

## **TITLE 16: LAND SUBDIVISION REGULATIONS**

### **Chapter 16.02: GENERAL PROVISIONS**

#### **Sec. 16.02.010 TITLE.**

This title may be cited as “The 2001 Land Subdivision Regulations of Sangamon County, Illinois.” The authority for this title is based upon enabling statutes of the State of Illinois including, but not limited to, those statutes presently found at 55 Illinois Compiled Statutes Section 5/5-1041 and 765 Illinois Compiled Statutes Section 205/1.

#### **Sec. 16.02.020 JURISDICTION.**

(A) The subdivision jurisdiction of Sangamon County shall include all land in Sangamon County outside the corporate limits of cities and villages.

(B) Subdivisions located within one and one-half miles of the corporate limits of villages or cities that have adopted and recorded an Official Plan in accordance with Chapter 65 Illinois Compiled Statutes Section 5/11-12/7, and that have filed the Official Plan with the Springfield-Sangamon County Regional Planning Commission, shall be exempt for the application of any less restrictive regulations of this Title 16 but shall be required to comply with may more restrictive regulations of this Title 16. When an unincorporated area lies within the jurisdictional boundaries of two or more subdivision regulations, the Regional Planning Commission shall decide which regulations are more or less restrictive based upon professional principles of land use planning.

#### **Sec. 16.02.030 PURPOSE.**

It is the purpose of this title, as a part of a comprehensive land use system in Sangamon County, Illinois, to regulate and control the division of land within the subdivision approval jurisdiction of the county in order 1) to provide for the legal and orderly division of land by requiring proper description, monumentation and recording of subdivided land, 2) to promote growth of the community which protects the public health, safety and welfare and which provides essential public services to existing and future residents, and 3) to promote growth which protects the county’s natural resources. The goals of this title shall be to promote:

(A) Conformance with the Regional Land Use Policy Plan.

(1) Maintain and expand an economic base to support an orderly population growth.

- (2) Encourage future growth and development within existing service areas rather than outward toward rural areas.
  - (3) Attain a more energy efficient relationship between various land uses in the region.
  - (4) Develop within the area a transportation system that provides easy access and movement of people and goods within the urbanized area and to and from other parts of the County and State.
  - (5) Protect and preserve Class I and II agricultural lands which are a vital economic and food resource of Sangamon County for agricultural production.
  - (6) Preserve ecologically sensitive areas, aesthetically attractive areas, and provide sufficient park and open space.
- (B) Provision of adequate public services including public water and sewer, electricity, and police and fire protection to land to be developed.
- (C) Prevention of leap frog and scattered development.
- (D) Protection of water resources including Lake Springfield, Hunter Lake, the Sangamon River and their tributaries.
- (E) Prevention of development on unsuitable land.
- (F) Provision of a safe and efficient street network.
- (G) Prevention of premature conversion of agricultural land.
- (H) Prevention of agricultural/residential conflicts.
- (I) Conservation and protection of natural resources.
- (J) Prevention of unauthorized development in or filling of the 100 year floodplain.
- (K) Establishment of lots that are of a practical size and shape.

**Sec. 16.02.040 SEVERABILITY.**

The provisions herein shall be severable; and if any phrase, clause, sentence or provision of this title is declared to be invalid or illegal, or the applicability thereof to any agency, entity, person, or circumstance is held to be invalid, the validity of the remainder and

applicability thereof to any other agency, entity, persons or circumstance shall not be affected thereby. It is the legislative intent that the provisions of this title be reasonably and liberally construed.

**Sec. 16.02.050 PLAT; WHEN REQUIRED.**

It shall be unlawful for a subdivider of land within the subdivision jurisdiction of the county to subdivide land into lots, blocks, streets, alleys, or public open space unless by plat in accordance with the laws of the State of Illinois and the provisions of this title. It shall be unlawful to divide land without obtaining tract survey approval, when required.

(A) The provisions of this title shall not apply, except as noted with respect to tract surveys, and no plat is required in any of the following instances:

- (1) The division or subdivision of land into parcels or tracts of 5 acres or more in size which does not involve any new streets or easements of access;
- (2) The division of lots or blocks less than 1 acre in any recorded subdivision which does not involve any new streets, easements of access or drainage and utility easements;
- (3) The sale or exchange of parcels of land between owners of adjoining and contiguous land where the transfer results in the same number of parcels;
- (4) The conveyance of parcels of land or interests therein for the use as a right-of-way for railroads or other public utility facilities and other pipe lines which does not involve any new streets or easements of access;
- (5) The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access;
- (6) The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use;
- (7) Conveyances made to correct descriptions in prior conveyances;
- (8) The sale or exchange of parcels or tracts of land following the division into no more than 2 parts of a particular parcel or tract of land existing on July 17, 1959 and not involving any new streets or easements of access. If a division is made prior to 10-1-73 for which an exemption is claimed pursuant to this division (A)(8), and the division results in

one part being greater than five acres and the other part being less than five acres, then the subsequent division of the part greater than five acres shall qualify for the exemption set forth in division (A)(9) of this Section. If a division is made on or after 10-1-73 for which an exemption is claimed pursuant to this division (A)(8), and the division results in one part being greater than five acres and the other part being less than five acres then the subsequent division of the part greater than five acres shall not qualify for the exemption set forth in division (A)(9);

- (9) The sale of a single tract less than 5 acres from a tract of five acres or larger when a survey is made by a registered land surveyor; provided, however, that this exemption shall not apply to the sale of any subsequent lots from the same larger tract of land, as determined by the dimensions and configuration of the larger tract on October 1, 1973, and provided that this exemption does not invalidate any other local requirements applicable to the subdivision of the land. For the purpose of this division (A)(9), if a tract of five acres or greater existed prior to 10-1-73, its division on or after 10-1-73 into two parts, each of which is less than five acres, shall nevertheless qualify for the exemption set forth in this division (A)(9).

(B) A tract survey shall be required for a division or subdivision of land for which no plat is required under division (A) for exceptions (1), (2), (3), (8) and (9). A survey may not be required if the resulting parcel is 10 acres or more and can be described as a fractional part in increments of quarter or half sections. A survey may also not be required under (A)(3) if the conveyance can be described by lineal feet of road frontage or lot line and with the portion perpendicular to the frontage being parallel to the common lot.

### **Sec. 16.02.060 FEES.**

Specific fees for subdivision review shall be determined by the Sangamon County Board and shall be promulgated by a separate resolution. All fees shall be paid to the Sangamon County Clerk, except for tract survey fees, which shall be paid to the Sangamon County Plat Officer.

Fees will be charged for review at the following stages:

- Preliminary plan
- Revised or amended preliminary plan
- Reaffirmation of preliminary plan
- Final plat

- Minor subdivision final plat
- Site development plan if it is a large scale development
- Tract survey

No fees shall be charged for a location and sketch map or for a location map for a minor subdivision.

### **Sec. 16.02.070 DEFINITIONS.**

For the purpose of this title, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**"ALLEY"**. A public way used primarily as a service access to the rear or side of a property.

**"ARTERIAL ROADWAY NETWORK PLAN"**. The portion of the Sangamon County Subdivision Regulations providing and planning for the present and future road system for the county. (See 16.24.010).

**"AS BUILT PLANS"**. Final plans showing any changes from the approved construction plans, indicating in detail how the project was constructed. Such plans show all public facilities as built on the surface and underground, both on public property and on easements and also indicate all private utility locations that are known. Details shown include: sanitary and storm sewers, manholes, invert grades, bench marks, location of sanitary sewer laterals, street inlets, hydrants, general flow of surface water, and grades for drainage swales on the lot. The "as built plans" carry the seal of a registered professional engineer certifying that construction was completed in conformance with the plans and specifications.

**"BASE FLOOD"**. The flood having a one-percent probability of being equaled or exceeded in any given year. The base flood elevation at any location is as defined in the Sangamon County Flood Control Ordinance, Chapter 16.72.040 of the Sangamon County Code.

**"BLOCK"**. A tract of land bounded by streets, or by a combination of streets, parks, railroad rights-of-way or bodies of water.

**"CENTRAL SEWAGE SYSTEM"**. A surface discharge sewage treatment system approved and permitted by the Illinois Environmental Protection Agency serving a population equivalent of more than 15.

**"CLUSTER SEWAGE SYSTEM"**. A private sewage disposal system that receives waste from two or more housing units. A cluster system with a surface discharge shall not exceed

15 population equivalent. A sub-surface discharge system may serve any number of housing units.

**"COLLECTOR STREETS"**. Streets penetrating neighborhoods collecting traffic from local streets and channeling it into the arterial street system. A minor amount of through traffic may be expected, but collector streets primarily provide land access service and carry local traffic movements within residential neighborhoods and commercial and industrial areas.

**"CONSTRUCTION PLANS"**. The drawings prepared in the manner and containing the data, documents and information required by the subtitle "Construction Plans".

**"COUNTY CLERK"**. The County Clerk of Sangamon County.

**"COUNTY ENGINEER"**. The County Engineer of Sangamon County.

**"CUL-DE-SAC"**. A permanent street with a single access point that ends in a turnaround and cannot be further extended without taking property not dedicated as a street. A cul-de-sac begins at its point of intersection with a street with multiple access.

**"DEDICATE"**. To transfer ownership of land, either fee simple or a partial interest, for a public use, and for a public body to accept it for that public use.

**"DIRECTOR"** or **"EXECUTIVE DIRECTOR OF THE PLANNING COMMISSION"**. The Executive Director of the Springfield-Sangamon County Regional Planning Commission.

**"DRAINAGE COURSE"**. A natural watercourse, swale, depression or ditch for the drainage of surface waters and storm waters.

**"EASEMENT"**. A liberty, privilege or advantage which a party or the general public may have regarding the land of another. The remainder of the rights in the land remain in the hands of the owner who retains the legal title.

**"EXISTING TOWNSHIP HIGHWAY"**. Any public road in the township which is owned and maintained by the township.

**"FINAL PLAT"**. The drawing of a subdivision prepared in the manner and containing the data, documents and information required by this title showing lots of record and which is to be recorded with the Sangamon County Recorder of Deeds.

**"FLAG LOT"**. A lot in which the buildable area of the lot is located behind another lot or parcel with access to a public street by a strip of land extending from the buildable area of the lot to the street.

**"FLOODPLAIN"**. Those lands subject to inundation by the base flood. The Flood Insurance Rate Maps (FIRMS) prepared for the County by the Federal Emergency Management Agency identify many floodplains in the County. For areas outside those

identified on the FIRMS, a subdivider is responsible for identifying the base flood elevation if a natural watercourse through the property drains an upstream area greater than one acre in an urban area or greater than five acres in a rural area. Calculations for determining the base flood elevation shall be made as outlined in the Sangamon County Flood Control Ordinance, Chapter 16.72.040 of the Sangamon County Code.

**"HIGHWAY"**. Any public road dedicated to the township, county, or state.

**"LARGE SCALE DEVELOPMENT"**. A form of land subdivision which involves the development of any residential, office, commercial, industrial or mobile home development which proposes to contain more than one principal building on more than one-half acre of land.

**"LOCAL STREETS"**. Streets not classified in a higher system which primarily provide direct access to abutting land and access to higher types of roadways. They offer the lowest level of mobility being the narrowest and shortest streets in the street system. Through traffic is deliberately discouraged.

**"LOCATION MAP"**. A preliminary drawing or map of a proposed subdivision containing the data and information required by this title.

**"LOT"**. The tract within a subdivision marked by the subdivider as a numbered tract to be offered as a unit of land for sale or transfer of ownership.

**"MAJOR ARTERIAL STREETS AND ROADWAYS"**. The highest traffic volume corridors serving major activity centers and the longest trip desires. Service to abutting land is subordinate to the provision of travel service to major traffic movements. They are normally spaced on a one mile grid pattern and may include expressways.

**"MINOR ARTERIAL STREETS AND ROADWAYS"**. Streets and roadways which interconnect with and augment the major arterial street system and provide service trips of moderate length at a somewhat lower level of travel mobility than major arterials. Minor arterials place more emphasis on land access and distribute travel to geographic areas smaller than those identified with major arterials.

**"MINOR SUBDIVISION"**. The creation of a total of up to 4 lots (counting the remainder of the original tract from which the lots are created) which front along a public road.

**"OFFICIAL PLAN"**. or **"COMPREHENSIVE PLAN"**. A plan adopted and recorded in accordance with Chapter 65 Illinois Compiled Statutes Section 5/11-12-7. For Sangamon County the official or comprehensive plan is The Regional Land Use Policy Plan for Springfield-Sangamon County, Illinois 1977 and/or any amendments thereto or replacements thereof.

**"OWNER"**. Any or all persons, trusts, corporations or other legal entities holding legal title to the land to be subdivided. If the owner is a trust, all beneficiaries shall be listed as

owners. If the owner is a corporation or other legal entity, all principals and officers shall be listed as owners.

**"PAVEMENT WIDTH"**. The distance from the edge of the pavement to the edge of the pavement but not including curb and gutter.

**"PLANNING COMMISSION"**. or **"COMMISSION"**. The Springfield-Sangamon County Regional Planning Commission.

**"PLANNED UNIT DEVELOPMENT"**. A form of land subdivision that allows the development of ten (10) or more acres of land with variations of some of the restrictions of standard zoning and subdivision regulations.

**"PLATS OFFICER"**. The Executive Director of the Springfield-Sangamon County Regional Planning Commission or his duly authorized representative.

**"PRE-APPLICATION MEETING"**. An unofficial meeting prior to filing the subdivision between the subdivider, subdivider's engineer and Planning Commission.

**"PRELIMINARY PLAN"**. A plan of proposed subdivision prepared in the manner and containing the data, documents and information required by this title.

**"PRIVATE SEWAGE DISPOSAL SYSTEM"**. Any sewage handling or treatment facility having a ground surface discharge receiving sewage from less than 15 population equivalent or any sewage handling or treatment facility having sub-surface discharge. An individual private sewage disposal system is one that serves only one housing unit.

**"PRIVATE STREET"**. A purported street, way or strip of land reserved for the use of a limited number of persons or purposes and which is not a publicly dedicated street and thus not maintained by any public agency.

**"PUBLIC HEALTH DEPARTMENT"**. The Sangamon County Department of Public Health.

**"PUBLIC HEALTH, SAFETY & ZONING COMMITTEE"**. The Public Health, Safety and Zoning Committee of the Sangamon County Board.

**"PUBLIC STREET"**. A street owned and maintained by a governmental body.

**"RECORD"**. To file a final plat, tract survey, or site development plan approved by the county with the Sangamon County Recorder of Deeds.

**"RIGHT-OF-WAY"**. A strip of land which has been dedicated in fee simple to a public body for streets, alleys and other public improvements as determined by the public body.



**"ROAD BED"**. The graded portion of a street between edge of shoulder and edge of shoulder.

**"RURAL AREA"**. Any drainage area that is in 75% or more agricultural use that is upstream of a particular property.

**"SANITARY SEWER"**. A constructed conduit connected with the sewer system that is designed to carry liquids and solids other than storm water to a sanitary sewer treatment plant.

**"SERVICE ACCESS STREET"**. A street parallel to and adjacent to a major arterial which provides access from the arterial to abutting properties.

**"SHALL"**. Means something is mandatory; **"MAY"**. Means something is discretionary.

**"SITE DEVELOPMENT PLAN"**. A layout of the site prepared in the manner and containing the information required by this title.

**"SKETCH PLAN"**. A general layout of a proposed subdivision prepared in the manner and containing the information required by this title.

**"STORM SEWER"**. A constructed conduit for carrying storm water to a drainage course.

**"STORM WATER"**. Water from roof downspouts, basement footing perimeter drains, and yard drains as well as surface runoff.

**"STUB STREET"**. A street which is intended to be extended but which is temporarily stubbed off.

**"SUBDIVIDER"**. Any or all owners, agents, or persons controlling land who commence proceedings under this title by submitting location and sketch maps to the Planning Commission office.

**"SUBDIVISION COMMITTEE"**. A sub-committee of the Planning Commission appointed by the Chairman as deemed necessary to review all aspects of proposed subdivisions in accordance with this title. Voting membership may consist of the technical staffs of various units of local government, Planning Commission members and citizens. Additional technical advisory assistance may be requested as necessary.

**"SUBDIVISION OF LAND"**. The (1) division of land into 2 or more parts, any of which is less than 5 acres in size (see Sec. 16.02.050 for exemptions), (2) dedication of streets or easements of access, (3) creation of a Planned Unit Development, (4) creation of a Large Scale Development, or (5) actions resulting in a new description of land not previously recorded.

**"SURETY"**. A bonding agency that is financially qualified to do business in the State of Illinois.

**"THROUGH LOT"**. Any lot which adjoins two streets that are parallel or within 45 degrees of being parallel to each other.

**"TRACT SURVEY"**. A land survey, made by an Illinois Licensed Professional Land Surveyor, for a division of land which meets the subdivision exemptions of Sec. 16.02.050.

**"TOWNSHIP HIGHWAY COMMISSIONER"**. The Township Highway Commissioner for the township in which the subdivision is located.

**"TRAFFIC CONTROL DEVICE"**. Any sign, signal, marking or device placed on or adjacent to a street or highway by authority of the State of Illinois Department of Transportation or the Sangamon County Engineer.

**"URBAN AREA"**. Any drainage area that is in less than 75% agricultural use that is upstream of a particular property.

## **Chapter 16.04: LOCATION AND SKETCH MAPS**

### **Sec. 16.04.010 PURPOSE.**

The purpose of the location and sketch maps is to determine the suitability of the site for subdividing and subsequent development. Suitability shall be measured by conformance with the comprehensive plan, effect on natural resources and natural systems, ability to provide adequate essential services to the site and conformance with the goals of this title set forth in Sec. 16.02.030.

### **Sec. 16.04.020 PRE-APPLICATION.**

Prior to the filing of the location and sketch maps with the Planning Commission, the owner, subdivider and/or subdivider's engineer may consult with the Planning Commission in order to gain advice.

### **Sec. 16.04.030 SUBMISSION REQUIREMENTS.**

Information filed with the Planning Commission shall be of sufficient detail so that the Commission can determine whether and how essential services will be provided and whether compliance with the suitability criteria set forth in Sec. 16.04.040 will be achieved.

#### **(A) Location Map**

The location map shall consist of data added to an existing base map of a suitable scale covering an area of at least one mile radius from the tract proposed for development. The location map shall show the following information:

- (1) North point, scale and date.
- (2) Outline of the entire contiguous area owned or controlled by the subdivider with approximate boundary dimensions and total acreage.
- (3) General land legal description of the area.
- (4) Existing streets and roads expected to serve the area to be subdivided and their rights-of-way.
- (5) Existing utility lines expected to serve the area to be subdivided.

(B) Sketch Map

The sketch map shall show the general layout and character of the entire contiguous area owned or controlled by the subdivider. The scale shall be no more than 100' to the inch. Exact dimensions or engineering plans are not required. The sketch map shall show the following information:

- (1) North point, scale and date.
- (2) Area to be subdivided with general dimensions.
- (3) General land legal description of the area.
- (4) Proposed street network and alignments with existing streets.
- (5) General lot layout.
- (6) Potential open space - public parks, existing waterways, drainage or retention areas, etc.
- (7) Outstanding or unusual natural features and vegetation.
- (8) Floodplain.
- (9) Outstanding or unusual cultural resources.

(C) Additional Information

In addition to the information required below, any other information necessary for the Planning Commission to determine site suitability or adequacy of mitigating factors as outlined in Sec. 16.04.040 shall be submitted:

- (1) Title of the proposed subdivision.
- (2) Names, addresses and phone numbers of the owner, subdivider, engineer and land surveyor. A contact person shall be designated.
- (3) Proposed use and approximate number of housing units.
- (4) Existing and proposed zoning.
- (5) Method of sewage disposal.
- (6) Method of water supply.
- (7) Electric service provider.

- (8) Fire protection district.
- (9) School district.
- (10) Other utilities serving the site.
- (11) Sketch map with SCS soils types overlaid at the same scale as the sketch map and in sufficient detail to determine if ½ acre of suitable soil is available per lot.
- (12) Test well data for each lot.
- (13) Agreement to improve access road.

**Sec. 16.04.040 SUBDIVISION SITE SUITABILITY.**

(A) Essential Services and Public Services.

Land proposed to be subdivided shall have essential utilities and public services available. Land to which essential services and utilities cannot be provided shall be deemed unsuitable for subdividing. Criteria for determining if utilities and services are adequate are:

(1) Sewage Disposal

(a) Public sanitary sewer service shall be the preferred method of sewage disposal. If sanitary sewer is currently available to the land proposed to be subdivided, it shall be the sewage disposal method used.

Sanitary sewer is considered to be available to a single-family or duplex subdivision if it is within a distance of 225' per lot shown on the location and sketch map or preliminary plan, measured from the end of the sewer to the nearest point of the subdivision along the probable extension route as determined by the sewer providing agency; i.e., if sanitary sewer is within 1,125' of a five lot subdivision, sanitary sewer must be extended and provided. Sanitary sewer is considered available if it is within a distance of 1,000' per lot for multiple family and non-residential subdivisions. Extension along the subdivision boundary is not included as distance to be extended.

All subdivisions with 50 or more buildable lots must be served by public sanitary sewer.

(b) Private Sewage Disposal.

If public sanitary sewer is not available, a private sewage system may be used if proper soil conditions exist. One-half acre per lot must consist of

appropriate soils as identified through soils mapping. The half acre must be contiguous and regularly shaped.

No surface discharge from surface discharge systems will be allowed off of the lot. A central sewage disposal system or clustered sewage disposal system shall be required for all subdivisions with 20-49 lots.

Some land will not be suitable for private clustered or central sewage systems and shall not be subdivided.

(2) Water Supply.

(a) An Illinois Environmental Protection Agency approved public water supply shall be the preferred method of water supply. If public water is currently available to the land proposed to be subdivided, it shall be used.

A public water supply is considered available to a single-family or duplex subdivision if it is located within 225' per lot and within 1,000' per lot for multiple family and non-residential subdivisions measured from the start of the main extension to the nearest point of the subdivision along the probable extension route as determined by the public water agency.

(b) A private well may be permitted if the subdivider can demonstrate that adequate water is available by drilling a test well at an appropriate location (not the building site or half acre private sewage disposal site). The Sangamon County Department of Public Health will review the results and determine if water for wells is available based upon appropriate public health standards.

If water is not available to some proposed sites, they shall not be subdivided.

(3) Fire Protection

Land proposed to be subdivided shall be within a fire protection district. Land not located in a fire protection district shall not be subdivided. Temporary assignment to a fire protection district shall not be considered to be in a fire protection district .

(4) Access

Suitability of access roads to the land proposed to be subdivided shall be evaluated by the County Engineer in consultation with the township highway commissioner using the following safety and durability standards and cross-sections shown, as well as the Illinois Department of Transportation's Manual of Administrative Policies, as a guide:

### Minor Subdivision Access Road Standards

40' right-of-way

24' road bed

16'-18' pavement with 3'-4' shoulders (depending on ADT)

4" aggregate base course or equivalent

### Conventional Subdivision Access Road Standards

40' right-of-way

24' road bed

20' pavement with 2' shoulders

8" aggregate base course or equivalent

An access road(s) is the township highway(s) from the county or state highway to the subdivision including all of the road adjoining the subdivision. The County Engineer will determine the roads that provide access to the subdivision. If the County Engineer finds the access roads are not suitable the land cannot be subdivided.

As an alternative with respect to a conventional or minor subdivision if the access roads are not suitable and the subdivider wishes to bring the access roads up to the required suitability so the land may be subdivided, the subdivider may enter into a contract with the county and the applicable township to do so. The County Engineer will determine what is required to make the access road suitable. To guarantee upgrading of the road to the proper suitability, the subdivider shall agree in the contract to provide an appropriate security at the final plat stage.

With respect to both minor and conventional subdivisions, the subdivider must produce an agreement with the appropriate township highway commissioner demonstrating that the subdivider will respect the load requirements on the township access roads and be responsible for damage done to the township road by construction equipment serving that subdivision during the development phase of the subdivision.

## Cross Section for Access Road – DRAWINGS



(B) Other Requirements. Land proposed to be subdivided shall meet the following requirements:

- (1) Site must be in conformance with Sangamon County's adopted plan.
- (2) Development must not be located in an environmentally sensitive area unless the subdivider can show that environmental concerns can be mitigated. Environmentally sensitive areas include, but are not limited to, sites adjacent to Lake Springfield, Hunter Lake or the Sangamon River and their tributaries, sites in or adjacent to dedicated nature preserves, wildlife corridors, greenways, stream corridors, floodplains, wooded areas and wetlands.
- (3) Site must be of a shape, size and terrain so that usable lots and streets in conformance with this title can and will be created. To achieve conformance, the site may require special design or may require the contemporaneous subdividing of adjacent property.
- (4) Development must not have a major conflict with existing use of adjacent property (waste water treatment plants, power plants, major industrial plants, landfills, certain agricultural uses, etc.) unless it is shown that factors which cause the conflict can and will be mitigated.
- (5) Development must not cause major off-site impacts and problems relating to, but not limited to, streets, drainage, water system, or parks. If it is determined by the Planning Commission that major off-site impacts will result, the subdivider must agree to mitigate the portion of the impact caused by the subdivision.

(C) Farm Exemption Subdivision.

Subdivisions created as a result of the farm exemption of Sec. 17.38.030.1 of the Sangamon County Zoning Ordinance need not meet the requirements of Sec. 16.04.030 as it relates to showing all contiguous property, Sec. 16.04.040 (A)(3) – Fire Protection and Sec. 16.04.040 (A)(4) – Access Roads, as it relates to standards for access roads. These subdivisions shall comply with the road repair requirements.

#### **Sec. 16.04.050 LOCATION AND SKETCH MAPS REVIEW PROCESS.**

(A) The subdivider shall submit 19 prints of the location and sketch maps and support data to the Planning Commission by 9 AM on the 3rd Monday of the month preceding the month in which the subdivider wishes the subdivision to be reviewed.

(B) In no case shall a location and sketch map be accepted for review for a subdivider who has failed to have all the required improvements on a prior subdivision

completed and approved by the County Engineer within two years of the date of approval of the construction plans; or if a security was accepted in lieu of construction, if the construction is not completed and approved within two years of the County Engineer's approval of the final plat.

The County Engineer may waive this provision only if it is determined that the cause for failure to complete the improvements within the two year period is beyond the control of the subdivider and a good faith effort is being made to complete said improvements. If no lots have been sold from the prior subdivision and if the subdivider withdraws his request for approval of construction plans and vacates the final plat if the plat was recorded, then this provision shall not apply.

(C) The Planning Commission shall retain two (2) prints and distribute the remaining location and sketch maps and support data as follows:

nine (9) prints to the Land Subdivision Committee;

two (2) prints to the County Engineer who will deliver one (1) print to the township highway commissioner;

one (1) print to the appropriate fire district;

one (1) print to the appropriate water district;

one (1) print to the Sangamon County Department of Public Health;

one (1) print to the Sangamon County Soil and Water Conservation District;

one (1) print to the Sangamon County Zoning Department; and

one (1) print to the appropriate school district.

(D) The entities listed in division (C) above shall transmit their comments on suitability of the site in writing to the Planning Commission staff within one (1) week of receipt.

(E) The Planning Commission staff shall prepare a summary of comments and a recommendation on the suitability of the site based on the suitability criteria outlined in Sec. 16.04.040 and on the conformance of the general layout with the county's comprehensive plan and this title.

(F) After all information required in Sec. 16.04.030 has been submitted to the Planning Commission, the Subdivision Committee shall review the suitability of the site based on the suitability criteria outlined in Sec. 16.04.040 and the conformance of the general layout with the county's comprehensive plan and this title and make a recommendation to the Planning Commission. A public hearing shall be held at the location and

sketch map review stage. A legal notice of the public hearing shall be placed in a newspaper of general circulation within the Sangamon County area 7 days before the date of the public hearing. The subdivider shall be responsible for the cost of the necessary public notice and must present proof of publication to the Planning Commission before the location and sketch maps will be reviewed by the Commission.

(G) The Planning Commission shall make a recommendation to the Sangamon County Board with respect to the suitability of the site and conformance of the layout with the county's comprehensive plan and this title. The recommendation shall be made no later than the Planning Commission's regularly scheduled meeting in the second month after the subdivision was filed, unless the subdivider requests a delay. If the subdivider receives a negative Planning Commission recommendation and still wishes to proceed with the subdivision, the subdivider shall request in writing within 30 days that the Planning Commission forward the proposed subdivision with the Planning Commission's recommendation to the Sangamon County Clerk for referral to the Sangamon County Board.

(H) After receiving the Planning Commission's recommendation, the Public Health, Safety & Zoning Committee shall review the location & sketch map and make a recommendation to the Sangamon County Board. The Sangamon County Board shall approve or disapprove the location and sketch maps based on the suitability criteria outlined in Sec. 16.04.040 and general conformance with the county's comprehensive plan and this title. The Sangamon County Board shall approve or disapprove the location & sketch maps within 60 days of its referral to the Sangamon County Clerk.

#### **Sec. 16.04.060 VALIDITY OF LOCATION AND SKETCH MAPS APPROVAL.**

(A) The location and sketch maps shall be valid for a period of one (1) year after Sangamon County Board approval. If a preliminary plan has not been submitted within the one (1) year period, approval of the location and sketch maps shall expire. If interest is renewed in subdividing the site at a later time, the entire location and sketch maps review process and submission requirements shall be repeated.

(B) The location and sketch map approval shall be valid only as long as all land area contained in the location and sketch map remains in the subdivision. If any land is removed from the subdivision, the sketch map and any subsequent preliminary plan approvals are rescinded. Any additional subdividing must start at the location and sketch map review.

## Chapter 16.06: PRELIMINARY PLAN

### **Sec. 16.06.010 PURPOSE.**

The preliminary plan is intended to provide a detailed layout of the proposed subdivision showing the location of public improvements, lots, drainage, open space areas and detailed soils mapping.

### **Sec. 16.06.020 SUBMISSION REQUIREMENTS.**

(A) The preliminary plan shall show the information required by division (B). The scale shall be no more than 100' to the inch. All dimensions shall be to the nearest foot. The preliminary plan shall be consistent with the current zoning district classification of the property.

(B) Information to be shown on the plan sheets shall include:

- (1) The title under which the proposed subdivision is to be recorded; the names and addresses of the engineer, registered land surveyor, subdivider and owner of the tract with the name, address and phone number of the contact person to whom any notice is to be sent.
- (2) North point, scale and date of preparation and date of any revisions.
- (3) A notation stating "Preliminary Plan - Not to be recorded by Recorder of Deeds".
- (4) Total acreage.
- (5) Location of all present property lines and section lines.
- (6) The location of all streets, watercourses, and other existing features within the area to be subdivided and within 200 feet of the site.
- (7) Location and dimensions of existing buildings and their proposed disposition.
- (8) The existing utilities, drainage courses and culverts, the location and size of water mains, and sewer outlets within the area to be subdivided and on the adjacent land.
- (9) Contours referring to the United States Geological Survey datum with intervals of two feet or less unless a greater interval is required because of terrain.

- (10) The elevation of the 100 year floodplain if any portion of the land to be subdivided would be submerged by the flood. All required lot area must be provided above the elevation of the 100 year floodplain.
- (11) Lot numbers.
- (12) Proposed location of sewer mains (may be shown on a supplemental sheet).
- (13) The proposed storm drainage system including preliminary drainage computations (may be shown on a supplemental sheet).
- (14) An assessment of long term erosion, sedimentation and runoff changes caused by the subdivision.
- (15) Proposed location of water mains and fire hydrants.
- (16) Location and width to the nearest foot of all proposed streets, alleys and their associated rights-of-way.
- (17) Location and width to the nearest foot of lots.
- (18) Location and width to the nearest foot of all utility easements. The subdivider shall determine the correct location of all easements to be shown on the preliminary plan from the utility companies.
- (19) Location and width to the nearest foot of watercourse protection easements.
- (20) The location of areas to be reserved for public use.
- (21) Size and location of open space and recreation area, if required.
- (22) Preliminary calculations for size of central or cluster sewage system, if required.
- (23) Area reserved for central or cluster sewage system, if required.
- (24) Detailed soils map.
- (25) Location and dimensions of half acre reserved for individual private sewage disposal system and location of well site, if required.
- (26) Areas restricted from use for private sewage disposal systems along easements, watercourses and floodplain and on unsuitable soils.

- (27) Proposed staging of final plats based on traffic, utilities and other factors which would determine the sequence of development with the least impact on existing residents, the county and township.
- (28) Draft of subdivision covenants relating to the requirements of this title.
- (29) Written approval of the location of the access by the governmental entity with road jurisdiction.
- (30) Draft mitigation plan for environmentally sensitive areas, if needed.

**Sec. 16.06.030 PRELIMINARY PLAN REVIEW PROCESS.**

(A) The subdivider shall submit eighteen (18) prints of the preliminary plan to the Planning Commission accompanied by a receipt for the filing fee from the County Clerk by 9 AM on the 4th Monday of the month preceding the month in which the subdivider wishes the plan to be reviewed.

(B) The Planning Commission shall retain two (2) prints and distribute the remaining prints as follows:

nine (9) prints to the Land Subdivision Committee;

two (2) prints to the County Engineer who will deliver one (1) print to the township highway commissioner;

one (1) print to the Sangamon County Department of Public Health;

one (1) print to the Sangamon County Zoning Department; and

three (3) prints to the Planning Commission for transmittal to effected agencies serving the area subdivided.

(C) After all information required in Sec. 16.06.020 has been submitted to the Planning Commission, the Subdivision Committee shall review the preliminary plan to determine if it meets the requirements of this title and make a recommendation to the Planning Commission. The preliminary plan may be filed and the Subdivision Committee may review the plan and make a recommendation to the Planning Commission before the Sangamon County Board has approved the location and sketch maps. However, no review by the Planning Commission will take place and no decision will be made by the Planning Commission until the Sangamon County Board has approved the location and sketch maps.

(D) The Planning Commission shall approve or disapprove the preliminary plan

after receiving the recommendation of the Subdivision Committee and appropriate documents and after the Sangamon County Board has approved the location and sketch maps. Approval or disapproval shall be decided no later than the Planning Commission's regularly scheduled meeting in the second month after the subdivision was filed, unless the subdivider requests a delay.

**Sec. 16.06.040 COMMISSION ACTION.**

(A) Approval. If the Planning Commission finds that the preliminary plan meets the requirements of this title, the subdivider shall submit the original and five (5) prints to the Planning Commission. The Executive Director shall indicate approval on the plan in substantially the following language: "This preliminary plan of subdivision is approved by Sangamon County. This is not an approval of the final plat and is not to be recorded."

By: \_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

One print so endorsed shall be retained on file in the Planning Commission office, an endorsed print shall be sent to the County Engineer, Zoning Department, and the Sangamon County Department of Public Health. The fifth endorsed print and the endorsed original shall be returned to the subdivider or his representative.

(B) Disapproval. If the Planning Commission finds that the preliminary plan does not comply with the requirements of this title, it shall specify its disapproval in writing and state the non-compliance found.

One print of the proposed preliminary plan with the written findings of the Planning Commission disapproving the plan shall be retained by the Planning Commission and the original with the written findings shall be returned to the subdivider who may appeal the decision as described in Sec. 16.22.030.

If the subdivider desires to amend the disapproved preliminary plan, the subdivider shall submit 18 prints of the amended plan to the Planning Commission accompanied by a receipt for the filing fee from the County Clerk by 9 AM on the 4th Monday of the month preceding the month in which the subdivider wishes the amended plan to be reviewed. The Planning Commission shall transmit copies of the amended plan as described in Sec. 16.06.030 and review will proceed as indicated in said section.

**Sec. 16.06.050 VALIDITY OF PRELIMINARY PLAN.**

(A) The preliminary plan shall be valid for a period of three (3) years after Planning Commission approval. If a final plat has not been submitted to the Planning

Commission within said three (3) year period, or if submitted, no final plat is approved by the Sangamon County Board, the preliminary plan shall expire.

(B) If the subdivider has not submitted a final plat within three (3) years after preliminary plan approval, but wishes to avoid expiration of the plan, the subdivider shall seek reaffirmation of the plan by submitting eighteen (18) prints to the Planning Commission accompanied by a receipt for the filing fee from the County Clerk by 9 AM on the 4th Monday of the 35th month following Planning Commission approval. If the subdivider has submitted a final plat within said three year period, but it is not approved by the Sangamon County Board during or after said three year period, the subdivider may avoid expiration of the preliminary plan by making the same preliminary plan reaffirmation submission described above, provided that if the disapproval of the final plat occurs during or after the 35th month, the submission required shall be made within one month of such disapproval. In such event, the review process in Section 16.06.030 shall be followed.

(C) Where reaffirmation of the preliminary plan is sought, the Planning Commission shall require any changes in the plan it deems necessary to meet the requirements of this title. If the subdivider has not resubmitted the preliminary plan with the required changes to the Commission within 30 days after the Commission meeting requiring changes, or if the resubmitted plan is disapproved, the plan shall expire at that time or at the end of any appeal process provided for in this title, whichever is later.

(D) A preliminary plan may be reaffirmed one (1) time. If a final plat has not been submitted to the Planning Commission within three (3) years from the date of the reaffirmation, or if submitted, is not approved, the plan shall expire.

(E) Final plat approval shall extend the validity of the preliminary plan for three (3) years from the date of final plat approval by the Sangamon County Board, provided that the Planning Commission may require any changes necessary to meet the requirements of this title, and in such an event, the provisions of division (C) of this section with respect to resubmission shall apply. The preliminary plan may be reaffirmed one (1) time after each final plat approval. If another final plat has not been submitted within three (3) years from the date of the reaffirmation, the preliminary plan shall expire. In the event a preliminary plan expires, a subdivider wishing to proceed with subdivision of the land involved must resubmit a location and sketch map for review and proceed as in the case of an original submittal.



## **Chapter 16.08: CONSTRUCTION PLANS**

### **Sec. 16.08.010 PURPOSE.**

Construction plans are intended to show the design of public improvements for the subdivision so that a determination can be made as to whether county standards are met and whether the improvements are compatible with existing public improvements.

### **Sec. 16.08.020 SUBMISSION REQUIREMENTS.**

Construction plans shall be submitted on sheets not larger than 24 x 36 inches and to a scale of not more than 100' to the inch. Construction plans shall include the following information:

(A) Cover sheet showing the location of the development; scales and symbols that are used; index to sheets; summary of quantities; appropriate place for approval of the County Engineer; and the signature and seal of a registered professional engineer.

(B) North arrow and bench marks with their elevations noted. Bench marks shall be referenced to mean sea level datum as determined by the United States Geological Survey.

(C) Plan sheets showing the locations of all existing streets, right-of-way lines, sanitary sewers, storm sewers, sidewalks, drainage ditches, easements, rear lot drainage, direction of storm drainage flow, survey monuments, water mains, fire hydrants, and any other appurtenance or structure that might influence design considerations.

(D) Profile sheets indicating the existing ground line, base flood elevation and proposed grades and elevations for all proposed streets, sanitary sewers, drainage structures, drainage ditches, and rear lot drainage. Elevations shall be referenced to the United States Geological Survey datum.

(E) Plans for access road improvements.

(F) Grading plan showing overall existing and proposed elevations with contour intervals of one (1) or two (2) feet.

(G) Typical sections showing the right-of-way lines, proposed pavement widths, pavement thickness, base thickness, sub-base thickness, subgrade, crown, curbs and gutters, sidewalks and design data when required.

(H) Detail sheets showing the details of manholes, inlets, catch basins, curbs and gutters, drainage structures and any other structure or appurtenance to be constructed, or reference made to the Standard Specifications for Road and Bridge Construction in Illinois

or Highway Standards published by the Illinois Department of Transportation.

- (I) Design computations for storm sewer design and for special structures.
- (J) Design computations for pavement design.
- (K) Design computations for anticipated fire flow.
- (L) Design of sewage disposal system, if not individual private sewage systems.
- (M) Results of test trenches to identify field tiles. The number and location will be determined by the County Engineer.
- (N) Tree protection plan, if required.
- (O) Erosion and sedimentation control plan showing all proposed structural and non-structural measures.
- (P) Detailed description of erosion control measures to be taken during construction and NPDES permits if required.
- (Q) Easement documents for construction.
- (R) Proof of application for an access permit from the State when a State highway is involved.
- (S) Proof of application for a 404 permit from the U.S. Army Corps of Engineers if any dredging, riprapping, fill work or similar activities will be conducted in or around streams.
- (T) Acquisition of or proof of application for a floodplain development permit, if necessary.
- (U) Proof of application for Illinois Department of Natural Resources permit for floodway development.
- (V) Other specific additional information as may be requested by the County Engineer.
- (W) Cost estimate for all public improvements.

**Sec. 16.08.030 CONSTRUCTION PLAN REVIEW PROCESS.**

(A) After receiving approval of the preliminary plan, the subdivider shall submit four (4) sets of construction plans to the County Engineer. The County Engineer shall

retain one (1) print and distribute the remaining plans as follows:

one (1) set to the Sangamon County Department of Public Health;

one (1) set to the Regional Planning Commission; and

one (1) set to be retained for utility companies.

(B) Construction plans shall be submitted a minimum of thirty (30) days before the final plat is to be submitted for review.

(C) The County Engineer shall complete the review within thirty (30) days after all items of information required by Section 16.08.020 have been submitted in writing.

(D) Within thirty (30) days after complete submission, the County Engineer shall notify the subdivider's engineer of approval of the plans or of any required changes unless the review time is extended for no more than fourteen (14) days by the County Engineer in a letter to the subdivider's engineer listing reasons for the extension. If plans must be resubmitted, the County Engineer shall also inform the engineer of the number of sets of plans to be submitted.

(E) When construction plans are resubmitted with the required changes, they shall be re-reviewed within fourteen (14) days unless the review time is again extended by the County Engineer in the manner set forth in division (D) above.

(F) The County Engineer shall notify the subdivider, the subdivider's engineer and the Planning Commission of the approval of the construction plans. Construction plans shall not be approved until proof of acquisition of a county access permit , state access permit, 404 permit, flood development permit , or any other required permits, if applicable, is submitted.

(G) Construction plan approval shall remain valid for a two (2) year period, after which approval expires and plans must be resubmitted.

## **Chapter 16.10: CONSTRUCTION AND BONDING OF PUBLIC IMPROVEMENTS**

### **Sec. 16.10.010 REIMBURSEMENT TO COUNTY FOR REVIEW AND INSPECTION.**

(A) In consideration of the expenses incurred by the County Highway Department in reviewing subdivision plans and inspecting subdivision improvements, the owner or subdivider shall pay a fee not to exceed three percent (3%) of the estimated cost of the public improvements in the proposed subdivision. The fee shall be determined on a cost reimbursable basis for the actual time spent by the County Highway Department on review and inspection. Such payment shall be made to the County Highway Department prior to approval of the final plat by the Planning Commission or prior to final acceptance and release of security by the County Highway Department.

(B) The county inspection fee for subdivisions within the dual jurisdiction of the City of Springfield and Sangamon County shall not exceed one and one-half percent (1½ %) of the estimated cost of public improvements in cases where lime stabilization of the subdivision's internal roads is provided.

(C) The fees collected pursuant to this section shall be deposited in a special revenue line item in the County Highway fund entitled Subdivision Inspections and shall be appropriated to defer expenses in reviewing subdivision plans and inspecting subdivision improvements as set forth in Section 16.10.010(A).

### **Sec. 16.10.020 NOTIFICATION OF CONSTRUCTION.**

The County Engineer shall be notified at least twenty-four (24) hours before construction begins. Construction shall begin only after approval of construction plans. Whenever construction stops for twenty-four (24) hours or longer, the County Engineer shall be notified twenty-four (24) hours before construction begins again.

### **Sec. 16.10.030 INSPECTION OF CONSTRUCTION.**

(A) Presence of Subdivider's Observer.

The subdivider's engineer shall have a full-time, qualified resident observer present on the construction site for the following:

- (1) Approval of the subgrade prior to paving; and
- (2) Continuous observation of all phases of the paving operation, construction of sanitary sewers, water mains and appurtenances and construction of storm sewers and appurtenances.

(B) Presence of an Observer from County Engineer.

The County Engineer shall provide periodic inspection of the field construction for which the county shall be reimbursed as described in Section 16.10.010. However, the county need not provide a full-time observer to every phase of construction.

(C) Presence of Subdivider's Contractor Superintendent.

The subdivider's contractor shall have a superintendent on the job site at all times while construction is in progress. The superintendent shall be responsible for the entire construction procedure. In his absence, the superintendent shall indicate to the subdivider's observer, the person temporarily responsible for the conduct of the work.

(D) The County Engineer may issue a stop order on construction if it is determined that improvements are being built contrary to approved plans and specifications or that the subdivider is not providing for proper or thorough inspections of construction.

#### **Sec. 16.10.040 SECURITY FOR PUBLIC IMPROVEMENTS.**

If construction has not been completed and approved by the County Engineer before the final plat is submitted to the Sangamon County Board, a security in the amount equal to 125% of the estimated construction costs of the unbuilt public improvements must be filed with the County Engineer in order to insure completion of the public improvements as required by this title within two (2) years without cost to the county. The security shall include landscaping, recreational facilities, etc. shown on approved development plans. In no case shall the security be less than 25% of the total cost of public improvements.

The form and sufficiency of security shall be subject to the approval of the States Attorney and the County Engineer.

#### **Sec. 16.10.050 LENGTH SECURITY IN EFFECT; FORFEITURE.**

Partial release of the security shall be allowed upon completion of public improvements. However, in no case shall the security be reduced to less than 25% of the total cost of public improvements. This amount shall remain in effect until it is released by the County Engineer upon acceptance of the public improvements (Sec. 16.12.070). All public improvements must be completed within two (2) years from the date when the security was approved. If public improvements have not been completed within said two (2) years, the subdivider shall forfeit the security in the amount necessary for the County Engineer to carry out the construction or repairs so that the public improvements meet the standards of this title, plus administrative costs involved.

## Chapter 16.12: FINAL PLAT

### **Sec. 16.12.010 PURPOSE.**

The final plat is intended to provide the accurate location of lots, monuments and property dedicated to public use as well as to provide compliance with all requirements of the State of Illinois Plat Act found at 765 ILCS 205/1 et seq.

### **Sec. 16.12.020 SUBMISSION REQUIREMENTS.**

The final plat need not cover the entire preliminary plan area, but may cover only the portion which the subdivider presently wishes to record and develop in accordance with the staging approved with the preliminary plan.

#### (A) Final Plat.

The final plat shall be drawn in black ink to a scale of not more than 100' to the inch. Maximum size of the plan sheets shall be 24 x 36 inches. If more than 2 sheets are used, an index sheet with component areas on the remaining sheets shall be included. The final plat shall show:

- (1) The title of the proposed subdivision and the names and addresses of the engineer, registered land surveyor, subdivider and owner with the name, address and phone number of the contact person.
- (2) North point, scale and date of preparation and date of latest revisions.
- (3) Boundary lines with accurate distances and angles.
- (4) General land legal description of the plat with total acreage.
- (5) All lots designated by numbers and other grounds designated by names and numbers.
- (6) Location of all survey monuments and their descriptions.
- (7) The location of all easements provided for public use, services or utilities and CATV providers. Easements shall include anchor space for pole lines.
- (8) An accurate outline of any portions of the property intended to be dedicated for public use.
- (9) Lines of all proposed streets with their widths and names.

- (10) The line of departure of one street from another.
- (11) The names and widths of adjoining streets.
- (12) All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, easements, and other areas for public or private use. Linear dimensions shall be given to the nearest 1/100 of a foot.
- (13) Radii, arcs, chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.
- (14) A note on the final plat of all subdivisions without public sewer and public water stating: "Approval of this final plat by Sangamon County does not constitute a guarantee that well water is of adequate quantity or quality for residential needs or that a suitable sewage disposal system can be constructed on each lot." Any guarantees are the subdivider's responsibility.
- (15) A statement indicating whether or not any part of the plat is located in a special flood hazard area as identified by the Federal Emergency Management Agency and if necessary, a statement indicating that a 100-year floodplain was calculated in accordance with the flood control ordinance of the County and a base flood elevation was determined.
- (16) Elevation and location of floodplain with location of required monuments.
- (17) A notation stating any setbacks required through covenants if the setbacks are different from those of the existing zoning district.
- (18) Designation of areas for private sewage disposal systems, wells and building sites as well as areas which cannot be used for leach fields for private sewage systems.
- (19) Watercourse protection easements.

(B) Accompanying Documents.

The following documents shall accompany the final plat:

- (1) Letter from the County Engineer approving the construction plans.
- (2) Proof of acquisition of an access permit from either the State of Illinois

or the County Highway Department, whichever applies.

- (3) Covenants providing for the perpetual maintenance of drainage areas and common areas.
- (4) All covenants or restrictions relating to the requirements of this title.
- (5) Exhibit showing location of wells and private sewage disposal systems.

**Sec. 16.12.030 FINAL PLAT REVIEW PROCESS.**

(A) The subdivider shall submit eighteen (18) prints of the final plat of the proposed subdivision to the Planning Commission accompanied by a receipt for the filing fee from the County Clerk by 9 AM on the 4th Monday of the month preceding the month in which the subdivider wishes the subdivision to be reviewed. A final plat shall be reviewed only after approval of the preliminary plan by the Planning Commission and approval of the construction plans by the County Engineer. Preliminary plans and final plats will not be reviewed at the same meeting. However, if the preliminary plan is being reaffirmed, the preliminary being reaffirmed and its final plat may be reviewed and approved at the same meeting if there are no major changes required to reaffirm the preliminary.

(B) The Planning Commission shall retain two (2) prints and distribute the remaining final plats as follows:

nine (9) prints to the Land Subdivision Committee;

two (2) prints to the County Engineer who will deliver one (1) print to the township highway commissioner;

one (1) print to the Sangamon County Department of Public Health;

one (1) print to the Sangamon County Zoning Department;

three (3) prints to be retained by the Planning Commission for utilities.

(C) After all information required in Sec. 16.12.020 has been submitted to the Planning Commission, the Subdivision Committee shall review the final plat to determine if it meets the requirements of this title and conforms to the preliminary plan previously submitted and make a recommendation to the Sangamon County Board. The Subdivision Committee shall recommend approval or disapproval of the final plat no later than its second regularly scheduled meeting after the final plat was filed.

- (1) Approval.



If the Subdivision Committee finds that the final plat meets the requirements of this title, the subdivider shall submit the original and eight (8) prints to the Executive Director. The Planning Commission shall transmit one (1) final plat to the County Engineer for certification that:

(a) All required improvements have been completed, inspected and approved, in accordance with Section 16.12.070 of these regulations; or

(b) The subdivider has filed adequate security to guarantee the satisfactory completion of all required improvements. If the County Engineer recommends acceptance of a security in lieu of the required improvements, said security shall be deposited with the County Engineer. The security shall be in the amount equal to the total estimated cost of such required improvements plus 25 percent thereof, assuring completion of said required improvements within a two (2) year period from the date the final plat was approved by the County Engineer.

After receiving the County Engineer's certification, the following shall be printed or stamped on the original plat and prints and signed by the Executive Director of the Planning Commission.

"The Final Plat of this subdivision is recommended to the Sangamon County Board for approval by the Springfield-Sangamon County Regional Planning Commission subject to the certifications set forth in Sec. 16.12.040 of the 2001 Land Subdivision Regulations of Sangamon County.

By: \_\_\_\_\_  
Executive Director

Dated: \_\_\_\_\_

(2) Disapproval.

If the Subdivision Committee finds that the final plat does not meet the requirements of this title, it shall specify its disapproval in writing and state the noncompliance found. If the subdivider receives a negative Subdivision Committee recommendation and still wishes to proceed with the subdivision, the subdivider shall request in writing 48 hours in advance that the subdivision shall be reviewed by the Planning Commission at its next regularly scheduled meeting. If the subdivider receives a negative Planning Commission recommendation and still wishes to proceed with the subdivision, the subdivider shall submit the original and ten (10) prints to the Executive Director. Neither the Executive Director nor the County Engineer shall endorse the final plat. The Planning Commission shall transmit the original plat and nine (9) copies to the Sangamon County Clerk for referral to the Sangamon County Board. One (1) print of the disapproved plan shall remain on file in the Planning Commission office.

**Sec. 16.12.040 SUBMISSION OF FINAL PLAT TO SANGAMON COUNTY BOARD.**

(A) Certificates

The following documents shall be submitted to the Planning Commission before a final plat is transmitted to the County Clerk:

- (1) Notarized acknowledgement of the plat by the owner or a duly authorized attorney. This item may be a separate document or on the plat itself.
- (2) The certificate of an Illinois Professional Land Surveyor attesting to the accuracy of the survey and the location of all monuments shown. The certificate may be filed as a supplement to the final plat.
- (3) A certificate provided by the subdivider from the Sangamon County Clerk indicating that payment of taxes is not delinquent.
- (4) A signed statement of a registered professional engineer and the owner of the land or his duly authorized attorney as required by state statutes concerning drainage.
- (5) Notarized statement by the owner indicating the school district(s) in which the subdivision is located.
- (6) Executed covenants, if required.

No final plat shall be transmitted to the Sangamon County Board for review until all of the requirements of Sec. 16.12.040 have been received by the Planning Commission.

If the final plat requirements of this section and Sec. 16.12.030 (C)(1) have not been met within one (1) year from the final plat approval by the Subdivision Committee, the existing final plat shall expire and must be resubmitted and reviewed as a new final plat unless the preliminary plan has expired in the interim, in which case the subdivider must start with a new location and sketch map.

(B) Approved Final Plats

The endorsed original and five (5) prints shall be transmitted to the County Clerk for referral to the Sangamon County Board after all requirements of Sec. 16.12.040 have been met.

(C) Disapproved Final Plats

Before a final plat disapproved by the Planning Commission can be referred to the Sangamon County Board for action, the Sangamon County Board must grant a variance to

allow the non-compliance with the subdivision regulations.

The State's Attorney shall prepare a variance request based on the non-compliance found by the Planning Commission. The Sangamon County Board shall either approve or deny the variance request. If the variance is approved, the final plat shall proceed as outlined in Sec. 16.12.040 (A), except that the original is not endorsed.

If the variance request is denied by the Sangamon County Board, the final plat may be resubmitted with modifications as outlined in Sec. 16.12.030.

#### **Sec. 16.12.050 SANGAMON COUNTY BOARD APPROVAL.**

When the requirements of Section 16.12.040 have been met, the Sangamon County Board may by resolution approve the final plat and authorize the Chairman of the Sangamon County Board to sign the plat for and in the name of Sangamon County, with the County Clerk attesting to it. The County Clerk shall retain one (1) print on file.

If the plat approved by the Sangamon County Board received a negative Planning Commission recommendation, the County Clerk shall transmit a copy of the approved plat to the Planning Commission and County Engineer.

#### **Sec. 16.12.060 RECORDING THE FINAL PLAT.**

(A) When the final plat has been approved by the Sangamon County Board and signed by the Chairman and the County Clerk, the original shall be recorded in the office of the Recorder of Deeds of Sangamon County, Illinois.

(B) If the final plat is not recorded within one (1) year after approval by the Sangamon County Board, the plat must be resubmitted to the Planning Commission to determine if any changes in the final plat are needed to meet the requirements of this title. No title to any lots shall be conveyed until the original final plat is recorded.

(C) The Recorder of Deeds of Sangamon County shall not accept for recording any final plat of territory in unincorporated Sangamon County that has not been endorsed by the Chairman of the Sangamon County Board.

#### **Sec. 16.12.070 ACCEPTANCE OF PUBLIC IMPROVEMENTS.**

When the following conditions have been met, the public improvements shall be accepted by the County Engineer:

(A) The County Engineer has inspected the construction and all necessary repairs and corrections and certifies that the public improvements required by this title have

been constructed. The County Engineer shall inspect and make his decision as to the acceptance of the public improvements within 30 days of written request by the subdivider or his engineer.

(B) "As Built Plans" have been prepared by the subdivider's engineer and delivered to the County Engineer.

(C) The County Engineer has received a signed statement of a registered professional engineer stating that the public improvements have been observed during construction and installed to the specifications shown on the construction plans.

(D) The County Engineer has received a signed statement from the subdivider stating that all contractors and subcontractors have been paid and that there are no liens against the property.

Within 30 days after the County Engineer has approved the public improvements, the County Engineer shall issue a letter to the subdivider stating that the public improvements meet the county's standards, that the security, if any, is being released and that the County Engineer is accepting the dedication of the public improvements on behalf of Sangamon County and/or the appropriate township.

In areas within overlapping jurisdictions, the County Engineer and representatives of the incorporated areas and/or special districts, shall jointly determine whether the standards of this title have been met. The Executive Director of the Springfield Metro Sanitary District shall indicate in a letter to the County Engineer approval of applicable sanitary sewer facilities, but acceptance of the dedication by the Springfield Metro Sanitary District shall be by ordinance.

**Chapter 16.14: STANDARDS AND SPECIFICATIONS FOR  
REQUIRED PUBLIC IMPROVEMENTS**

**Sec. 16.14.010 STATE SPECIFICATIONS.**

Unless stated otherwise in this title, all construction of public improvements shall be performed in accordance with the latest revised edition of the State of Illinois Standard Specifications for Road and Bridge Construction adopted by the Illinois Department of Transportation and the Standard Specifications for Water and Sewer Main Construction in Illinois, latest edition.

**Sec. 16.14.020 RIGHT-OF-WAY OF STREETS.**

(A) The location and width of all streets shall conform to the Arterial Roadway Network Plan. The minimum width of a street right-of-way (R-O-W) shall be as shown on the Arterial Roadway Network Plan, or if not shown on the plan, shall not be less than the following:

- |    |                           |                    |
|----|---------------------------|--------------------|
| 1. | Major Arterials           | 120-210 feet R-O-W |
| 2. | Minor Arterials           | 80-100 feet R-O-W  |
| 3. | Existing Township Highway | 80 feet R-O-W      |
| 4. | Proposed Township Road    | 80 feet R-O-W      |
| 5. | Alley                     | 20 feet R-O-W      |

(B) Additional right-of-way may be required for drainage, slope maintenance or other reasons not directly related to street classification.

(C) For subdivisions that adjoin existing streets, additional right-of-way shall be dedicated, as needed, to meet the above requirements. This shall be done as follows:

- (1) The entire additional right-of-way shall be provided when the subdivision is located on both sides of the existing street.
- (2) One-half of the required right-of-way measured from the centerline of the road shall be provided when the subdivision is located on only one side of the existing public street. However, the resulting right-of-way width shall be a minimum of sixty (60) feet.

- (3) When the centerline of the road varies from the land line, the centerline of the right-of-way dedication shall be determined by the County Engineer and the subdivider's engineer.

**Sec. 16.14.030 STREET DESIGN.**

The following requirements shall be incorporated into the design of all streets:

- (A) Vertical Alignment.
  - (1) Grades. The maximum grade on a major arterial shall be five (5) percent. The maximum grade on all other streets shall be eight (8) percent. The minimum grade on all streets shall be 0.40 percent. All street grades shall be subject to the approval of the County Engineer.
  - (2) Vertical Curves: All grade changes shall be connected by vertical curves. The length of vertical curves shall not be less than thirty (30) times the algebraic difference in rates of grade for crest curves and forty (40) times the algebraic difference for sag curves. When speed limits are to be posted greater than thirty (30) miles per hour, vertical curvature standards shall be used as contained within the latest revision of A Policy on Geometric Design of Highways and Streets (AASHTO) for urban local, collector and arterial streets by the respective classification. The minimum length of vertical curves on all types of streets shall be one hundred (100) feet.
- (B) Horizontal Alignment.
  - (1) Horizontal Curves. When a center line deflection angle is greater than one (1) degree, the following curves will be required in the street: major and minor arterials and collector streets shall have a minimum center line radius of 300 feet and a minimum length of curve of 100 feet; arterials and collectors having a design speed and/or expected posted speed greater than thirty (30) miles per hour shall be consistent with the latest revision of the Horizontal Curvature requirements of AASHTO, A Policy on Geometric Design of Highways and Streets for the appropriate roadway classification; all other types of streets shall have a minimum center line radius of 100 feet. The pavement in all cases shall be wide enough to allow the movement of a WB-50 design vehicle, as described in the State of Illinois, Department of Transportation Design Manual.
  - (2) Intersections. All street intersections should be as nearly at right angles as possible, and in no case, less than sixty (60) degrees. The

back of curb radius at intersections shall not be less than thirty (30) feet.

- (3) Street Offsets. Street centerline offsets should not be less than 150 feet, unless otherwise warranted to the satisfaction of the County Engineer. However, in no case shall the offset be less than 125 feet. Private drives, other than single-family and duplex drives, shall meet the offset requirements.

(C) Pavement Design.

- (1) All pavements shall be designed in accordance with the requirements contained in the latest, revised edition of the State of Illinois DOT Design Manual and shall be designed for a 20-year period. The minimum requirements listed in the tables of the Design Manual shall govern at all times.
- (2) An Illinois Bearing Ratio of 3.0 (IBR = 3.0) shall be used in pavement design unless the subdivider's engineer submits soil tests justifying a different IBR.
- (3) Vehicular traffic volumes and vehicle classification percentages used in the design shall be approved by the County Engineer.

(D) Grading.

All grading between the right-of-way lines shall be completed to the lines and grades shown in the construction plans. The full width of the right-of-way shall be graded including the subgrade of the areas to be paved.

(E) Pavement Construction.

Before pavement construction can begin, the entire subgrade shall be tested for density in accordance with the latest revised edition of the State of Illinois Standard Specifications for Road and Bridge Construction, and for stability as prescribed in the latest edition of the Illinois Department of Transportation Subgrade Stability Manual. The County Engineer's office shall be notified 24 hours in advance of these tests so that a representative may be present for the testing. Based on the tests results, procedures described in the above referenced manuals shall be followed. The number of density tests required shall be determined by the County Engineer. Proof-rolling may also be required by the County Engineer.

(F) Pavement Width.

- (1) Rural street section pavement widths are to be as follows:

- a. Roadbed will be 40 feet.
  - b. Base course will be 30 feet.
  - c. Surface will be 24 feet.
  - d. Cul-de-sac will have a base course of 100 feet diameter.
  - e. Cul-de-sac will have a surface of 90 feet diameter.
  - f. Open ditches will have a minimum depth of 18”.
- (2) Streets with an anticipated average daily traffic (ADT) greater than 400 will have pavement widths of 31 feet back to back of the valley gutter and sidewalks and shall be built to comply with the typical urban cross section shown in Sec. 16.14.030 (Q).
  - (3) Streets in industrial or commercial subdivisions may be required to have greater width as directed by the County Engineer.

(G) Curb and Gutter.

Curb and gutter shall be required when an urban street section is necessitated because the subdivision is a non-residential subdivision or because traffic volumes warrant. Valley curb and gutter may be used to define the cul-de-sac pavement in rural street sections, in which case, the right-of-way diameter may be decreased.

- (1) The standard curb and gutter required adjacent to flexible pavement shall be a mountable type constructed of Portland cement concrete with the following dimensions: 24" wide, 8" thick on the front face (pavement side), 10" thick on the back face, 7" thick at center line (flow line), and a 10" radius in the flow line. The curb and gutter adjacent to concrete pavement, if poured monolithically, may be limited to the thickness of the pavement. When poured separately, tie bars shall be placed in the pavement in accordance with the State of Illinois Standard Specifications for Road and Bridge Construction and shall be poured to full thickness as described above.
- (2) In subdivisions proposed to have streets with an anticipated daily traffic volume of 2,500 or more, a barrier type curb and gutter similar to Type B6.18 as described in the State of Illinois, Department of Transportation, Highway Standards shall be used. Other locations where a barrier type curb and gutter are required shall be determined by the engineer for the subdivision and the County Engineer.



(H) Pavement Crown.

The minimum crown used on all pavements shall be one quarter (1/4) inch per foot measured from the edge of the pavement to the centerline of the street.

(I) Cul-De-Sac Streets.

Local streets that are also cul-de-sac streets shall be no more than one thousand (1,000) feet long unless necessitated by topography.

Cul-de-sac streets longer than one thousand (1,000) feet shall provide one interim turnaround with a radius sufficient to accommodate emergency vehicles. A turnaround shall be provided at the closed end having an outside roadway diameter of at least ninety (90) feet and a street right-of-way diameter of one hundred forty (140) feet.

(J) Stub Streets.

Access shall be provided to adjoining property not yet subdivided. Proposed streets shall be extended by dedication to the boundary of such unsubdivided property. At the end of all temporary stub streets, a barricade meeting the provisions of the Adopted Manual on Uniform Traffic Control Devices shall be installed by the subdivider. Stub streets in excess of 250 feet shall be provided with a temporary cul-de-sac with an outside roadway diameter of at least ninety (90) feet. The type of construction shall be determined by the County Engineer. The subdivider shall dedicate a temporary easement to the appropriate street authority in the amount needed in excess of the normally required right-of-way for the temporary turnaround. When the street is extended in the future, the extra turnaround pavement shall be removed and the road and related features constructed by the subdivider who is constructing the extension of the street.

(K) Multiple Access.

Any subdivision containing 70 or more single family lots (or equivalent population) shall be served by two (2) functioning points of access.

No subdivision lots shall be added to an existing subdivision with one point of access which results in 70 or more lots served by that one access.

(L) Restriction of Access.

When a subdivision or a portion of it adjoins a major or minor arterial, no lot shall have direct access to the arterial.

(M) Street Names and Street Signs.

- (1) A proposed street that is in alignment with and/or joins an existing named street shall bear the name of the existing street. In no case

shall the proposed name of a street duplicate the name of an existing street. The use of the suffix "street," "avenue," "boulevard," "driveway," "place," "court" or similar description shall not be a distinction sufficient to constitute compliance with this requirement.

- (2) Street name signs shall be erected at all intersections within the county's jurisdiction by the County Highway Department at the expense of the subdivider and shall be subject to the specifications of the County Engineer and the Manual on Uniform Traffic Control Devices that has been adopted by the State of Illinois.

(N) Private Streets.

There shall be no private streets platted in any subdivision. Every subdivision lot shall be served from a publicly dedicated street.

(O) Alleys.

Alleys are not recommended in residential subdivisions unless deemed necessary by the Planning Commission.

(P) Ramps.

Where sidewalks cross a barrier type curb and gutter as described in division (G) of this section, ramps shall be constructed. These ramps shall be constructed to the lines and grades shown on the standard sidewalk ramp example available at the County Engineer's office. Inlet grates for storm drainage shall not interrupt pedestrian ways. Other locations where these ramps are required shall be determined by the County Engineer.

(Q) Typical Street Section.

(R) Medians and Islands.

Where medians or islands are proposed, they shall be constructed with barrier curbing. All medians and islands shall be the responsibility of the subdivider and/or a subdivision association to maintain. No signs shall be allowed in the right-of-way. One identification sign not exceeding 25 square feet containing only the name of the subdivision may be installed outside the right-of-way. If such a sign is to be installed, detailed plans for the sign shall be submitted with the construction plans for approval. A certificate of compliance from the Sangamon County Zoning Department shall be issued before any sign can be installed. In no case shall an island or median contain any sign or structure except as may be placed for traffic control under the direction of the County Engineer.

The subdivider or subdivision association may landscape medians or islands. Ground cover may not exceed a maximum height of 12". Any additional living plant material must be maintained to allow appropriate sight distances.

**Sec. 16.14.040 LOT AND BLOCK DESIGN.**

(A) Size of Lots.

Minimum lot sizes shall be the minimum for the applicable zoning district of Sangamon County, except when an individual private sewage disposal system is necessary. When an individual private sewage disposal system will be used, lots shall be a minimum of one acre. Lot area below the elevation of the 100 year floodplain shall not be included as part of the required lot area.

(B) Lot Arrangement.

- (1) Side lot lines shall be at right angles to straight street lines or substantially radial to curved street lines except for purposes of improving solar orientation. In this case, side lot lines shall run within 20 degrees east or west from due north to due south. If side lot lines are being varied for solar orientation, layout and building setbacks shall also be oriented with their long axis running from east to west, with a possible variation of 20 degrees to the southwest or 20 degrees to the southeast.
- (2) Each lot shall front upon and have access to a public street. Blocks shall fit readily into the overall plan of the subdivision and the design shall evidence consideration of lot planning and easy traffic circulation (both vehicular and pedestrian), and provide space for public land use as may be needed in the neighborhood. Flag lots shall not be permitted. Through lots shall be permitted only when access is prohibited to one street as described in Sec. 16.14.030 (L).
- (3) Individuals desiring access to existing township roads shall obtain the approval of the appropriate Township Highway Commissioner with respect to the type and size of culvert to be used.

(C) Sizes of Blocks.

Blocks shall not be less than four hundred (400) feet, nor more than twelve hundred (1,200) feet, in length measured along the greatest dimension of the enclosed block area.

(D) Public Use and Service Areas.

When a proposed school, neighborhood park, electric substation, water storage tank, recreation area, or public access to water frontage shown in the Official Plan is located in whole or in part in a proposed subdivision, the Sangamon County Board shall require, as a condition of final plat approval, that such space within the subdivision be reserved and not developed for a period not to exceed one (1) year from the date of such final plat approval. Within the one (1) year period, the appropriate public agency may

acquire the reserved property in the manner provided by law. If the reserved site is not acquired and no legal action is filed within the one (1) year period, the reservation shall become void and the site previously reserved may then be used for other purposes.

The governing board of a school district that is located in Sangamon County may submit to the Planning Commission a written request that a meeting be held to discuss school land donations from a developer of a subdivision of land included within the area served by the school district. For the purposes of this title, "school land donation" means a donation of land for public school purposes or a cash contribution in lieu thereof, or a combination of both.

(E) Survey Monuments.

All survey monuments shall be located and be made of the appropriate material as required by State law.

(F) Lot Grading.

- (1) Trees that cannot be saved, stumps, boulders and similar items shall be removed.
- (2) All grading in the subdivision shall be related to the topography of the surrounding area. All street embankments shall be raised at least one and one-half feet above the 100 year flood elevation.
- (3) All building lots shall be graded or have natural slopes that will properly allow surface drainage to flow away from the principal structures to be located on the lot.
- (4) Grading in the subdivision shall provide alternate drainage ways for the purpose of carrying water away from homes and preventing damage during periods of heavy rainfall.

**Sec. 16.14.050 EROSION AND SEDIMENT CONTROL.**

(A) Prior to and during construction of public improvements, measures shall be taken to control erosion and sedimentation to insure that sediment will not be transported from the site by a storm event of ten-year frequency or less. The erosion and sediment control plan shall include measures to stabilize and protect disturbed areas, keep runoff velocities low, retain sediment on site and protect disturbed areas from runoff. The location, type and configuration of controls such as swales, berms, dams, sediment basins and release mechanisms shall be included with the construction plans.

The control plan should be developed in accordance with the procedures adopted by the Illinois Environmental Protection Agency. The control plan must also follow all Federal and

State regulations, including permits, if necessary.

(B) Temporary soil stabilization measures shall be applied within five (5) days after any soil disturbance or removal of vegetative cover. Temporary or permanent soil stabilization measures, whichever is applicable, shall be applied within 15 days after final grading to all areas where the soil has been disturbed or the vegetative cover removed. Seeding mixtures and rates, types of sod, method of seed bed preparation, expected seeding dates, type and rate of lime and fertilizer application and kind and quantity of mulch for temporary or permanent vegetative control measures shall be included with the construction plans.

**Sec. 16.14.060 UTILITY EASEMENTS; LOCATION OF UTILITIES.**

(A) Utility Easements.

- (1) Utility easements shall be provided along front, rear or side lot lines for the purpose of erecting and maintaining one or more of the following facilities: storm sewers, sanitary sewers, surface drainage, gas mains, overhead and/or underground electric lines, telephone lines, and such other utilities reasonably required for an urban structure.
- (2) Easements shall be a minimum of ten (10) feet in width. A utility may be located in the street right-of-way if the respective company so desires and appropriate permits have been obtained.
- (3) Alternate locations for various utilities shall be decided upon by the appropriate utility companies, subject to the approval of the County Engineer. In no case shall permanent buildings or other man-made improvements that obstruct surface drainage be placed on rear or side lot easements.
- (4) It is the responsibility of the subdivider to notify all utility companies in writing when the land to be developed has been graded in accordance with construction plans and is ready for installation of a given utility.
- (5) The following easement conditions shall apply:
  - (a) Utility easement strips shall be accessible to all types of utility equipment and must be suitable for installation of utility facilities.
  - (b) All brush, stumps and other obstructions shall be removed from utility easement strips except where preservation of trees and foliage has been required by the County Engineer.

- (c) Easement strips shall be staked by the subdivider at intervals designated by the county or utility company, including marker stakes for lot corners and grade purposes.
  - (d) Grades in the easement strip shall be within four (4) inches, plus or minus, of final grade (does not apply to drainage easements). Drainage easements must be at final grade.
- (B) Location of Utilities
- (1) Utilities (sewers, electric, water and gas), whenever possible, shall be located in the public right-of-way or front lot easement in the following manner: water and electric lines shall be located on the south and east sides; sanitary sewer and gas lines shall be located on the north and west sides. In some cases, however, electric lines may also be located on the north and west sides.

**Sec. 16.14.070 SURFACE WATER DRAINAGE.**

(A) All subdivisions shall be developed with adequate surface drainage. Existing drainage ways and watercourses may not be altered and should become a part of the drainage plan. Surface water drainage improvements shall consist of storm sewers and/or open channels, inlets, catch basins and manholes designed and constructed to conform with standards established by the County Engineer and shall adequately drain the area being developed including drainage from other areas which naturally drain through the area being developed. Storm water quality will also be considered when reviewing drainage plans.

(B) Reasonable provision shall be made for the collection and diversion of such surface waters into public areas or drains which the subdivider has a right to use. Such provisions shall be planned for in accordance with generally accepted engineering practices to reduce the likelihood of damage to other properties because of the construction of the subdivision.

(C) If, as the result of subdivision development, surface water is deposited in existing roadside ditches in quantities exceeding their capacity, the developer shall improve the ditches and replace culverts as needed to handle the flow.

(D) (Specific information for required basin analysis is to be obtained from the County Engineer). Unless engineering evidence is presented to the County Engineer warranting exceptions, storm sewers shall be designed and constructed to meet the following criteria:

- (1) All improvements shall be designed to handle runoff from a storm having a 5-year frequency. Storm sewer conduit drains that discharge to open channels shall terminate with suitable outlet structures to control soil erosion and to prevent progressive failure of the conduit in an upstream direction.
- (2) Inlets and/or catch basins shall be spaced so that water will not flow overland more than 500 feet and shall be located so that in no case will water be required to flow across a street or be retained outside the center ten (10) feet of drainage - utility easement. Inlets covered by a metal grate shall have a grate of a type that will not be hazardous to a bicyclist.
- (3) Storm sewer slopes shall be such that a minimum velocity of 2.5 feet per second is maintained when the pipe is flowing full without surcharge. In cases where it is impractical to obtain the above minimum velocity, modification shall be subject to approval by the County Engineer.
- (4) Manholes or flared end sections on storm sewers shall be located at the beginning and end of all sewer runs, and at changes in slope, size and direction. The distance between manholes shall not exceed five hundred feet (500') except in locations where a greater distance will make the manholes more accessible. This greater distance shall be subject to the approval of the County Engineer.
- (5) Manholes shall be constructed of concrete or masonry units having an internal diameter of not less than four feet (4'), fitted with cast iron frames and covers and either cast iron or plastic steps. Manholes shall be constructed with precast bottoms and approved connections.
- (6) Joints for storm sewer conduit shall be mortar joints or bituminous joints complying with Par. 30.3.2 B or Par. 30.3.2 C respectively, as specified in the latest revised edition of the Standard Specifications for Water and Sewer Main Construction in Illinois.
- (7) It shall be the responsibility of the subdivider to provide grade control for rear lot drainage to each lot owner. Grade control shall consist of permanent monuments set at grade in the flowlines of the swales at each lot line or at intervals of 200' for large lots. The monuments should consist of a minimum of 6" diameter concrete 36" deep, with an iron rod embedded in the concrete (or other design approved by the County Engineer). Paved ditches and/or other private improvements may be required in areas with high water tables, low slopes, and/or erosion problems. It shall be the lot owner's or homeowner's



associations' responsibility to maintain the drainage course and to keep it free from features that restrict natural drainage. Storm water detention shall be required where determined to be necessary by the County Engineer. Detention should be designed in accordance with the Illinois Department of Transportation Drainage Manual, or other methodology approved by the County Engineer. Adequate slope stabilization measures to prevent erosion of detention pond edges is required. Rock rip-rap is not an acceptable means of slope stabilization because of its aesthetic and safety liabilities.

- (8) Limited temporary surface storage of runoff from storms exceeding the design frequency may be permitted, subject to the approval of the County Engineer.

#### **Sec. 16.14.080 SIDEWALKS.**

(A) Concrete sidewalks at least four (4) feet wide and four (4) inches thick shall be constructed on both sides of each street as depicted in the typical street section (Sec. 16.14.030 (Q)) for subdivisions which require an urban street section. Sidewalks shall be located one (1) foot inside the street right-of-way. Sidewalks shall be constructed along streets bordering the subdivision if necessary for public safety.

(B) Pedestrian ways within a 25 foot corridor shall be constructed of Portland Cement concrete being a minimum of five (5) feet wide and four (4) inches thick to facilitate pedestrian movement in the neighborhood. Such pedestrian way is required for access to community facilities that do not have pedestrian access from two or more streets.

#### **Sec. 16.14.090 SEWAGE DISPOSAL.**

- (A) Sanitary Sewers.

When a subdivision is located within the service area of a public sanitary sewerage system, sanitary sewers shall be constructed throughout the entire subdivision in such a manner as to serve adequately each building lot. All subdivisions of 50 lots or more shall be served by public sanitary sewer.

- (1) Public sanitary sewers shall be located in the north or west boulevard (between curb and sidewalk) within the street right-of-way or in a 15' easement behind the right-of-way within the house setback area. Parallel sewer lines along the street may be used. Sanitary sewers shall not be located in the rear yard.
- (2) Under no circumstances shall the entrance of storm water or ground water to the sanitary sewers be permitted.

- (3) All sanitary sewer connections and disposal systems shall comply with the regulations of Sangamon County, the Springfield Metro Sanitary District or applicable sanitary sewage treatment provider and the requirements of the Illinois Environmental Protection Agency. Sizes and slopes of sewers should be determined based on projected flows.
- (4) Construction features and details for sanitary sewers and appurtenances shall comply with the latest revised edition of the Standard Specifications for Water and Sewer Main Construction in Illinois.
- (5) Manholes on sanitary sewers shall be located at the beginning and end of all sewer runs, and at changes in slope, size and direction. The distance between manholes shall not exceed five hundred feet (500').
- (6) Manholes shall be constructed of concrete or masonry units having an internal diameter of not less than four feet (4'), fitted with cast iron frames and covers and either cast iron or plastic steps. Manholes shall be constructed with precast bottoms and A-lock or other approved pipe connections.
- (7) Sewer service laterals from the main sewer to the front property line of each lot in the subdivision shall have an internal diameter of not less than six (6) inches for a multiple family structure and not less than four (4) inches for a single family or duplex structure. Where adequate grade can be maintained, sewer service laterals shall be a minimum of 5' deep at the right-of-way line.

Each service lateral shall be adequately plugged with a suitable disc or stopper at the end of the line to make the joint formed completely water tight. Service lateral construction shall be equivalent to the requirements for main collecting sanitary sewers and properly marked so it can be located from the surface. The lowest sanitary sewer outlet elevation from a residence shall be according to the standards of the Springfield Metro Sanitary District, applicable sanitary sewage treatment provider, or the Illinois Environmental Protection Agency.

- (8) Upon completion of the sewer construction, an air test, infiltration test or exfiltration test, as required by the District Engineer of the Springfield Metro Sanitary District or other public sewer provider, shall be conducted on the entire sewer system before any building is allowed to connect to the system. The test shall be conducted under supervision of a registered professional engineer. The engineer shall furnish a certified copy of the test results to the County Engineer and

the District Engineer of the Springfield Metro Sanitary District or other public sewer provider before connection of service lines.

(B) Individual Private Sewage Disposal Systems.

When it is proposed to use private sewage disposal systems for the disposal of sewage, the soils and soil conditions present on the site are extremely important.

(1) Soil Inventory

At the Sketch Plan stage, the owner must submit an exhibit showing the location of the property in question and the types of soils found on that property. The proposed Sketch Plan should take the soil types of the official Sangamon County Soil Maps into consideration to reasonably assure the ability to obtain one-half acre of suitable soil in one contiguous and regularly shaped area of each lot.

(2) Soil Mapping

The Preliminary Plan shall be prepared in accordance with the following additional requirements and procedures:

Soil mapping based upon on-site determination of soil characteristics shall be conducted to determine soil suitability for private sewage disposal systems. Soil survey and mapping shall be by a licensed Illinois Soil Classifier. To determine soil suitability for private sewage disposal systems, the following procedure shall be used:

(a) There shall be a sufficient number of soil borings throughout the site to allow intensive mapping of soil characteristics and limiting factors related to suitability for private sewage disposal systems. The mapping and overlay of such characteristics should be of sufficient detail to minimize the potential for inclusions and to determine the existence of at least ½ acre of suitable soils on each proposed lot. There shall be at least one boring on each acre of the proposed subdivision. The location of all borings shall be shown on the soil map overlay.

A 200 ft. grid system will be established and one boring at each grid point shall be performed. In addition, sufficient additional borings shall be completed to adequately identify each soil mapping unit as well as variations within mapping units as far as depth to limiting layer (see (e) below).

(b) The Sangamon County Department of Public Health shall be notified at least 24 hours before commencement of on-site

borings so that the Department may observe the borings and sampling procedures if it so desires. Any boring conducted without the Department being notified shall not be acceptable.

- (c) A map, report and log of each soil series mapped on the site shall be prepared and included in the Soil Classifier's report. Specific boring logs shall be submitted as part of the report in a format as required by the Public Health Department. These reports shall include, at a minimum, soil texture and permeability classifications by depth, along with the depth to any limiting layer. The date(s) of all field work shall be indicated.
- (d) The entire subdivision area shall be mapped showing soil types present with boundaries of each defined with consideration given to areas of transition. This mapping shall be coordinated with site topography, shall have lot lines superimposed upon it and shall be of the same scale as the Preliminary Plan.
- (e) The map shall also depict areas of seasonal high groundwater or other limiting layers as determined by the Soil Classifier's observation of the drainage characteristics of the soil. Boundaries of the following areas shall be defined:
  - 1. seasonal high groundwater or other limiting layer at less than 18".
  - 2. seasonal high groundwater or other limiting layer at 18" to 30".
  - 3. seasonal high groundwater or other limiting layer at 30" to 42".
  - 4. seasonal high groundwater or other limiting layer at 42" to 60".
  - 5. seasonal high groundwater or other limiting layer greater than 60".

A detailed map showing the soils present and locations of borings shall be prepared.

- (3) Only soil types depicted on the site soil map and classified as non-critical soils for private sewage disposal systems may irrefutably be included in the one half (1/2) acre of soils suitable for private sewage disposal systems required for each lot.

- (a) Soils not considered suitable for private sewage disposal systems shall not be included in the ½ acre of required soils, and in addition, shall be indicated as being restricted for private sewage disposal systems on the plat.
- (b) All areas of filling and/or cutting must be clearly delineated on an engineering plan. It should be known that areas of extensive cutting or filling shall not be suitable for private sewage disposal systems.
- (c) The use of fill and/or cutting of soils is strongly discouraged and usually results in at least as critical if not more critical soil limitations for on-site wastewater systems. The primary controlling factor to be considered is that the natural soils must be unencumbered by a limiting layer within 30" of the natural soil surface. Fill can only be used if that criterion is met. In this event, fill would have to be limited to carefully controlled situations, accompanied by detailed engineering. The lower portion, if not all of the sewage disposal system, must be a minimum of six inches into natural (undisturbed), uncompacted soils and no deeper than thirty-six (36) inches from a final grade.

A uniform location of wells and private sewage disposal systems shall be shown on the lots to eliminate future conflicts between wells and private sewage disposal systems.

#### (4) Private Sewage Disposal System Restriction Areas

- (a) Drainage easements must have a twenty-five (25) foot private sewage disposal system restriction line shown on the Preliminary Plan, such line being at least twenty-five (25) feet from the edge of the drainage easement. If the drainage easement is for pipe or conduit, the restriction line shall be fifteen (15) feet from the pipe. The portrayal shall clearly indicate which side of the line is restricted.
- (b) Pond-type retention facilities must have a private sewage disposal system restriction line shown on the Preliminary Plan at least fifty (50) feet from the maximum perimeter of the pond, at high water level (100 year event).
- (c) Dry retention basins and dry wells must have a private sewage disposal system restriction line at least twenty-five (25) feet from the easement protecting the structure or detention area.

The developer must show that each lot on the Preliminary Plan has at least one-half (1/2) acre of suitable soil in a continuous area and of usable size and configuration. This one-half (1/2) acre is exclusive of all easements (i.e., drainage, road construction, utility, etc.)

The signature of the Soil Classifier by whom the soil mapping was done and the report prepared, must be affixed to both the report and the Preliminary Plan.

(5) Other Considerations

- (a) Land designated as floodplain is not acceptable for the installation of a private sewage disposal system, and cannot be included as part of the one-half (1/2) acre of land suitable for private sewage disposal systems required on every lot.
- (b) Removal of native soils and replacement with suitable soils shall be considered a “made-land” situation, and is not usually acceptable for on-site wastewater disposal purposes. Any such consideration of this approach should be only after consultation with Public Health Department personnel prior to preparing any plans.

In addition to the normal soils evaluation in areas of made lands, the following factors will also influence soil suitability; length of time fill has been in place, degree of compaction, stratification of soil texture, re-establishment of soil structure and depth, predictable extent of materials and integrity of the fill-natural soil interface.

- (c) Certain soils are designated as “critical” for private sewage disposal systems due to high groundwater elevation. The use of an extensive system of curtain drains or tiling in such a situation will not be permitted due to possible problems with maintenance in the future, the uncertainty as to whether drains are capable of affecting groundwater elevation except in specific situations and the effect of altering groundwater recharge patterns.
- (d) Soil materials with very rapid permeability, particularly coarse sand and gravels are classified as very severe by the USDA, Soil Conservation Service for on-site wastewater systems because of the potential for groundwater contamination. This potential is of special concern where numerous systems are developed along the same groundwater flow path(s). Reduced

density of on-site systems in such situations is the common control technique. Special consideration shall be given to the hydrogeology of the area under consideration and the existing as well as potential future density of development in the area.

(C) Other Sewage Disposal Systems

All subdivisions with 20-49 lots shall be served by a central sewage disposal system or a cluster sewage disposal system. The system will be owned and maintained by a homeowners' association.

(1) Central Sewage Disposal System

A central sewage disposal system shall meet all requirements of the Illinois Environmental Protection Agency.

(2) Cluster Sewage Disposal System

A cluster system shall be designed according to the Sangamon County Private Sewage Ordinance. Soils analysis shall be performed as required by the Sangamon County Department of Public Health in order to determine that soils are adequate to support two leach fields of equal size.

**Sec. 16.14.100 WATER SUPPLY.**

(A) Public Water Supply.

When a public water supply is available, a system of water mains shall be constructed throughout the entire subdivision to serve each building lot.

(1) Evidence through computer modeling and an analysis by a registered professional engineer is required to show that the proposed development will not reduce water system conditions below acceptable levels in any portion of the water system. The County will not approve an addition to any water system that could cause a violation of the Environmental Protection Act, the IEPA Technical Policy Statements or other regulations. Off-site water main improvements may be required.

(2) Water mains not less than six inches (6") in diameter shall be constructed throughout the entire subdivision. Installation and sterilization of all water mains shall be in accordance with the latest revised edition of the Standard Specifications for Water and Sewer Main Construction in Illinois. Specific attention shall be given to the

Standard Specifications' separation requirements between water mains and sanitary or storm sewers. Flyash may not be used as backfill material.

- (3) Every water supply system shall be designed in such a manner as to maximize fire suppression capability for the development. This requirement will be primarily determined by American Water Works Association (AWWA) Manual M31; "Distribution System Requirements for Fire Protection". Water mains larger than six (6) inches in diameter shall be installed at the subdivider's expense if needed to provide the area fire flow required. (Note the following chart). Fire hydrants with shut-off valves at each hydrant shall be installed throughout the entire system at maximum intervals of five hundred (500) feet or less. All fire hydrants shall be three (3) nozzle hydrants.

The fire suppression requirements for industrial, commercial or multi-family developments are discussed in AWWA Manual M31.

**NEEDED FIRE FLOW FOR ONE- AND TWO-FAMILY DWELLINGS\***

<u>Distance Between Buildings</u>	<u>Needed Fire Flow</u>
Over 100'	0 – 749 GPM
31' - 100'	750 GPM – 999 GPM
Under 31'	>1,000 GPM

\* Dwellings not to exceed two stories in height.

Residual pressures are to be held at a minimum of 20 PSI during the calculated fire demand. The needed fire flow must be available for a firm duration of two (2) hours at a time of peak system demand. The impact of a proposed development on existing areas shall also be considered.

- (B) Private Water Supply.

When a private water supply is allowed (See Sec. 16.04.040 (A)(2)), a private well may be used. Wells shall be constructed according to the Illinois Water Well Pump Installation Code. A 2-inch diameter test well must be drilled on every lot at the probable location of the permanent well. Well data shall be supplied to the Sangamon County Department of Public Health who shall make the final determination if potable water is available. The county is not responsible for certifying the adequacy of the area to support individual wells.

**Sec. 16.14.110 BACKFILL OVER UNDERGROUND UTILITIES.**

- (A) Where an underground utility is to be placed in an area which has a



permanent type street or sidewalk surface, or upon which such a surface is to be constructed within a period of one (1) year, the backfill above the utility or in case of sewers, above the top of the gravel cradle, to the level of the bottom of the permanent type surface shall be made with material specified by "Selected Granular Backfill" as provided for in the latest revised edition of the Standards and Specifications for Water and Sewer Main Construction in Illinois except that bluff sand and boiler slag may not be used for "Selected Granular Backfill". There shall be twelve (12) inches of CA-6 crushed stone or similar material below the top of subgrade in all areas where utility trenches cross the pavement subgrade except in areas which will be lime treated or areas where rock will be used to stabilize the subgrade. Compaction of "Selected Granular Backfill" shall be done by placing in layers not exceeding twelve (12) inches in depth, each layer to be thoroughly tamped to the satisfaction of the County Engineer. In instances when the underground utility is placed parallel and within the curblines of the roadway, the County Engineer may allow the backfilled trench to be jetted in accordance with the Standard Specifications for Road and Bridge Construction of the Illinois Department of Transportation.

(B) In areas not now subject to vehicular traffic, nor in the opinion of the County Engineer likely to be within a period of one (1) year, backfill may be made with selected excavation material which is free from clods and stones, provided such trench backfill is adequately jetted from the bottom up completely filling the trench immediately after backfilling.

#### **Sec. 16.14.120 ELECTRIC DISTRIBUTION.**

The underground electric distribution system shall be installed on utility easements along front lot lines. Transformers shall normally be placed on every other lot line with secondary conductors and distribution pedestals installed on the opposite side of the street. In some instances, transformers may be installed on both sides of the street. All primary and secondary cables shall be in conduit.

#### **Sec. 16.14.130 STREET LIGHTING.**

If street lights are desired, they shall be installed along public streets in the County by the subdivider. The design of the street lighting system shall be according to the current I.E.S. Standard RP - 8 or Ansi Standard D12.1.

A homeowner's association with appropriate covenants shall be established and shall be responsible for utility costs and maintenance and repair of the street lighting system.

#### **Sec. 16.14.140 PRESERVATION OF NATURAL FEATURES & CULTURAL RESOURCES.**

The natural terrain and features of the land, including natural watercourses and

other water areas, historic and archaeological sites, scenic areas, wetlands, wildlife habitat, floodplain, significant plant communities and other features and resources worthy of preservation, located within the area encompassed by any proposed subdivision of property in the county shall be preserved and protected during the subdivision process to the extent possible while enabling reasonable development of the site. Reasonable development does not imply the maximum number of lots.

(A) Minimal land disturbance shall occur and extensive cut and fill of the natural topography shall not be allowed. Cluster development is encouraged and may be the only lot arrangement possible to accomplish preservation and development goals.

(B) Trees - The removal of trees or the clearing and grading of land by the subdivider shall be permitted only to accommodate the construction and installation of those improvements required by this title or other portions of this code or on those lots for which a valid building permit has been issued. Mature trees throughout the remainder of the area encompassed by any proposed subdivision of property shall be protected in accordance with generally accepted tree protection measures during construction and installation of subdivision improvements. In any case, limits of clearing and grading shall be clearly shown on development plans. A tree protection plan shall be submitted as part of the construction plans.

(C) Watercourses – All streams and natural watercourses shall be protected from development by placing them within an easement extending 50' from the stream bank. No building, construction, alteration of the existing grade, or private sewage disposal system leach field shall be permitted within the protected area. Lawn grasses or native plants shall be permitted.

(D) Floodplain

- (1) All floodplain shall be held in common ownership by a homeowner's association where determined to be practicable by the Planning Commission. No development as defined in Chapter 16.72 of the Sangamon County Code shall be permitted within the 100 year floodplain.
- (2) The contour line of the base flood elevation will be marked by permanent monuments on the property at the property lines and intermediate points of inflection. The monuments will be 3¼ inches aluminum domed caps imprinted with the words "100 year Flood Boundary Marker" and installed with 30 inch long ½ inch rebar.
- (3) Floodplain shall not be included as lot area in order to determine minimum lot size. No private sewage system leach field shall be allowed in the floodplain.

- (4) When the floodplain and 50' stream protection easement overlap, the stricter regulations of the floodplain shall be in effect.

#### **Sec. 16.14.150 RECREATION AND OPEN SPACE AREAS.**

The subdivider of residential property shall provide reasonable allowances for the active and passive recreation needs of the future residents of the subdivision. The following standards shall apply:

- (1) Recreation and open space areas shall be provided in residential subdivisions having twenty-five (25) lots or more. Such recreation and open space shall contain a minimum land area equal to six percent (6%) of the total area being subdivided or five (5) acres, whichever is smaller.
- (2) The recreation area shall consist of a single parcel unless otherwise approved by the Planning Commission.
- (3) The Planning Commission shall determine that the land to be incorporated into the recreation and open space area is suitable for recreational purposes (passive or active), or preserves appropriate and sensitive features of the site. At least half of the required 6% must be usable for active recreation.
- (4) The land area reserved as recreation and open space may be reduced by 1/3 where the subdivider elects to develop recreational facilities for the use of the future residents of the subdivision.

Any recreation facilities shall be completed and available for use before the subdivider's bond will be released. The Planning Commission may, however, approve a phased development schedule for recreational facilities which generally corresponds to the overall phasing of the subdivision itself.

#### **Sec. 16.14.160 CLUSTER DEVELOPMENT.**

Cluster development shall be allowed in all subdivisions with a central or cluster sewage system or public sanitary sewer. The minimum lot size may be reduced as small as practicable, but the number of lots shall be no more than would be possible under a conventional layout of the site. A minimum of twenty-five percent (25%) of the total acreage shall be preserved as open space. The remaining open space acreage shall be owned by a homeowner's association or public agency and permanent use restrictions shall be placed on the open space.

**Sec. 16.14.170 HOMEOWNER'S ASSOCIATION.**

A homeowner's association is a method for owning and maintaining various aspects of a subdivision, including but not limited to common areas and open space, detention facilities, sidewalks, shared entrances, street lighting, central or cluster sewage systems, and landscape elements (e.g. gateways, buffers, etc.). Subdivisions with private features such as these shall provide for a homeowner's association in conjunction with subdivision approval.

(A) Definition

A homeowner's association shall be incorporated and shall operate under and pursuant to recorded covenants and by-laws. Through these covenants and by-laws, each owner of a lot/parcel within the subdivision is automatically a voting member as a condition of ownership. Each member is typically subject to a charge or assessment for a pro-rated share of expenses of the association, which shall become a lien against the lot/parcel of the member if unpaid.

(B) Roles and Responsibilities

Permanently protected open space created through the subdivision process shall remain undivided and shall be owned and managed by a homeowner's association as approved by the Planning Commission. The association shall be responsible for maintenance, insurance and taxes on common areas including open space, recreational facilities, common access drives and private community water and sewer systems.

(C) Transfer of Ownership to Homeowner's Association

Title of areas of common ownership shall not be transferred from the subdivider to the homeowners' association until all construction and development is completed as shown on approved plans. The County Engineer and Planning Commission shall certify that all construction and improvements have been completed.

## Chapter 16.16: MINOR SUBDIVISION

### **Sec. 16.16.010 PURPOSE.**

(A) A minor subdivision is the creation of a total of up to four (4) lots (counting the remainder of the original tract from which the lots are created) which front along a public road from which access is permitted.

(B) The minor subdivision is designed to allow an abbreviated approval process.

### **Sec. 16.16.020 LOCATION MAP.**

(A) Location Map Submission Requirements.

The location map shall consist of data added to an existing base map of a suitable scale, covering an area of at least one mile radius from the tract proposed for development.

The location map shall show the following information:

- (1) Title of proposed subdivision.
- (2) North point, scale and date.
- (3) Names, addresses and phone numbers of the owner, subdivider, engineer and registered land surveyor with the name, address and phone number of the contact person to whom any notice is to be sent.
- (4) Outline of the entire area owned or controlled by the subdivider with approximate boundary dimensions and total acreage.
- (5) General land legal description of the area.
- (6) Existing streets and roads expected to serve the area to be subdivided.
- (7) Existing utility lines expected to serve the area to be subdivided.
- (8) Existing and proposed zoning.
- (9) Method of sewage disposal.
- (10) Method of water supply.
- (11) Electric service provider.

- (12) Fire protection district.
  - (13) School district.
  - (14) Soils mapping.
  - (15) Test well data.
  - (16) Agreement to improve access road.
  - (17) Sketch of proposed lot layout.
  - (18) Location of the 100 year floodplain.
  - (19) Location of any outstanding natural features.
- (B) Location Map Review Process.
- (1) The subdivider shall submit nineteen (19) prints of the location map to the Planning Commission seventeen (17) days before the final plat submission deadline.
  - (2) The Planning Commission shall retain one (1) print and distribute the remaining prints as follows:
    - nine (9) prints to the Subdivision Committee;
    - one (1) print to the County Engineer;
    - one (1) print to the fire protection district;
    - one (1) print to the township highway commissioner;
    - one (1) print to the Sangamon County Zoning Department;
    - one (1) print to the Sangamon County Department of Public Health;
    - one (1) print to the Sangamon County Soil and Water Conservation District;
    - one (1) print to the appropriate school district; and
    - two (2) prints to be retained by the Planning Commission for transmittal to effected utilities or agencies serving the area to be subdivided.

- (3) The entities listed in division (B)(2) shall transmit their comments on suitability of the site in writing to the Planning Commission staff within one (1) week of receipt.
- (4) The Executive Director shall review the suitability of the site based on comments received and the suitability criteria outlined in Sec. 16.04.040. Within two (2) weeks after receipt of the location map, the Executive Director shall recommend either approval or disapproval of the location map based on the suitability of the site to the Public Health, Safety & Zoning Committee. The Public Health, Safety & Zoning Committee shall approve or disapprove the location map based on the suitability of the site at its next regularly scheduled meeting after receiving the Executive Director's recommendation.

The Planning & Zoning Committee's decision may be appealed to the Sangamon County Board as described in Sec. 16.22.030.

- (5) A location map shall be valid for a period of one (1) year after approval. If a final plat has not been submitted within the one (1) year period, approval of the location map shall expire.

#### **Sec. 16.16.030 FINAL PLAT SUBMISSION REQUIREMENTS.**

##### (A) Final Plat Submission Requirements.

The final plat shall be consistent with the current zoning district classification of the property.

The following shall be submitted on a plan drawn to a scale of not more than 100' to the inch or in accompanying documents:

- (1) North point, scale, and date of preparation and any revisions.
- (2) Names and addresses of the owner, engineer and registered land surveyor.
- (3) Total acreage.
- (4) Lot numbers.
- (5) Existing utilities and drainage courses within and adjacent to the site.
- (6) Location of all present property lines, section lines, streets, buildings and watercourses within the area and within 100 feet of the area.

- (7) Location of proposed lots, setback lines and utility easements.
  - (8) Contours referring to the United States Geological Survey datum with intervals of two (2) feet or less unless a greater interval is required because of terrain.
  - (9) If applicable, a note on the final plat stating: "Approval of this final plat by Sangamon County does not constitute a guarantee that well water is of adequate quantity or quality for residential needs or that a suitable sewage disposal system can be constructed on each lot." Any guarantees are the subdivider's responsibility.
  - (10) Elevation and location of floodplain with location of required monuments.
  - (11) A statement indicating whether or not any part of the plat is located in a special flood hazard area as identified by the Federal Emergency Management Agency.
  - (12) A notation stating any setback required through covenants if the setbacks are different from those of the appropriate zoning district.
  - (13) Soils mapping results.
- (B) Accompanying Documents.

The following documents shall accompany the final plat:

- (1) Exhibit showing the location of wells and seepage field areas on each lot.
- (2) Any covenants or restrictions relating to the requirements of this title.
- (3) Exhibit showing ½ acre private sewage disposal system area.
- (4) Exhibit showing areas restricted from private sewage disposal system use.

#### **Sec. 16.16.040 REVIEW PROCESS.**

(A) The subdivider shall submit eighteen (18) prints of the final plat of the minor subdivision to the Planning Commission office accompanied by a receipt for the filing fee from the County Clerk by 9 AM on the 4th Monday of the month preceding the month in which the subdivider wishes the plan to be reviewed.



- (B) The Planning Commission shall retain two (2) prints and distribute the remaining prints as follows:

nine (9) prints to the Subdivision Committee;

two (2) prints to the County Engineer who shall deliver one (1) print to the township highway commissioner;

one (1) print to the Sangamon County Department of Public Health;

one (1) print to the Sangamon County Zoning Department;

three (3) prints to the Planning Commission for transmittal to the effected utilities or agencies serving the area to be subdivided.

(C) After all information required in Sec. 16.16.030 has been submitted to the Planning Commission, the Subdivision Committee shall review the minor subdivision plat to determine if it meets the requirements of this title and make a recommendation to the Sangamon County Board. The Subdivision Committee shall recommend approval or disapproval no later than its third regularly scheduled meeting after the final plat was filed.

- (1) Disapproval.

If the Subdivision Committee finds that the minor subdivision plat does not meet the requirements of this title, it shall specify its disapproval in writing and state the noncompliance found. If the subdivider receives a negative Subdivision Committee recommendation and still wishes to proceed with the subdivision, within 30 days the subdivider shall request in writing 48 hours in advance that the subdivision shall be reviewed by the Planning Commission at its next regularly scheduled meeting. If the subdivider receives a negative Planning Commission recommendation and still wishes to proceed with the subdivision, the subdivider shall request in writing within 30 days that the Planning Commission forward the proposed subdivision with the Planning Commission's recommendation to the Sangamon County Board for action.

Before a final plat disapproved by the Planning Commission can be referred to the Sangamon County Board for action, the Sangamon County Board must grant a variance to allow the non-compliance with the subdivision regulations.

The State's Attorney shall prepare a variance request based on the non-compliance found by the Planning Commission. The Sangamon County Board shall either approve or deny the variance request. If the variance is approved, the final plat shall proceed as outlined in Sec.

16.12.040 (A), except that the original is not endorsed.

If the variance request is denied by the Sangamon County Board, the final plat may be resubmitted with modifications as outlined in Sec. 16.12.030.

(2) Approval.

If the Subdivision Committee finds that the minor subdivision plat meets the requirements of this title, the subdivider shall submit the original and eight (8) prints to the Executive Director. The following shall be printed or stamped on the original plat and prints and signed by the Executive Director of the Planning Commission.

"The Plat of this subdivision is recommended to the Sangamon County Board for approval by the Springfield-Sangamon County Regional Planning Commission subject to the certifications set forth in Section 16.12.040 of the 2001 Land Subdivision Regulations of Sangamon County.

By: \_\_\_\_\_  
Executive Director  
Springfield-Sangamon County  
Regional Planning Commission

Date: \_\_\_\_\_

(E) The Planning Commission shall transmit the endorsed original plat and seven (7) prints to the County Clerk for immediate reference to the Sangamon County Board. One (1) print of the endorsed minor subdivision plat shall remain on file in the Planning Commission office.

**Sec. 16.16.050 SUBMISSION OF MINOR SUBDIVISION PLAT TO SANGAMON COUNTY BOARD.**

(A) Certificates

The following documents shall be submitted to the Planning Commission before a final plat is transmitted to the County Clerk.

- (1) A certificate provided by the subdivider from the Sangamon County Clerk indicating that payment of taxes is not delinquent.
- (2) A signed statement of a registered professional engineer and the owner of the land, or his duly authorized attorney, as required by state

statutes concerning drainage.

- (3) Notarized acknowledgement of the plat by the owner or a duly authorized attorney. This item may be a separate document or on the plat itself.
- (4) The certificate of an Illinois Professional Land Surveyor attesting to the accuracy of the survey and the location of all monuments shown. The certificate may be filed as a supplement to the final plat.
- (5) Notarized statement by owner indicating the school district(s) in which the subdivision is located.
- (6) Executed covenants, if required.
- (7) Certification from the County Engineer that adequate bond, security or agreement exists to insure access road improvements.

(B) If the requirements of this section have not been met within one (1) year from Planning Commission approval, the existing approvals and recommendations shall expire and a new location map shall be submitted if the subdivider wishes to continue.

#### **Sec. 16.16.060 SANGAMON COUNTY BOARD APPROVAL.**

When the requirements of Sec. 16.16.050 have been met, the Sangamon County Board may by resolution approve the minor subdivision plat and authorize the Chairman to sign the plat for and in the name of Sangamon County with the County Clerk attesting to it. The County Clerk shall retain one (1) print on file.

#### **Sec. 16.16.070 RECORDING THE MINOR SUBDIVISION PLAT.**

(A) When the minor subdivision plat has been approved by the Sangamon County Board and signed by the Chairman and County Clerk, the original shall be recorded in the office of the Recorder of Deeds of Sangamon County, Illinois.

(B) If the minor subdivision plat is not recorded within one (1) year after approval by the Sangamon County Board, the plat must be resubmitted to the Planning Commission to determine if any changes in the plat are needed to meet the requirements of this title. No title to any lots shall be conveyed until the original is recorded.

#### **Sec. 16.16.080 LIMITATIONS ON MINOR SUBDIVISIONS.**

Only one minor subdivision shall be allowed for any parcel of record. If four (4) lots have

been created from a parcel of record after May 8, 2001, all additional divisions at a later time shall follow conventional subdivision procedures.

## Chapter 16.18: SITE DEVELOPMENT PLAN

### **Sec. 16.18.010 PURPOSE.**

(A) The site development plan is intended to provide a detailed layout of buildings, utilities, other improvements and construction details to insure that the county's public health and safety standards and subdivision and zoning requirements are met.

(B) A site development plan is required when shared access easements are being used, when the development is a large scale development, or in other instances determined by the Planning Commission.

### **Sec. 16.18.020 SUBMISSION REQUIREMENTS.**

The site plan shall include the following information at a scale of no more than 100' to the inch:

- (1) Title of the development.
- (2) North point, scale and date.
- (3) Names, addresses and phone numbers of the owner, subdivider and engineer. A contact person shall be designated.
- (4) Boundary lines with accurate distances and angles.
- (5) Acreage.
- (6) On-site vehicular circulation.
- (7) Parking.
- (8) Sidewalks and pedestrian circulation.
- (9) Sewer distribution.
- (10) Site grading.
- (11) Storm drainage.
- (12) Location of structures.
- (13) Water distribution and size of mains.

- (14) Location of fire hydrants and valves.
- (15) Typical pavement sections.
- (16) Yard setbacks.
- (17) Landscape plans.
- (18) Location of outdoor lighting and signs.
- (19) Traffic analysis if more than 200 cars are to be accommodated on site.
- (20) Location of floodplain.
- (21) Location and identification of any outstanding natural features.
- (22) Seal and signature of a registered professional engineer.

**Sec. 16.18.030 REVIEW PROCESS.**

(A) The subdivider shall submit seventeen (17) copies of the proposed site development plan to the Planning Commission accompanied by a receipt for the filing fee from the County Clerk. The site development plan may be reviewed concurrently with, but not before, its associated final plat.

(B) The Planning Commission shall retain one (1) print and distribute the remaining prints as follows:

nine (9) prints to the Subdivision Committee;

two (2) prints to the County Engineer who will deliver one (1) print to the township highway commissioner;

one (1) print to the appropriate fire protection district;

one (1) print to the Sangamon County Department of Public Health;

one (1) print to the appropriate water district;

one (1) print to the Sangamon County Zoning Department; and

one (1) print to the Planning Commission for transmittal to effected agencies serving the site

(C) After all information required in Sec. 16.18.020 has been submitted to the Planning Commission, the Subdivision Committee shall review the site development plan within three (3) weeks. The Subdivision Committee shall review the plan to determine if it meets the requirements of this title and other applicable regulations and make a recommendation to the Planning Commission.

**Sec. 16.18.040 COMMITTEE ACTION.**

(A) Approval. If the Planning Commission finds that the site development plan meets the requirements of this title and other applicable regulations, the subdivider shall submit six (6) prints to the Planning Commission. The Executive Director shall indicate approval of the plan and endorse it, but only after receiving written certification that the site development plan meets the requirements of the County Engineer.

One copy of the endorsed site development plan shall be delivered immediately to the Sangamon County Zoning Department and the County Engineer. One shall be retained by the Planning Commission. The remaining endorsed copies shall be returned to the subdivider for recording.

(B) Disapproval. If the Planning Commission finds that the site development plan does not comply with the requirements of this title, it shall specify its disapproval in writing and state the non-compliance found. One print of the proposed plan with the written findings of the Planning Commission disapproving the plan shall be retained by the Planning Commission and the original with the written findings shall be returned to the subdivider. This action may be appealed as described in Sec. 16.22.030.

**Sec. 16.18.050 RECORDING THE SITE PLAN.**

After approval by the Planning Commission, the subdivider shall record the site plan.

**Sec. 16.18.060 ISSUANCE OF CERTIFICATES OF COMPLIANCE.**

The Sangamon County Zoning Department shall not issue any certificates of compliance in any area covered by a site development plan until an endorsed copy of the approved site development plan is received and the site plan has been recorded.

## Chapter 16.20: TRACT SURVEY

### **Sec. 16.20.010 PURPOSE.**

(A) Tract survey approval shall be required as set forth in Section 16.02.050.

(B) Tract survey approval is designed to insure that all divisions of land comply with the State Plats Act, right-of-way and lot area and lot configuration requirements of this title, and the appropriate zoning ordinances. Right-of-way dedication shall be required for all parcels of land less than 40 acres resulting from the tract survey division. If the division is based on the contiguous owner exemption to the State Plats Act, no right-of-way dedication shall be required.

### **Sec. 16.20.020 SUBMISSION REQUIREMENTS.**

When a tract survey is required by this title, the following shall be submitted:

(A) North arrow, scale and date.

(B) Name, address and phone number of the land surveyor and owner.

(C) Land survey showing right-of-way dedication in fee simple in conformance with the Arterial Roadway Network Plan.

(D) A certificate provided by the subdivider from the Sangamon County Clerk indicating that payment of taxes is not delinquent.

(E) Certification by an Illinois Professional Land Surveyor, together with the surveyor's seal, attesting to the accuracy of the survey.

(F) Owner's written acknowledgment of the survey and right-of-way or easement dedication in fee simple on the final plat.

(G) Statement indicating whether or not any part of the land surveyed is located in a Special Flood Hazard Area.

(H) Location of 100 year floodplain, if applicable.

(I) Location of all buildings and their distances from front, rear and side property lines.

(J) Parcel identification number.





**Chapter 16.22: PROCEDURE AT PUBLIC HEARINGS; VARIATIONS;  
REVIEW OF ADVERSE DECISIONS; PENALTY;  
EFFECTIVE DATE; PUBLICATION**

**Sec. 16.22.010 PROCEDURE AT PUBLIC HEARINGS.**

The rules for conducting the public hearing provided for in this subtitle shall be published by filing the same in the office of the County Clerk.

**Sec. 16.22.020 VARIANCE OF SUBDIVISION REQUIREMENTS.**

(A) A subdivider may request a variance of the technical requirements of this title found in Chapter 16.14. Application for a variance shall be made in writing and submitted with the location and sketch maps unless the need is not then evident. Variance applications shall clearly state the provisions to be varied and the reasons why the variance is needed. In all cases, variance requests shall be made no later than the time the preliminary plan is reviewed by the Subdivision Committee. Variance requests made thereafter shall result in the preliminary plan being referred back to the Subdivision Committee for reconsideration. Variances of technical requirements applicable to tract surveys may also be requested in writing. The review process shall be as described.

(B) If, as a result of changes imposed by the Subdivision Committee at its preliminary plan review meeting, the subdivider desires a variance, it may be requested orally at that meeting.

(C) A variation from the requirements of this title may be granted if the Planning Commission finds that the subdivision substantially complies with the following requirements:

- (1) The intent of the title is maintained;
- (2) Extraordinary circumstances of topography, land ownership, adjacent development or other circumstances not provided for in the title exist;
- (3) The extraordinary circumstances will result in a hardship, not merely an inconvenience;
- (4) The circumstances upon which the request for variance is based are not common to most other tracts of land;
- (5) The circumstances upon which the request for variance is based are not the result of the subdivider's or previous owners' affirmative act or failure to act; and

- (6) The purpose of a variance is not based exclusively on the desire to eliminate development costs at the expense of the public improvement standards outlined in this title.

(D) Action by the Planning Commission to approve a preliminary plan containing variances shall not be deemed final until the preliminary plan is approved by the Sangamon County Board. The Commission shall send said plan to the County Clerk who shall deliver it with the letter of transmittal to the Sangamon County Board at its next regular session. If the Sangamon County Board finds that the subdivision substantially complies with the requirements of division (C) of this section, it may approve the plan.

#### **Sec. 16.22.030 REVIEW OF ADVERSE COMMISSION DECISION.**

If a preliminary plan or a site development plan is disapproved by the Planning Commission, or a location map for a minor subdivision is disapproved by the Public Health, Safety & Zoning Committee, the subdivider may file a petition within thirty (30) days of the decision with the County Clerk asking for review of the decision by the Sangamon County Board. A copy of the petition shall be delivered to the Planning Commission by the subdivider. The petition shall point out those parts of the decision to which the subdivider objects. A public hearing shall be conducted by the Sangamon County Board after a one (1) week's notice has been mailed by the County Clerk to the subdivider. During the hearing, the Board shall review the sufficiency or the propriety of the preliminary plan, location map for a minor subdivision, or site development plan in light of the Planning Commission's or Public Health, Safety & Zoning Committee's decision. Upon conclusion of the hearing, the Board may affirm or modify the decision of the Planning Commission or Public Health, Safety & Zoning Committee or approve the preliminary plan, location map for a minor subdivision or site development plan.

#### **Sec. 16.22.040 PENALTIES.**

Whoever subdivides property in the subdivision jurisdiction of Sangamon County before all the requirements of this title have been complied with, shall be guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed \$500.00. Each day that a violation of this title continues shall constitute a separate and distinct punishable offense.

Whoever sells or leases for any time exceeding five years, any lot or block in the subdivision jurisdiction of Sangamon County before all the requirements of this title have been complied with, shall be guilty of a petty offense and fined as provided in the provisions of 765 ILCS 205/5.

The imposition of the penalties herein prescribed shall not preclude the States' Attorney of Sangamon County from instituting appropriate action to prevent unlawful subdivision, or any sale of a lot or block from a subdivision which has not complied with all the requirements of this title.

**Chapter 16.24: EXHIBITS**

**Sec. 16.24.010 ARTERIAL ROADWAY NETWORK PLAN.**