

EXHIBIT E-1

PRELIMINARY PLAT CHECKLIST

VILLAGE OF LOVINGTON • 108 E STATE • LOVINGTON, IL 61937 • (217) 873-4480

Fee: _____ Date Fee Paid: _____ [EXHIBIT 34-4-E1]

IMPORTANT INSTRUCTIONS

The purpose of this Preliminary Plat Checklist is to assist the Subdivider/Developer in the timely and accurate submission of plans and documents required by the Village of Lovington. Missing or incomplete data can cause delays in the review and approval process. The Subdivider/Developer should closely review the requirements listed below as well as the Lovington Subdivision Code, complete this form in its entirety, and submit it along with the other required information. Attention is specifically directed to Section 34-4-13 "Subdivision Process" and Section 34-4-14 "Pre-Application Conference", of the Lovington Subdivision Code.

NAME OF SUBDIVISION: _____ DATE: _____

SUBDIVIDER/DEVELOPER NAME: _____

Contact Person: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

CHECK IF: _____ Property Owner _____ Contract Purchaser

ENGINEER'S NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ADDRESS OF PROPERTY: _____ PERMANENT TAX NUMBER: _____

Required Submittals. As required by the referenced sections of the Lovington Subdivision Code, the Subdivider/Developer shall submit a Preliminary Plat and other associated documents to the Building Department, including, <u>But not necessarily limited to:</u>	Section(s) of Ord/Paragraph	Check if Submitted
☐ This Preliminary Plat Checklist, signed by both the developer and the engineer who prepared the Preliminary plat and overlays.	34-4-16(A)(5)	
☐ Six (6) copies of the Preliminary Plat of the proposed subdivision showing all boundary property lines, street rights-of-way, lot lines, building setback lines, and proposed easements; as well as <u>six (6) copies of all supporting documentation.</u>	34-4-16(A)(2) 34-4-16(B)	
☐ A cover letter requesting review and approval of said Preliminary Plat and including a legal description <u>of the entire tract of land to be subdivided.</u>	34-4-16(A)(1)	
☐ A Drainage and Roads Overlay Plat displaying existing contour lines, proposed roads, and the <u>proposed drainage plan, including catch basins, storm sewer, open drainageways, and retention areas:</u>	34-4-16(A)(3)	
☐ A Water and Sewer Main Overlay Plat indicating existing water and sanitary sewer mains adjacent to <u>or within the property proposed for development, as well as all proposed water & sanitary sewer mains;</u>	34-4-16(A)(4)	
☐ A check made payable to the Village of Lovington in the amount stipulated for Filing of a Preliminary Plat, <u>as set forth in Section 34-4-2.</u>	34-4-16(A)(6)	

PRELIMINARY PLAT: Every Preliminary Plat shall be prepared by a Land Surveyor registered in the State of Illinois at any scale necessary for clarity, preferably no smaller than one (1) inch equals one hundred (100) feet, provided the resultant drawing does not exceed thirty inches (30") by thirty-six inches (36"). Said Preliminary Plat, together with supporting data shall provide at least the following information.	Section(s) of Ord/Paragraph	Check If Submitted
☐ Identification as a "Preliminary Plat" and name of the proposed subdivision; ☐ The names and addresses of the owner, Subdivider/Developer (if not owner), & Registered Land Surveyor who prepared the plat; ☐ Identification of the section and quarter section or claim and survey, township, range, and county within which the proposed subdivision is located; ☐ North arrow, graphic scale, and date; ☐ Location and boundary of the proposed subdivision; ☐ Dimensions of said boundary and the gross area of the tract; ☐ Zoning District classification of the tract to be subdivided; ☐ Locations of features such as bodies of water, ponding areas, natural drainage ways, railroads, cemeteries, bridges, parks, and schools, within or adjacent to the tract to be developed; ☐ Locations and right-of-way widths of all existing and proposed streets and alleys; ☐ Locations, widths, and purposes of all existing and proposed easements; ☐ Location and size of existing and proposed sanitary and storm sewers; ☐ Locations, dimensions, and areas of any parcels to be reserved for parks, playgrounds, or other public purposes; and ☐ Locations, dimensions, and areas in square feet of all existing or proposed lots within the subdivision, identified by lot number.	34-4-16(A)(2) 34-4-16(B)	

DRAINAGE AND ROADS OVERLAY: An overlay plat identical in size to the Preliminary Plat and including the proposed boundary and lot layout, shall be prepared by the Subdivider/ Developer identified by subdivision name and the title " <i>Plat Overlay for Contours, Roads, and Drainage</i> "; and illustrate the following information ☐ North arrow, graphic scale, and date; ☐ Topography of the tract to be subdivided, and a minimum of fifty feet (50') outside the tract, as indicated by one-foot contours for land having slopes of zero to four (4) percent; two-foot contours for land having slopes of four (4) to twelve (12) percent; and five-foot contours for land having slopes of greater than twelve (12) percent; ☐ Locations and directions of flow of existing major waterways, natural drainageways and ponding areas; ☐ Proposed and existing catch basins, storm sewers, drainageways, and drainage retention or detention basins, with arrows indicating the proposed direction of drainage flow; ☐ Proposed and existing drainage easement locations and widths. ☐ Approximate lengths and sizes of storm sewer. ☐ Proposed and existing road right-of-way and widths, proposed and existing pavement lines and widths, roadway intersection angles, and centerline radii;	Section(s) of Ord/Paragraph	Check If Submitted
	34-4-16(C)	

WATER AND SEWER MAIN OVERLAY: An overlay plat identical in size to the Preliminary Plat and including the proposed boundary and lot layout, shall be prepared by the Subdivider/Developer identified by subdivision name and the title " <i>Plat Overlay for Water Mains and Sewer Mains</i> ", and illustrate the following information ☐ North arrow, graphic scale, and date; ☐ Proposed and existing road right-of-way and pavements; ☐ Location and size of existing and proposed water mains including hydrants and valves; ☐ Location and size of existing and proposed sanitary sewer mains including manholes; ☐ Location, type, and width of existing and proposed easements for water and sewer mains; ☐ The developer or subdivider shall submit the Preliminary Plat and overlays to the Village Clerk at least fourteen (14) days prior to the next regularly scheduled meeting of the Planning Commission, in order to be considered for the agenda of said meeting. ☐ The Building Department shall promptly notify the Chairman and members of the Planning Commission of the submission, and make copies of the Preliminary Plat available for their review prior to the scheduled meeting.	Section(s) of Ord/Paragraph	Check If Submitted
	34-4-16(D)	

OTHER REQUIRED SUBMITTALS: As required by the referenced sections of the Lovington Subdivision Code the Subdivider/Developer shall also file copies of the Preliminary Plat as follows:	Section(s) of Ord/Paragraph	Check if Submitted
File one (1) copy of the Preliminary Plat and all supporting data with the Soil & Water Conservation District	34-4-15(B)	
File two (2) copies of the Preliminary Plat with the respective utility companies providing natural gas, electric, Telecommunications, and cable television.	34-4-15(C)	
File one (1) copy of the Preliminary Plat with the Moultrie County 911 Coordinator.	34-4-15(D)	

BY OUR SIGNATURES BELOW, WE CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLAN SUBMITTED HERewith, ARE TRUE AND ACCURATE AND IN COMPLIANCE WITH THE LOVINGTON SUBDIVISION CODE. WE HEREBY CONSENT TO THE ENTRY IN OR UPON THE PREMISES DESCRIBED HEREIN, BY ALL AUTHORIZED OFFICIALS OF THE VILLAGE OF LOVINGTON FOR THE PURPOSE OF INVESTIGATING THIS INFORMATION, INSPECTING THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

APPLICANT: _____

DATE: _____

ENGINEER: _____

DATE: _____

FOR VILLAGE USE		Date Received _____	
Review Process	Administrator	Superintendent	Engineer
Preliminary Plat	_____	_____	_____
Drainage & Roads	_____	_____	_____
Water System	_____	_____	_____
Sewer System	_____	_____	_____
Variation Process (If Applicable)			
Date Application Filed: _____		Date of Hearing: _____	
Board Action: _____		Notification Send: _____	
Final Plat Recorded: _____			