

Subdivision Procedures

Preliminary Plat

Pre-Application Conference

Conference with the Code Administrator should be done for preliminary plats and minor subdivisions including a sketch plat.

Required:

2 copies of application
8 copies of preliminary plat
checklist

Distribution:

3 copies to Co. Engineer (IDOT, Twp. Commissioner)
1 JCSWC
2 Health Dept.
1 911 Dept.(supplies address range)

Comments and Action:

Letters mailed to surrounding landowners
Comments due within 30 days of application
Approval or non approval due **60 days of filing application** (Subdivision & Land Use Committee)

Approval:

County Board has final approval and must furnish notice of decision within **60** days to applicant. (Certificate of Approval on 3 copies of plat)
2 copies to the Co. Code Administrator and 1 signed copy to the applicant

Improvement Plan Procedures

Required:

After preliminary plat approved, improvement plan to be approved by County Engineer
4 copies to be provided
Co. Engineer reports to Board his approval or denial in writing
Co. Engineer notifies applicant of approval or denial
Checklist

*If within the mile ½ a copy must be given to the municipality for approval as well

Final Plat

Required:

1 original and 6 copies filed with the Co. Code Admin.
written request for approval from applicant
performance bond or guarantee bond
Checklist

Distribution:

1 copy to Co. Engineer
Remaining copies to Co. Board

Review & Action:

Comments from Co. Engineer & Twp. Commissioner due with 15 days of receipt
Co. Code Admin. forwards comments to Land Use & Subd. Committee
Land Use & Subd. Committee must take action within **90 days**
Co. Code Admin publishes notice in paper for 4 weeks

Approval:

Co. Board has **90 days** to decide and written notice to applicant within same 90 days

Certification:

Upon approval Co. Clerk attach certified copy of Co. Board resolution
Chairman signs
Co. Clerk attests signature and affix seal
Co Clerk holds plat until applicant pays recording fee and submits bond (if required)
Plat to be recorded within 10 days after receiving payment.

Minor Subdivisions (no more than 4 lots)

Required:

pre application conference with sketch plat
lot size no less than 2 acres
can only be done once per parcel number
must have health department approval
entrance must be established and approved
checklist for final plat

Follow the same procedures as the Final Plat

Fees:

\$600 application fee
\$25.00 per lot

This checklist does not supersede the Subdivision Ordinance