

DEVELOPMENT APPLICATION PROCEDURES & REQUIREMENTS

Special Use

Variation

Preliminary Plan / Final Plat of Subdivision

Text Amendment

Planned Unit Development (P.U.D.), Rezoning,
and Comprehensive Plan Amendment

VILLAGE OF HANOVER PARK DEVELOPMENT COMMISSION

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*Land Cash Donations are only required for Residential Developments

Development Application Overview

Introduction

This brochure provides a general overview of the Development Application process at the Village of Hanover Park. It discusses the application submittal, public notification procedures, public hearing procedures and fees associated with development projects. The Development Application types include:

Application Type	Page(s) in this Application Guide	Municipal Code Section
Special Use	11	Section 110-4.5
Variation	12	Section 110-4.7
Text Amendment & Rezoning	13-14	Section 110-4.8
Planned Unit Development (PUD)	13-14	Section 110-4.6
Comprehensive Plan Amendment	13-14	Section 110-4.2
Plat of Subdivision	14	Chapter 90

The application form can be found on the Village of Hanover Park website at <https://www.hpil.org/184/Forms-Permits>. If you have any questions regarding the application process, please do not hesitate to contact the departments below.

Department Name	Phone	Email
Community & Economic Development	630-823-5780	communitydevelopment@hpil.org
Inspectional Services	630-823-5860	thatzold@hpil.org
Public Works & Engineering	630-823-5700	tjmoore@hpil.org

Process Overview

The Development Application process generally requires a minimum of three months to complete and requires several steps, including:

- Staff review at an in-house Staff Development Review Committee (DRC) meeting (held monthly);
- A public hearing before the Development Commission, typically held the second Thursday of each month at 7:00 pm; and
- Final action by the President and Village Board of Trustees at a separate Village Board evening meeting.

See the Development Commission flowchart on the following page for more detail.



DEVELOPMENT COMMISSION FLOW CHART

Subdivision, Special Use, Rezoning, and Planned Unit Development

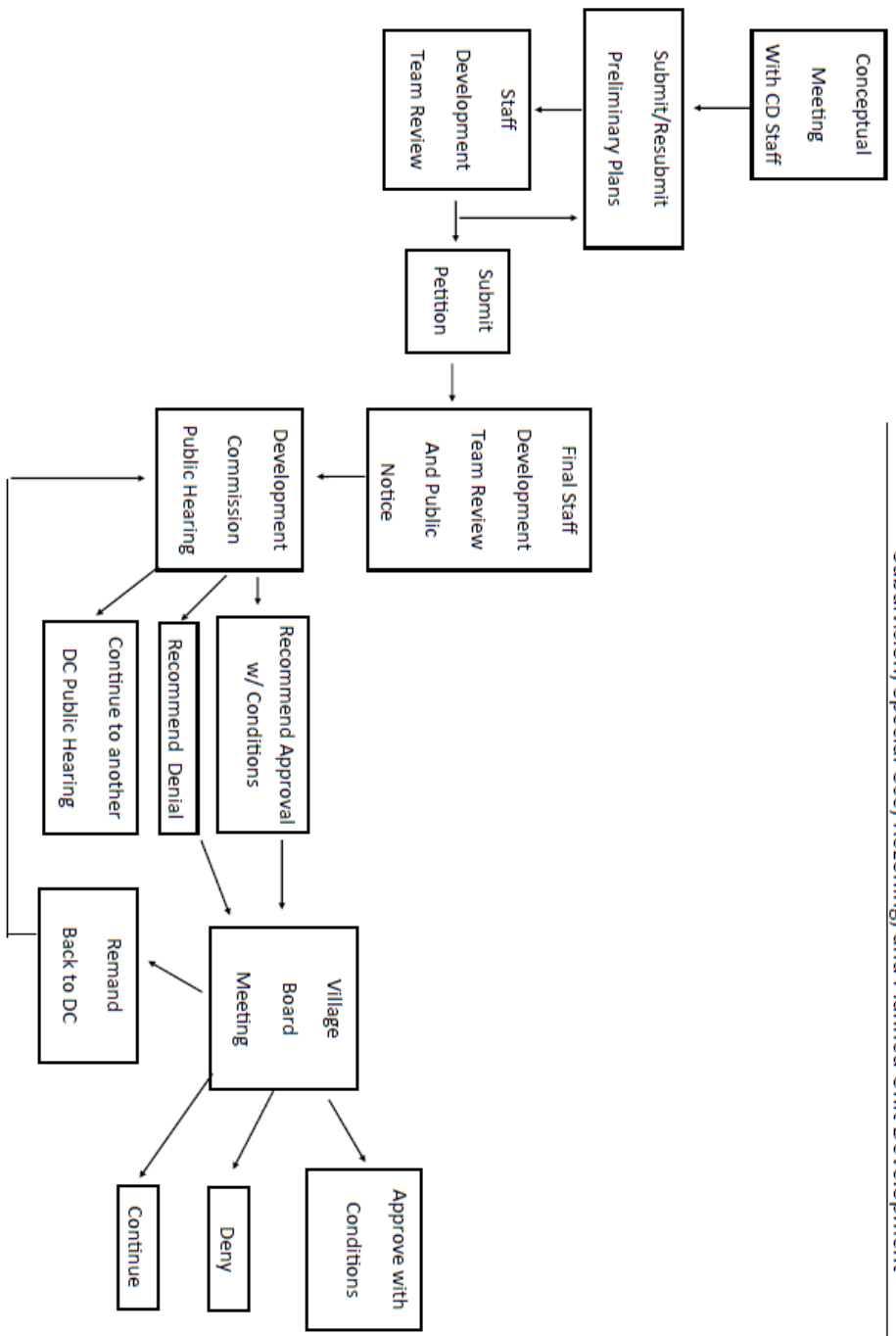


Figure 1 -- Development Commission Process Flowchart (For questions regarding this flowchart, please contact the Community & Economic Development department).

DEVELOPMENT REVIEW PROCESS

Step 1: Concept Meeting with the Development Review Committee (DRC)

About DRC

The Development Review Committee (DRC) consists of Village staff from multiple departments who meet with applicants, review applicant proposals, provide information regarding the development process, and answer any initial questions that the applicant may have.

DRC meets the first Friday of the month at 10 am at the Village hall. If you would like to present your proposal to DRC, please schedule an appointment.

What to Bring to the DRC Meeting

In order to receive the best information and guidance moving forward, potential applicants should bring the following materials to the DRC Meeting:

- Description of the concept idea or development proposal
- Preliminary plans if available (in full-sized print or electronic copies)
 - General Site Plan and the Plat of Survey
 - Elevation plans if available
- Your architect and civil engineer.
- Any other information and/or materials that are relevant to the development plan

What to Expect At the DRC Meeting

- Staff will ask you to present your development proposal with as much detail as possible.
- Staff from each department will then ask you questions and provide feedback that is relative to your development proposal.
- Staff will determine if the development plan meets the vision outlined in the Hanover Park Comprehensive Plan and either accept or reject the development proposal.
 - If accepted, staff will provide detailed information regarding the required submittals and the timeline of the Development Application process.

Step 2: Submit/Resubmit Preliminary Plans

Following the DRC Meeting and the approval of the development proposal, applicants will be required to generate full-sized, scaled drawings to illustrate their proposal and submit a completed Development Application. A list of the required materials can be found in Table 1.

Note that the processing time for all requests starts when a completed application—including all drawings and support materials—have been submitted. Staff will provide you with notification if the application is complete or if additional information is required. The Public Hearing meeting date is contingent upon the time of application submittal; Figure 2 illustrates the required deadlines throughout the development process.

For Text Amendment Applications	
Completed Application	Make sure all applicable pages are completed.
Public Hearing Fee & Publication Fee	See the Fee schedule on page 17 of this guide.
For All Other Development Applications	
Completed Application	Make sure all applicable pages are completed.
Public Hearing Fee	See the Fee schedule on page 17 of this guide.
Deed of the Property	1 copy of your Proof of Ownership document
Legal Description	Provide in Microsoft Word on a Physical CD
List of Taxpayers of Record within 250 ft of property	1 physical and 1 electronic copy
Plat of Survey (by a licensed land surveyor)	7 full-sized physical copies & 11x17 electronic copy
Site Plan	7 full-sized physical copies & 11x17 electronic copy
Zoning Compliance Table	Insert zoning compliance table onto the Site Plan.
Landscape Plan	7 full-sized physical copies & 11x17 electronic copy
Building Elevations Plan	7 full-sized physical copies & 11x17 electronic copy
Photometric Plan	7 full-sized physical copies & 11x17 electronic copy
Engineering Plan	3 full-sized physical copies & 11x17 electronic copy
Project Narrative	7 full-sized physical copies & 1 electronic copy
Preliminary Plan of Subdivision (Only for Plat of Subdivision applications)	7 full-sized physical copies & 11x17 electronic copy
IDNR Agency Action Report	Original report submitted by applicant to the Illinois Department of Natural Resources.
Land Use Opinion Application (Only for Properties in DuPage County)	Original report submitted by applicant to the Kane-DuPage Soil and Water Conversation District

Table 1 – Required Submittals for the Development Application

2020 DEVELOPMENT COMMISSION SCHEDULE

Application Deadline*	Legal Notice Due	Public Notification Deadline	Proof of Mailing Due	Packet Delivery Date	Thursdays	
					Development Comm. Meeting Date	Village Board Meeting Date
November 28	December 19	December 23	December 31	January 2	January 9, 2020	February 6, 2020
January 2	January 23	January 28	February 4	February 6	February 13, 2020	March 5, 2020
January 30	February 20	February 25	March 3	March 5	March 12, 2020	April 2, 2020
February 27	March 19	March 24	March 31	April 2	April 9, 2020	May 7, 2020
April 2	April 23	April 28	May 5	May 7	May 14, 2020	June 4, 2020
April 30	May 21	May 26	June 2	June 4	June 11, 2020	July 2, 2020
May 28	June 18	June 23	June 30	July 2	July 9, 2020	August 6, 2020
July 2	July 23	July 28	August 4	August 6	August 13, 2020	September 3, 2020
July 30	August 20	August 25	September 1	September 3	September 10, 2020	October 1, 2020
August 27	September 17	September 22	September 29	October 1	October 8, 2020	November 5, 2020
October 1	October 22	October 27	November 3	November 5	November 12, 2020	December 3, 2020
October 29	November 19	November 24	December 1	December 3	December 10, 2020	January 7, 2021

*Application shall be submitted a minimum of 6 weeks in advance of the proposed Development Commission meeting. Public Hearings shall be scheduled only upon the determination of completeness and as long as there are no significant changes to the proposal.

**Date Change due to Holiday

Figure 2 – Development Commission Schedule

Step 3: Staff Review of Application

What Happens During Staff Review

Once a completed application has been submitted, Village staff from multiple departments will review the application and accompanying drawings/plans to determine whether they comply with the regulations outlined in the Hanover Park Municipal Code (for more information, visit <https://www.hpil.org/176/Municipal-Code>).

Village staff will generate an Official Review Letter which contains comments, required changes, and other information to assist applicants through the development process. The contents of the Official Review Letter will vary from project to project but usually identifies areas of the submitted application which:

- Require general corrections;
- Are missing information;
- Contain unclear or conflicting information or diagrams;
- Contain non-scaled or distorted drawings;
- Contain misrepresented information or diagrams;
- Vastly differ from the original development proposal;
- Do not contain consistent drawings; and/or
- Do not meet the regulations of the Municipal Code

Applicant's Responsibilities

An Official Review Letter with comments from all Village departments is sent to the applicant for additional information or to make necessary changes to the submittal. It is imperative that applicants resubmit updated/revised drawings/information in a timely manner to avoid delays in the development process.

An ideal turn-around time for the applicant's submittal of updated drawings is one week to provide staff adequate time to review revised information prior to scheduling a Public Hearing. *A Public Hearing will only be scheduled after all required information has been received and reviewed for compliance with the municipal code.*

Village's Responsibilities

In the meantime, Village staff will handle the following to prepare for the Public Hearing:

1. Prepare a legal notice to be published in the local newspaper and mail a copy of this notice to the applicant with specific instructions regarding applicant's notification responsibilities; and
2. Install a public hearing sign on the subject property. The sign indicates that the property is the subject of an upcoming public hearing and includes the Village Hall phone number for additional information.

Step 4: Final Staff Review & Public Notice

Village's Responsibilities

Village staff will conduct a final review of the development proposal to confirm that:

- The proposed drawings/plans have not significantly changed from the original proposal;
- The proposed drawings/plans have been updated to adhere to all actionable comments in the Official Review Letter;
- The proposal addresses and complies with all Municipal Code requirements other than those requirements that cannot be met for any reason and require(s) variance(s) and/or a special use; and
- The proposal is free of any questionable and problematic aspects that may conflict with the safety, functionality, engineering, circulation of the development area.

Staff will then compose the Staff Report, Draft Findings of Fact, and presentation in preparation for the public hearing.

Applicant's Responsibilities

The applicant is required to appropriately notify the public of the development proposal in the following manner:

1. Obtain the addresses of all property owners (taxpayers of record) within 250 feet of the subject property from the appropriate township assessor's office. Township assessor addresses and phone numbers are included with this application packet. A copy of the list must be submitted with the application.
2. Mail a copy of the legal notice to the owner (taxpayer of record) of **every** property located within 250 feet of the subject property not counting the right-of-way. The notices **must be sent by certified mail with return receipt requested**. The date by which the notices must be mailed (the "Public Notification Deadline") will be specified in the instructions provided by the Village Staff.
3. Submit proof of the certified mailing, and all returned receipts, to the Community Development Department, as specified in the instructions provided by the Village Staff.

Please review the Development Commission Schedule (Figure 2) for a comprehensive list of required deadlines for the development process.

Important Items to Note BEFORE the Public Hearing

- The Public Hearing will be held in Room 214 of the Hanover Park Village Hall at 7 pm as denoted on the Development Commission Schedule unless otherwise communicated.
- Please send an electronic copy of your presentation via email at least 24 hours prior to the public hearing as well as a copy on a physical flashdrive.
- Please bring any available visual aids such as material boards with you.
- Please bring the Proof of Mailing cards (white cards) and submit to staff.
- Please let staff know if you have any questions BEFORE the evening of the hearing.

[Step 5: Development Commission Public Hearing](#)

Public Hearing Procedures

Public hearings are where the Development Commission meets to recommend approval, denial, or a continuation of a development proposal. The public hearing is a formal procedure and follows a strict format. Each person providing comments, questions, or testimony must be sworn in by the Development Commission Chair. The applicant, Village Staff, Commission members, and the public are each given a chance to ask questions or make comments concerning the proposal.

Following the close of testimony, the Commission will discuss the case, and vote on a motion regarding the request (“recommendation”). The recommendation for approval or denial of the request often includes specific conditions that must be met for the request. If the public hearing cannot be concluded at the first meeting, or if more information is required, the Development Commission may vote to continue the hearing to a later date.

The President and Board of Trustees have final authority to approve or deny all requests. Approval of a request usually includes those conditions from the Development Commission recommendation; additional conditions of approval may be added by the President and Village Board. In all cases, the applicant must meet these conditions as part of the request’s approval.

What Happens After the Public Hearing

Unless the Petition is continued to another meeting, the Development Commission will close the Public Hearing, make Findings of Fact, and vote on a recommendation. Their recommendation is forwarded to the Village Board for final action. **Please note that all required fees must be paid to the Village before the Village Board Meeting.** Please visit <https://www.hpil.org/296/President-Board-of-Trustees> to view meeting agendas and minutes.

[Step 6: Village Board Meeting](#)

Village Board Meeting Procedures

The Village Manager presents agenda items for discussion and approval for implementation before the President and Village Board. The President and Board of Trustees vote on the agenda items either:

- Approving the petition with conditions
- Denying the petition
- Continuing the petition to another meeting, or
- Remanding the petition back to the Development Commission.

All meetings are open to the public. Residents can address the Village Board with questions or concerns on issues not on the published agenda during the Townhall portion of the meeting. Residents who wish to address the Village Board during the Townhall Session must register with the [Village Clerk](#) prior to the start of the meeting.

What Happens After the Village Board Meeting

If the Petition is remanded back to the Development Commission, return to Step 4. Otherwise, the applicant completes the building permit process through the Inspectional Services division. Any questions regarding the requirements, process, or procedures, may be directed to the Inspectional Services Division at 630-823-5860.

[Step 7: Permitting & Submittal of Land Cash Donations](#)

The building permits and land cash donations required vary based on the development project. Please contact Inspectional Services to ascertain what is required for your development project. See page 18 for more information regarding land cash donations. Note that this process must be completed before Certificates of Occupancy and Business Licenses can be issued.

[Step 8: Completion](#)

Upon completion of all the previous steps to the satisfaction of staff and compliance with the Hanover Park Zoning Code, be sure to obtain a copy of the Certificate of Occupancy and Business Licenses required to conduct business within the Village of Hanover Park. Refer to the references below for additional information on how Hanover Park can assist you and your business. The Village website (www.hpil.org) contains many different resources.

Department	Resources	Phone
Community & Economic Development	<ul style="list-style-type: none">• Business Resources & Financial Resources• Planning and Zoning Information• Economic Development Information• Business Directory• Development Project Updates• Available Properties	630-823-5780
Inspectional Services	<ul style="list-style-type: none">• Building Permits and Fee Schedule• Building Inspections• Contractor Registration• Certificate of Occupancy• Building Codes	630-823-5860
Clerk's Office	<ul style="list-style-type: none">• Freedom of Information Act requests• Election Information & Voting• Business Licenses• Soliciting Permits	630-823-5602
Finance	<ul style="list-style-type: none">• Water Billing Payment Information• Parking Permits• Animal Licenses	630-823-5790

Development Application Types

The following section describes each of the Development Application types that can be requested: (1) Special Use, (2) Variation, (3) Planned Unit Development (P.U.D.), Rezoning, and Comprehensive Plan Amendment; (4) Plat of Subdivision; and (5) Text Amendment.

Please refer to the appropriate zoning code section referenced for additional information regarding each type of the Development Application. Note that all of the below application types require a public hearing and approval from the Development Commission and Village Board to be accepted, with the exception of text amendment requests.

SPECIAL USE (SECTION 110-4.4)

A **Special Use** is a principle use, which because of its unique characteristics, is not classified as a permitted use in a particular district or districts. The Zoning Code contains a list of uses that are permitted by right, and also a list of allowable Special Uses for each zoning district.

Special Uses need to go through a Development Commission Public Hearing process and may only be allowed if approved by the Village Board.

A Special Use request must meet the following standards in order to be recommended for approval by the Development Commission to the president and board of trustees

STANDARDS OF REVIEW

- The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses already lawfully established or permitted, nor substantially diminish and impair property values within the neighborhood.
- The establishment of the special use will support the policies, goals, objectives, and plans of the comprehensive plan of the village.
- The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- Adequate utilities, access roads, drainage and/or necessary facilities have been or will be provided.
- Adequate measures have been or will be taken to provide ingress and egress to minimize traffic congestion in public streets.
- The special use shall in all other respects conform to the applicable regulations of the district in which it is located.
- The design of the proposed use will minimize adverse effects, including visual impacts, of the proposed use on abutting and nearby properties.

VARIATION (SECTION 110-4.7)

A **Variation** is relief from specific requirements of this chapter with regard to the structure(s) on a lot, but not to the use of structures, where such variations will be in harmony with the general purpose and intent of this chapter and not contrary to the public interest, and where, due to conditions peculiar to the property and not the direct result of the actions of the owner, a literal enforcement of the chapter would result in practical difficulties or unnecessary hardship.

Variations need to go through a Development Commission Public Hearing process and may only be allowed if approved by the Village Board.

A Variation request must meet the following standards in order to be recommended for approval by the Development Commission to the president and board of trustees

STANDARDS OF REVIEW

- That the variation, if granted, will not alter the essential character of the locality, and will be consistent with the goals and objectives set forth in the comprehensive plan.
- That the plight of the owner is due to unique circumstances.
- For the purpose of supplementing the above standards, the development commission, in determining that there are particular difficulties or hardships, shall also take into consideration the extent to which the following standards, favorable to the applicant, have been established by the evidence:
 - That the particular surroundings and topographical conditions of the specific property involved will bring hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out.
 - That the conditions upon which the petition for variation is based would not be generally applicable to other property within the same zoning classification.
 - That the purpose of the variation is not based exclusively upon a desire to receive a greater economic return.
 - That the alleged difficulty or hardship has not been created by any person previously or currently having an ownership interest in the property.
 - That the granting of the variation will not be detrimental to the public welfare or unduly injurious to other property or improvements in the general area in which the property is located.
 - That the proposed variation will not impair an adequate supply of light and air to abutting property or substantially increase the danger of fire or otherwise endanger the public safety or substantially diminish or impair property values within the general area.
 - The design of the proposed variation will minimize adverse effects, including visual impacts, of the proposed use on abutting and nearby properties.
 - For variations from landscape requirements in section 110-6.3 the use of impervious surfaces on the property has been minimized to the greatest extent feasible.

Planned Unit Development (P.U.D.), Rezoning, and Comprehensive Plan Amendment (Sections 110-2.3, 110-4.2, 110-4.6, and 110-4.8)

A **Planned Unit Development** is a parcel of land or contiguous parcels of land of a size sufficient to create its own character, controlled by a single landowner or by a group of landowners in common agreement as to control, to be developed as a single entity, the character of which is compatible with abutting parcels, and the intent of the zoning district or districts in which it is located. The developer or developers may be granted relief from specific land use regulations and design standards and may be awarded certain premiums in return for assurances of an overall quality of development, including any specific features that will be of exceptional benefit to the village as a whole and would not otherwise be required by this chapter.

A **Rezoning** is a request to change the classification of any land identified on the zoning district map.

A **Comprehensive Plan Amendment** is a request to change the goals and policies of the Comprehensive Plan to meet changing requirements of the Village.

Standards for Approval

Prior to recommending approval of a planned unit development or the zoning of any land for said purpose, the development commission shall make specific findings of fact that all the following standards have been met:

- **Ownership and site:** The site of the planned unit development is under single ownership and/or unified control.
- **Consistency with comprehensive plan:** The development is consistent with the policies, goals, objectives and recommendations of the comprehensive plan.
- **Compatibility:** The uses proposed in a planned unit development are of a type and so located as to exercise no undue detrimental influence upon surrounding properties, and shall be compatible with each other.
- **Parking requirements:** Unless otherwise determined and approved as an element of the planned unit development proposal, the development adheres to the parking requirements provided for in this chapter for the particular use or uses proposed.
- **Traffic:** Adequate provisions have been designed to provide ingress and egress to minimize traffic congestion on the public streets.
- **General design:** The planned unit development is designed so as to support, enhance, and protect the public health, safety, comfort, or general welfare. In addition to the specific standards, the development commission shall recommend approval or denial of the proposed planned unit development by setting forth with particularity in what respect the proposal would or would not be in the public interest including, but not limited to the following:
 - In what respects the proposed plan is or is not consistent with the stated purpose of the planned unit development regulations;
 - The extent to which the proposed plan meets the requirements and standards of the planned unit development regulations;

- The extent to which the proposed plan departs from the zoning and subdivision regulations otherwise applicable to the subject property, including but not limited to the density, dimension, area, bulk, and use, and the reasons why such departures are deemed to be in the public interest;
- The physical design of the proposed plan and the manner in which said design does or does not make adequate provision for public services, provide adequate control over vehicular traffic, provide for and protect designated common open space, and further the amenities of light and air, recreation and visual enjoyment;
- The relationship and compatibility, beneficial or adverse, of the proposed plan to the abutting properties and neighborhood;
- The desirability of the proposed plan to physical development, tax base, and economic well-being of the entire community.
- **Conditions and restrictions:** Prior to recommending the granting of any planned unit development special use, the development commission may recommend or the president and board of trustees may stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the special use as deemed necessary for the protection and requirements specified herein or as may be from time to time required. In all cases in which special uses are granted, the president and board of trustees may require such evidence and guarantees as it may deem necessary to attempt to insure compliance with the conditions stipulated in connection therewith.

[Plat of Subdivision \(Chapter 90\)](#)

A **Plat of Subdivision** is a plan, map or chart of a subdivision of land (*Section 90-33*).

- *Preliminary plan* – A map showing all requisite details of a proposed subdivision submitted to an approving authority for purposes of preliminary consideration, prepared in conformance with the Plat Act and sections [90-122](#) and [90-123](#) of this chapter.
- *Final plat* – A map of all or part of a subdivision providing substantial conformance to the preliminary plan of a subdivision prepared in conformance with the requirements of the Plats Act, sections [90-125](#) and [90-126](#) of this chapter and for the recording by the county recorder.

[Text Amendment \(Section 110-4.8\)](#)

A **Text Amendment** is a request to amend the language of the Municipal Code in accordance with the procedures and standards set forth in Section 110-4.8 of the Municipal Code. For more information regarding the text amendment process, see Section 110-4.8 of the Municipal Code.

Appendix

The following section provides additional information for materials and resources referenced in the Development Application form and this document that are required in the Development Process. Please utilize the list below to locate the specific document(s) required for the Development Application.

Appendix A: All Materials & Fees

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Appendix A: All Materials & Fees

DEVELOPMENT APPLICATION PROCESS

Step	Task	Details
1	DRC Meeting	<ul style="list-style-type: none">• The requestor schedules a DRC meeting with Village staff and presents his or her development proposal.• Village staff across multiple departments reviews the proposal with the requestor and answers any questions related to the development process.
2	Submittal of Application & Preliminary Plans	<ul style="list-style-type: none">• Requestor submits a completed application form clearly indicating all items that are requested.• Requestor also submits all required plans and materials for each request including the public hearing fee.
3	Initial Staff Development Review	<ul style="list-style-type: none">• Staff reviews the application for completeness.• If application submittal is complete, Staff conducts first review of the development proposal.• If further clarification or additional items are needed, Staff notifies the requestor through an Official Review Letter.
4	Final Staff Development Review & Public Notice	<ul style="list-style-type: none">• Village staff reviews updated submittal of the development proposal to determine that any comments, corrections, and/or additions have been included.• Requestor sends out a Resident Public Notice regarding the pending development proposal.• Staff provides public notification to the public by posting a legal notice in the Daily Herald newspaper.
5	Development Commission (DC) Public Hearing	<ul style="list-style-type: none">• Requestor and Village staff attend a Public Hearing• Staff presents case to DC and provides their recommendation• Requestor presents development proposal and answers any questions posed by the public and the Commission.• DC votes to determine what recommendation they will send to the Village Board.
6	Village Board (VB) Meeting	<ul style="list-style-type: none">• VB reviews Staff findings and the DC recommendation• VB votes to approve with conditions, deny, or to remand back to DC for further review.
7	Permitting & Submittal of Land Cash Donations	<ul style="list-style-type: none">• Requestor works with Inspectional Services to apply for any and all permits required for the development proposal.• Requestor pays any outstanding fees and contributes a land cash donation to the Village for the development.
8	Completion	<ul style="list-style-type: none">• Requestor given all appropriate certificates and licenses required to locate to the Village.

PUBLIC HEARING FEES & PUBLICATION FEES

The President and Village Board have established the following fees for public hearings. These fees contribute to the Village's cost of conducting the public hearing, including public hearing sign installation, Staff plan reviews, preparation of all materials, and meeting attendance. Please review the table below to determine the amount of fees required for your request(s).

Fee Schedule	
Applicants are required to pay a separate public hearing fee for any of the requests listed below. <i>In addition, a publication fee is required per Section 18-207 which is based on the cost of publication and length of legal description.</i> The publication fee must be paid in full to the Village by the petitioner before Village Board consideration. Refer to code sections above for more information.	
<i>Comprehensive Plan Amendment:</i>	No charge
<i>Annexations</i>	\$1200 plus \$75 per acre
<i>Planned Unit Development:</i>	\$1,125
<i>Per Subdivisions (Prelim / Final) and Re-subdivisions:</i>	\$1,125 (plus \$200 per acre over 5 acres)
<i>Map Amendment (Rezoning):</i>	\$525
<i>Zoning Ordinance Text Amendment (per section):</i>	\$525
<i>Variance (Resident Request):</i>	\$225 per variance requested
<i>Variance (All other Requests):</i>	\$525 per variance requested
<i>Special Use (for each):</i>	\$750
<i>Out of Pocket expenses:</i>	Any out-of-pocket fees (except staff time) including but not limited to: engineering fees, court report charges/transcripts, publication fees legal fees and consultant expenses as deemed appropriate. Escrow deposit may be required.

TOWNSHIP ASSESSOR OFFICES

The township assessors' offices must be contacted for information regarding the identity of all property owners/taxpayers of record for every parcel located within 250 feet of your property. As with most municipalities in the region, the Village of Hanover Park does not maintain these records. Your plat of survey and previous property tax records should indicate your township, although some properties require property owner notification in two townships.

Name	Address	Phone
Bloomingtondale Township	123 North Rosedale Road, Bloomingtondale, Illinois 60108	(630) 529-6927

Hanover Township	8N180 Route 59, Bartlett, Illinois 60103	(630) 837-0301
Schaumburg Township	1 Illinois Boulevard, Hoffman Estates, Illinois 60194	(847) 884-0030
Wayne Township	27W031 North Avenue, West Chicago, Illinois 60185	(630) 231-8900

LAND CASH DONATIONS FOR RESIDENTIAL DEVELOPMENTS

Sec. 90-97. – Dedication of park and school sites or for payment of fees in lieu of.

As a condition of approval of either a final plat of a residential subdivision or a final plat of a planned unit development (with a residential component), each subdivider or developer shall be required to:

- Dedicate land for park and recreational purposes and school sites to serve the immediate and future needs of the residents of the proposed subdivision or PUD, or, in certain circumstances, as set forth below, make a cash donation in lieu of a land dedication,
- Make a cash contribution to serve the immediate and future school needs of the residents of the proposed subdivision or PUD, each of the foregoing requirements to be satisfied in accordance with the criteria and formulas set forth hereinafter.

(a) Criteria for requiring park and recreation land dedication:

1) Requirements and population ratio. The ultimate density of proposed development shall relate directly to the amount of land required for dedication. The total requirement shall be 5.5 acres of land per 1,000 of ultimate population in accordance with the following classifications:

	Types of Recreation Area	Size Range	Minimum Acres/1,000 People
a.	Play lot	8,000 square feet	NA
b.	School/park neighborhood playground	5 acres	1.25
c.	Neighborhood park	3.5 acres	1.00
d.	District-wide park or playfield	4—30 acres	1.25
e.	Community-wide recreation park	12—30 acres	2.00
		Total	5.50

2) Location. The official comprehensive plan or the Hanover Park District Plan shall be used as guidelines in locating sites. A park site adjoining all elementary school sites of not less than five acres shall be considered a minimum. A central location which will equally serve the entire development is most desirable. In large developments these sites can be located throughout the development according to established standards for park area distances.

3) Credit for private open spaces and recreation areas. When subdividers or developers provide their own open space for recreation areas and facilities, it has the effect of reducing the demand for local public recreation services. Depending on the size of the

development, a portion of the park and recreation area in subdivisions or planned developments may at the option of the village board be provided in the form of "private" open space in lieu of dedicated "public" open space. The extent of the same shall be determined by the village board, based upon the needs of the projected residents and in conformance to the total park and recreation land requirements for the general area.

In general, a substitution of private open space for dedicated parks will imply a substantially higher degree of improvement and the installation of recreational facilities and equipment by the developer as part of his obligation. Detailed plans of such areas, including specifications of facilities to be installed, shall be approved by the village, and before any credit is given for private recreation areas, the subdivider or developer shall guarantee that these private recreation areas will be permanently maintained for such use by the execution of the appropriate legal documents. Private swimming clubs are included in this provision. When an adjustment for private recreation areas is warranted it will be necessary to compute the total parkland dedication that would have been required from the subdivision or planned development and then subtract the credit to be given.

- 4) Criteria for requiring a contribution in lieu of park sites. Where the development is small and the resulting site is too small to be practical or when the available land is inappropriate for park purposes, the village board shall require the subdivider or developer to pay a cash contribution in lieu of land dedication required.

The cash contributions in lieu of park and recreation land dedication shall be held in trust by the village or other public body designated by the village, solely for the acquisition of park and recreation land as herein before classified which will be available to serve the immediate or future needs of the residents of that subdivision or development or for the improvement of other existing local park and recreation land which already serves such needs.

- a. Fair market value. The cash contribution in lieu of land shall be based on the fair market value as determined by an appraisal by a member of the Appraisal Institute (MAI) of the American Institute of Real Estate Appraisers and certified by the State of Illinois of the acres of land in the area improved as specified herein, that otherwise would have been dedicated as park and recreation sites. The subdivider or developer shall submit an MAI appraisal at the developer's expense showing the "fair market value" of the land upon the final plat of subdivision thereof being recorded. The final determination of said fair market value per acre of such subdivided land shall be made by the village board based upon such information submitted by the subdivider or developer and from other similar appraisals which may be submitted to the village board by the park district or others.
- b. Criteria for requiring dedication and a fee. There will be situations in subdivisions or planned developments when a combination of land dedication and a contribution in lieu of land are both necessary. These occasions will arise when:
 - i. Only a portion of the land to be developed is proposed as the location of a park site. That portion of the land within the subdivision falling within the park location shall be a dedicated site as required by this section, and

a cash contribution in lieu thereof shall be required for any additional land that would have to be dedicated.

- ii. A major part of the local park or recreation site has already been acquired and only a small portion of land is needed from the development to complete the site. The remaining portions shall be required by dedication, and a cash contribution in lieu thereof shall be required.

- 5) Reservation of additional land. Where the comprehensive plan of Hanover Park or the standards of the village call for a larger amount of park and recreational land or school sites and particular subdivision or planned development than the developer is required to dedicate, the land needed beyond the developer's contribution shall be reserved for subsequent purchase by the village or other public body designated by the village, provided that such acquisition is made within one year from the date of approval of the final plat.
- 6) Combining with adjoining developments. Where the subdivision or planned development is less than 40 acres, public open spaces or a school site which is to be dedicated should, where possible, be combined with dedications from adjoining developments in order to assemble usable recreation areas or school sites without hardship on a particular developer.
- 7) Topography and grading. The entire site shall be graded to provide adequate stormwater runoff to insure usable land, a minimum surface grade of two percent shall be maintained; if this cannot be provided, underground drainage shall be installed. A minimum of four inches of topsoil shall be provided and fine graded, seeded and fertilized to provide turf area preparatory for recreational facilities by the park district or the school district. If specifically required by the village engineer, adequate clay seals with overlaying topsoil shall be placed upon exposed peat areas within the site.
- 8) Improved sites. All sites shall be dedicated in a condition ready for full service of electrical, water, sewer and streets (including enclosed drainage and curb and gutter) as applicable to the location of the site, or acceptable provisions made therefor. The term "improved site" means that the dedicated site shall be deeded to the park district or school district, upon completion of the following items:
 - a. Fine grading and seeding of site.
 - b. Drainage from adjacent private property shall not create unusual and difficult maintenance problems, therefore positive drainage shall be provided around the perimeter of the property.
- 9) Access into site.
 - a. Direct access from public rights-of-way shall be provided as listed in the following table:

Park Area Size (Total)	Number of Access Points	Width of Each Access
0 to 5 acres	2	60'0"
5 to 15 acres	3	60'0"
12 to 25 acres	3	Total length 250'0"

- b. Over 25 acres may require additional footage which may be recommended by the development commission and approved by the village board.
 - c. Where a new development adjoins an existing park site, the developer shall provide access to the park. Size of access shall be as recommended by the development commission and approved by the village board.
- 10) Water retention regulations. On all sites requiring water retention, the following regulations will apply:
- a. Minimum size of a site that will permanently hold water is three acres measured at normal water elevation.
 - b. There shall be a minimum of three acres of high ground for parks around ponds up to five acres in size. Park sizes for ponds over five acres shall be negotiated.
 - c. A boundary survey showing adjacent streets, lots and rights-of-way with utilities shall be filed with the park district.

(b) Criteria for requiring school site dedication.

- 1) Requirement and population ratio. The amount of land required to be dedicated for school sites shall be directly related to the ultimate number of students to be generated by the proposed subdivision or PUD. The land dedication requirements shall be determined by dividing (i) the estimated number of children in each of the school age classifications set forth in table no. 1 below that will be generated by the proposed subdivision or PUD by (ii) the recommended maximum number of students that can be served in the type of school which corresponds to the particular school age classification, as set forth in table no. 1 below, and then multiplying the foregoing derived quotient by (iii) the recommended minimum number of acres for a school site for each school age classification, as set forth in table no. 1 below. The product derived by the immediately foregoing multiplication calculation shall constitute the number of acres for each school age classification which the subdivider or developer must dedicate for elementary, middle and high school purposes in order to have sufficient land for school sites to serve the estimated number of increased children in each school age classification as a result of the development of the proposed subdivision or PUD.
- 2) School classification and size of school site. School classifications and size of school sites shall be determined in accordance with the following criteria:

TABLE NO. 1

School Classification by Grades	Maximum Number of Students for each such School Classification	Minimum Number of Acres of Land for each such School Classification
Elementary schools (grades kindergarten through 6th (K-6))	600 students	11
Junior high schools (grades 7th through 8th)	1,200 students	29
High schools (grades 9th through 12th)	2,500 students	55

- 3) Location. School sites shall be located in accordance with the plans of the school district, or, if the school district has not planned a school site for the area occupied by the proposed subdivision or PUD, or for the neighborhood in which the proposed subdivision or PUD is located, then the school sites shall be so located as to be readily accessible to the greatest number of children projected for such neighborhood.
- 4) Site suitability. The subdivider or developer, at its own cost or expense, shall provide to the school district soil boring data, soil compaction results and such other engineering studies, data and information pertaining to the proposed school sites which the school district may request to enable it to determine the suitability of the proposed-to-be-dedicated land for school site purposes. The school district shall have the right to reject any site which the school district determines, in accordance with sound engineering practice, is not suitable for school site purposes.
- 5) Submittal of subdivision plat or PUD plan to school district. The subdivider or developer shall submit one copy of the proposed preliminary and final subdivision or PUD plat, together with copies of all amended subdivision or PUD plats, to the school district for its written recommendations at the same time such subdivision or PUD plat (or amended version thereof) is transmitted to the development commission or other village authority; provided, however, that nothing herein contained shall be construed as requiring receipt of a recommendation from the school district prior to action by the development commission or other village authority and/or as a condition of subdivision plat or PUD plat approval.
- 6) Title insurance, survey, assessment plats. Each deed or other instrument conveying land to the village or the school district shall be accompanied by:
 - a. A commitment for a standard Form B ALTA owner's policy of title insurance issued by a title insurer licensed to do business in Illinois to insure the intended grantee's title to such real estate in an amount equal to its value computed pursuant to section 4(d) [(7)d] below, subject only to the general real estate taxes which are not due and payable at the time of the delivery of the deed, covenants, conditions and restrictions of record which do not prohibit or materially interfere with the use of the subject real estate for school use, drainage ditches, feeders, laterals and underground pipe or other conduit, and acts done or suffered by or through the intended grantee;
 - b. A current land survey of the subject real estate with all corners staked, prepared by an Illinois registered land surveyor and certified to the intended grantee as meeting or exceeding the minimum requirements of both an American Land Title Association (ALTA) survey and the Illinois Land Survey Standards; and
 - c. Except in instances where the real estate to be conveyed has assigned to it a permanent index number or numbers which do not cover any other real estate, an assessment plat and tax division petition in form acceptable to the appropriate county authorities so that the land to be conveyed can be assigned its own permanent real estate index number for exemption purposes.
- 7) Criteria for requiring cash contributions in lieu of land donations.

- a. Where land dedication is not possible. Whenever any proposed subdivision or PUD is so small, as determined by the school district, that the sites required will not be large enough for practical development and maintenance of school sites, or when the available land cannot meet the standards set forth herein, or is otherwise inappropriate for a school site, the subdivider or developer shall pay to the village a cash contribution in lieu of the required land dedication.
 - b. Use of funds for school purposes. The cash contribution to be paid in lieu of land donation for school sites shall be collected and held (until such time as disbursement to the school district is required) by the village for the benefit of the school district solely for the acquisition by the school district of a school site(s) to serve the immediate and/or future needs of children from that proposed subdivision or PUD, or for the improvement (including, the construction of new buildings and building additions and improvements) of any existing school site which will predominantly serve such needs.
 - c. Return of funds. If any portion of a cash contribution in lieu of school site donation, is not expended for the purposes set forth in subsection (4)(b) [(7)b]
 - d. above within ten years from the date of its receipt, it shall be refunded to the subdivider or developer who made such contribution.
 - e. Fair market value. The amount of cash contribution in lieu of land shall be determined based on the fair market value of the acres of land in the proposed subdivision or PUD that would otherwise have been dedicated for school sites. For purposes of determining the fair market value of an acre of land as aforesaid, it shall be assumed that the subject land has all necessary utilities available to it at its perimeter, including storm sewer, sanitary sewer, water, gas, electric and communication lines and is adjacent to an open, dedicated public right-of-way, and the land shall be valued as so improved. Furthermore, for purposes of this section, the term "fair market value" shall be deemed to mean not less than \$25,000.00 per acre. In the event either the school district or the subdivider or developer shall object to the foregoing fair market value figure, as the same may be amended from time to time, then the objecting party shall submit to the village an MAI appraisal from a State of Illinois certified real estate appraiser showing the fair market value of such improved land in the area of the proposed subdivision or PUD or other evidence thereof. The village may, if it so desires, obtain its own appraisal or other evidence of the fair market value of such improved land in the area of the proposed subdivision or PUD. Final determination of such fair market value shall be made by the village based upon information obtained by the village or submitted to the village by the school district or the subdivider or developer.
- 8) Cash donation.
- a. Cash donation requirement. In addition to the land dedication requirement above or the cash contribution in lieu thereof, each developer or subdivider, as a condition of the issuance of a final or conditional occupancy permit for any part of the proposed subdivision or PUD, shall be required to donate to the village a sum of money equal to the estimated number of elementary school age children to be generated by the proposed subdivision or PUD times \$1,000.00.

- b. Use of funds. All funds collected by the village pursuant to subsection (8)(a) above shall be used solely for the benefit of those children generated by the proposed subdivision or PUD. Such funds may be used for, among other things, the following purposes: (i) school site improvements; (ii) new building construction; (iii) construction of building additions and improvements; (iv) instructional and classroom equipment and classroom furniture; and (v) library books and materials. If any portion of such funds are not expended for the purposes set forth in this section within ten years from the date of their receipt, then they shall be refunded to the subdivider or developer who made such contribution.
- 9) Disbursement of funds to school district. All cash paid to the village pursuant to the requirements herein shall be disbursed to the school district upon approval of the village board by written request of the school district stating the proposed use of said funds. Upon request by the village, the school district shall provide to the village an annual report showing how the funds collected pursuant to this chapter have been utilized by the school district during the fiscal year covered by such annual report.
- (c) Reserved.
- (d) Density formula. The accompanying Table of Estimated Ultimate Population Density in the appendix shall be considered indicative of current and short range projected trends in family size for new construction and shall be used in calculating the amount of required dedicated acres or the cash contribution in lieu of unless a written objection is filed thereto by the subdivider or developer.

Table of Estimated Ultimate Population Per Dwelling Unit

Type of Unit	Pre-School	Elementary	Junior High	Total K-8	High School	Adults	Total people per unit
Detached Single Family Home							
2 Bedroom	0.113	0.136	0.048	0.184	0.02	1.7	2.017
3 Bedroom	0.292	0.369	0.173	0.542	0.184	1.881	2.899
4 Bedroom	0.418	0.53	0.298	0.828	0.36	2.158	3.764
5 Bedroom	0.283	0.345	0.248	0.593	0.3	2.594	3.77
Attached Single Family (Townhouse, Rowhouse, Etc.)							
1 Bedroom	0	0	0	0	0	1.193	1.193
2 Bedroom	0.064	0.088	0.048	0.136	0.038	1.752	1.99
3 Bedroom	0.212	0.234	0.058	0.292	0.059	1.829	2.392
4 Bedroom	0.323	0.322	0.154	0.476	0.173	2.173	3.145
Apartments							
Efficiency	0	0	0	0	0	1.294	1.294
1 Bedroom	0	0.002	0.001	0.003	0.001	1.754	1.758
2 Bedroom	0.047	0.086	0.042	0.128	0.046	1.693	1.914
3 Bedroom	0.052	0.234	0.123	0.357	0.118	2.526	3.053

(Code 1975, § 23-37; Ord. No. O-81-30, § 2(7.07), 5-21-1981; Ord. No. O-85-33, §§ 1—5, 6-6-1985; Ord. No. O-90-87, §§ 1—4, 12-20-1990; Ord. No. O-95-02, § 20, 1-5-1995)

Sec. 90-98. - Library district contribution.

As a condition of approval of the final plat of subdivision or a planned unit development, each subdivider or developer shall make a cash contribution to the library district in which it is located for the immediate and future needs of the residents of that subdivision or development. The cash contributions shall be a one-time payment of an amount equal to the most recent extension of real estate taxes levied for library purposes on the property subject to the plat of subdivision.

Said contribution shall be used solely for the purpose of servicing the additional population generated by the subdivision or development making the contribution.

(Code 1975, § 23-37.5; Ord. No. O-85-33, § 6, 6-6-1985)

Appendix B: Comprehensive Application Checklist

REQUIRED SUBMITTALS TABLE

✓	<i>For Special Use, Variation, P.U.D., Rezoning, and Comprehensive Plan Amendment Development Applications</i>	
	Completed Application	Make sure all applicable pages have been completed.
	Public Hearing Fee	See the Fee schedule.
	Publication Fee	Due before the Village Board Meeting.
	Deed of the Property	1 copy of your Proof of Ownership document
	Legal Description	Provide in Microsoft Word on a Physical CD
	List of Taxpayers of Record within 250 ft of property	1 physical and 1 electronic copy
	Plat of Survey*	7 full-sized physical copies & a 11x17 electronic copy
	Site Plan	7 full-sized physical copies & a 11x17 electronic copy
	Zoning Compliance Table	Insert zoning compliance table onto the Site Plan.
	Landscape Plan	7 full-sized physical copies & a 11x17 electronic copy
	Building Elevations Plan	7 full-sized physical copies & a 11x17 electronic copy
	Photometric Plan	7 full-sized physical copies & a 11x17 electronic copy
	Engineering Plan	3 full-sized physical copies & a 11x17 electronic copy
	Project Narrative	7 8.5"x11" physical copies & a 8.5"x11" electronic copy
	Preliminary Plan of Subdivision <i>(Only for Plat of Subdivision applications)</i>	7 full-sized physical copies & 11x17 electronic copy
	IDNR Agency Action Report**	Original report submitted by applicant to the Illinois Department of Natural Resources.
	Land Use Opinion Application** <i>(Only for Properties in DuPage County)</i>	Original report submitted by applicant to the Kane-DuPage Soil and Water Conversation District
✓	<i>For Text Amendment Applications</i>	
	Completed Application	Make sure all applicable pages have been completed.
	Public Hearing Fee	See the Fee schedule.
	Publication Fee	Due before the Village Board Meeting.

* Plat of Survey should be prepared by a licensed Illinois land surveyor.

** Copies of the IDNR Agency Action Report and Land Use Opinion Application are available from the Community and Economic Development Department.

Note: Additional materials such as building plans, floor plans, photographs, color renderings, detail drawings, traffic studies, market data, or other information may be required by staff to clearly explain the request.

ZONING COMPLIANCE TABLE

Please add the applicable zoning compliance table to your site plan for Variance, Special Use, and Planned Unit Development requests.

<i>For Residential-Zoned Properties</i>			
	Requirement	Proposed	Variance
Minimum Lot Size			
Minimum Lot Width			
Maximum Lot Coverage			
Maximum Building Height			
Minimum Front Yard			
Interior Side Yard			
Exterior Side Yard			
Minimum Rear Yard			
<i>If project is Multi-Family Residential, please include:</i>			
Density / Net Acre			
Distance Between Buildings			
Number of Parking Spaces			
<i>For Non-Residential-Zoned Properties</i>			
	Requirement	Proposed	Variance
Minimum Lot Area			
Minimum Lot Width			
Maximum Building Coverage			
Maximum Building Height			
Minimum Front Yard			
Interior Side Yard			
Exterior Side Yard			
Minimum Rear Yard			
Drive-through Stacking Spaces (if applicable)			
<i>Requirements for off-street parking lots:</i>			
Number of Parking Spaces			
Depth of the Landscape Bed Screening the Parking Lot			
Number of Shade Trees in the Parking Lot			
Width of Off-Street Parking Landscape Islands			

MATERIALS CHECKLIST

The following items shall be included within the specified materials or plans below. Please add a checkmark next to each item that is required for each listed material to confirm that all appropriate items are included in your submittal. Note that these items are not required for a Text Amendment request.

Y	NA	Project Narrative
		A project narrative should be typed and contain the following information:
<input type="checkbox"/>	<input type="checkbox"/>	• Title block including the name and address of the property owner and/or petitioner
<input type="checkbox"/>	<input type="checkbox"/>	• A detailed description of the request(s) and why the request(s) is (are) necessary
<input type="checkbox"/>	<input type="checkbox"/>	• Description of the proposed uses on the subject property and what effect, if any, the proposed use would have on surrounding properties.
<input type="checkbox"/>	<input type="checkbox"/>	• Proposed hours of operation and the number of employees on site at any given time.
<input type="checkbox"/>	<input type="checkbox"/>	• Describe the consideration taken to reduce noise and light pollution on surrounding properties.
<input type="checkbox"/>	<input type="checkbox"/>	• Discuss the proposed circulation of the site and its proposed traffic volumes.
<input type="checkbox"/>	<input type="checkbox"/>	• Discuss and show how your proposal meets the requirements of the Hanover Park municipal code by including a zoning compliance chart.

Y	NA	Building Elevations Plan
<input type="checkbox"/>	<input type="checkbox"/>	Drawings are colored, full-sized, and prepared with an appropriate scale.
<input type="checkbox"/>	<input type="checkbox"/>	Title block including the name and address of the property owner and/or petitioner
<input type="checkbox"/>	<input type="checkbox"/>	Scaled Building elevation views for all building sides
<input type="checkbox"/>	<input type="checkbox"/>	Building materials used on all sections of the proposed building
<input type="checkbox"/>	<input type="checkbox"/>	Location, appearance, and measurements of overhanging structures such as awnings
<input type="checkbox"/>	<input type="checkbox"/>	Location of entrance and exit doors as well as windows
<input type="checkbox"/>	<input type="checkbox"/>	Location and appearance of outdoor seating areas if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Height for all sections of the proposed building
<input type="checkbox"/>	<input type="checkbox"/>	Location and appearance of roof-mounted or ground-mounted building equipment
<input type="checkbox"/>	<input type="checkbox"/>	Location and appearance of all building lighting
<input type="checkbox"/>	<input type="checkbox"/>	Location, appearance, and area of all proposed building signage

Y	NA	Photometrics Plan
<input type="checkbox"/>	<input type="checkbox"/>	Plans are colored, full-sized, and prepared with an appropriate scale.
<input type="checkbox"/>	<input type="checkbox"/>	Title block including the name and address of the property owner and/or petitioner
<input type="checkbox"/>	<input type="checkbox"/>	A table with the type and quantity of all lighting proposed for the property.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location of all proposed lighting on the property.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the foot-candle value for the entire property.

Y	NA	Site Plan [Section 110-4.3]
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans shall be respectively certified by an engineer, architect, landscape architect, or land surveyor authorized by the state to practice as such.
<input type="checkbox"/>	<input type="checkbox"/>	Site plans prepared to a reasonable scale, not greater than one-inch equals 50 feet (1" = 50').
<input type="checkbox"/>	<input type="checkbox"/>	If site plan is prepared on multiple sheets, match lines shall indicate where the sheets join.
<input type="checkbox"/>	<input type="checkbox"/>	All site plans shall be submitted to the zoning administrator in legible blue or black line copies.
<input type="checkbox"/>	<input type="checkbox"/>	A site plan shall be accompanied by a receipt evidencing the payment of all required site plan fees for processing and approval as set by the village board from time to time.
Y	NA	Where applicable, all site plans shall contain the following information:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Location of tract by an insert map at a scale of not less than one-inch equals 500 feet (1" = 500'), indicating such information as the names and numbers of adjoining roads, streams and bodies of water, railroads, subdivisions, towns, or other landmarks sufficient to clearly identify the location of the property.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> On every sheet, the name and address of the owner and developer, the north point, date and scale of drawing, and number of sheets.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A boundary survey of the property.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All existing and proposed streets and easements, their names, widths and whether such streets will be publicly dedicated; existing and proposed utilities; watercourses and their names; owners of adjacent properties and the zoning and present use of all adjoining properties.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A landscape plan prepared by a registered landscape architect or contractor, drawn to scale, including dimensions and distances and the location, size and description of all proposed landscape materials as required by the provisions of section 110-6.3.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A survey of existing trees on the property as required by the provisions of section 110-6.3.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The size and location of all floodplains, floodways, and wetlands.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The size and location of proposed detention and retention areas, including normal and high-water lines and whether such areas will be wet or dry bottom.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Location, type, size and height of fencing, retaining walls and screen planting as required by the provisions of section 110-6.3.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All off-street parking, driveways, loading spaces and walkways; indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required by section 110-6.2.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All bike trails provided on the property.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The proposed location, general use, number of floors, height and the net and gross floor area for each building; including outside display areas, and, where applicable, the number, size and type of dwelling units.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The proposed floor area ratio and impermeable lot coverage calculations.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Architectural elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Sufficient information, as determined by the zoning administrator, to show how the physical improvements associated with the proposed development interrelate with existing or proposed development on adjacent properties.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Existing topography with a maximum contour interval of one foot, with high and low spot elevations indicated.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Proposed finished grading by contours and ground floor elevation.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> For Multi-family Residential projects, include a project data table with the number of units per building and the number of bedrooms per unit.

Y	NA	Landscape Plan [Section 110-6.3]
<input type="checkbox"/>	<input type="checkbox"/>	Landscape plans shall be prepared to an appropriate scale, not greater than one-inch equals 40 feet (1" = 40').
<input type="checkbox"/>	<input type="checkbox"/>	Title block including (1) the name and address of the property owner and/or petitioner; (2) the name of the registered landscape architect and/or contractor; (3) the landscape architect's and/or other contractor's firm name and address; and (4) scale data, north arrow, plan creation date, and date of any revisions.
Y	NA	Landscape site plan information including the location of existing conditions and proposed improvements:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Property Lines
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Building footprint, with entry and exit points
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Identification of all proposed plant materials with planting bed locations and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Treatment of all ground surfaces (ground covers, sod, seed, seasonal beds, paving, impervious and pervious materials)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Location of water detention sites
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All utilities and lighting
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Walls and fences (indicating height and material)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Parking spaces and driveway aisles (spaces delineated including dimensions, curbing, and handicapped spaces)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Shopping cart collection points
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Spot elevations and/or counters, existing and proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Berms, with one-foot interval contours indicated
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Sidewalks
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Existing survey of all trees with a diameter of six inches or greater, as measured at four and one-half feet above the ground elevation (thereafter referred to as diameter at breast height or DBH)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Monument sign locations
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Refuse or recycling disposal areas
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Public rights-of-way and easements, including street widths, drives, and approaches
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Planters or planting boxes
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Trash cans
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Other exterior landscape amenities including exterior tables, benches, and trash receptacles
Y	NA	Schedule of proposed and existing landscape material:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> List of all proposed plantings, indicating common and botanical names, diameter at breast height, height or size and quantity.
<input type="checkbox"/>	<input type="checkbox"/>	List of all existing trees, six-inch diameter at breast height or greater, proposed for removal, indicating diameter, common and botanical names.
<input type="checkbox"/>	<input type="checkbox"/>	List of all existing trees, six-inch diameter at breast height or greater, planned for preservation, indicating diameter size, common and botanical names.
Y	NA	Miscellaneous Information:
<input type="checkbox"/>	<input type="checkbox"/>	Irrigation plan, specifying how the landscaping will be hydrated, including system details and sprinkler head locations as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Methods proposed to protect plants and plant beds to help ensure that they reach maturity.
<input type="checkbox"/>	<input type="checkbox"/>	Construction erosion control plan and storm water pollution prevention plan, if required by village engineering standards.

Y	NA	Preliminary Plan of Subdivision [Section 90-123]
<input type="checkbox"/>	<input type="checkbox"/>	Application for approval: Written application by the owner, or his agent, for approval, on forms furnished by the development commission, shall accompany each preliminary plan and contain the following information.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Name for file identification –</i> <ul style="list-style-type: none"> ○ (A) name of proposed subdivision if property is within an existing subdivision; ○ (B) proposed name if not within a previously platted subdivision (the proposed name shall not duplicate the name of any plat previously recorded in Cook or DuPage County); OR ○ (C) name of property if no subdivision name has been chosen (this is the common name by which the property is locally known).
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Location and description of property –</i> legal description of property and location of same in regard to the closest existing public streets or thoroughfares.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Basic facts and proposals pertaining to the property including:</i> <ul style="list-style-type: none"> ○ (A) size of tract in acres or of existing lots, if any in square feet; ○ (B) Existing zoning classification of property and any proposed rezoning to be requested; ○ (C) Number of lots proposed in subdivision; ○ (D) Area of lots proposed; minimum, average and maximum; ○ (E) Proposed linkage with water and sewer facilities; and ○ (F) other proposals, such as parcels of land intended to be dedicated, conveyed or reserved for public use, and the conditions proposed for such disposal and use.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Information as to ownership, preparation of plan, and submission including the following:</i> <ul style="list-style-type: none"> ○ (A) Name and address, including telephone number, of legal owner or agent of property and citation of last instrument conveying title to each parcel of property involved in the proposed subdivision, giving grantor, grantee, date and land records reference; ○ (B) Citation of any existing legal rights-of-way or easements affecting the property; ○ (C) Existing covenants on the property, if any; and ○ (D) Name and address, including telephone number, of the professional(s) responsible for the subdivision design shall be shown on the preliminary plan as submitted—registered professional engineer of Illinois responsible for the design of public improvements and registered Illinois land surveyor, responsible for surveys.
Y	NA	School Demographic study and determination of acreage allotment:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Demographic study requirements –</i> A school demographic study shall be prepared by the subdivider and shall be submitted for approval in conjunction with the preliminary plan. It shall include, but need not be limited to the following: <ul style="list-style-type: none"> ○ (A) The number and types of dwelling units to be constructed upon approval of the plat, the density of such dwelling units on the land, and a breakdown of each type of dwelling unit by the number of bedrooms; ○ (B) Estimates of the number of children to be generated from the different types of dwelling units based on general standards approved by and on file with the Village of Hanover Park (See Estimated Ultimate Population per Dwelling Unit Table in Municipal Code); and ○ (C) Estimates of the number of children to be generated in each school classification of each school district situated wholly or partially within the area depicted in any such plan.

Y	NA	Preliminary Plan of Subdivision (continued) [Section 90-123]
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>From the estimates made in this school demographic study, the subdivider shall estimate the added acreage necessitated for each school classification of each school district for school sites resulting from the estimated additional school children to be generated from the particular subdivision. Such estimate shall be in accordance with the following:</i> <ul style="list-style-type: none"> ○ (A) Each school district's official policy as to the various school classifications of the district, the maximum recommended number of students for each school classification, and the minimum recommended number of acres for school sites under each such school classification shall be filed with and as approved by the village board; ○ (B) Estimates by the subdivider of this added acreage requirement shall be herein referred to as the "acreage allotment" as to each such school classification; and ○ (C) The acreage allotment for each school district and school classification shall be determined by obtaining the ratio of the estimated children to be served in each school.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Determination of acreage allotment</i> – Final determination of such acreage allotment shall be made by the board of trustees based upon the demographic information submitted by the subdivider and by information submitted to the village board by the affected school districts. (See section 90-97.)
Y	NA	Accompanying documentation required: The preliminary plan of subdivision shall be accompanied by:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Annexation statement</i> – A statement that the proposed subdivision (where contiguous) is or is not to be annexed to the village.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Preliminary plan for sewer and water</i> – A preliminary engineering plan for sewer, water and storm sewers setting forth general plans for such improvements and indicating the method to be employed to overcome particular problems that may be encountered with the development of the proposed subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Engineer's certification</i> – An engineer's certification of the ability of any tract or portion thereof to support a sewer or water facility, structural foundations, and roads shall be secured after any approved topographical changes, including filling, regrading or soil removal have been made to the tract in question.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Soils analysis</i> – A soils analysis for each proposed subdivision shall be completed by an engineer registered in the State of Illinois and shall be of sufficient scope to point out potential ground absorption, runoff, flooding deficiencies, the presence of unstable soils or of soils of such low bearing capacity as to constitute problems for conventional construction, of the presence of subsurface rock that would affect the installation of underground improvements or the provision of above ground improvements. If the subdivision contains questionable soil and, in the opinion of the village engineer, additional soil investigations, borings or other soil tests are necessary to determine the nature and extent of such questionable material, the owner or developer shall retain or cause to be retained the services of a competent testing laboratory to perform the needed investigations. <ul style="list-style-type: none"> ○ Copies of the completed reports prepared by the testing laboratory shall be filed with the village engineer. ○ Neither the village engineer nor the village shall have any liability for costs connected with the tests, borings, or interpretations of results of such work.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Protective covenants</i> – Draft of protective covenants, whereby the subdivider proposes to regulate land use in the subdivisions and otherwise protect the proposed development.

Y	NA	Preliminary Plan of Subdivision (continued) [Section 90-123]
		<p>Drawings and data required: All plans shall be at a scale of 50 feet to the inch when the longest dimension of the tract is 700 feet or less, and 100 feet to the inch when the longest dimension of the tract is more than 700 feet. In certain unusual instances, a variation of the scale of the plat may be permitted but at no time shall the scale other than 20, ten, five or one foot to the inch be used. The following shall be included:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Identification and description – Identification and description shall be as follows: <ul style="list-style-type: none"> ○ Name of the subdivision [Not a duplication of a name of any plat heretofore recorded in the village or in Cook or Du Page County, Illinois] ○ Location of the subdivision [Legal description of the property, including present tract designation according to official county records] ○ Survey of the subdivision [Boundary line survey on an accompanying map which is prepared and certified by a registered land surveyor in the State of Illinois] ○ Designer of the subdivision [Name & address of architect, engineer and/or planner] ○ Owner of the subdivision [Name & address of the owner and/or subdivider] ○ Drawing identification [Drawing number & date of preparation with provision for revisions of drawing] ○ North arrow [Shall be shown on all preliminary plans and accompanying maps] ○ Street names [Names of existing streets shown on documentation and names of proposed streets, not duplicating any existing street names]
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Existing conditions – Data required as a basis for the preliminary plan shall include existing conditions as follows, except when otherwise specified by the plan commission: <ul style="list-style-type: none"> ○ Boundary lines [In accordance with (d)(1)c above]. ○ Total acreage [Within the boundary lines]. ○ Existing zoning districts [Both in proposed subdivisions and adjacent tracts]. ○ Existing improvements [Location, widths and names of all existing or previously platted streets or other rights-of-way showing type of improvements, railroad and utility rights-of-way and other public open spaces, permanent buildings and structures and their street address numbers, easements and section and corporate lines within the tract and to a distance of 100 feet beyond all boundaries of the tract] ○ Utilities on and adjacent to the tract [Location and size of existing sewer lines, water mains, culverts or other underground facilities within the tract and to a distance of 100 feet beyond all boundaries of the tract—also indicating such data as locations and surface and invert grade elevations of catch basins, manholes and fire hydrants. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and the size of, nearest usable facilities]. ○ Location map [Drawn at a scale of not less than one-inch equals 1,000 feet or larger, showing boundary lines of adjoining unsubdivided or subdivided land within an area bounded by nearest arterial streets or other natural boundaries, but not less than one-half mile beyond the subdivision boundaries in subdivisions located beyond the village limits, identifying type of use and ownership of surrounding land and showing alignments of existing streets]. ○ Topographic data [Data including existing and proposed contours at vertical intervals of not more than two feet; shall extend 100 feet beyond the defined subdivision boundaries, and shall include contours delineating boundaries of marginal soil conditions, except in unusual topographical conditions, such vertical intervals may be required to be altered as determined by the village engineer (topographic data shall refer to United States Geological Survey or adjusted Village of Hanover Park Datum)].

Y	NA	Preliminary Plan of Subdivision (continued) [Section 90-123]
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Stormwater drainage systems [Where tile exists, their size and location shall be indicated on the topographical map heretofore mentioned. The engineer's opinion regarding the adequacy of such drainage facilities should be stated, as well as the basis for any such conclusions. If additional tile, drainage ditches, lakes or impounding of waters, or other structure intended to facilitate drainage are to be constructed, their size, location, material, grade and other pertinent data shall be given, location of which shall be shown on the topographical map. Drainage design shall conform to the engineering standards for the Village of Hanover Park, Illinois.] ○ Other conditions on the tract [Watercourses, marshes, rock outcrop, wooded areas, isolated preservable trees six inches or more in caliper at one foot above ground level, houses, barns, shacks and other significant features] ○ Proposed public improvements [Highway or other major improvements planned by public authorities for future construction on or near the tract] ○ Easements [Location, width and purpose] ○ Other conditions on adjacent land [Approximate direction and gradient of ground slope, including any embankments or retaining walls, character and location of buildings, railroads, power lines, towers, and other nearby nonresidential land uses or adverse influences; and owner of adjacent unplatted land (for adjacent platted land refer to subdivision plat by name, recording date and number and show approximate percent built-up, typical lot size and dwelling type)].
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ● <i>Subdivision design features</i> – Subdivision design features shall be as follows: <ul style="list-style-type: none"> ○ Accord with comprehensive plan [The preliminary plan shall be in substantial accord with the comprehensive plan adopted October 18, 1977] ○ Proposed zoning changes [The Village of Hanover Park zoning districts proposed for the subdivision shall be shown] ○ Public improvements [The subdivider of any proposed subdivision within the corporate limits of the Village of Hanover Park and within 1½ miles of the corporate limits of the Village of Hanover Park shall provide, at the subdivider's expense, in accordance with the engineering standards and specifications (Chapter 38), information and location of the following existing public improvements in relation to the boundaries of the subdivision: (1) Water mains; (2) Fire hydrants; (3) Streets; (4) Curbs and gutters; (5) Street name signs; (6) Stormwater sewers; (7) Sidewalks; (8) Street lighting; (9) Sanitary sewers; (10) Bikeways; and (11) Other improvements]. ○ Layout of streets [Showing right-of-way widths and street names (not duplicating the name of any street heretofore used in the village or its environs unless such street is an extension of or in line with an already named street in which event that name shall be used) and showing proposed through streets extended to the boundaries of the subdivision and approximate grades and gradients. The street numbering system as adopted by the village shall be adhered to. The subdivider, at his own expense, shall improve all existing and proposed streets with roadway surfacing of such materials, width and thickness, and in conformity with such design and specifications as shall be required by the Village of Hanover Park]. ○ Other rights-of-way [Location and width of pedestrian ways, and utility easements] ○ Location of utilities [If not shown on other exhibits] ○ Lotting [Layout, total number of lots, dimensions of the lots containing the width and depth of each; and lot numbers and block numbers] ○ Setback lines [Minimum front, rear and side street building lines with dimensions]

Preliminary Plan of Subdivision (continued) [Section 90-123]

- **Sites to be reserved or dedicated** [Sites, if any, to be reserved or dedicated for schools, parks, playgrounds or other public uses. Such sites shall be designated by letter or number]
- **Water mains, sewers and drainage** [Proposed location of sewer lines and stormwater drains and proposed methods of sewage and waste disposal including sufficient information to show the intent of surface drainage and detention and/or retention facilities conforming to standards of the Village of Hanover Park. Such layout shall show the storm and sanitary sewers, stubs, valves, line hydrants and water mains, including size, capacity and location. Included with this shall be specifications for the storm and sanitary sewers and water mains, and a written statement by the subdivider's engineering describing the adequacy of these proposed facilities as well as the effect they will have on existing or planned future facilities]
- **Sanitary sewage requirements** [The subdivider of any proposed subdivision which is located within the corporate limits of a sanitary district or within a Du Page or Cook County wastewater facility planning area shall submit to the development commission a letter from such sanitary district or wastewater facility planning area lead agency certifying either that: (1) Wastewater treatment plant capacity and/or sanitary sewers area available for said proposed subdivision, and the specifications and requirements of said agency for the construction of sanitary sewers within said proposed subdivision have been adequately met; or (2) Wastewater plant capacity does not exist to serve the proposed subdivision and/or sanitary sewers cannot then be installed to serve the proposed subdivision. In such event the subdivider must, in order to have the village consider the final plat, submit evidence that each of the proposed lots comply with the minimum requirements of the applicable county standards for suitability of same for septic sanitary sewage disposal]
- **Bikeways** [Bikeways shall be provided as shown in the Hanover Park bikeway plan, in each new subdivision and shall be subject further to the following: (1) Collector streets, as may be required in new subdivisions, shall contain a minimum of eight additional feet (refer to Street Right-of-Way Width Table) of paved width for bicycle movements, unless provided in a separate right-of-way. The bicycle lanes shall be striped, physically separated, or otherwise marked so as to define the area for use by bicycles; and (2) Additional bikeways may be required to provide efficient bicycle movement between recreational areas, education facilities, community centers, employment or commercial centers. The Hanover Park bikeway plan will serve as a guide for the alignment and placement of such bikeways]
- **Grading** [The subdivider shall submit proposed detailed grading plans of blocks and lots. No land will be approved for subdivision which is subject to periodic flooding or which contains inadequate drainage facilities or other topographic conditions which may increase danger to health, life or property or aggravate erosion or flood hazard unless the subdivider agrees to make improvements which will, in accordance with the village's engineering standards and specifications (see chapter 38), make such site safe for development and occupancy, including construction of adequate stormwater detention or retention facilities. Development of any floodplain or wetlands area shall be in accordance with the engineering standards and specifications (see chapter 38)].
- **Land use intent** [Sites, if any, for multifamily dwellings, shopping centers, churches, industry, or other nonpublic uses exclusive of single-family dwellings]

Y	NA	Final Engineering Plan [Section 38-341]
<input type="checkbox"/>	<input type="checkbox"/>	Two complete sets of the following information must be submitted to the Village Engineer, plus an additional two sets of the engineering plans and specifications only.
<input type="checkbox"/>	<input type="checkbox"/>	All documents shall be on either 8½-inch by 11-inch sheets or on 24-inch by 36-inch drawings and shall be clearly titled according to the headings below.
<input type="checkbox"/>	<input type="checkbox"/>	Engineering plans: These plans shall be drawn on 24-inch by 36-inch sheets and contain the following information in accordance with Section 38-342(r).
<input type="checkbox"/>	<input type="checkbox"/>	Cover sheet including (1) a title specifying the name of the improvement; (2) location map; (3) location and elevation of USGS benchmarks used for reference for this development; (4) an index of the engineering plans; (5) revision block; (6) legend; and (7) name, address, and telephone for each owner, developer, architect, and engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Overall topography and utility sheet (same as Survey – see Section 38-342(b) for reference)
Y	NA	Plan and Profile Sheets: plan sheets shall be drawn at 50 feet to inch minimum and profile sheets shall be drawn at 50 feet to the inch horizontal minimum and five feet to the inch vertical minimum. The following items should be covered on both plan and profile where applicable:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All elevations shall be referenced to the United States Geological Survey datum.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Existing contours at one-foot intervals, indicating the locations and elevations of bench marks used to determine said contours.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Finished grade contours at one-foot intervals of the proposed site or finish grade elevations with drainage arrows for block and lot grading.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Top of foundation elevations for existing and proposed structures.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Block and lot numbers of permanent parcel number.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Rim and invert elevations for all existing and proposed sanitary sewer structures and storm drainage facilities along with lengths, slopes, diameters and locations.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Water main lengths and diameters along with valve and fire hydrant sizes and locations.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All manholes, inlets, etc., shall have identification numbers.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Elevations shall provide for all utilities which cross each other.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Streets shall be clearly labeled by name or designation.
Y	NA	Detail sheets with the following information:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Pavement cross section
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Curb, gutter, and sidewalk details
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Cross section of retention facilities including sedimentation basins
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Manholes, vaults, inlets, and castings
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Hydrants
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Typical trench cross sections for sanitary sewers, storm sewers, and water mains
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Summary of all quantities
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Engineer’s estimate, specifying the total cost of all improvements as defined by Chapter 38 less mass grading and less the cost of parking lot improvements

Y	NA	Final Engineering Plan (continued) [Section 38-341]
		Survey: this drawing shall be at a minimum of 50 feet to the inch when the longest dimension of the tract is 700 feet or less, and minimum scale of 100 feet to the inch when the longest dimension of the tract is more than 700 feet. The only other scales permissible are 20, 10, 5, or 1 foot to the inch. Where necessary, the plat may be drawn on several sheets accompanied by a master drawing showing the entire development. This drawing shall include the following information:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Boundary lines – boundary line survey which is prepared and certified by a land surveyor registered in the State of Illinois.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Layout of streets – showing right-of-way and street names (not duplicating the name of any street heretofore used in the village or its environs unless such street is an extension of, or in line of an already named street in which event that name shall be used) and showing proposed through streets extended to the boundaries of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Other rights-of-way – location & width of alleys, pedestrian ways, and utility easements.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Acreage
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Sites to be reserved or dedicated – sites to be reserved or dedicated for schools, parks, playgrounds, or other public uses, or for the exclusive use of property owners within the subdivision. Such areas shall be designated by letter or number and by legal description.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Accurate dimensions – accurate angular and lineal dimensions for all lines, angles, radii and arcs used to describe all boundaries including perimeter survey of tract, streets, easements, areas to be reserved or dedicated for public use and other important features. Error of closure of boundary line surveys shall not exceed one in 10,000 (one foot for each 10,000 feet of perimeter survey). Angular error shall not exceed plus or minus 20 seconds. Lot lines shall show dimensions in feet and hundredths, and when an angle occurs in any lot line between lot corners, the measurement of the angle shall be shown in degrees, minutes, and seconds. The survey shall show accurately the location of all permanent lot markers as actually installed.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Control points – True angles and distances to the nearest established street lines and official monuments (not less than three), which shall be accurately described in the plat by location size, and elevation, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Identification system – An identification system for all blocks and lots using consecutive numbers for lots within a block and, where applicable, a street address number in accord with current village policies.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Correlation with existing boundaries – Municipal, township or section lines accurately correlated to the lines of subdivision by distances and angles.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Covenants – Protective covenants, if any, are to be placed on the final plat or as an accompanying document in form for recording.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Setback lines – Proposed buildings setback lines on all lots and other sites.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Name of subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Location by section, township, and range
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Title, scale, and north arrow
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Certification by a registered land surveyor certifying to the accuracy of the survey and plat

Y	NA	Final Engineering Plan (continued) [Section 38-341]
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Location of monuments – Accurate location of all monuments which shall be placed at all block corners, angle points and at intermediate points as shall be required by the village engineer and installed in such manner that they may be located by a licensed surveyor. All USGS, state, county, village or other official bench marks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position. Designation of the points where monuments marking the external boundaries of the subdivision may be found. <p>These monuments must be placed at all corners, at each end of all curves, at the point where a curve changes its radius, at all angle points in any line and at all angle points along a meander line, the points to be not less than 20 feet back from the normal water elevation of a lake or from the bank of a stream, except that when such corners or points fall within a street or proposed future street, monuments shall be placed on the right-of-way line of the street.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Other data such as other certificates, affidavits, endorsements, or dedications as may be required in the enforcement of these regulations
Y	NA	Disclosure sheet:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Name of Improvement
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Location of Improvement by address, if existing and by permanent parcel number used for current tax assessment purposes and by any commonly use name.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Name, address and telephone number of the landowner. If land is in trust, provide the above for all beneficiaries.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Name, address and telephone number of the developer. If the developer is not the owner or beneficiary, provide an explanation of vested interest along with copies of letters of intent to purchase, option to purchase, contract to develop for owner, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Name, address and telephone number of engineer. The engineer must be professionally registered in the State of Illinois and the registration number must be provided.
Y	NA	Other Information:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Description of use sheet
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> MSD and/or EPA sewer permit application
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> EPA water permit application
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Storm sewer drainage map
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Retention and/or detention
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Storm sewer size calculations
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Hydraulic gradient profiles (provide these if design is based upon a hydraulic gradient)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Sanitary sewer size calculations
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Water main size calculations (provide these calculations for consumption and fire flow demand when the design is less than the minimum design required by the Chapter)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Pavement thickness calculations
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> County and State highway department permits
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Title search/insurance to verify any existence of covenants, restrictions, easements, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Specifications that are sealed and certified by the engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Landscape plan
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Erosion control plan

Y	NA	Final Plat Requirements (Section 90-126)
		General Information: General information shall be as follows:
		<ul style="list-style-type: none"> • Boundary lines – In accordance with item (d)(2)a of section 90-123 of this chapter.
		<ul style="list-style-type: none"> • Layout of streets – Showing right-of-way and street names (not duplicating the name of any street heretofore used in the village or its environs unless such street is an extension of, or in line an already named street in which event that name shall be used) and showing proposed through streets extended to the boundaries of the subdivision.
		<ul style="list-style-type: none"> • Other rights-of-way – Location and width of alleys, pedestrian ways and utility easements.
		<ul style="list-style-type: none"> • Sites to be reserved or dedicated – Sites to be reserved or dedicated for schools, parks, playgrounds, or other public uses, or for the exclusive use of property owners within the subdivision. Such areas shall be designated by letter or number and by legal description.
		<ul style="list-style-type: none"> • Accurate dimensions – Accurate angular and lineal dimensions for all lines, angles, radii and arcs used to describe all boundaries including perimeter survey of tract, streets, easements, areas to be reserved or dedicated for public use, and other important features. Error of closure of boundary line surveys shall not exceed one in 10,000 (one foot for each 10,000 feet of perimeter survey). Angular error shall not exceed plus or minus 20 seconds. Lot lines shall show dimensions in feet and hundredths, and when an angle occurs in any lot line between lot corners, the measurement of the angle shall be shown in degrees, minutes, and seconds. The final plat shall show accurately the location of all permanent lot markers as actually installed.
		<ul style="list-style-type: none"> • Control points – True angles and distances to the nearest established street lines and official monuments (not less than three), which shall be accurately described in the plat by location size, and elevation, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
		<ul style="list-style-type: none"> • Identification system – An identification system for all blocks and lots using consecutive numbers for lots within a block and, where applicable, a street address number in accord with current village policies.
		<ul style="list-style-type: none"> • Correlation with existing boundaries – Municipal, township or section lines accurately correlated to the lines of subdivision by distances and angles.
		<ul style="list-style-type: none"> • Covenants – Protective covenants, if any, are to be placed on the final plat or as an accompanying document in form for recording.
		<ul style="list-style-type: none"> • Setback lines – Proposed buildings setback lines on all lots and other sites.
		<ul style="list-style-type: none"> • Name of subdivision
		<ul style="list-style-type: none"> • Location by section, township, and range
		<ul style="list-style-type: none"> • Title, scale, and north arrow
		<ul style="list-style-type: none"> • Certification by a registered land surveyor certifying to the accuracy of the survey and plat
		<ul style="list-style-type: none"> • Location of monuments – Accurate location of all monuments which shall be placed at all block corners, angle points and at intermediate points as shall be required by the village engineer and installed in such manner that they may be located by a licensed surveyor. All USGS, state, county, village or other official bench marks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position. Designation of the points where monuments marking the external boundaries of the subdivision may be found.

		These monuments must be placed at all corners, at each end of all curves, at the point where a curve changes its radius, at all angle points in any line and at all angle points along a meander line, the points to be not less than 20 feet back from the normal water elevation of a lake or from the bank of a stream, except that when such corners or points fall within a street or proposed future street, monuments shall be placed on the right-of-way line of the street.
		<ul style="list-style-type: none"> • Other data such as other certificates, affidavits, endorsements, or dedications as may be required in the enforcement of these regulations
Y	NA	<p>Certification Required: The application for approval of the final plat shall not be deemed completed until the following applicable certificates, other than the village clerk certificate, and the required easement provisions have been duly executed. <i>(In preparing certifications for final plat approval, only include applicable county name.)</i> <i>[See Section 90-126 of the Hanover Park Municipal Code for more information regarding each certificate type]</i></p>
		(1) Owner’s Certificate.
		(2) Owner’s Surface Water Drainage Certificate.
		(3) Engineer’s Surface Water Drainage Certificate.
		(4) Acknowledgement.
		(5) Surveyor’s certificate.
		(6) Development commission certificate.
		(7) Village engineer.
		(8) Finance director certificate.
		(9) Village board of trustee’s certificate.
		(10) County clerk certificate.
		(11) Certificate of county recorder.
		(12) County health department certificate.
		(13) Certificate of county engineer.
		(13.1) Illinois Department of Transportation certificate.
		(14) Subdivision outside corporate limits.
		(15) Easement provisions.
		The final plat shall be executed by all required signatories except for those of the village president and village clerk attesting to its approval or by the county clerk attesting to its recordation, and shall be accompanied by all required documents for recording prior to its consideration for approval by the village president and board of trustees.

Prior to placing a request for approval of Final Plat on a Village Board agenda, the applicant shall provide:

- Application form and fees
- Final Plat mylar with all the signatures (except those by the Mayor, Village Clerk, and County)
- Final Engineering Drawings
- Engineer’s Estimate of Probable Cost
- Memorandum of Acceptance by the Village Engineer
- Financial Guarantee/Letter of Credit
- Proof of payment for Fee-in-lieu for Schools, Library, and Park District