

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.
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

	<u>Yes</u>	<u>No</u>
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.	—	—
<u>List must be typed onto stick-on mailing labels.</u>		
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.	—	—

	<u>Yes</u>	<u>No</u>
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 " - (https://dnr.illinois.gov/programs/ecocat.html)" to the Illinois Department of Natural Resources.	—	—
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.	—	—

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:

	<u>Yes</u>	<u>No</u>
1. The application form, filled out in its entirety by the applicant.	—	—
2. Two hundred dollar (\$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.		

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.

Applicant's Signature

Date

Name of Subdivision

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 the 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: _____ Developer's Signature: _____

Approved by Assistant City Manager: _____

Date of City Council Approval: _____ Application No. _____

c: School District Park District Finance Director

Natural Resources Inventory (NRI) Application



Petitioner: _____
Contact person: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Email: _____

Owner: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Email: _____

Please select: How would you like to receive a copy of the NRI Report? Email ☐ Mail ☐

Site Location

Address: _____
City, State, Zip: _____
Township(s) _____ N Range(s) _____ E Section(s) _____
Parcel Index Number(s): _____

Type of Request

- ☐ Change in Zoning from _____ to _____
☐ Subdivision or Planned Unit Development (PUD)
☐ Variance (Please describe fully on a separate sheet)
☐ Special Use Permit (Please describe on separate sheet)

Site Information

Project or Subdivision Name: _____ Total Acres: _____
Current Use of Site: _____ Proposed Use: _____
Surrounding Land Use: _____ Hearing Date: _____

Proposed Improvements (Check all that apply)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Dwellings with Basements | <input type="checkbox"/> Parking Lots | <input type="checkbox"/> Commercial Buildings | <input type="checkbox"/> Common Open Space |
| <input type="checkbox"/> Dwellings without Basements | <input type="checkbox"/> Roads and Streets | <input type="checkbox"/> Utility Structures | <input type="checkbox"/> Other _____ |

Stormwater Treatment

- | | | |
|---|---|---|
| <input type="checkbox"/> Drainage Ditches or Swales | <input type="checkbox"/> Dry Detention Basins | <input type="checkbox"/> No Detention Facilities Proposed |
| <input type="checkbox"/> Storm Sewers | <input type="checkbox"/> Wet Detention Basins | <input type="checkbox"/> Other _____ |

Water Supply

- ☐ Individual Wells
☐ Community Water

Wastewater Treatment

- ☐ Septic System
☐ Sewers
☐ Other _____

Required: Include One Copy of Each of the Following (Processing will not begin until all items are received)

- ☐ **Application** (completed and signed)
☐ **Fee** (according to fee schedule on back)
☐ Make Checks payable to Kane-DuPage Soil and Water Conservation District
☐ **Plat of Survey** showing legal description, legal measurements
☐ **Site Plan/Drawings** showing lots, storm water detention areas, open areas, streets etc.
☐ **Project Narrative** with additional details on the proposed use, including total area of ground disturbance
☐ **Location Map** (if not on maps above) include distances from major roadways or tax parcel numbers

If Available- Not Required:

Any applicable surveys including wetland delineation, detailed soil survey, topographic survey etc.

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** _____

FOR OFFICE USE ONLY

NRI # _____ Natural Resource Review Letter _____ Date Initially rec'd _____ Date all rec'd _____

Date Due _____ Fee Due \$ _____ Refund Due _____ Check # _____

The report will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

Effective January 01, 2024

Natural Resources Inventory (NRI) Fees

FEE AMOUNTS FOR TOTAL ACRES OF PARCEL*: Effective January 01, 2024

¼ acre or less= \$100

¼ acre-5 acres or fraction thereof= \$475.00

6 acres or fraction thereof = \$500.00

ADD \$20 for each additional acre or fraction thereof OVER 6

*****Please contact KDSWCD for non-contiguous parcels*****

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

Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee
1	475	21	800	41	1200	61	1600	81	2000	101	2400	121	2800	141	3200	161	3600	181	4000
2	475	22	820	42	1220	62	1620	82	2020	102	2420	122	2820	142	3220	162	3620	182	4020
3	475	23	840	43	1240	63	1640	83	2040	103	2440	123	2840	143	3240	163	3640	183	4040
4	475	24	860	44	1260	64	1660	84	2060	104	2460	124	2860	144	3260	164	3660	184	4060
5	475	25	880	45	1280	65	1680	85	2080	105	2480	125	2880	145	3280	165	3680	185	4080
6	500	26	900	46	1300	66	1700	86	2100	106	2500	126	2900	146	3300	166	3700	186	4100
7	520	27	920	47	1320	67	1720	87	2120	107	2520	127	2920	147	3320	167	3720	187	4120
8	540	28	940	48	1340	68	1740	88	2140	108	2540	128	2940	148	3340	168	3740	188	4140
9	560	29	960	49	1360	69	1760	89	2160	109	2560	129	2960	149	3360	169	3760	189	4160
10	580	30	980	50	1380	70	1780	90	2180	110	2580	130	2980	150	3380	170	3780	190	4180
11	600	31	1000	51	1400	71	1800	91	2200	111	2600	131	3000	151	3400	171	3800	191	4200
12	620	32	1020	52	1420	72	1820	92	2220	112	2620	132	3020	152	3420	172	3820	192	4220
13	640	33	1040	53	1440	73	1840	93	2240	113	2640	133	3040	153	3440	173	3840	193	4240
14	660	34	1060	54	1460	74	1860	94	2260	114	2660	134	3060	154	3460	174	3860	194	4260
15	680	35	1080	55	1480	75	1880	95	2280	115	2680	135	3080	155	3480	175	3880	195	4280
16	700	36	1100	56	1500	76	1900	96	2300	116	2700	136	3100	156	3500	176	3900	196	4300
17	720	37	1120	57	1520	77	1920	97	2320	117	2720	137	3120	157	3520	177	3920	197	4320
18	740	38	1140	58	1540	78	1940	98	2340	118	2740	138	3140	158	3540	178	3940	198	4340
19	760	39	1160	59	1560	79	1960	99	2360	119	2760	139	3160	159	3560	179	3960	199	4360
20	780	40	1180	60	1580	80	1980	100	2380	120	2780	140	3180	160	3580	180	3980	200	4380

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.”

***Fees may be adjusted based on size of disturbance and adjacent natural resources which may be impacted.**