

# PRELIMINARY PLAT of Subdivision CHECKLIST



Notwithstanding the required information and data listed on the **Development Application & Fees** form, the Director of Economic and Community Development, in his/her sole and absolute discretion, may waive one or more of these submittal requirements if deemed not applicable or if a written request for a waiver is granted. Otherwise all materials must be submitted as required by Section 3-101(B) of the Oak Forest Subdivision Ordinance.

✓ **SUBMITTAL REQUIREMENTS | as determined by staff**

**SUPPORTING DOCUMENTATION**

	<p><b>1. List of Other Government Agencies.</b> Names of school district(s), park district(s), sanitary and drainage district(s) within which the property is located.</p> <p>K-8 School District .....</p> <p>High School District.....</p> <p>Park District.....</p> <p>Metropolitan Water Reclamation District.....</p> <p>Library District.....</p> <p>Other District .....</p>
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**DOCUMENT STANDARDS**

	<p><b>2. Two (2) hard copies</b> 24x36 inches, with a scale no smaller than 1 inch = 50 feet (may be more than one sheet), labeled "Preliminary Plat". If more than one sheet is required to depict the property, a match line and corresponding sheet numbering system shall be provided. The plat shall include the following:</p> <ul style="list-style-type: none"> <li>a. Index of sheets associated with the preliminary plat</li> <li>b. Vicinity map, clearly indicated on the first sheet of the plat</li> <li>c. Block for approval signatures</li> <li>d. Date and name of person preparing the plat and dates of all subsequent revisions</li> </ul>
	<p><b>3. One full-size electronic copy</b> in PDF format.</p>
	<p><b>4. Eleven (11) 11x17 inch copies</b> prior to Planning and Zoning Commission review, upon direction of staff.</p>

**PRELIMINARY PLAT STANDARDS & INFORMATION**

	<p><b>5. General Subdivision Information</b></p> <ul style="list-style-type: none"> <li>a. Identification of all proposed uses of the property to be subdivided</li> <li>b. Location, number and approximate dimensions, setbacks, areas, of all proposed blocks, lots and outlots with the subdivision, sufficient to demonstrate compliance with applicable zoning and subdivision and development code requirements</li> <li>c. Indication of proposed phases or sections within the subdivision and the order of site development</li> <li>d. If the proposed subdivision includes any areas designated in the official Comprehensive Plan as proposed sites for schools, parks, bike paths, or other public uses, the preliminary plat shall include a statement regarding plans for such areas</li> <li>e. Identification of adjoining properties, including names of owners, addresses, lot numbers, subdivision names, zoning, and land uses</li> <li>f. Existing topography on the property and within 25 feet of the proposed subdivision, with the minimum one-foot contour intervals</li> <li>g. Any city, county, or corporate boundaries within 25 feet of the property</li> <li>h. Location of any existing structures and descriptions of uses on the property and the notation regarding whether the structure will be retained as part of the subdivision</li> <li>i. Gross acreage of the property, to the nearest one-tenth acre</li> <li>j. Number of lots proposed</li> <li>k. Minimum lot area proposed and minimum required by zoning</li> </ul>
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	l. Minimum lot width proposed and minimum required by zoning
	m. Minimum lot depth proposed
	n. Approximate area, to the nearest one-tenth acre, to be dedicated for public rights-of-way
	o. Approximate area, to the nearest one-tenth acre, to be conveyed to a property owners' association as storm water detention area, common open space, outlot, private street right-of-way or other common use or maintenance obligation
	p. Approximate area, to the nearest one-tenth acre, to be devoted to lots
	q. Gross residential density, as defined in the subdivision ordinance
	r. Net residential density, as defined in the subdivision ordinance
	<b>6. Transportation and Circulation System</b>
	a. Location, proposed name(s) and right-of-way and pavement width(s) of all existing and proposed public and private streets and cul-de-sacs within and adjacent to the property, and the government agency jurisdiction
	b. Location and width of all proposed sidewalks, trails and bike paths within and adjacent to the property
	c. Identification of proposed improvements to the existing streets, intersections and rights-of-way within the property or contemplated as part of the improvements related to the subdivision
	d. Identification of any proposed lots that will have driveway access limitations
	e. Information concerning projected average daily traffic to be generated as a result of subdivision
	<b>7. Environmental Information</b>
	a. If the property exceeds two (2) acres in size, evidence of application to the Will-South Cook County Soil and Water Conservation District requesting preparation of an ECOCAT/IDNR report.
	b. Location of the 100-year flood plain, including limits of floodway and flood fringe on the property and within 100 feet of the property, as shown on the current FEMA maps. If flood plain modifications are proposed, the plat shall identify both the existing and proposed limits of such flood plain
	c. Location of all overland watercourse and drainage structures, off-site tributaries, and the delineation of all upstream tributary areas on the property or within 100 feet of the property. If stream or watercourse modifications are proposed, the location of such modifications.
	d. Location and approximate size of existing wetland areas on or within 100 feet of the property. Refer to the Watershed Management Ordinance (WMO), as administered by the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC). Information shall be submitted regarding the treatment of such wetland areas on the property as part of the Subdivision.
	e. Information concerning existing vegetation on the property, identifying the location, genus and species of all trees having a diameter at breast height of six (6") inches or greater and a construction activity plan. All trees required to be identified by this subparagraph shall be tagged or marked in a manner to facilitate the ready identification of such trees in the field.
	f. Information concerning the treatment of any other natural or historical resources identified on the property.
	g. A preliminary landscaping plan identifying all trees, shrubs, bushes, flowering plants, native grasses, sod and seed, including the genus, species, size and location of each.
	<b>8. Utility Information</b>
	a. Existing easements, including beneficiaries, on the property and immediately adjacent to, and location and size of existing and proposed storm and drainage, sanitary sewer, public water systems, and other private utility systems to which the Subdivision is proposed to be connected. If off-site easements are needed for such connections, they shall be noted and shown on the preliminary plat.
	b. If individual lots are to be served by private water and sanitary sewer service, information shall be submitted demonstrating the adequacy of existing soil and groundwater conditions for such systems.
	c. Preliminary design of stormwater management facilities, identifying the location and size of proposed detention and/or retention ponds. This shall also include: demonstration of the collection, holding and discharge of storm water; low and high water levels; total volume; and outlet locations and elevations
	<b>9. Other Information.</b> The City Administrator, City Engineer, Plan Commission or City Council may require the submission of such other information as deemed necessary and reasonable for the review of any preliminary Subdivision application.