

FOR OFFICE USE ONLY

Township _____ Section _____

PIN _____

Case No. _____ Receipt # _____

Date _____

**CHAMPAIGN COUNTY, ILLINOIS
MINOR SUBDIVISION PLAT APPLICATION**

Minor Subdivisions:

1. Involve no more than one division of a larger parcel *or* tract of land; and
2. Are those single divisions that will not adversely affect the remainder of the larger parcel or the adjoining property; and
3. Are those single divisions that do not conflict with any provision or portion of the County Subdivision Regulations, County Zoning Ordinance, a comprehensive plan or official map.

Submission Deadlines:

ALL required documents must be submitted to the Subdivision Officer no less than 14 days prior to the regular Environment and Land Use Committee meeting dates. The regular Environment and Land Use Committee meeting dates are the first Thursday of the first full week of each month. Dates are subject to change, so please check with the Officer.

Application is hereby submitted for approval of Minor Subdivision Plat under Article 10.1.4 of the Champaign County Subdivision Regulations.

1. Subdivision Name: _____

2. Applicant's Name: _____ Phone: _____

Address: _____ Email: _____

3. Engineer or Surveyor: _____ Phone: _____

Address: _____ Email: _____

4. Property legal description: _____

5. Number of Acres: _____ Number of Lots: _____ Zoning District: _____ Typical Lot Size: _____

6. Water: ☐ private ☐ public If public, what provider: _____

7. Sanitary System: ☐ private ☐ public If public, what provider: _____

8. New street linear feet: _____ Type of pavement: _____

9. Other public improvements: _____

10. Special Flood Hazard Area: ☐ Yes ☐ No Panel No. 17019C_____

ARTICLE TEN, Section 10.1.2 of the Champaign County Subdivision Regulations provides that a minor subdivision may be exempt from securing approval of a preliminary plat prior to submitting a final plat.

ARTICLE TEN, Section 10.1.4 of the Regulations sets forth what is to be submitted for a minor subdivision to the Subdivision Officer. This includes what is required under Section 9.1.2 for Final Plats:

Ordinance Section	Document	Check if submitted
9.1.3, 10.1.4 c.	Five (5) copies of the final plat	
9.1.3, 10.1.4 a.	One original of the Final Plat tracing	
9.1.2 q. and t.	Percolation test results shown on plat (1 hole per lot) and engineer's certification.	
9.1.3, 9.1.2 s. and t.(1)	Five (5) copies of the signed owner's certificate and any covenants attached to the lots	
16.2	One (1) copy of all engineering drawings for any public improvements in the subdivision. If no public improvements, write "N/A".	
9.1.2 t.(2)	Surveyor's Statement	
9.1.2 t.(3)	County Clerk's Certificate of bond for any public improvements in the subdivision. If no public improvements, write "N/A".	
9.1.2 t.(4)	Signed County Highway Superintendent Certificate	
9.1.2 r., u., and t.(6)	Two (2) copies of the subsidiary Drainage Plat showing the signature of the engineer and owner under the required statement.	
8.1.3	Soil and Water Conservation District Report: Date applied for: _____ Date received: _____	

The following check list is an excerpt from the County Subdivision Regulations ARTICLE NINE. Please check the boxes to indicate whether the submission for the MINOR SUBDIVISION PLAT is complete.

9.1.2 – Information Required: Preparation of the FINAL PLAT shall comply with the requirements as set forth in the Illinois Plat Act (765 ILCS 205/1 et. seq. 1994) and the Illinois Judicial Plat Act (765 ILCS 210 et. seq. 1994) and the Illinois Counties Code (55 ILCS 5/104 and 3/5029, 1994) and as listed below:

Required Information		Check if submitted
a.	Name of the subdivision	
b.	The location and position of the subdivision, indicated in each of the following ways:	
	1. By quarter section, section, township, range, meridian, county, and state.	
	2. By distances and bearings from north and angles with reference to a corner or corners established in the United States Public Land Survey.	
	3. By a written legal description of the exterior boundaries of the land as surveyed and divided.	
c.	A north arrow	

Required Information <i>(part 9.1.2 continued)</i>		Check if submitted
d.	The PLAT shall be presented at a scale of one inch to 100 feet (1" = 100') or larger, except that a different scale may be used if approved during the PRELIMINARY PLAT phase.	
e.	The date of preparation.	
f.	The description and location of all survey MONUMENTS.	
g.	Survey data sufficient to reproduce any line or re-establish any MONUMENT in the SUBDIVISION, and to determine a mathematical closure.	
h.	A graphic representation of all HIGHWAYS, STREETS, ALLEYS, PLACES, LOTS, BLOCKS, parcels, and public grounds into which the land is divided and of all EASEMENTS and RIGHTS-OF-WAY.	
i.	The length of boundary lines of all HIGHWAYS, STREETS, ALLEYS, PLACES, BLOCKS, LOTS, parcels, public grounds, EASEMENTS, and RIGHTS-OF-WAY, or enough information so that the length of these lines can be derived by a simple calculation. Where a boundary line is an arc of a circle, the radius and the length or the arc shall be shown.	
j.	The widths of all HIGHWAYS, STREETS, ALLEYS, PLACES, EASEMENTS and RIGHTS-OF-WAY.	
k.	A graphic representation of the minimum SETBACK LINES on all LOTS and parcels, and a notation of the distance between such lines and the STREET line.	
l.	Consecutive numbers on all LOTS.	
m.	The name of each STREET, printed on the graphic representation of such STREET, and an appropriate label designating all other EASEMENTS, RIGHTS-OF-WAY, SETBACK LINES, dedications and reservations.	
n.	Abutting STREET LINES of platted, adjoining SUBDIVISIONS shown in their correct location by broken (dashed) lines.	
o.	The following notation to be shown: "A part of the property covered by this PLAT is (is not) situated within a special flood hazard area as identified by the Federal Emergency Management Agency."	
p.	A statement from the Champaign COUNTY Clerk which complies with the requirement of the Illinois Property Tax Code (35 ILCS 200/9-55, 2004) certifying that there are no delinquent taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against the tract of land on which the subdivision is proposed.	
q.	Percolation test data at a minimum frequency of one test hole for each lot in the approximate area of the proposed absorption field. Such test holes and percolation data shall be so indicated on the face of the FINAL PLAT.	
r.	In the event a private septic disposal system is proposed for each LOT, certification by a Registered Professional ENGINEER or Registered Sanitarian indicated on the face of the PLAT that the proposed land use, the proposed LOTS and the known soil characteristics of the area are adequate for such systems.	
s.	All covenants, agreements, and deed restrictions which are to be imposed by the SUBDIVIDER on future OWNERS of LOTS within the SUBDIVISION once approved.	
t.	All required certificates may be shown on the face of the FINAL PLAT or in a separate document attached to the PLAT.	
	1. "Owner's Certificate": the "OWNER's Certificate" shall state that the OWNER is the sole OWNER of the land described in the attached PLAT, and that he has caused the same to be surveyed, and shall be dated and signed by the OWNER.)	
	2. "Surveyor's Statement": The "SURVEYOR's Statement" shall include the name, signature, number and seal of the Registered Land SURVEYOR, shall be dated, and shall include a legal description of the tract of land subdivided, and further state that the tract of land has been surveyed and the MONUMENTS set as shown on the attached PLAT.	

Required Information <i>(part 9.1.2 t. continued)</i>	Check if submitted
3. "County Clerk's Certificate" - I, _____, County Clerk of Champaign County, Illinois, do hereby certify that I have received the required Surety Bonds in connection with attached Plat. Given under my hand and seal at Urbana, Illinois, this ____ day of _____ A.D. 20____.	
4. PLATS must contain all approvals which are applicable:	
i. SUBDIVISIONS with new STREETS or with access on COUNTY highways. I, _____, County Engineer of Champaign County, do hereby certify that the attached plat has been examined by me and found to comply with the highway requirements, as set forth in the regulations governing plats of subdivided land adopted by the County Board of Champaign County, Illinois. Dated this ____ day of _____ A.D., 20____. _____, County Engineer	
ii. SUBDIVISIONS with no new STREETS and with access on Township Roads. I, _____, Highway Commissioner of _____ Township, do hereby certify that this plat has been reviewed by me and approved with respect to roadway access and other matters under my jurisdiction. Dated this ____ day of _____ A.D., 20____. _____, Township Highway Commissioner	
iii. Subdivision with access to State Highways. Statement in such form as required by the Illinois Department of Transportation.	
5. "County Environment and Land Use Committee" Approved this ____ day of _____ A.D., 20____. _____, Chair, Champaign County Board _____, Chair, Champaign County Environment and Land Use Committee _____, Subdivision Officer	
6. Statements to Appear on the Subsidiary Drainage Plat: To the best of our knowledge and belief reasonable provisions have been made for the collection and diversion of surface waters into public areas, or drains which the Subdivider has the right to use, and that such surface waters are planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property because of the construction of _____ Subdivision. _____ (Engineer's signature and Registration Number) _____ (Owner's Signature or Attorney)	
u. PERFORMANCE GUARANTEE shall be on file with the COUNTY Clerk. The PERFORMANCE GUARANTEE shall be 100% of the estimated value of the improvements at the time of approval of the SUBDIVISION, insuring the COUNTY adequate coverage to secure satisfactory construction, installation and dedication of the uncompleted portions of the required improvements. The COUNTY Clerk shall approve such only after a recommendation of approval of the amount of the PERFORMANCE GUARANTEE is received from the COUNTY ENGINEER. See Section 16.4.	

ARTICLE EIGHTEEN: WAIVERS

Section 18.1--WAIVER and Appeal Procedure:

18.1.1. Intent

Where the ENVIRONMENT AND LAND USE COMMITTEE finds that extraordinary hardships or practical difficulties may result from strict compliance with these Regulations, and/or the purposes of these Regulations may be served to a greater extent by an alternative proposal, it may approve WAIVERS to these SUBDIVISION Regulations so that substantial justice may be done and the public interest secured, provided that such WAIVER shall not have the effect of nullifying the intent and purpose of these Regulations. The ENVIRONMENT AND LAND USE COMMITTEE shall not approve WAIVERS unless it shall make findings based upon the evidence presented to it in each specific case that:

- a. The granting of the WAIVER will not be detrimental to the public safety, health or welfare or injurious to other property located in the area;
- b. The conditions upon which the request for a WAIVER is based are unique to the property for which the WAIVER is sought and are not applicable generally to other property and granting of the WAIVER requested will not confer to the SUBDIVIDER any special privilege that is denied by these Regulations to other SUBDIVIDERS;
- c. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the OWNER would result, as distinguished from a mere inconvenience, if the strict letter of these Regulations are carried out;
- d. Special conditions and circumstances will not result from the actions of the SUBDIVIDER.

18.1.2. Conditions

The ENVIRONMENT AND LAND USE COMMITTEE shall not grant any WAIVER of the minimum LOT size requirement in the affected zoning district or any other segment of the COUNTY Zoning Ordinance which applies to a proposed SUBDIVISION. The SUBDIVISION OFFICER shall strictly enforce the provisions of these Regulations and shall in no manner grant any WAIVER to the provisions of these Regulations, the Zoning Ordinance or the OFFICIAL ZONING MAP. In approving WAIVERS, the ENVIRONMENT AND LAND USE COMMITTEE may require such conditions as will, in its judgement, secure substantially the objectives of the standards or requirements of these Regulations.

18.1.3. Submission and Processing

A petition for any such WAIVER shall be submitted in writing by the SUBDIVIDER at the time when the PRELIMINARY PLAT is filed for the consideration of the ENVIRONMENT AND LAND USE COMMITTEE. The petition shall state fully the grounds for the application and all of the facts relied upon by the petitioner.

Any requested WAIVERS shall be submitted in writing to the SUBDIVISION OFFICER. The SUBDIVISION OFFICER shall present requested appeals and WAIVERS to the ENVIRONMENT AND LAND USE COMMITTEE at the next regularly scheduled meeting from receipt of the request.

Requested Waivers:

Ordinance Section: Describe specific waiver requested:

Applicant Signature(s)

Date

SCHOOL DISTRICT STATEMENT

Date: _____

The property proposed to be the _____ Subdivision,
currently known as _____ Illinois at the
time of this statement, lies within the boundaries of _____ School District.

As School District boundaries are subject to change, any future purchaser should not rely solely on this statement. It would be the purchaser's responsibility to investigate for themselves the boundaries at that future date.

Sincerely,

(signature & typed name)

Notary Public Signature and Seal

STATE OF ILLINOIS)
)
CHAMPAIGN COUNTY) SS

I, Gordy Holten, County Clerk, in and for the County of Champaign and State of Illinois, do hereby certify that I find no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against the following described tract of land, as appears from the records in my said office,

INSERT LEGAL DESCRIPTION OF SUBDIVISION

SUBMIT TO COUNTY CLERK'S OFFICE
WITH PRIOR 3 YEARS TAX BILLS

QUESTIONS MAY BE DIRECTED TO
Sasha Green at 384-3720

Given under my hand and seal of our said office this _____ day of _____, A.D. 20____.

County Clerk

TOWNSHIP HIGHWAY COMMISSIONER'S STATEMENT

To appear on face of Plat in lieu of County Highway Superintendent (County Engineer) statement when Plat contains no new public streets and fronts on a Township road.

I, _____, _____ Township Highway Commissioner,
do hereby certify that this plat has been reviewed by me and approved with respect to roadway
access and other matters under my jurisdiction.

Dated this ____ day of _____, 20__.

(_____) Township Highway Commissioner

ADDITIONAL INSTRUCTIONS

For recording the Final Plats, the following items are also necessary:

1. There must be a letter from the surveyor authorizing anyone else (including the owner/developer) to present the plat for recording.
2. The Recorder's Office requires all plats that are larger than 11 inches by 17 inches to be accompanied by an 11 by 17 reduction. Applicants may choose either to provide both a full size original plat and an 11 by 17 reduction, each with all required signatures (except for the Environment and Land Use Committee Chairman and the Subdivision Officer), or to arrange with the Department of Planning and Zoning to have the 11 by 17 reduction made after all necessary statements have been signed. The Department of Planning and Zoning cannot make such reductions in-house and must take the signed original plat to an outside service to get the reduction made. Therefore, if the Department of Planning and Zoning has the reduction made, the applicant must pay the costs of the reduction plus a \$10 service fee.



Natural Resource Information Report Application

Champaign County Soil and Water Conservation District

2110 West Park Court Suite C Champaign, IL 61821

(217) 352-3536 Extension 3 --- www.ccswcd.com

Petitioner(s)

Name: _____

Address: _____

Phone: _____

Email: _____

Contact Person (if applicable)

Name: _____

Address: _____

Phone: _____

Email: _____

Site Location & Proposed Use

Township Name: _____ Township _____, Range _____, Section(s) _____

Project or Subdivision Name: _____ Number of Acres: _____

Current Use of Site: _____ Proposed Use: _____

Type of Request

☐ Change in Zoning from _____ to _____

☐ Variance (please describe on separate page)

☐ Special Use Permit (please describe on separate page)

Name of County of Municipality the request is being filed with: _____

In addition to this completed application form, please include the following to ensure proper processing:

☐ **Plat of Survey/Site Plan** – show location, legal description, and property measurements

☐ **Concept Plan** – show locations of proposed lots, buildings, roads, stormwater detention, open areas, etc.

☐ If available: topography map, field tile map, copy of soil boring and/or wetland studies

☐ **Check for appropriate NRI fee** (please make checks payable to Champaign County SWCD)

Please send electronic shape files for GIS software to info@ccswcd.com

Fee Schedule:

CCSWCD staff will determine when a full report or summary letter is necessary.

Full Report: \$400 for five acres or less, plus \$10 for each additional acre or fractional acre

Summary Report Letter: \$100

Fee for first five acres or less \$ _____

_____ additional acres at \$10 each \$ _____

Total NRI Fee \$ _____

Note: After all required plans and fees have been submitted to CCSWCD, Please allow **45 business days** for inspection, evaluation, and processing of the report.

It is understood that the petitioner(s) or their agent(s) give permission for a representative(s) of the Champaign County Soil and Water Conservation District to visit and conduct an evaluation of the site(s) described above. The completed NRI report expiration date will be 3 years after the date reported.

Signed _____ Date _____

Petitioner or Agent

FOR OFFICE USE ONLY

Date app received: _____ Date all received: _____ Board Meeting Date: _____

Fee Due: \$ _____ Fee Paid: \$ _____ Date Paid: _____ Check #: _____ Request/Refund? \$ _____