adversely affect the endangered/threatened species or Natural Area?  [Yes ] [No ]
Is consultation terminated? ____________________________________________________________
Comments: __________________________________________________________________________

Evaluated by: _________________________________________________________________________
Division of Resource Review & Coordination (217)785-5500 Date

Visit our website at http://dnr.state.il.us/orep/NRRC

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