

264.07-12-

**AN ORDINANCE AMENDING CHAPTER 153 OF THE 1988 CITY OF SPRINGFIELD CODE OF ORDINANCES, AS AMENDED, PERTAINING TO LAND SUBDIVISION**

**WHEREAS**, the City of Springfield is a home rule unit as defined in Article VII, Section 6(a) of the 1970 Illinois Constitution and has jurisdiction over matters pertaining to its government and affairs; and

**WHEREAS**, the City of Springfield Department of Public Works and the Springfield-Sangamon County Regional Planning Commission have been working together with the private sector including The Greater Springfield Chamber of Commerce, Capital Area Association of REALTORS, Springfield Area Home Builders Association, and representatives of various engineering companies to streamline the review process for new development; and

**WHEREAS**, all proposed changes have gone through the a process where all involved parties have had the opportunity to review, discuss and amend the ordinance, and the representatives and/or staff of The Chamber, the Department of Public Works and the Regional Planning Commission support the proposed amendments to the Land Subdivision Ordinance as they were discussed and developed over many months; and

**WHEREAS**, among the most significant changes is the increased importance of Location & Sketch Map review by the City Council, which reassigns Final Plat approval to professional staff of the City to allow the technical issues in Final Plat to be approved by staff as primarily a ministerial function, which will provide certainty to the development process before expensive engineering and technical work begin; and

**WHEREAS**, another significant change is to create a two-step process for Large Scale Review, such that the City Council will be presented with a site plan for a Large Scale Development with sufficient detail to determine if the site will work, with the technical engineering plans to be reviewed by professional staff upon approval of the site plan by City Council.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SPRINGFIELD, ILLINOIS:**

**Section 1:** That the City Council hereby amends Chapter 153 of the 1988 City of Springfield Code of Ordinances, as amended, and as shown on Exhibit A.

**Section 2:** That the City Clerk is hereby directed to publish this ordinance in pamphlet form.

**Section 3:** That this ordinance shall become effective immediately upon its passage, recording and publication in pamphlet form.

**PASSED:** July 17, 2012

**SIGNED:** August 1, 2012

**RECORDED:** July 18, 2012

Michael Houston  
**Mayor J. Michael Houston**

**ATTEST:** Cecilia K. Tumulty  
**City Clerk Cecilia K. Tumulty**

**Approved as to legal sufficiency:**

**Requested by: Mayor J. Michael Houston**

Mark Hill 7/3/12  
**Office of Corporation Counsel / Date**

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## ARTICLE I. GENERAL PROVISIONS

### § 153.101. Title.

This chapter may be cited as "The 1988 Land Subdivision Ordinance of the City of Springfield, Illinois."

### § 153.102. Jurisdiction.

(a) The Subdivision Jurisdiction of the City of Springfield shall include all land within the corporate limits of the Ceity and all unincorporated land within one and one half (1.5) miles of the Ceity.

(b) When the one and one half (1.5) mile Subdivision Jurisdiction of the Ceity and that of another municipality overlap, a contractual agreement between the City and the other municipality may be established which designates Subdivision Jurisdiction boundaries in the overlap area. In the absence of such an agreement, the jurisdiction shall extend to a line equidistant from the City's boundary and the boundary of the other municipality.

(Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

### § 153.103. Purpose.

It is the purpose of this chapter to promote growth and development and to regulate and control the division of land within the subdivision approval jurisdiction of the Ceity in order to:

(4 a) Provide for the legal and orderly division of land by requiring proper description, monumentation and recording of subdivided land; and

(2 b) Promote growth of the community which protects the public health and safety and provides essential public services to existing and future residents.

The goals of this chapter shall be to ~~promote~~:

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(a 1) ~~Conformance~~ with the Springfield Comprehensive Plan.

(b 2) ~~Provision of~~ Provide adequate public services including public water and sewer, electricity, and police and fire protection to land to be developed.

(c 3) ~~Prevention of~~ leap frog and scattered development.

(d 4) ~~Protection of~~ Lake Springfield and other ~~Hunter Lake~~, the area's public water supply-supplies.

(e 5) ~~Prevention of~~ development on unsuitable land.

(f 6) ~~Provision of~~ Provide a safe and efficient street network.

(g 7) ~~Prevention of~~ premature conversion of agricultural land.

(h 8) ~~Prevention of~~ agricultural/residential conflicts.

(i 9) ~~Conservation~~ Conserve and protection of natural resources.

(j 10) ~~Prevention of~~ unauthorized development in or filling of the 100 year floodplain.

(k 11) ~~Establishment of~~ lots that are of a practical size and shape.

(Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

**§ 153.104. Severability.**

If any section, provision or portion of this chapter is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the chapter shall not be affected by that decision.

264.07-125

1    **§ 153.105. Plat; when required.**

2    It shall be unlawful for a Subdivider of land within the Subdivision Jurisdiction of the Ccity  
3    to subdivide land into lots, bBlocks, streets, aAlleys, or public open space unless by plat  
4    in accordance with the laws of the State of Illinois and the provisions of this chapter. It  
5    shall be unlawful to divide land without obtaining tTract sSurvey approval, when  
6    required.

7  
8           (a) The provisions of this chapter shall not apply, except as noted with respect  
9           to tTract sSurveys, and no plat is required in any of the following instances:

10  
11                   (1) The division or sSubdivision of LLand into parcels or tracts of five  
12                   acres or more in size which does not involve any new streets or  
13                   eEasements of access;

14  
15                   (2) The division of lots or bBlocks of less than one acre in any recorded  
16                   subdivision which does not involve any new streets or eEasements of  
17                   access or drainage and utility eEasements;

18  
19                   (3) The sale or exchange of parcels of land between owners of adjoining  
20                   and contiguous land except where the transfer results in the creation of  
21                   another buildable lot;

22  
23                   (4) The conveyance of parcels of land or interests therein for the use as  
24                   a right-of-way for railroads or other public utility facilities and other pipe  
25                   lines which does not involve any new streets or eEasements of access;

26  
27                   (5) The conveyance of land owned by a railroad or other public utility  
28                   which does not involve any new streets or eEasements of access;

29  
30                   (6) The conveyance of land for highway or other public purposes or  
31                   grants or conveyances relating to the dedication of land for public use or  
32                   instruments relating to the vacation of land impressed with a public use;

33  
34                   (7) Conveyances made to correct descriptions in prior conveyance;

1  
2 (8) The sale or exchange of parcels or tracts of land following the  
3 division into no more than two parts of a particular parcel or tract of land  
4 existing on July 17, 1959 and not involving any new streets or  
5 ~~e~~Easements of access. If a division is made prior to October 1, 1973, for  
6 which an exemption is claimed pursuant to this subsection (a)(8), and the  
7 division results in one part being greater than five acres and the other part  
8 being less than five acres, then the subsequent division of the part  
9 greater than five acres shall qualify for the exemption set forth in  
10 subsection (a)(9) of this section. If a division is made on or after October  
11 1, 1973, for which an exemption is claimed pursuant to this subsection  
12 (a)(8), and the division results in one part being greater than five acres  
13 and the other part being less than five acres then the subsequent division  
14 of the part greater than five acres shall not qualify for the exemption set  
15 forth in subsection (a)(9);

16  
17 (9) The sale of a single tract less than five acres from a tract of five  
18 acres or larger when a survey is made by a ~~registered~~ licensed surveyor;  
19 provided, however, that this exemption shall not apply to the sale of any  
20 subsequent lots from the same larger tract of land, as determined by the  
21 dimensions and configuration of the larger tract on October 1, 1973, and  
22 provided that this exemption does not invalidate any other local  
23 requirements applicable to the subdivision of the land. For the purpose of  
24 this subsection (a)(9), if a tract of five acres or greater existed prior to  
25 October 1, 1973, its division on or after October 1, 1973 into two parts,  
26 each of which is less than five acres, shall nevertheless qualify for the  
27 exemption set forth in this subsection (a)(9).

28  
29 (b) A ~~Tract s~~Survey as set forth in ~~Article X~~ of this Chapter shall be required for  
30 a division ~~or subdivision~~ of land for which no plat is required under subsection (a)  
31 when such division or subdivision:

- 32  
33 (1) Is described in metes and bounds; or  
34 (2) Results in the remaining parcel or tract being less than five acres; or

1 (3) Is conveying land as provided for in the Condominium Act.  
2

3 (c) No Fract sSurvey or Plat Officer approval is required for divisions which  
4 meet See Section 153.105(a)(4) through See Section 153.105(a)(7).

5 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)  
6  
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8 **§ 153.106. Definitions.**

9 For the purpose of this chapter, the following definitions shall apply unless the context  
10 clearly indicates or requires a different meaning.  
11

12 **Alley.** A public way used primarily as a service access to the rear or side of a  
13 property.  
14

15 **Arterial Roadway Network Plan.** The portion of the official city plan providing  
16 and planning for the present and future system of streets for the city.  
17

18 **As Built Plans.** Final plans showing any changes from the construction plans,  
19 indicating in detail how the project was constructed, revised to include any  
20 changes from the cConstruction pPlans. Such plans shall show all public  
21 facilities as built on the surface and underground, both on public property and on  
22 eEasements and also indicate all private utility locations that are known. Details  
23 shall include: sanitary and sStorm sSewers, manholes, invert grades, bench  
24 marks, location of sanitary sewer laterals, street inlets, hydrants, general flow of  
25 surface water, and grades for drainage swales on the lot. The "as built plans"  
26 carry the seal of a registered professional engineer, certifying that construction  
27 was completed in conformance with the plans and specifications.  
28

29 **Block.** A tract of land bounded by streets, or by a combination of streets, parks,  
30 railroad rights-of-way or bodies of water.  
31

32 **City Clerk.** The City Clerk of the City of Springfield.  
33

34 **City Engineer.** The City Engineer of the City of Springfield.

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**City or City of Springfield.** The City of Springfield, Illinois, an Illinois municipal corporation.

**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 article "Construction Plans".

**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 of Public Works.** The Director of the City of Springfield's Office of Public Works or any successor person or office having similar responsibilities.

**Director, Executive 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.

**Dwelling Unit.** One or more rooms which are arranged, designed, or used as living quarters for a family, or for a community residence as a single house-

1 | keeping unit. A dWelling unit includes bathroom and kitchen facilities in  
2 | addition to sleeping and living areas.

3 |  
4 |  
5 | **Easement.** A liberty, privilege or advantage which a party or the general public  
6 | may have regarding the land of another. The remainder of the rights in the land  
7 | remain in the hands of the owner who retains the legal title.

8 |  
9 | **Electric Division.** A division in the ~~department of utilities engineer~~ in the Office  
10 | of Public Utilities of the City of Springfield.

11 |  
12 | **Existing Township Highway.** Any public road in the township which is  
13 | owned and maintained by the township.

14 |  
15 | **Final Plat.** The drawing of a subdivision prepared in the manner and containing  
16 | the data, documents and information required by this chapter showing lots of  
17 | record and which is to be recorded with the Sangamon County Recorder of  
18 | Deeds.

19 |  
20 | **Flag Lot.** A lot in which the buildable area of the lot is located behind another lot  
21 | or parcel with access to a public street by a strip of land extending from the  
22 | buildable area of the lot to the street.

23 |  
24 | **Floodplain.** Those lands subject to inundation by the one hundred (100) year  
25 | base flood identified by the Flood Insurance Rate Maps (FIRM) prepared by the  
26 | Federal Emergency Management Agency (FEMA) or through calculations as  
27 | specified in this Chapter, the Springfield Floodplain Regulations Ordinance,  
28 | Chapter 150 of the Springfield City Code, or Chapter 16.72 of the Sangamon  
29 | County Code, as applicable.

30 |  
31 | **Improvement.** Any physical addition or change to the land that increases its  
32 | utility, income, beauty or value including, but not limited to, streets, storm  
33 | drainage facilities, grading, utilities, sidewalks, landscaping, lighting, recreational  
34 | facilities, fire hydrants, water mains, erosion control, and sanitary sewers.

1           Improvements also include public improvements which are owned and  
2           maintained by a governmental body.

3  
4           **Large Scale Development.** A form of ~~land subdivisions~~subdivision of land which  
5           involves the development of any residential, office, commercial, industrial or  
6           mobile home development which proposes to contain more than one principal  
7           ~~building on more than one half acre of land in an R-3, R-4, R-5, R-6, S-1, S-2, S-~~  
8           ~~3, B-1, B-2, I-1, or I-2 zoning district or the corresponding county zoning districts~~  
9           Structure on more than one half (1/2) acre of land or any one development  
10          consisting of more than five (5) acres, regardless of the number of Structures.  
11          For jurisdictional purposes, property located within the corporate limits of the City  
12          of Springfield shall be subject to requirements of the City zoning ordinance  
13          section 155.052 et seq. (For property located in Sangamon County, refer to  
14          Sangamon County zoning ordinance requirements).

15  
16          **Local Streets.** Streets not classified in a higher system which primarily provide  
17          direct access to abutting land and access to higher types of roadways. They offer  
18          the lowest level of mobility being the narrowest and shortest streets in the street  
19          system. Service to through traffic is deliberately discouraged.

20  
21          **Location Map.** A preliminary drawing or map of a proposed subdivision  
22          containing the data and information required by this chapter.

23  
24          **Lot.** The tract within a subdivision of land marked by the Subdivider as a  
25          numbered tract to be offered as a unit of land for sale or transfer of ownership.

26  
27          **Major Arterial Streets and Roadways.** ~~They~~ The public streets that are  
28          identified in the most recently adopted Arterial Roadway Network Plan. They are  
29          the highest traffic volume corridors, streets and roadways serving major activity  
30          centers and the longest trip desires. Service to abutting land is subordinate to the  
31          provision of travel service to major traffic movements. They are normally spaced  
32          on a one (1) mile grid pattern and may include expressways.

1 | **Minor Arterial Streets and Roadways.** ~~They~~ The public streets that are  
2 | identified in the most recently adopted Arterial Roadway Network Plan. They are  
3 | the corridors, ~~Streets and roadways~~ public streets and public roads which  
4 | interconnect with and augment the major arterial street system and provide  
5 | service trips of moderate length at a somewhat lower level of travel mobility than  
6 | major arterials. Minor arterials place more emphasis on land access and  
7 | distribute travel to geographic areas smaller than those identified with major  
8 | arterials.

9 |  
10 | **Minor Subdivision.** The creation of a total of up to three ~~lots~~ lots (counting the  
11 | remainder of the original tract from which the lots are created) which front along a  
12 | ~~public road~~ public road from which access is permitted.

13 |  
14 | **Official Plan or City Plan.** The City of Springfield's Comprehensive Plan.

15 |  
16 | **CWLP.** The Office of Public Utilities of the City of Springfield.

17 |  
18 | **Owner.** Any or all persons, entities, trusts or corporations holding legal and/or  
19 | equitable title to the land to be subdivided. If the owner is a trust, all All  
20 | beneficiaries, shall be listed as owners. If the owner is a corporation, all  
21 | principals, and officers, members and managers shall be listed as Owners.

22 |  
23 | **Pavement Width.** The distance from the edge of the pavement to the edge of  
24 | the pavement but not including curb and gutter.

25 |  
26 | **Planning Commission or Commission.** The Springfield Sangamon County  
27 | Regional Planning Commission or one of its duly appointed subcommittees.

28 |  
29 | **Planned Experimental Development.** A form of ~~land subdivision~~ subdivision of  
30 | land that allows the development of not less than five (5) nor more than ten (10)  
31 | acres of land with variations of some of the restrictions of standard zoning and  
32 | subdivision regulations. (See Chapter 151 of this Code).

1 | **Planned Unit Development.** A form of ~~land subdivisions~~subdivision of land that  
2 | allows the development of ten (10) or more acres of land with variations of some  
3 | of the restrictions of standard zoning and subdivision regulations. (See Chapter  
4 | 151 of this Code).

5 |  
6 | **Plats Officer.** The ~~E~~Executive Director of the Springfield--Sangamon County  
7 | Regional Planning Commission or his duly authorized representative.

8 |  
9 | **Preliminary Plan.** A plan of proposed subdivision prepared in the manner and  
10 | containing the data, documents and information required by this chapter.

11 |  
12 | **Private Street or Private Road.** A purported street, road, way or strip of land  
13 | reserved for the use of a limited number of persons or purposes and which is not  
14 | a publicly ~~dedicated~~ street or road.

15 |  
16 | **Public Street ~~or Public Road.~~** A ~~street or road~~ owned and maintained by a  
17 | governmental body.

18 |  
19 | **Record.** To file a ~~f~~Final ~~p~~Plat approved by the City with the Sangamon County  
20 | Recorder of Deeds.

21 |  
22 | **Right-of-way.** A strip of land which has been ~~d~~Dedicated in fee simple to a  
23 | public body for streets, alleys and other public improvements as determined by  
24 | the public body.

25 |  
26 | **Sanitary Sewer.** A constructed conduit connected with the sewer system that is  
27 | designed to carry liquids and solids other than storm water to the Springfield  
28 | Sanitary District sanitary sewer treatment plants.

29 |  
30 | **Service Access Street or Service Access Road.** A local street or road parallel  
31 | to and adjacent to a major arterial which provides access from the arterial to  
32 | abutting properties.

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34 | **Shall** means something is mandatory; **may** means something is discretionary.

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**Shared Access Drive.** A driveway located within an ~~e~~Easement providing access to multiple non-residential ~~l~~lots, where primary access to the ~~l~~lot and/or ~~l~~lots being developed is not available from a publicly ~~D~~edicated street or road.

**Site Development Plan.** ~~A layout of the site prepared in the manner and containing the information required by this chapter.~~ A non residential development, or a multi-family residential development involving more than eight (-8) units on a parcel of more than 1 acre but less than five (5) acres on a lot or lots (existing and/or proposed) being developed using as their sole access a shared private access drive, and where primary access to the lots and/or lots being developed is not available from a publicly dedicated street or road. A variance for section 153.158(b)(2) is required before the site development can be approved.

**Sketch Plan.** A general layout of a proposed subdivision prepared in the manner and containing the information required by this chapter.

**Springfield Comprehensive Plan.** The official plan of the City of Springfield adopted by the Springfield City Council.

**Structure.** Anything constructed or erected, the use of which requires more or less permanent location on the ground or attachment to something having a permanent location on the ground. Structures may include, but are not limited to buildings, house trailers, semi-trailers, telecommunication, radio and television towers, walls, fences and outdoor advertising devices

**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.

1 | **Stub Street or Stub Road.** A street or road which is intended to be extended but  
2 | which is temporarily stubbed off.

3 |  
4 | **Subdivider.** Any or all owners, agents, or persons controlling land who  
5 | commence proceedings under this chapter by submitting location and sketch  
6 | maps to the Planning Commission office.

7 |  
8 | ~~**Subdivision Committee or Land Subdivision Committee.**~~ A sub-committee of  
9 | the Planning Commission appointed by the chairman as deemed necessary to  
10 | review all aspects of proposed subdivisions in accordance with this chapter.  
11 | Voting membership may consist of the technical staffs of various units of local  
12 | government, Planning Commission members and citizens. Additional technical  
13 | advisory assistance may be requested as necessary.

14 |  
15 | ~~**Subdivision Jurisdiction.**~~ All land within the corporate limits of the City of  
16 | Springfield and all unincorporated land within one and a half (1.5) miles of the  
17 | corporate limits. Refer to 153.102.

18 |  
19 | **Subdivision of Land.**

- 20 | (1) Division of land into two (2) or more parts, any of which is less than five (5)  
21 | acres in size (see section 153.105 for exemptions);  
22 | (2) Dedication of streets or eEasements of access;  
23 | (3) Creation of a pPlanned uUnit dDevelopment;  
24 | (4) Creation of a pPlanned eExperimental dDevelopment;  
25 | (5) Creation of a lLarge sScale dDevelopment; or  
26 | (6) Actions resulting in a new description of land not previously recorded.

27 | In the event a subdivision is a pPlanned uUnit dDevelopment, a pPlanned  
28 | eExperimental dDevelopment or a lLarge sScale dDevelopment, the standards  
29 | and regulations of Chapter 151 and/or 155 shall also govern.

30 |  
31 | **Surety.** A bonding agency that is financially qualified to do business in the State  
32 | of Illinois.

1 | **Through Lot.** Any lot which adjoins two streets or roads that are parallel or  
2 | within forty-five (45) degrees of being parallel to each other.

3 |  
4 | **Tract Survey.** A land survey, made by an Illinois registered land surveyor,  
5 | complying with the requirements of this chapter.

6 |  
7 | **Township Highway Commissioner.** The Township Highway Commissioner for  
8 | the township in which the subdivision is located.

9 |  
10 | **Traffic Control Device.** Any sign, signal, marking or device placed on or  
11 | adjacent to a street or highway by authority of the ~~department of~~ Traffic Engineer  
12 | of the City of Springfield, the State of Illinois Department of Transportation or the  
13 | Sangamon County Engineer.

14 |  
15 | **Traffic Engineer.** The City Traffic Engineer of the City of Springfield.

16 |  
17 | ~~**Water Division.** A division in the department of utilities engineer in of the Office~~  
18 | ~~of Public Utilities of the City of Springfield or similar applicable water district,~~  
19 | ~~commission or provider.~~

20 | (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

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22 |  
23 | **§ 153.107. Arterial Roadway Network Plan.**

24 | In order to provide proper notice, the City Council shall take such action as is deemed  
25 | appropriate, if any, to revise the Arterial Roadway Network Plan every four (4) years, ~~no~~  
26 | ~~later than November 1 of the year preceding the year for which the network plan is~~  
27 | ~~adopted.~~

28 | (Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

29 |  
30 |  
31 | **§ 153.108. Change of an approved plan.**

32 | If the Owner or Subdivider desires to make a minor change to an approved 1)  
33 | Preliminary Plan, 2) Site Development Plan, 3) Minor Subdivision or 4) Large Scale

1 Development Plan, the Owner shall submit a revised plan to the  
2 Springfield/Sangamon County Regional Planning Commission Office before proceeding  
3 with the proposed change. A change is considered minor under any of the following  
4 circumstances as determined by the Springfield/Sangamon County Regional Planning  
5 Commission Office:

6  
7 (1) The change results in an increase in the footprint of a building by no more  
8 than five percent (-5%) or five (500) square feet, whichever is less;

9  
10 (2) The change does not adversely ~~effect~~affect any utility, utility plan, location  
11 or ~~e~~Easement;

12 (3) The change does not hinder the approved on site vehicular circulation;

13  
14 (4) The change results in an increase or decrease in the number of parking  
15 spaces by no more than five percent (5%) as long as the change is  
16 consistent with the zZoning cCode;

17  
18 (5) The change does not include any new land.

19  
20 All other changes shall go through the same process and be subject to the same  
21 requirements as those of initial approval. Minor changes shall not be subject to a public  
22 hearing, but shall be reviewed by the following agencies:

23  
24 (1) Springfield/Sangamon County Regional Planning Commission Office;

25 (2) Electric ~~Division~~department;

26 (3) ~~Applicable~~ Water Division(s);

27 (4) Office of Public Works;

28 (5) Office of Public Works Building and Zoning Staff;

29 (6) City of Springfield Fire Department Fire Ssafety personnel;

30 (7) Sangamon County Engineer;

31 (8) Springfield Metro Sanitary District; and

32 (9) Any other agency serving the area.

1 The revised plan shall be accompanied by the written statement of a registered  
2 professional engineer licensed in the State of Illinois, attesting that the revised plan  
3 contains all changes requested from the most recently approved plan. The statement  
4 shall also indicate what the requested changes are, and the location of said changes on  
5 the plan. Any revised plan submitted without this information shall neither be accepted  
6 for review nor approved.

7

8 Upon written approval by each agency listed above, the revised plan shall be deemed  
9 approved as of the date of the last written approval.

10 (Ord. No. 125-02-08, § 2, 2-19-08)

11

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1 **ARTICLE II. LOCATION AND SKETCH MAPS**

2  
3 **§ 153.110. Purpose.**

4 The purpose of the location and sketch maps is to determine the suitability of the site for  
5 subdividing and subsequent development. Suitability shall be measured by conformance  
6 with the comprehensive plan, effect on natural resources and natural systems, ability to  
7 provide adequate essential services to the site and conformance with the goals of this  
8 chapter set forth in section 153.103.

9  
10 The Location and Sketch Maps submittal is the most important phase of the  
11 subdivision process. The Location and Sketch Maps submittal and review process is  
12 one of shared responsibilities among the Subdivider, the Subdivider's engineer, the City  
13 of Springfield, the Planning Commission, and service providers to determine the  
14 suitability of the site for subdividing and, if suitable, the infrastructure needs and any  
15 potential problems which may be encountered.

16  
17 The purpose is to:

- 18 (a) Determine the suitability of the site for subdividing and subsequent  
19 development measured by conformance with the Comprehensive Plan, effect  
20 on natural resources and natural systems, ability to provide adequate  
21 essential services to the site, and general conformance with the goals of this  
22 Chapter set forth in Sec. Section 153.103.
- 23 (b) Identify general concerns and potential problems associated with subdivision  
24 of the site.
- 25 (c) Identify existing and potential essential service infrastructure inadequacies  
26 and general ways to remedy the inadequacy, if possible.
- 27 (d) Provide enough information so that the Subdivider can determine  
28 approximate costs of subdividing the site.

29  
30  
31 **§ 153.110.1. Pre-application.**

- 32 (a) Prior to the filing of the Location and Sketch Maps with the Planning  
33 Commission, the Owner and/or Subdivider may consult with the Office of Public

1 Works of the City of Springfield and the Executive Director of the Planning  
2 Commission in order to gain their advice. In so doing, both the Owner and/or  
3 Subdivider, the Office of Public Works and the Executive Director of the Planning  
4 Commission or his designee can reach mutual conclusions regarding the general  
5 concept and objectives of the proposed development and possible effects on the  
6 neighborhood and community.

7  
8 (b) A pre-application conference with the City staff may be conducted at the  
9 discretion of the Director of the Office of Public Works or upon the request of the  
10 Owner and/or Subdivider. Recommendations made during the pre-application  
11 meetings are advisory only for mutual benefit and do not require formal  
12 application or fees.

13 (Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

14  
15  
16 **§ 153.111. Submission requirements.**

17 Information filed with the Planning Commission shall be of sufficient detail so that an  
18 adequate review as outlined in this Section can be made and the commission can  
19 determine whether and how essential services will be provided and whether compliance  
20 with the suitability criteria set forth in section 153.112 will be achieved.

21  
22 (a) **Location Map.** The Location Map shall consist of data added to an  
23 existing base map of a suitable scale covering an area of at least one mile radius  
24 from the tract proposed for development. The Location Map shall show the  
25 following information:

26 (1) North point, scale and date.

27  
28 (2) Outline of the entire contiguous area owned or controlled by the  
29 Subdivider with approximate boundary dimensions and total acreage.

30  
31 (3) General land legal description of the area.

32  
33 (4) Existing streets and roads expected to serve the area to be  
34 subdivided.

1 (5) Existing utility lines expected to serve the area to be subdivided.

2  
3 (b) **Sketch Map.** The sSketch mMap shall show the general layout and  
4 character of the entire contiguous area owned or controlled by the Subdivider.  
5 The scale shall be no more than 100 feet to the inch. Font size shall be no  
6 smaller than 10 point. Exact dimensions or engineering plans are not required.  
7 The Sketch Map shall show the following information:

8 (1) North point, scale and date.

9  
10 (2) Area to be subdivided with general dimensions.

11  
12 (3) General land legal description of the area.

13  
14 (4) Proposed street network and alignments with existing streets  
15 including identification of proposed collector and arterial streets.

16  
17 (5) General lLot layout.

18  
19 (6) Potential open space--public parks, existing waterways, drainage or  
20 retention areas, etc.

21  
22 (7) Outstanding or unusual natural features and vegetation.

23  
24 (8) Floodplain.

25  
26 (9) Natural dDrainage cCourses with tributary areas over one (1) square  
27 mile six hundred and forty acres (640) acres) or other regulated dDrainage  
28 cCourses.

29  
30 (c) Additional information. In addition to the information required below, any  
31 other information necessary for the Planning Commission and Land Ssubdivision  
32 Geommittee to determine site suitability or adequacy of mitigating factors as  
33 outlined in section 153.112 and to provide comments as outlined in sSection-  
34 153.113(d) shall be submitted:

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- (1) Title of the proposed subdivision.
- (2) Names, addresses and phone numbers of the Owner, Subdivider, engineer and land surveyor. A contact person should be designated.
- (3) Proposed use and approximate number of ~~housing dwelling units or other structures.~~
- (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) ~~Percolation test Soils analysis results if private sewage systems are proposed.~~
- ~~(11) Certification by property owner of record of intent to subdivide.~~
- ~~(12) (11) Written acknowledgement of plan to upgrade adjacent roadway(s) if applicable.~~

~~(d) **Public infrastructure improvements.** Within 45 calendar days after submittal of information satisfying the requirements of section 153.111, the City shall provide to the owner or Subdivider a written list of public infrastructure improvements caused by the proposed development which will be required to be completed by the owner or Subdivider as part of the development process. The City and owner or Subdivider shall be bound by this written list of public~~

1 infrastructure improvements. Any amendments shall be in writing approved by  
2 both parties.

3 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 297-6-98, § 1, 6-2-98; Ord. No. 591-11-98, § 1(Exh.  
4 A), 11-17-98)

5

6

7 **§ 153.112. Subdivision site suitability.**

8 (a) **Essential utilities and public services.** Land proposed to be subdivided  
9 shall have essential utilities and public services available within a reasonable  
10 distance and time period. Land to which these essential utilities and services will  
11 not be so provided shall be deemed unsuitable for subdividing. Essential utilities  
12 and services and criteria for determining if they can adequately be provided shall  
13 include the following:

14

15

(1) **Sewage disposal.**

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a. Sanitary sewer service provided by the Springfield Metro  
Sanitary District shall be the preferred method of sewage disposal.  
If sanitary sewer service is currently available to the land  
proposed to be subdivided, it shall be the sewage disposal  
method used.

~~b. If sanitary sewer service is not currently available but  
connection to a trunk sewer is imminent, the land may be  
considered suitable for subdividing if:~~

~~1. Sanitary sewers shall be installed by the Subdivider for  
future service to each building site; and~~

~~2. On-site sewage disposal facilities can and will be  
provided.~~

e. b. If sanitary sewer is not currently available but the land is  
within the ultimate service area as identified in the Springfield  
Metro Sanitary District's Facility Plan, the land may be considered  
suitable for subdividing if:

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1. On-site sewage disposal facilities can and will be provided.

2. Appropriate legal documents are executed to guarantee future owners' financial participation in future sewer extensions; and

3. Sewer hook-up is mandatory for future lot owners.

d. c. If the land cannot be served with sanitary trunk sewers, the land shall be unsuitable for subdividing unless it can be shown that adequate private sewage systems meeting the Sangamon County Private Sewage Ordinance can be provided. Due to various environmental factors and considerations (i.e., water table, soils, proximity to Lake Springfield or the area's other public water supplies~~Hunter Lake~~) some land will not be suitable for private sewage systems.

**(2) Water supply.**

a. An Illinois Environmental Protection Agency (IEPA) approved public water supply shall be the preferred method of water supply. New development within the City CWLP water service area shall be supplied by City water mains.

b. The water supply for all developments outside the City CWLP water service area shall be supplied by a public water supply if possible. If the water supply is not provided by the City, the water supply design shall may be subject to approval by the CWLP's City's Water Division.

c. Private wells may be permitted for developments outside the City if the ~~developer~~ Subdivider can demonstrate that well water will be of adequate quantity and quality for the proposed land use and that it is not feasible to extend water mains to the land proposed to be subdivided. As a minimum guideline, the extension of ~~420' ±~~ one hundred and sixty feet

1 | (160') of water main per ~~Lot~~ of the Preliminary Plan shall be deemed  
2 | feasible. This distance shall be measured between the nearest suitable  
3 | public water main and the proposed development. Mains within the  
4 | development shall not count toward this extension footage.  
5 |

6 | ~~d. Water extensions~~ The City may extend water for subdivisions located  
7 | within the territory of a public water district where such subdivisions are  
8 | located within one (1) mile of the corporate limits of the City of Springfield:

9 | 1. If the general manager of CWLP~~the office of public utilities~~  
10 | recommends that the City exercises its exclusive right to provide  
11 | water service to said development pursuant to 65 ILCS 5/11-151-  
12 | 3; then

13 |  
14 | 2. Only the Subdivider shall be required to make application for  
15 | water service under the procedures established by Resolution 87-  
16 | 96 provided that the Subdivider agrees to impose covenants  
17 | running with the land consistent with section 6(B) of Resolution  
18 | 87-96 which covenants shall be included on the Subdivider's Final  
19 | Plat; and

20 |  
21 | 3. Subsequent ~~Lot~~ or parcel owners shall not be required to file  
22 | applications pursuant to Resolution 87-96, but may directly apply  
23 | to CWLP~~the office of public utilities~~ for water service.  
24 |

25 | ~~e. When water extensions~~ for the development of, or service to, new or  
26 | existing Lots, tracts, buildings, or subdivisions ~~where such an extension~~  
27 | would be an orderly expansion of the City's distribution network:

28 | 1. The Subdivider shall be required to make application for water  
29 | service under the procedures established by Resolution 87-96  
30 | provided Subdivider agrees to impose covenants running with the  
31 | land consistent with section 6(B) of Resolution 87-96. For new  
32 | developments, these covenants shall be included on the  
33 | Subdivider's Final Plat; and  
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2. Subsequent lot or parcel owners shall not be required to file applications pursuant to Resolution 87-96, but may directly apply to the office of public utilities CWLP for water service.

**(3) Fire protection.**

Land proposed to be subdivided shall meet the following conditions in order to be deemed suitable for subdividing:

- a. Land shall be within a fire protection district;
- b. There shall be a public road providing adequate access for emergency vehicles to the site as outlined in See Section 153.112(a)(4).
- c. There shall be a system of water mains with fire flows adequate for fire fighting purposes.

If this water system is not provided, the requirement shall be met if: The buildings have a sprinkler system meeting National Fire Protection Association Standard 13, 13D, or 13R requirements.

**(4) Streets.**

- a. Land proposed to be subdivided shall be suitable for street construction and shall not have limitations which adversely affect construction conditions. Factors to be considered include:
  - 1. Soil type as it affects shrinkage, swelling, frost heave and related considerations.
  - 2. Water table as it affects subgrade.
  - 3. Slope as it affects maintenance, snow plowing, sight distance, parking safety and need for large amounts of fill.

1 b. The City Engineer shall make the final determination on suitability for  
2 street construction. (See section 155.157, street design, for further  
3 requirements which may affect suitability).

4  
5 c. ~~The suitability of Existing streets for providing access to the proposed~~  
6 ~~subdivision and/or being incorporated for incorporation into the proposed~~  
7 ~~subdivision's street system shall also be suitable. considered. A street~~  
8 shall be considered suitable if:

- 9  
10 1. The street is constructed of all weather material (concrete,  
11 asphalt, oil mat);
- 12  
13 2. The pavement has the ~~equivalent~~ strength to carry fire trucks  
14 (minimum two- (2) inch asphalt on six (6)- inch crushed rock or  
15 ~~equivalent~~);
- 16  
17 3. The paved area is at least twenty (-20) feet wide with a road  
18 bed twenty-four (24) feet wide;
- 19  
20 4. There is a minimum vertical clearance of thirteen (13) feet, six  
21 (6) inches; and
- 22  
23 5. The street has good drainage.
- 24  
25 6. ~~Access roads and access road intersections meet safety~~  
26 ~~standards, including sight distance.~~

27  
28 If only a portion of the criteria set forth in subsection (a)(4)c is met, a  
29 panel consisting of the City Engineer, City Traffic Engineer and a  
30 representative of the Fire Ssafety Division of the Fire Department  
31 shall make the recommendation in writing as to whether the street is  
32 suitable for the proposed development or what improvements must be  
33 undertaken to make it suitable. This written recommendation shall be  
34 sent to the Planning Commission within two (2) weeks of receipt of the

1 | Location and sSketch Mmaps for review so it can be included in the staff  
2 | summary of comments (See Section 153.113(e)).  
3 |

4 | (b) **Other requirements.** Land proposed to be subdivided shall meet the  
5 | following requirements:

6 | (1) Site must be in conformance with the Springfield Comprehensive  
7 | Plan.

8 |  
9 | (2) Development must be in accord with appropriate jurisdictional  
10 | floodplain regulations.

11 |  
12 | (3) Development must be compatible with the various noise level  
13 | standards of the Abraham Lincoln Capital Airport as recommended in the  
14 | Federal Aviation Administration (FAA) Advisory Circular 150/5020-1 or  
15 | latest edition.

16 |  
17 | (4) Development must not be located in an environmentally sensitive  
18 | area including sites adjacent to Lake Springfield and its tributaries or in or  
19 | adjacent to dedicated nature preserves unless the Subdivider can show  
20 | that environmental concerns can be mitigated.

21 |  
22 | (5) Site must be of a shape, size and terrain so that usable lots and  
23 | streets in conformance with this chapter can and will be created. To  
24 | achieve conformance, the site may require special design or may require  
25 | the contemporaneous subdividing of adjacent property.

26 |  
27 | (6) Development must not have a major conflict with existing use of  
28 | adjacent property (waste water treatment plants, power plants, major  
29 | industrial plants, landfills, certain agricultural uses, etc.) unless it is shown  
30 | that factors which cause the conflict can and will be mitigated.

31 |  
32 | (7) Development must not cause major off-site impacts and problems  
33 | relating to, but not limited to, streets, drainage, water system, parks. If it is  
34 | determined by the Planning Commission that major off-site impacts will

1 result, the Subdivider must agree to mitigate the portion of the impact  
2 caused by the subdivision.

3 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 69-2-97, § 1, 2-4-97)  
4

5 **§ 153.113. Location and Sketch Maps review process.**

6 (a) The Subdivider shall submit sixteen (16) prints of the location and sketch  
7 maps, a digital version(s) of these prints in PDF format or other electronic format  
8 acceptable to the Planning Commission, and support data, and variance  
9 request(s), if applicable, accompanied by a receipt for the filing fee from the City  
10 Clerk, to the Planning Commission by 9:00 a.m. on the ~~3rd~~ 2<sup>nd</sup> Monday of the  
11 month preceding the month in which the Subdivider wishes the subdivision to be  
12 reviewed. Resubmissions of current Location and Sketch Maps may be made  
13 on the 3<sup>rd</sup> Monday. If all requirements of ~~Sec. Section~~ 153.111 are not included in  
14 the submittal, the plan will not be reviewed.

15  
16 (b) The Planning Commission shall retain one (1) print and the electronic  
17 version, and distribute the remaining location and sketch maps, and support data  
18 and variance request(s) as follows:

- 19 One (1) print to the appropriate Water Division(s);  
20 One (1) print to the Electric Division;  
21 Two (2) prints to the Office of Public Works;  
22 One (1) print to the Office of Public Works Department of Building and \_\_\_\_  
23 \_\_\_\_\_ Zoning;  
24 One (1) print to the Fire Department ~~F~~ire ~~S~~safety ~~D~~ivision ~~of the fire~~  
25 ~~department~~;  
26 One (1) print to the Springfield Metro Sanitary District;  
27 One (1) print to the Sangamon County Engineer;  
28 One (1) print to the Sangamon County Soil and Water Conservation  
29 District;  
30 One (1) print to the appropriate school district;  
31 Five (5) prints to be retained by the Planning Commission for transmittal  
32 to affected utilities, or agencies serving the area to be subdivided, or  
33 citizen members.

34

1 (c) A legal notice of the public hearing shall be placed in a newspaper of  
2 general circulation within the Springfield area seven (7) days before the date of  
3 the public hearing before the Land Subdivision Committee. The Subdivider shall  
4 be responsible for the cost of the necessary public notice and must present proof  
5 of publication to the Planning Commission before the Location and sSketch  
6 mMaps will be reviewed by the Planning Commission. The Planning Commission  
7 shall place a notice of the public hearing to be held at the Land Subdivision  
8 Committee meeting on each pPublic rRoad frontage of the property to be  
9 subdivided at least seven (7) days preceding the meeting.

10  
11 (e d) The entities listed in subsection (b) above shall transmit their comments on  
12 suitability of the site in writing to the Planning Commission staff within ~~one~~ two (2)  
13 weeks of receipt.

14  
15 In keeping with the purpose of the Location and sSketch mMaps stated in  
16 Section 153.110 of this Chapter, the comments submitted shall, at a minimum,  
17 provide the following information (as applicable to each department or agency) in  
18 order that the suitability of the site and potential problems can be determined.  
19 General, not detailed, information is adequate.

20  
21 (1) New infrastructure or improvements to existing infrastructure that are  
22 required for the subdivision as a result of a specific and uniquely  
23 attributable impact from the development.

24  
25 (2) Existing infrastructure inadequacies, if any, that will affect the timing,  
26 phasing or ability to provide services to the subdivision.

27  
28 (3) In general terms, how these inadequacies may be remedied by the  
29 Subdivider, if possible.

30  
31 (4) Standards or requirements of the subdivision ordinance which the  
32 proposed subdivision may have difficulty meeting.  
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(5) Any off-site impacts/problems which the subdivision will cause or exacerbate and how they will be mitigated.

(6) Any agency regulations or requirements not in the subdivision ordinance that would affect the subdivision.

(7) Concerns or problems that are unique to the proposed site.

(8) Identification of goals of this Chapter or of the Springfield Comprehensive Plan which are not met and mitigation strategies, if possible.

(d-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 section 153.112 and on the conformance of the general layout with the City's Springfield Comprehensive Plan and this Chapter. The summary of comments shall be transmitted to the Subdivider no later than the Friday before the Land Subdivision Committee meeting where the public hearing will be held.

(e f) A public hearing shall be held at the Location and sSketch mMaps review stage by the Land Subdivision Committee. The Land Subdivision Committee shall review the suitability of the site based on the suitability criteria outlined in section 153.112 and the conformance of the general layout with the City's Springfield Comprehensive Plan and this Chapter and make a recommendation to the Planning Commission.

The Land Subdivision Committee may vote to recommend that the Location and sSketch mMap be: (i) denied, (ii) approved, (iii) approved with conditions, agreed to by the Subdivider, that must be met prior to Planning Commission review, or (iv) at the request of the Subdivider, held over until its next regular scheduled meeting.

Requests by a Subdivider to hold the Location and sSketch mMap review until the next scheduled meeting or to hold an informal review of the Location and

1 | sSketch map, must be made in writing to the Planning Commission at least forty-  
2 | eight (48) hours prior to the meeting for which such review is scheduled. Upon  
3 | request of holding until the next scheduled meeting, the lLocation and sSketch  
4 | mMap shall be removed from the Land Subdivision Committee's agenda. If such  
5 | request is not made by a Subdivider more than forty-eight (48) hours prior to the  
6 | meeting for which review is scheduled the Land Subdivision Committee may, at  
7 | its discretion, take action on the lLocation and sSketch mMap as submitted or  
8 | hold the submittal over until its next regularly scheduled meeting.

9 | public hearing shall be held at the location and sketch maps review stage. A  
10 | legal notice of the public hearing shall be placed in a newspaper of general  
11 | circulation within the Springfield area seven days before the date of the public  
12 | hearing. The developer shall be responsible for the cost of the necessary public  
13 | notice and must present proof of publication to the Planning Commission before  
14 | the location and sketch maps will be reviewed by the commission.

15 |  
16 | Comments and conditions from the Land Subdivision Committee shall be  
17 | transmitted to the Subdivider within five (5) business days after the Land  
18 | Subdivision Committee hearing. The Subdivider may modify the subdivision plan  
19 | to address some or all of the comments and conditions of the Land Subdivision  
20 | Committee prior to the forwarding of the plan for Planning Commission review, or  
21 | may request that the subdivision plan be reviewed by the Planning Commission  
22 | without revisions. In a case in which a Subdivider requests a review by the  
23 | Planning Commission without all revisions of the plan, the Planning Commission  
24 | shall consider this to be a recommendation of denial by the Land Subdivision  
25 | Committee.

26 |  
27 | (f g) The Planning Commission shall receive the recommendations of the Land  
28 | Subdivision and then shall make a recommendation to the City Council with  
29 | respect to the suitability of the site and conformance of the layout. The  
30 | recommendation shall be made no later than its regularly scheduled meeting in  
31 | the second month after the subdivision was filed, unless the Subdivider requests  
32 | a delay or unless all requirements of section Sec. 153.111 were not provided.  
33 | Lack of action within the allotted time period shall constitute a negative  
34 | recommendation to the City council. If the Subdivider receives a negative

1 Planning Commission recommendation and still wishes to proceed with the  
2 subdivision, the Subdivider shall request in writing within 30 days that the  
3 Planning Commission forward the proposed subdivision with the planning  
4 commission's recommendation to the City council for action.

5  
6 (g h) After receiving the planning commission's recommendation, the City  
7 council shall approve or disapprove the Location and Sketch Maps based on the  
8 suitability criteria outlined in ~~section~~section 153.112 and general conformance  
9 with the City's comprehensive plan and this chapter.

10 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

11  
12  
13 **§ 153.114. Validity of Location and Sketch Maps approval.**

14 (a) ~~The Land Subdivision Committee or Planning Commission recommendation~~  
15 ~~shall be valid for a period of one (1) year. If the Subdivider has not taken the~~  
16 ~~necessary action so that the Planning Commission can forward the plans to the~~  
17 ~~City Council for action within one (1) year of the Land Subdivision review~~  
18 ~~meeting, the Location and sSketch mMaps and any approvals shall expire. The~~  
19 ~~location and sketch maps shall be valid for a period of one year after City council~~  
20 ~~approval. If a Preliminary Plan has not been submitted within the one year~~  
21 ~~period, approval of the location and sketch maps shall expire. If interest is~~  
22 ~~renewed in subdividing the site at a later time, the entire Location and sSketch~~  
23 ~~mMaps review process and submission requirements shall be repeated.~~

24  
25 (b) ~~The Location and sSketch mMaps shall be valid for a period of two one~~  
26 ~~years after City Council approval. If a Preliminary Plan has not been submitted~~  
27 ~~within the one two-year period, or if submitted, not approved within 15-27 months~~  
28 ~~of City Council approval of the location and sketch maps, approval of the~~  
29 ~~Location and sSketch mMaps shall expire. If interest is renewed in subdividing~~  
30 ~~the site at a later time, the entire Location and sSketch mMaps review process~~  
31 ~~and submission requirements shall be repeated.~~

32  
33 (b c) The sSketch mMap approval shall be valid only as long as all land area  
34 contained in the location and sSketch mMap remains in the subdivision. If any

1 | land is removed from the subdivision, the sSketch mMap and any subsequent  
2 | Preliminary Plan approvals are rescinded. Any additional subdividing must start  
3 | at with the location and sSketch mMap review process.  
4 |  
5 |

1     **ARTICLE III. PRELIMINARY PLAN**

2

3     **§ 153.120. Purpose.**

4     The Preliminary Plan is intended to provide a detailed layout of the proposed subdivision  
5     showing the location of public improvements, lots, drainage and open space areas.

6

7

8     **§ 153.121. Submission requirements.**

9             (a) The Preliminary Plan shall show the information required by subsection (b).  
10            The scale shall be no more than 100 feet to the inch. ~~The font size shall be no~~  
11            ~~smaller than 10 point.~~ All dimensions shall be to the nearest foot. The Preliminary  
12            Plan shall be consistent with the current zoning district classification of the  
13            property. The Preliminary Plan may be submitted simultaneously with the  
14            location and Sketch Map (see section 153.125).

15

16            (b) Information to be shown on the plan sheets ~~or as written documentation~~  
17            shall include:

18                     (1) The title under which the proposed subdivision is to be recorded; the  
19                     names and addresses of the engineer, registered land surveyor,  
20                     subdivider and owner of the tract with the name and address of the  
21                     contact person to whom any notice is to be sent.

22

23                     (2) North point, scale and date of preparation and any revisions.

24

25                     (3) A notation stating "Preliminary Plan not to be recorded by Recorder  
26                     of Deeds".

27

28                     (4) Total acreage.

29

30                     (5) Location of all present property lines and section lines.

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(6) The location of all streets, watercourses, and other existing features within the area to be subdivided and within two hundred (200) feet of the site.

(7) Location and dimensions of existing buildings and their proposed disposition.

(8) The existing utilities, dDrainage courses and culverts including 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 (2) 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. Adequate buildable 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). An assessment of long term erosion, sedimentation and runoff changes caused by the subdivision should be included. The proposed storm water management system (may be shown on a supplemental sheet) including:~~

- (a) delineation of drainage areas;
- (b) identification of storm water management areas, type of storage proposed, normal pool of wet ponds, estimated storage volumes, proposed discharge and location of discharge from each drainage area;

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(c) detention computations necessary to validate information in (a) and (b), above.

(14) Proposed location of water mains and fire hydrants.

(15) Location and width to the nearest foot of all proposed streets, Alleys and their associated Rights-of-way.

(16) Location and width to the nearest foot of lots.

(17) 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.

(18) The location of areas to be reserved for public use.

(19) 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 or the City.

(20) Draft of subdivision covenants relating to the requirements of this chapter.

(21) Written approval of the location of the access by the governmental entity with road jurisdiction as required by 765 ILCS 205/Plat Act.

(22) A traffic study if seventy-five (75) housing dwelling units or five (5) acres or more of non-residential development is proposed. The traffic study shall include an analysis of the anticipated traffic generation from the proposed development based upon trip generation manuals as well as directional distributions for the proposed development. If the Average Daily Traffic (ADT) count from this study is less than seven hundred fifty (750) for each entrance, no further study is required. If the ADT is seven hundred fifty (750) or above, the following shall be required:

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a. Existing roadway volumes based upon the most current counts/data available from the Illinois Department of Transportation, City of Springfield, Sangamon County or the Subdivider's traffic engineering consultant;

b. Projected traffic generations for the development at time of construction assuming background traffic growth if necessary. Staging plan for traffic generation if needed.

c. Projected traffic generations at twenty (20) years post-construction assuming background traffic growth as recommended by the appropriate jurisdictional agency with the approval of the City Engineer; and

d. Turning movement data at intersections to determine warrants for lane configuration, auxiliary turn lanes and stop control or signalization of intersections.

(Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

**§ 153.122. Preliminary Plan review process.**

(a) The Subdivider shall submit fourteen (14) prints of the Preliminary Plan and a digital version(s) of these prints in PDF format or other electronic format acceptable to the Planning Commission, to the Planning Commission accompanied by a receipt for the filing fee from the City Clerk with a filing fee by 9:00 a.m. on the 3<sup>rd</sup> 4<sup>th</sup> Monday of the month preceding the month in which the Subdivider wishes the plan to be reviewed.

(b) The Planning Commission shall retain one (1) print and the digital version, and distribute the remaining prints as follows:

- One (1) print to the Electric Division;
- One (1) print to the appropriate Water Division(s);

1 Two (2) prints to the Office of Public Works;  
2 One (1) print to the Sangamon County Engineer;  
3 One (1) print to the Office of Public Works Department of Building and  
4 Zoning;  
5 One (1) print to the Fire Department Fire Safety Division of the fire  
6 department;  
7 One (1) print to the Springfield Metro Sanitary District; and  
8 Five (5) prints to the Planning Commission for transmittal affected  
9 agencies serving the area to be subdivided or citizen members.

10  
11 (c) The Land Subdivision committee Committee members shall review the  
12 Preliminary Plan to determine if it meets the requirements of this chapter  
13 and make a recommendation to the planning commission.

14  
15 The Land Subdivision Committee members shall submit their findings in  
16 writing to the Planning Commission staff a minimum of seven (7) business  
17 days in advance of the Land Subdivision Committee meeting. The Planning  
18 Commission staff shall collect comments and submit them to the Subdivider  
19 in writing a minimum of five (5) business days in advance of the Land  
20 Subdivision Committee meeting.

21  
22 The Land Subdivision Committee may vote to recommend that the  
23 Preliminary Plan be: (i) denied, (ii) approved, (iii) approved with conditions,  
24 agreed to by the Subdivider, that must be met prior to Planning Commission  
25 review, or (iv) at the request of the Subdivider, held over until its next regular  
26 scheduled meeting.

27  
28 Requests by a Subdivider to hold the Preliminary Plan review until the next  
29 scheduled meeting or to hold an informal review of the Preliminary Plan,  
30 must be made in writing to the Planning Commission at least forty-eight (48)  
31 hours prior to the meeting for which such review is scheduled. Upon request  
32 of holding until the next scheduled meeting, the Preliminary Plan shall be  
33 removed from the Land Subdivision Committee's agenda. If such request is  
34 not made by a Subdivider more than forty-eight (48) hours prior to the

1 meeting for which review is scheduled the Land Subdivision Committee  
2 may, at its discretion, take action on the Preliminary Plan as submitted or  
3 hold the submittal over until its next regularly scheduled meeting.  
4

5 Comments and conditions resulting from the Land Subdivision Committee  
6 meeting shall be transmitted to the Subdivider in writing within five (5)  
7 business days after the meeting. The Subdivider may modify the Preliminary  
8 Plan to address some or all of the comments and conditions of the Land  
9 Subdivision Committee prior to forwarding the plan for Planning Commission  
10 review, or may request that the Preliminary Plan be reviewed by the  
11 Planning Commission without revisions. In a case in which a Subdivider  
12 requests a review by the Planning Commission without all revisions of the  
13 plan, the Planning Commission shall consider this to be a recommendation  
14 of denial by the Land Subdivision Committee.  
15

16 The Preliminary Plan may be filed and the Land Subdivision ~~committee~~  
17 Committee may review the plan and make a recommendation to the  
18 Planning Commission before the City council has approved the location and  
19 sketch maps. However, no review by the Planning Commission will take  
20 place and no recommendation will be made by the Planning Commission  
21 until the City council has approved the Location and sSketch mMaps ~~except~~  
22 as provided in Sec. Section 153.125.  
23

24 The Land Subdivision Committee recommendation shall be valid for a period  
25 of one year. If the Subdivider has not taken action required to submit the  
26 Preliminary Plan to the Planning Commission within one year, the  
27 subdivision shall expire. If interest is renewed in subdividing the site at a  
28 later time, the entire location and sSketch mMap review process and  
29 submission requirements shall be repeated.  
30

31 (d) The Planning Commission shall approve or disapprove the Preliminary Plan  
32 after receiving the recommendation of the Land Subdivision ~~committee~~  
33 Committee and appropriate documents and after the City council has approved  
34 the location and sketch maps. Approval or disapproval shall be decided no later

1 than the regularly scheduled meeting in the second month after the subdivision  
2 was filed, unless the Subdivider requests a delay receiving all information  
3 required in Sec. Section 153.121. Failure of the Planning Commission to act in  
4 the allotted time period shall constitute an approval of the plan.

5 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

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8 **§ 153.123. Planning Commission action.**

9 (a) **Approval.** If the Planning Commission finds that the Preliminary Plan meets  
10 the requirements of this chapter, the Subdivider shall submit the original and ~~four~~  
11 five (5) prints to the planning commission. The Executive Director shall indicate  
12 approval on the plan in substantially the following language:

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"This Preliminary Plan of subdivision is approved. This is not an approval of the  
Final Plat and is not to be recorded."

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

20 One (1) print so endorsed shall be retained on file in the Planning Commission  
21 office, an endorsed print shall be sent to both the City Engineer and the Office of  
22 Public Works Department of Building and Zoning, and the fourth endorsed  
23 print and the endorsed original shall be returned to the Subdivider or his  
24 representative.

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(b) **Disapproval.** If the Planning Commission finds that the Preliminary Plan  
does not comply with the requirements of this chapter, it shall specify its  
disapproval in writing and state the non-compliance found. One (1) 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 section 153.208.

1 If the Subdivider desires to amend the disapproved Preliminary Plan, the  
2 Subdivider shall submit fourteen (14) prints of the amended plan and a digital  
3 version(s) of these prints in PDF format or other electronic format acceptable to  
4 the Planning Commission, with receipt for the filing fee to the Planning  
5 Commission by 9:00 a.m. on the 4th Monday of the month preceding the month  
6 in which the Subdivider wishes the amended plan to be reviewed. The Planning  
7 Commission shall transmit copies of the amended plan as described in section  
8 153.122 and review will proceed as indicated in said section.

9 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

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11  
12 **§ 153.124. Validity of Preliminary Plan.**

13 (a) The Preliminary Plan shall be valid for a period of three (3) years after  
14 Planning Commission approval. If a ~~fFinal pPlat~~ has not been submitted to the  
15 Planning Commission within said three (3)-year period, or if submitted, no ~~fFinal~~  
16 ~~pPlat~~ ~~is has been approved by the City council~~, the Preliminary Plan shall expire.

17  
18 (b) If the Subdivider has not submitted a ~~fFinal pPlat~~ within three (3) years after  
19 Preliminary Plan approval, but wishes to avoid expiration of the plan, the  
20 Subdivider ~~shall~~ may seek reaffirmation of the Preliminary Plan by submitting ~~14~~  
21 ~~prints to the Planning Commission by 9:00 a.m. on the 4th Monday of the 35th~~  
22 ~~month following Planning Commission approval. The Preliminary Plan to be~~  
23 ~~reaffirmed shall be submitted and reviewed as described in Sec. Section 153.122~~  
24 ~~and shall be submitted before the existing Preliminary Plan expires.~~

25  
26 If the Subdivider has submitted a ~~fFinal pPlat~~ within said three (3)-year period,  
27 but it ~~is~~ has not been approved by the City council during or after said three (3)-  
28 year period, the Subdivider may avoid expiration of the Preliminary Plan by  
29 making the same Preliminary Plan reaffirmation submission described above,  
30 provided that if the disapproval of the Final Plat occurs during or after the 35th  
31 month, the submission required shall be made within one month of such  
32 disapproval. In such event, the review process in section 153.122 shall be  
33 followed.

34

1 (c) Where reaffirmation of the Preliminary Plan is sought, the Planning  
2 Commission shall require any changes in the plan it deems necessary to meet  
3 the requirements of this chapter as amended or to reflect changing land use or  
4 infrastructure in the area. If the Subdivider has not resubmitted the Preliminary  
5 Plan with the required changes to the ~~commission~~ Planning Commission within  
6 thirty (30) days after the ~~commission~~ Planning Commission meeting requiring  
7 changes, or if the resubmitted plan is disapproved, the plan shall expire at that  
8 time or at the end of any appeal process provided for in this chapter, whichever is  
9 later.

10  
11 (d) ~~A The original Preliminary Plan may be reaffirmed one time and subsequent~~  
12 ~~Preliminary Plans may be reaffirmed only one time after each Final Plat.~~ If a  
13 ~~Final Plat~~ has not been submitted to the Planning Commission within three (3)  
14 years from the date of the reaffirmation, or if submitted, is not approved, the plan  
15 shall expire.

16  
17 (e) ~~Final Plat approval shall extend the validity of the Preliminary Plan for~~  
18 ~~three (3) years from the date of Final Plat approval by the City council,~~ provided  
19 that the Planning Commission may require any changes necessary to meet the  
20 requirements of this chapter, and in such an event, the provisions of subsection  
21 (c) of this section with respect to resubmission shall apply. ~~The Preliminary Plan~~  
22 ~~may be reaffirmed one time after each Final Plat approval. If another Final Plat~~  
23 ~~has not been submitted within three years from the date of the reaffirmation, the~~  
24 ~~Preliminary Plan shall expire.~~

25  
26 (f) In the event a Preliminary Plan expires, a Subdivider wishing to proceed with  
27 subdivision of the land involved must resubmit a location and ~~s~~Sketch ~~m~~Map for  
28 review and proceed as in the case of an original submittal.

29 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

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32 **§ 153.125. Simultaneous submission.**

1 The Preliminary Plan may be submitted simultaneously with the location and sketch  
2 maps. By submitting the Preliminary Plan with the location and sSketch mMaps the  
3 Subdivider recognizes that:

4 (a) Additional costs associated with the Preliminary Plan are being incurred  
5 without any guarantee that the location and sSketch mMaps will be approved by  
6 the City Council.

7  
8 (b) Additional costs associated with the Construction Plans may be incurred  
9 without any guarantee that the location and sSketch mMaps will be approved by  
10 the City Council.

11  
12 (c) Additional costs associated with the fFinal plat may be incurred without any  
13 guarantee that the location and sSketch mMaps will be approved by the City  
14 Council.

15  
16 (d) Additional costs associated with the Preliminary Plan, construction plans  
17 and fFinal plat incurred before City Council approval of the location and  
18 sSketch mMaps are in no way a consideration of the City Council in determining  
19 approval or disapproval of the location and sketch maps.

20  
21 ~~When the Preliminary Plan is submitted simultaneously with the location and sketch~~  
22 ~~maps, the Preliminary Plan may be reviewed by the Planning Commission before City~~  
23 ~~Council approval of the location and sketch maps. However, the Planning Commission's~~  
24 ~~approval shall not be final and the plan shall not be signed by the Executive Director until~~  
25 ~~the City Council has approved the location and sketch maps.~~

26  
27 The land subdivision committee's recommendation for approval of the Final Plat shall not  
28 be final until the City council has approved the location and sketch maps. The Final Plat  
29 shall not be signed by the Executive Director of the Planning Commission or transmitted  
30 to the City Clerk as described in section 153.147(d)(2) and section 153.147(e) until after  
31 the City council has approved the location and sketch maps.

32  
33 If the Land Subdivision Committee recommends denial of, continues or tables the  
34 location and sketch maps, the Preliminary Plan will not be reviewed at that meeting and

1 will not be reviewed by the Land Subdivision Committee until the City Council has  
2 approved or disapproved the location and sketch maps.  
3 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)  
4

1 **ARTICLE IV. CONSTRUCTION PLANS**

2

3 **§ 153.130. Purpose.**

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

7

8

9 **§ 153.131. Submission requirements.**

10 Construction Plans shall be submitted on sheets not larger than 24 × 36 inches and to  
11 a scale of not more than one hundred (100) feet to the inch. Construction Plans shall  
12 include the following information:

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

17

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

21

22 (c) Plan sheets showing the locations of all existing streets, right-of-way lines,  
23 sanitary sewers, sStorm sSewers, sidewalks, drainage ditches, eEasements,  
24 rear lot drainage, direction of storm drainage flow, survey monuments, water  
25 mains, fire hydrants, and any other appurtenance or sStructure that might  
26 influence design considerations.

27

28 (d) Profile sheets indicating the existing ground line and prepared grades and  
29 elevations for all proposed streets, sanitary sewers, drainage sStructures,  
30 drainage ditches, and rear lot drainage. Elevations shall be referenced to the  
31 United States Geological Survey datum.

32

- 1 (e) Grading plan showing overall existing and proposed elevations with contour  
2 intervals of one (1) or two (2) feet.  
3
- 4 (f) Typical sections showing the right-of-way lines, proposed pPavement  
5 wWidths, pavement thickness, base thickness, sub-base thickness, subgrade,  
6 crown, curbs and gutters, sidewalks and design data when required.  
7
- 8 (g) Detail sheets showing the details of manholes, inlets, catch basins, curbs  
9 and gutters, drainage structures and any other Structure or appurtenance to be  
10 constructed, or reference made to the Standard Specifications for Road and  
11 Bridge Construction in Illinois or Highway Standards published by the Illinois  
12 Department of Transportation (IDOT).  
13
- 14 (h) Design computations for sStorm sSewer design, for special structures and  
15 pavement designs when required and for anticipated fire flow.  
16
- 17 (i) Easement documents for construction.  
18
- 19 (j) Detailed description of erosion control measures to be taken during  
20 construction and NPDES permits if required.  
21
- 22 (k) Proof of application for an access permit from the county highway  
23 department when access to a county highway is involved or from the state when  
24 a state highway is involved.  
25
- 26 (l) Proof of application for a 404 permit if any dredging, riprapping, fill work or  
27 similar activities will be conducted in or around streams.  
28
- 29 (m) Other specific additional information may be requested by the department of  
30 City Engineer.

31 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)  
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**§ 153.132. Construction plan review process.**

(a) After receiving approval of the Preliminary Plan, the Subdivider shall submit six (6) sets of cConstruction pPlans to the City Engineer who shall distribute them as follows:

Two (2) sets shall be retained by the Office~~department~~ of Public Works (shall include items (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l) and (m) of section 153.131).

One (1) set to the Electric Division (shall include items (a), (b), (c), (d), (e), (f), (g), (h), (i), (j) and (m) of section 153.131);

One (1) set to the Water Division (shall include items (a), (b), (c), (d), (e), (f), (g), (h), (i), (j) and (m) of section 153.131);

One (1) set to the Fire Department ~~Fire Safety Division of the fire department~~ (shall include items (a), (b), (c), (d), (e), (f), (g), (h), (i) and (m) of section 153.131);

One (1) set to the Sangamon County Engineer when the subdivision is located outside of the corporate limits of Springfield (shall include items, (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l) and (m) of section 153.131).

(b) cConstruction pPlans shall be submitted a minimum of 30 days before the fFinal plat is to be submitted for review.

(c) The department of City Engineer shall complete its review within 30 days after all items of information required by section 153.131 have been submitted in writing.

(d) Within 25 days after complete submission, the Fire Department ~~Fire Safety Division of the fire department~~, Electric and Water Divisions and the Sangamon County Engineer, if applicable, shall notify the City Engineer in writing

1 | of any changes required in the cConstruction pPlans or of their approval of them  
2 | as submitted.

3 |  
4 | (e) Within 30 days after complete submission, the City Engineer shall notify the  
5 | Subdivider's engineer of approval of the plans or of any required changes unless  
6 | the review time is extended for no more than 14 days by the City Engineer in a  
7 | letter to the Subdivider's engineer listing reasons for the extension. If plans must  
8 | be resubmitted, the City Engineer shall also inform the engineer of the number of  
9 | sets of plans to be submitted.

10 |  
11 | (f) When Construction Plans are resubmitted with the required changes, they  
12 | shall be re-reviewed within 14 days unless the review time is again extended by  
13 | the City Engineer in the manner set forth in subsection (e) above.

14 |  
15 | (g) The City Engineer shall notify the Subdivider and the Subdivider's engineer  
16 | of the approval of the Construction Plans. Construction Plans shall not be  
17 | approved until proof of acquisition of a county access permit or 404 permit, if  
18 | applicable, is submitted. The City Engineer shall also send a notice of the  
19 | approval to the:

20 |           Planning commission

21 |           Electric Division

22 |           Appropriate Water Division(s)

23 |           Fire safety division of the fire department

24 |           Department of building and zoning

25 |           Springfield Metro Sanitary District

26 |           Sangamon County Engineer, if applicable

27 |           Other utility companies involved.

28 |  
29 | (h) Construction plan approval shall remain valid for a three-year period after  
30 | which approval expires and plans must be resubmitted.

31 | (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

32 |

1 **ARTICLE V. CONSTRUCTION AND BONDING OF PUBLIC**  
2 **IMPROVEMENTS**

3  
4 **§ 153.135. Reimbursement to City for review and inspection.**

5 (a) In consideration of the expenses incurred by the City, both in professional  
6 and consulting fees, and in time, materials, transportation and workload  
7 expended by City employees reviewing subdivision plans and inspecting  
8 subdivision improvements, the Owner or Subdivider should pay to the City 3% of  
9 the estimated cost of the public improvements in the proposed subdivision. Such  
10 payment shall be made prior to the issuance of the building permit. If the City  
11 requires or the Owner or Subdivider elects to provide lime stabilization of the  
12 subdivision's internal roads, the inspection fee will be waived by the City.

13  
14 (b) The fees collected pursuant to this section shall be placed in a special fund  
15 entitled "Subdivision Inspection Fund." Funds deposited in the subdivision  
16 inspection fund shall be appropriated to the Office of Public Works to defer  
17 expenses in reviewing subdivision plans and inspecting subdivision  
18 improvements as set forth in section 153.135(a).

19 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 589-11-98, § 1, 11-17-98)

20  
21  
22 **§ 153.136. Notification of construction.**

23 The department of City Engineer shall be notified at least 24 hours before construction  
24 begins. Construction shall begin only after approval of Construction Plans. Whenever  
25 construction stops for 24 hours or longer, the department of City Engineer shall be  
26 notified 24 hours before construction begins again.

27  
28  
29 **§ 153.137. Inspection of construction.**

30 (a) Presence of Subdivider's observer. The Subdivider's engineer shall have a  
31 full-time, qualified resident observer present on the construction site for the  
32 following:

- 33 (1) Approval of the subgrade prior to paving; and

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(2) Continuous observation of all phases of the paving operation, construction of sanitary sewer mains and appurtenances and construction of Storm Sewer and appurtenances.

(b) Presence of an observer from City Engineering department. The department of City Engineer shall provide periodic inspection of the field construction for which the City shall be reimbursed as described in section 153.135. However, the City 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.

**§ 153.138. Security for public improvements.**

If construction has not been completed and approved by the City Engineer before the Final Plat is submitted for approval as per this Chapter to the City council, a security in the amount equal to 110% of the estimated construction costs of the unaccepted public improvements must be filed with the City Engineer in order to insure completion of the public improvements as required by this chapter within a reasonable length of time without cost to the City. A security shall also be required for landscaping, recreational facilities, etc., shown on approved development plans. The form of security shall specify the particular public improvements for which the security is provided to the City. The security may not be used for any other purpose than specified therein.

The form and sufficiency of security shall be subject to the approval of the corporation counsel and the City Engineer.

(Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

1    **§ 153.139. Length security in effect; forfeiture.**

2    The security shall remain in effect until it is released by the City Engineer upon  
3    acceptance of the public improvements (section 153.152). All public improvements must  
4    be completed within two years from the date when the security was approved. If public  
5    improvements have not been completed within said two years, at the written request of  
6    the City Engineer, the Subdivider shall forfeit the security in the amount necessary for  
7    the City Engineer to carry out the construction or repairs so that the public improvements  
8    meet the standards of this chapter, plus administrative costs involved.

9

1 **ARTICLE VI. FINAL PLAT**

2

3 **§ 153.145. Purpose.**

4 The Final Plat is intended to provide the accurate location of lots, monuments and  
5 property dedicated to public use.

6

7

8 **§ 153.145.1. Adjacent substandard roadway improvement agreement and**  
9 **security.**

10 (a) **Nature of the obligation:** Any Owner and/or Subdivider developing a  
11 subdivision bordering on one or more substandard roadways under the  
12 jurisdiction of the City of Springfield is obligated to pay his proportional share of  
13 the actual cost of the road improvements specifically and uniquely attributable to  
14 the development. Any additional road improvement expenses beyond those  
15 related to the impact of the development shall be the responsibility of the City. A  
16 substandard roadway is any roadway identified as a major or minor arterial in the  
17 Arterial Roadway Network Plan which does not meet the requirements of the  
18 minimum typical pavement section as shown in section 153.157(s).

19

20 (b) **Fulfillment of obligation:** A Owner and/or Subdivider may fulfill his  
21 obligation to contribute his proportional share to the improvement of a  
22 substandard adjacent road through one of the following financial plans:

23 (1) Special service area tax financing as further defined in section  
24 153.145.2.

25

26 (2) Cash contribution as further defined in section 153.145.3.

27

28 (3) A financial plan mutually agreed to by the City and the Owner and/or  
29 Subdivider.

30

31 (c) **Agreement:** The Owner and/or Subdivider shall execute an agreement with  
32 the City prior to the Final Plat being approved as per this Chapter ~~by the City~~

1 council providing for the payment of his proportional share of the cost of the  
2 substandard adjacent roadway improvements.

3  
4 (d) **Proportional share:** means that portion, being 50% of the cost to improve  
5 a substandard road under the jurisdiction of the City and designated under the  
6 City arterial roadway map as a major or minor arterial, which road improvement  
7 lies directly adjacent to the new development, and is specifically and uniquely  
8 attributable to the new development.

9  
10 (e) **Per-acre cost:** The City Engineer shall establish the per-acre cost of the  
11 roadway improvements, by spreading the cost of the improvements across the  
12 total acreage of all the benefitted properties. For example, if the roadway  
13 improvement costs total \$160,000 and if there are ten benefitted properties  
14 totaling 80 acres, then the per-acre cost for the benefitted properties shall be  
15 \$160,000 divided by 80 acres equals \$2,000 per acre.

16  
17 (f) **Application.** Notwithstanding any other provision, section 153.145.1 shall  
18 apply only to those development areas included in a final plat approved by the  
19 City council under procedures established by this chapter.

20 (Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

21  
22  
23 **§ 153.145.2. Special service area tax levy.**

24 Special service area tax financing as authorized by the Special Service Area Tax Law  
25 (35 ILCS 200/27.5 et. seq.) shall be the preferred plan of financing the Owner's and/or  
26 Subdivider's obligation to pay his proportional share of the cost of improving a  
27 substandard adjacent roadway. However, if special service area tax financing is deemed  
28 unfeasible by the City and the Owner and/or Subdivider, then another plan of financing  
29 as outlined in section 153.145.1(b) shall be mutually agreed upon by the City and the  
30 Owner and/or Subdivider. In establishing any such special service area, the City may  
31 defer the issuance of bonds and the levy of taxes until such time as the City determines  
32 that funds from such issuance of bonds or levy of taxes are necessary for the  
33 construction of the improvements to the substandard minor or major arterial roads.

34 (Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

1    **§ 153.145.3. Cash contributions.**

2           (a) **Agreement:** If the Subdivider and/or Owner agrees to pay ~~his or her~~the  
3           Owner's proportional share of the cost of improving a substandard adjacent  
4           roadway by cash contribution, the Subdivider and/or Owner ~~he~~ shall execute an  
5           agreement with the City prior to the Final Plat being approved by the City council  
6           guaranteeing payment of the ~~his~~ proportional share of the cost of the  
7           substandard roadway improvements.

8  
9           (b) **Security:** The Owner and/or Subdivider shall secure his ~~or her~~ obligation to  
10          pay his ~~or her~~ proportional share of the roadway improvements in one of the  
11          following ways:

12               (1) By posting a fixed term or renewable surety bond, in a penal amount  
13               not less than one hundred and ten percent (110%) of the amount required  
14               by section 143.145.1(a) and as set forth in the agreement.

15  
16               (2) By posting a cash reserve account with the City in an amount not  
17               less than one hundred and ten percent (110%) of the amount determined  
18               pursuant to section 153.145.1(a) and as set forth in the agreement which  
19               may be adjusted by releases authorized pursuant to the agreement.

20  
21               (3) By posting an irrevocable letter of credit in a form acceptable to the  
22               City in the amount set forth in the agreement and not less than one  
23               hundred and ten percent (110%) of the amount determined pursuant to  
24               section 153.145.1(a) from a bank acceptable to the City naming the City  
25               as beneficiary thereof.

26    (Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

27  
28  
29    **§ 153.146. Submission requirements.**

30    The ~~f~~Final ~~p~~Plat need not cover the entire ~~p~~Preliminary ~~p~~Plan area, but may cover only  
31    the portion which the Subdivider presently wishes to ~~r~~Record and develop in accordance  
32    with the staging approved with the ~~p~~Preliminary ~~p~~Plan.

1 (a) In the event that the subdivision included within the entire pPreliminary  
2 pPlan area abuts an existing mMajor or mMinor aArterial sStreet, the Subdivider  
3 will either:

4  
5 (1) Dedicate all of the additional right-of-way, lying along the perimeter  
6 of such pPreliminary pPlan area, required by the City's Arterial Roadway  
7 Network Plan for such abutting, mMajor and mMinor aArterial sStreets  
8 adjacent to the proposed subdivision as shown in the pPreliminary Plan at  
9 the time the Subdivider submits the fFinal pPlat of the first addition for  
10 approval by the City council; or

11  
12 (2) In the alternative, the Subdivider shall submit with said Subdivider's  
13 fFinal pPlat of the first addition, a signed option granting to the City the  
14 right to acquire, at no cost to the City, the additional adjacent rRight-of-  
15 way, lying along the perimeter of such pPreliminary pPlan area, required  
16 for such abutting mMajor and/or mMinor aArterial sStreets as needed;

17  
18 (3) No cConstruction pPlans nor security are necessary for additional  
19 rRight-of-way dDedicated according to this subsection (a).

20  
21 (b) **Final Plat.** The fFinal pPlat shall be drawn in black india ink on a  
22 reproducible material to a scale of not more than one hundred (100) feet to the  
23 inch. Font size shall be no smaller than the minimum font size for the respective  
24 sheet sizes shown in Appendix A. 10-point. Only the sheet sizes are shown in  
25 Appendix A shall be permitted. The mMaximum size of the plan sheets shall be  
26 24 × 36 inches. If more than two sheets are used, an index sheet with component  
27 areas on the remaining sheets shall be included. The fFinal pPlat shall show:

28  
29 (1) The name of the Owner and Subdivider.

30  
31 (2) North point, scale and date of preparation and latest revisions.

32  
33 (3) Boundary lines with accurate distances and angles bearings with  
34 coordinates assigned to and labeled at each boundary corner.

1 | Coordinates shall be displayed with a minimum of four (4) decimal places.  
2 | Illinois State Plane Coordinates West Zone NAD 83, US Feet are  
3 | preferred.

4 |  
5 | (4) General land legal description of the plat with total acreage.

6 |  
7 | (5) All lots designated by numbers and other grounds designated by  
8 | names and numbers.

9 |  
10 | (6) Location of all survey monuments and their descriptions, and a  
11 | notation stating which National Geodetic Survey blue book monuments  
12 | were used to establish state plane coordinates, if applicable.

13 |  
14 | (7) The location of all easements provided for public use, services or  
15 | utilities. easements shall include anchor space for pole lines.

16 |  
17 | (8) An accurate outline of any portions of the property intended to be  
18 | dedicated for public use.

19 |  
20 | (9) Lines of all proposed streets with their bearings, widths and names.

21 |  
22 | (10) The line of departure of one street from another.

23 |  
24 | (11) The names and right-of-way widths of adjoining streets.

25 |  
26 | (12) All dimensions, both linear and angular, necessary for locating the  
27 | boundaries of the subdivision, lots, streets, easements, and other  
28 | areas for public or private use. Linear dimensions shall be given to the  
29 | nearest one one-hundredth (1/100) of a foot.

30 |  
31 | (13) Radii, arcs, chords, points of tangency and central angles for all  
32 | curvilinear streets and radii for rounded corners.

33 |  
34 | (14) If applicable, a note on the final plat stating:

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"Approval of this Final Plat by the City of Springfield 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 (FEMA) and, if applicable, a statement indicating that a floodplain was calculated in accordance with the Floodplain Regulations Ordinance, Chapter 150 of the Springfield City Code, of the City or the County and a base flood elevation was determined.

(16) Contour lines of the base flood elevation with the location of permanent monuments.

~~(16)~~ **17** A notation stating any setbacks required through covenants referring to covenants if the setbacks are different from those of the appropriate zoning district.

~~(17)~~ **18** Percolation test Soils analysis results, if required a private sewage system is used.

(19) Area in square feet of each Lot (may be on a supplemental sheet).

(20) Owner's written acknowledgement of the right-of-way conveyance in fee simple.

(21) Seal and signature of Illinois Professional Land Surveyor with appropriate statement that the plat meets the standards of practice of the Illinois Professional Land Surveyor's Act.

1 (c) **Accompanying documents.** The following documents shall accompany the  
2 fFinal pPlat:

3 (1) Letter from the City Engineer approving the cConstruction pPlans.  
4

5 (2) ~~Proof of acquisition of an access permit from either the State of~~  
6 ~~Illinois or the county highway department, whichever applies.~~ Copies of all  
7 approved permits necessary for the subdivision to proceed as shown on  
8 the fFinal pPlat and cConstruction pPlans, including but not limited to,  
9 access, drainage, floodplain, dams, wetlands.

10  
11 (3) ~~Certification of Required documents~~ insuring perpetual maintenance  
12 of drainage areas and common areas.

13  
14 (4) Exhibit showing the location of wells and seepage field areas (must  
15 be large enough to accommodate two seepage fields) on each lLot.  
16

17 (5) Any covenants or restrictions relating to the requirements of this  
18 chapter.

19 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 585-10-97, § 1, 10-21-97)  
20  
21

22 **§ 153.147. Final Plat review process.**

23 (a) The Subdivider shall submit fourteen (14) prints of the fFinal pPlat of the  
24 proposed subdivision and a digital version(s) of these prints in PDF format or  
25 other electronic format acceptable to the Planning Commission to the Planning  
26 Commission by 9:00 a.m. on the 4th Monday of the month preceding the month  
27 in which the Subdivider wishes the subdivision to be reviewed. A fFinal pPlat  
28 shall be reviewed only after approval of the pPreliminary pPlan by the Planning  
29 Commission and approval of the cConstruction pPlans by the City Engineer.  
30 pPreliminary pPlans and fFinal pPlats will not be reviewed at the same meeting.  
31 However, if the pPreliminary pPlan is being reaffirmed, the pPreliminary pPlan  
32 being reaffirmed and its fFinal pPlat may be reviewed and approved at the same  
33 meeting if there are no major changes required to reaffirm the pPreliminary  
34 pPlan.

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(b) The Planning Commission shall retain one (1) print and the electronic version, and distribute the remaining Final pPlats as follows:  
One (1) print to the appropriate Water Division(s);  
One (1) print to the Electric Division;  
Two (2) prints to the Office of Public Works;  
One (1) print to the Office of Public Works department of Building and Zoning department;  
One (1) print to the Fire Department Fire Safety Division of the fire department;  
One (1) print to the Springfield Metro Sanitary District;  
One (1) print to the Sangamon County Engineer;  
Five (5) prints to be retained by the Planning Commission for transmittal to the affected utilities and agencies serving the area to be subdivided and citizen members.

(c) The Land Subdivision Committee may vote that the Final pPlat be: (i) denied, (ii) approved, (iii) approved with conditions, agreed to by the Subdivider, that must be met before the Executive Director of the Planning Commission endorses the Final pPlat, or (iv) at the request of the Subdivider, held over until its next regular scheduled meeting.

Requests by a Subdivider to hold the Final pPlat review until the next scheduled meeting or to hold an informal review of the Location and sSketch map, must be made in writing to the Planning Commission at least forty-eight (48) hours prior to the meeting for which such review is scheduled. Upon request of holding until the next scheduled meeting, the Final pPlat shall be removed from the Land Subdivision Committee's agenda. If such request is not made by a Subdivider more than forty-eight (48) hours prior to the meeting for which review is scheduled the Land Subdivision Committee may, at its discretion, take action on the Final pPlat as submitted or hold the submittal over until its next regularly scheduled meeting.

1 (d) The Land Subdivision ~~committee~~ Committee shall ~~recommend approval or~~  
2 ~~disapproval of~~ approve or disapprove the ~~f~~Final ~~p~~Plat no later than its second  
3 regularly scheduled meeting after receiving all ~~appropriate documents~~  
4 information required in ~~See Section~~ 153.146. Failure to act within the allotted time  
5 period shall constitute a ~~recommendation of disapproval~~ an approval. The Land  
6 Subdivision Committee's approval shall be valid for a period of one (1) year. If  
7 the Subdivider has not taken action required to submit the plat to the City  
8 Engineer within one year, the Land Subdivision Committee's approval shall  
9 expire. If interest is renewed in the ~~f~~Final ~~p~~Plat and the subdivision is still current,  
10 the ~~f~~Final ~~p~~Plat shall be submitted according to Article VI.

11  
12 (1) Approval. If the Land Subdivision ~~committee~~ Committee finds that the  
13 ~~f~~Final ~~p~~Plat meets the requirements of this chapter, the Subdivider shall  
14 submit the original and ~~eight twelve~~ (12) prints to the Executive Director of  
15 the Planning Commission. The Executive Director shall indicate approval  
16 of the plat and endorse it, but only after receiving written certification that  
17 the ~~f~~Final ~~p~~Plat meets the requirements of their respective offices or  
18 divisions listed below. Written certification shall be received by the  
19 Planning Commission by each applicable entity within ~~fourteen~~ (14)  
20 business days.

21  
22 (a) The City Engineer;

23 (b) The City Traffic Engineer;

24 (c) The Office of Public Works Department of Building and Zoning  
25 Department;

26 (d) The Electric Division;

27 (e) The appropriate Water Division(s);

28 (f) The Fire Department Fire Safety Division of the Fire  
29 Department;

30 (g) The Springfield Metro Sanitary District, if applicable;

31 (h) The Sangamon County Highway Department, if applicable.  
32

1 The following shall be printed or stamped on the original plat and prints  
2 and signed endorsed by the Executive Director of the Planning  
3 Commission.

4  
5 "The Final Plat of this subdivision is recommended to the City Council  
6 for approval approved by the Springfield-Sangamon County Regional  
7 Planning Commission subject to the certifications set forth in § 153.148  
8 of the 1988 Springfield Code, as amended.

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

10 Springfield-Sangamon County Regional Planning Commission

11 By: \_\_\_\_\_

12 Executive Director

13  
14 ~~The Planning Commission shall transmit the endorsed original plat and~~  
15 ~~seven prints to the City clerk for immediate reference to the City council~~  
16 ~~with a letter of transmittal. One print of the endorsed Final Plat shall~~  
17 ~~remain on file in the Planning Commission office.~~

18  
19 (2) **Disapproval.** If the Land Subdivision committee Committee finds  
20 that the Final Plat does not meet the requirements of this chapter, it  
21 shall specify its disapproval in writing and state the noncompliance found.  
22 One (1) print of the proposed plan with the written findings of the Land  
23 Subdivision Committee disapproving the plan shall be retained by the  
24 Planning Commission and the original with the written findings shall be  
25 returned to the Subdivider. This action may be appealed as described in  
26 See Section 153.208.

27  
28 ~~If the Subdivider receives a negative subdivision committee~~  
29 ~~recommendation and still wishes to proceed with the subdivision, the~~  
30 ~~subdivision shall be reviewed by the Planning Commission at its next~~  
31 ~~regularly scheduled meeting. If the Subdivider receives a negative~~  
32 ~~Planning Commission recommendation and still wishes to proceed with~~  
33 ~~the subdivision, the Subdivider shall submit the original and ten prints to~~  
34 ~~the executive Director. The executive direction shall not endorse the Final~~  
35 ~~Plat. The Planning Commission shall transmit the original plat and nine~~

1 copies to the City clerk for immediate reference to the corporation counsel  
2 accompanied by a letter stating the noncompliance found. One print of  
3 the disapproved plat shall remain on file in the Planning Commission  
4 office.

5 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

6  
7  
8 **§ 153.148. Submission of Final Plat to City Engineer council.**

9 ~~(a) **Approved Final Plats.**~~

10 ~~(1) Upon receipt of the endorsed original Final Plat and seven (7) prints,~~  
11 ~~the City clerk shall retain the original and one print on file and shall deliver~~  
12 ~~one print to each of the following:~~

- 13 ~~Department of City Engineer;~~
- 14 ~~Department of building and zoning;~~
- 15 ~~Electric Division;~~
- 16 ~~Water Division;~~
- 17 ~~Fire safety division of the fire department;~~
- 18 ~~Springfield Metro Sanitary District.~~

19  
20 ~~(2) **A**~~ The City clerk Planning Commission shall deliver the original Final  
21 ~~Plat and three (3) prints with the **a** letter of transmittal to the City council~~  
22 ~~at its next regular session after receiving the following documents from~~  
23 ~~the Office of Public Works Engineer.~~

24 ~~a. Written certification that the Final Plat has been reviewed and~~  
25 ~~has been found to comply with the requirements of their~~  
26 ~~respective departments or divisions from the:~~

- 27 ~~Department of City Engineer;~~
- 28 ~~Department of City traffic engineer;~~
- 29 ~~Department of building and zoning;~~
- 30 ~~Electric Division;~~
- 31 ~~Water Division;~~
- 32 ~~Fire safety division of the fire department.~~

1 (B) The City Engineer shall endorse the Final Plat for and in the name  
2 of the City of Springfield within seven (7) business days after completion  
3 of all the following items:  
4

5 ~~(1) b.~~ Written certification from the City Engineer Certifying that  
6 the public improvements required by this chapter have been  
7 approved as described in section 153.152 or, in lieu of  
8 construction, a security has been provided as described in section  
9 153.138.  
10

11 ~~(2) e.~~ Certifying the execution and filing of any agreement and  
12 security required by ~~Section~~ Section 153.145.1, if applicable.  
13

14 ~~(3)~~ Receiving the following documents:  
15

16 a. Notarized acknowledgement of the plat by the Owner or a  
17 duly authorized attorney. This item may be a separate document  
18 or on the plat itself.  
19

20 e. b. The certificate of an Illinois Professional Land Surveyor  
21 attesting to the accuracy of the survey and the location of all  
22 monuments shown. The certificate may be filed as a supplement  
23 to the Final Plat.  
24

25 e. c. A certificate provided by the Subdivider from the  
26 Sangamon County Clerk that payment of taxes is not delinquent.  
27

28 f. d. A signed statement of a ~~registered~~ professional engineer  
29 licensed in Illinois and the owner of the land or his duly authorized  
30 attorney as required by state statutes concerning drainage.  
31

32 g. ~~A resolution provided by the City Engineer approving the~~  
33 ~~Final Plat.~~  
34

1 h. ~~A written certification provided by the City Engineer~~  
2 ~~indicating the execution and filing of any agreement and security~~  
3 ~~required by section 153.145.1.~~

4  
5 i. e. ~~Notarized statement by the Owner indicating the school~~  
6 ~~district(s) in which the subdivision is located.~~

7  
8 f. ~~Payment for street signs.~~

9  
10 ~~(3 C.) If the fFinal pPlat requirements of this section See section~~  
11 ~~153.148(B) have not been met within three one (1) years from the Final~~  
12 ~~Plat approval by the date of transmission of the fFinal pPlat from the~~  
13 ~~Planning Commission to the City Engineer as described in See section~~  
14 ~~153.148(A) planning commission, the existing fFinal pPlat shall expire~~  
15 ~~and must be resubmitted and reviewed as a new fFinal pPlat.~~  
16 ~~See Section 153.124 shall apply.~~

17  
18 ~~(b) **Disapproved Final Plats** Before a Final Plat disapproved by the Planning~~  
19 ~~Commission can be transmitted to the City council for action, the City council~~  
20 ~~must grant a variance to allow the noncompliance with the subdivision ordinance~~  
21 ~~[this chapter].~~

22  
23 ~~The corporation counsel shall prepare a variance request based on the~~  
24 ~~noncompliance found by the planning commission. The City council shall either~~  
25 ~~approve or deny the variance request. If the variance is approved, the Final Plat~~  
26 ~~shall proceed as outlined in section 153.148(a), except that:~~

27 ~~The original is not endorsed;~~

28  
29 ~~The City clerk shall retain the original and three copies; and~~

30  
31 ~~The resolution (subsection (a)(2)g) shall be provided by the Subdivider~~  
32 ~~through the City corporation counsel.~~

1 If the variance request is denied by the City council, the Final Plat may be  
2 resubmitted with modifications as outlined in section 153.147.  
3 (~~Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 591-11-98, § 1(Exh. A), 11-17-98; Ord. No. 147-3-99, §~~  
4 ~~1, 3-16-99)~~

5  
6  
7 **~~§ 153.149. City council approval.~~**

8 ~~When the requirements of section 153.148 have been met, the City council may by~~  
9 ~~resolution approve the Final Plat, and authorize the mayor to sign the plat for and in the~~  
10 ~~name of the City of Springfield, with the City clerk attesting to it. The City clerk shall~~  
11 ~~retain one print on file.~~

12  
13 ~~If the plat approved by the City council received a negative Planning Commission~~  
14 ~~recommendation, the City clerk shall transmit a copy of the approved plat to the Planning~~  
15 ~~Commission and department of City Engineer.~~

16 (~~Ord. No. 804-10-93, § 1(Exh. A), 10-19-93~~)

17  
18  
19 **~~§ 153.450 149. Recording the Final Plat.~~**

20 (a) ~~When the fFinal pPlat has been approved by the City council Land~~  
21 ~~Subdivision Committee and signed by the mayor and the City clerk City~~  
22 ~~Engineer, the original shall be recorded in the office of the recorder of deeds of~~  
23 ~~Sangamon County, Illinois.~~

24  
25 (b) ~~If the fFinal pPlat is not recorded within two one (1) years after approval by~~  
26 ~~the City council from the date of the City Engineer's signature, the plat must be~~  
27 ~~resubmitted to the Planning Commission to determine if any changes in the fFinal~~  
28 ~~pPlat are needed to meet the requirements of this chapter. No title to any lots~~  
29 ~~shall be conveyed until the original is recorded.~~

30 (~~Ord. No. 804-10-93, § 1(Exh. A), 10-19-93~~)

31  
32  
33 **~~§ 153.454 150. Copies of Final Plat.~~**

1 The Subdivider shall supply the Electric Division two copies of the recorded Final Plat  
2 and the building and zoning department one 11" x 17" copy of the Final Plat copies of  
3 the recorded Final Plat as follows:

4 Electric Division – two (2) copies;

5 Office of Public Works – one (1) electronic copy in a format acceptable to  
6 the City and one (1) paper copy;

7 Sangamon County Supervisor of Assessments – one (1) electronic copy.

8 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

9  
10  
11 **§ 153.152 151. Acceptance of public improvements.**

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

14 (a) The City Engineer has inspected the construction and all necessary repairs  
15 and corrections and certifies that the public improvements required by this  
16 chapter have been constructed. The City Engineer shall inspect and make his  
17 recommendation as to the acceptance of the public improvements within thirty  
18 (30) days of written request by the Subdivider or his engineer.

19  
20 (b) "As Built Plans" have been prepared by the Subdivider's engineer and  
21 delivered to the City Engineer. "As Built Plans" must be submitted in electronic  
22 format acceptable to the City Engineer.

23  
24 (c) The City Engineer has received a signed statement of a registered  
25 professional engineer stating that the public improvements have been observed  
26 during construction and installed to the specifications shown on the  
27 Construction Plans.

28  
29 Within thirty (30) days after the City Engineer has approved the public  
30 improvements and has received a signed statement from the Subdivider stating  
31 that all contractors and subcontractors have been paid and that there are no liens  
32 against the property, the City Engineer shall issue a letter to the Subdivider  
33 stating that the public improvements meet the City's standards, that the security,

1           if any, is being released and that the City Engineer is accepting the dedication of  
2           the public improvements on behalf of the City of Springfield.

3  
4           In areas within the City's Subdivision jurisdiction but outside the City's corporate  
5           limits, the City Engineer, Sangamon County Engineer and Springfield Metro  
6           Sanitary District, if appropriate, shall jointly determine whether the standards of  
7           this chapter have been met. If met, the City Engineer shall so indicate in a letter  
8           to the Subdivider and also that the security, if any, has been released; the  
9           Sangamon County Engineer, as a representative of the appropriate Township  
10          Highway Commissioner, shall indicate in a letter to the City Engineer approval of  
11          the streets to Sangamon County standards which shall constitute acceptance of  
12          the streets by the appropriate Township Highway Commissioner; the executive  
13          Director of the Springfield Metro Sanitary District shall indicate in a letter to the  
14          City Engineer approval of applicable sanitary sewer facilities, but acceptance of  
15          the dedication by the Springfield Metro Sanitary District shall be by ordinance.

16       (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

17  
18       **§ 153.153. Recapture--Substandard adjacent roadway.**

19           (a) Whenever the City at its own cost improves a substandard roadway and all  
20           of the benefitted property owners have not contributed their proportional share of  
21           the costs of the roadway improvement as required by section 153.145.1, the  
22           Office of Public Works shall cause a recapture ordinance to be filed for passage  
23           by the City council identifying the benefitted properties, the owner of the  
24           benefitted properties and the amount of the proportional share of the benefitted  
25           properties, plus interest based upon the Consumer Price Index (CPI) for All  
26           Urban Consumers in the North Central Region of the United States as provided  
27           by the U.S. Department of Labor. The ordinance shall state the amount owed to  
28           the City from each of the benefitted properties and be recorded in the office of  
29           the recorder of deeds.

30  
31           (b) Whenever the City at its own cost improves a substandard roadway and all  
32           of the benefitted properties have not contributed their proportional share of the  
33           cost of the roadway improvement as required by section 153.145.1, the City  
34           Engineer shall not certify the Final Plat for approval by the City Council until

1           the Owner and/or Subdivider pays his proportional share of the cost of the  
2           roadway improvements.

3 (Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

4

1 **ARTICLE VII. STANDARDS AND SPECIFICATIONS FOR**  
2 **REQUIRED PUBLIC IMPROVEMENTS**

3  
4 **§ 153.155. State specifications.**

5 Unless stated otherwise in this chapter, all construction of public improvements shall be  
6 performed in accordance with the latest revised edition of the State of Illinois Standard  
7 Specifications for Road and Bridge Construction adopted by the Illinois Department of  
8 Transportation (IDOT) and the Springfield City Council.

9  
10  
11 **§ 153.156. Right-of-way of streets.**

12 (a) ~~(a)~~—The location and width of all streets shall conform to the Arterial  
13 Roadway Network Plan. The minimum width of a street ~~r~~Right-of-way (R-O-  
14 W) shall be as shown on the Arterial Roadway Network Plan, or if not shown  
15 on the plan, shall not be less than the following:

16  
17 (1) Major arterial one hundred and twenty to two hundred and twenty  
18 (120 to 210) feet R-O-W

19  
20 (2) Minor arterial eighty to one hundred (80 to 100) feet R-O-W

21  
22 (3) Collector street sixty (60) feet R-O-W

23  
24 (4) Local street fifty (50) feet R-O-W

25  
26 (5) Alley twenty (20) feet R-O-W

27  
28 (6) Existing ~~f~~Township ~~h~~Highway eighty (80) feet R-O-W

29  
30 (7) Proposed township highway seventy (70) feet R-O-W

31  
32 If the Subdivider disagrees with the street right-of-way dedication, the Subdivider  
33 may request a variance (section 153.207).

1  
2 (b) Additional right-of-way may be required for drainage, slope maintenance or  
3 other reasons not directly related to street classification.

4  
5 (c) For subdivisions that adjoin existing streets, additional right-of-way shall be  
6 Dedicated, as needed, to meet the above requirements. This shall be done as  
7 follows:

8 (1) The entire additional right-of-way shall be provided when the  
9 subdivision is located on both sides of the existing street.

10  
11 (2) One-half of the required right-of-way measured from the centerline of  
12 the road shall be provided when the subdivision is located on only one  
13 side of the existing public street. However, the resulting right-of-way width  
14 shall be a minimum of fifty (50) feet.

15  
16 (3) When the centerline of the road varies from the land line, the  
17 centerline of the right-of-way dedication shall be determined by the City  
18 Engineer and the Subdivider's engineer.

19 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

20  
21  
22 **§ 153.157. Street design.**

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

24 (a) **Vertical alignment.**

25 (1) **Grades.** The maximum grade on a major arterial shall be five  
26 percent (5%). The maximum grade on all other streets shall be eight  
27 percent (8%). The minimum grade on all streets shall be 0.40%. All street  
28 grades shall be subject to the approval of the City Engineer.

29  
30 (2) **Vertical curves:** All grade changes shall be connected by vertical  
31 curves. The length of vertical curves shall not be less than thirty (30)  
32 times the algebraic difference in rates of grade for crest curves and thirty-  
33 five (35) times the algebraic difference for sag curves. When speed limits  
34 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 ten feet.

(b) **Horizontal alignment.**

(1) **Horizontal curves.** When a centerline deflection angle is greater than one degree, the following curves will be required in the street: major and minor arterials and collector streets shall have a minimum centerline radius of three hundred (300) feet and a minimum length of curve of one hundred (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 centerline radius of one hundred (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 shall 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 twenty (20) feet. Intersections of major and minor arterials and collectors with roadways of the same classes shall not be closer than one-quarter (1/4) of a mile from any other such functionally classed roadways intersections. These intersections shall be located at the quarter-mile grid points.

(3) **Street offsets.** Street centerline offsets should not be less than one hundred and fifty (150) feet, unless otherwise warranted to the satisfaction of the City Traffic Engineer and the City Engineer. However, in no case shall the offset be less than one hundred and twenty-five (125) feet. Private drivers, other than single-family and duplex drivers, shall meet the offset requirements.

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(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 twenty (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 both the City Traffic Engineer and the City Engineer.

(d) **Grading.** All grading between the right-of-way lines shall be completed to the lines and grades shown on the grading sheets in the cConstruction pPlans. 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 City Engineer's office shall be notified twenty-four (24) hours in advance of these tests so that they 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 City Engineer. Proof-rolling may also be required by the City Engineer.

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1 (f) **Pavement Width.** The minimum pPavement wWidth shall be twenty-seven  
2 (27) feet from edge of pavement to edge of pavement, not including the curb and  
3 gutter. Different widths may be used depending on the anticipated traffic volumes  
4 and parking demand. These widths of pavement shall be determined by the City  
5 Traffic Engineer and the City Engineer in consultation with the engineer for the  
6 developer. If a pPavement wWidth narrower than the above stated minimum  
7 results from this consultation, the developer shall install, at his expense, "No  
8 Parking" signs at the direction of the City Traffic Engineer.

9  
10 (g) **Curb and gutter.**

11 (1) The standard curb and gutter required adjacent to flexible pavement  
12 shall be a mountable type constructed of Portland cement concrete with  
13 the following dimensions: twenty-four (24) inches wide, eight inches thick  
14 on the front face (pavement side), ten inches thick on the back face,  
15 seven inches thick at center line (flow line), and a ten-inch radius in the  
16 flow line. The curb and gutter adjacent to concrete pavement, if poured  
17 monolithically, may be limited to the thickness of the pavement. When  
18 poured separately, tie bars shall be placed in the pavement in accordance  
19 with the State of Illinois Standard Specifications for Road and Bridge  
20 Construction and shall be poured to full thickness as described above.

21  
22 (2) In subdivisions proposed to have streets with an anticipated daily  
23 traffic volume of two thousand-five hundred (2,500) or more, a barrier  
24 type curb and gutter similar to Type B6.18 as described in the State of  
25 Illinois, Department of Transportation, Highway Standards shall be used.  
26 Other locations where a barrier type curb and gutter are required shall be  
27 determined by the engineer for the subdivision and the City Engineer.

28  
29 (h) **Pavement crown.** The minimum crown used on all pavements shall be  
30 one-quarter (1/4) inch per foot measured from the edge of the pavement to the  
31 centerline of the street.  
32

1 (i) **Cul-de-sac streets.** Local Streets that are also cCul-de-sac streets shall be  
2 no more than one-thousand (1,000) feet long unless necessitated by  
3 topography.

4  
5 Cul-de-sac streets longer than one-thousand (1,000) feet shall provide one  
6 interim turnaround with a radius sufficient to accommodate emergency vehicles.  
7 A turnaround shall be provided at the closed end having an outside roadway  
8 diameter of at least ninety (90) feet and a street right-of-way diameter of one  
9 hundred and ten (110) feet.

10  
11 (j) **Stub Streets.** Access shall be provided to adjoining property not yet  
12 subdivided. Proposed streets shall be extended by dedication to the boundary of  
13 such unsubdivided property. At the end of all temporary stub streets, a barricade  
14 meeting the provisions of the adopted Manual on Uniform Traffic Control Devices  
15 shall be installed by the Subdivider. Temporary stub streets in excess of two  
16 hundred and fifty (250) feet shall be provided with a temporary cCul-de-sac with  
17 an outside roadway diameter of at least ninety (90) feet. The type of construction  
18 shall be determined by the City Engineer. The Subdivider shall dDedicate a  
19 temporary eEasement to the appropriate street authority in the amount needed in  
20 excess of the normally required right-of-way for the temporary turnaround. When  
21 the street is extended in the future, the extra turnaround pavement shall be  
22 removed and curb and gutters and sidewalks constructed by the Subdivider who  
23 constructed the temporary pavement or by the subsequent lot owner.

24  
25 (k) **Multiple access.** Any area of development containing seventy (70) or more  
26 single-family lots (or equivalent population) shall be served by two functioning  
27 points of access. Where higher densities of development are proposed, a divided  
28 type entrance roadway may suffice with a median of adequate width to ensure  
29 continued emergency access lanes on one side. Depending on location and  
30 height of nearby poles or trees, the required median width shall range between  
31 twelve (12) and thirty (30) feet. This type of roadway construction is intended to  
32 accommodate higher density developments and not to lengthen the overall  
33 length of a cCul-de-sac.  
34

1 (l) **Restriction of access.** When a subdivision or a portion of it adjoins a major  
2 or minor arterial, no lot shall have direct access to the arterial.

3  
4 (m) **Street names and street signs.**

5 (1) A proposed street that is in alignment with and/or joins an existing  
6 named street shall bear the name of the existing street. In no case shall  
7 the proposed name of a street duplicate the name of an existing street  
8 within the plat jurisdiction of this chapter. The use of the suffix "street,"  
9 "avenue," "boulevard," "driveway," "place," "court" or similar description  
10 shall not be a distinction sufficient to constitute compliance with this  
11 requirement.

12  
13 (2) Street name signs shall be erected at all intersections within the  
14 City's jurisdiction by the City Traffic Engineering department at the  
15 expense of the Subdivider and shall be subject to the specifications of the  
16 City Traffic Engineer and the Manual on Uniform Traffic Control Devices  
17 that has been adopted by the State of Illinois.

18  
19 (n) **Private Streets.** There shall be no private streets platted in any  
20 subdivision. Every subdivision lot shall be served from a publicly dedicated  
21 street.

22  
23 (o) **Alleys.** Alleys are not recommended in residential subdivisions unless  
24 deemed necessary by the planning commission.

25  
26 (p) **Ramps.** Where sidewalks cross a barrier type curb and gutter as described  
27 in subsection (g) of this section, ramps shall be constructed. These ramps shall  
28 be constructed to the lines and grades shown on the standard sidewalk ramp  
29 example available at the City Engineer's office. Inlets for storm drainage shall not  
30 be located so that a pedestrian way will be interrupted by the inlet grates. Other  
31 locations where these ramps are required shall be determined by the City  
32 Engineer.

33  
34 (q) **Typical street section.**

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(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. A small identification sign not exceeding eight square feet mounted on a single break away post, containing only the name of the subdivision, may be installed. If such a sign is to be installed, detailed plans for the sign shall be submitted with the Construction Plans for approval. In no case shall an island or median contain any other sign or Structure except as may be placed for traffic control under the direction of the City Traffic Engineer.

(s) **Minimum typical pavement sections minor and major arterial roads:**

- (1) Asphalt alternative:  
**GRAPHIC LINK (not available):**
- (2) Concrete alternative:  
**GRAPHIC LINK (not available):**

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

(Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

**§ 153.158. Lot and Block design.**

(a) **Size of Lots.** Minimum lot sizes shall be the minimum for the applicable zoning district of Springfield or Sangamon County, except when a private sewage disposal system is necessary. When a private sewage disposal system will be used for any length of time, lots shall be a minimum of twenty thousand (20,000) square feet.

(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 solar orientation. In this case, side lot lines shall run within twenty (20) degrees

1 east or west from due north to due south. If side lot lines are being varied  
2 for solar orientation, layout and building setbacks shall also be oriented  
3 with their long axis running from east to west, with a possible variation of  
4 twenty (20) degrees to the southwest or twenty (20) degrees to the  
5 southeast.

6  
7 (2) Each lot shall front upon and have access to a public street. Blocks  
8 shall fit readily into the overall plan of the subdivision and the design shall  
9 evidence consideration of lot planning and easy traffic circulation (both  
10 vehicular and pedestrian), and provide space for public land use as may  
11 be needed in the neighborhood. Flag lots shall not be permitted.  
12 Through lots shall be permitted only when access is prohibited to one  
13 street as described in section 153.157(l).

14  
15 (3) Individuals desiring access to existing township roads shall obtain  
16 the approval of the appropriate Township Highway Commissioner with  
17 respect to the type and size of culvert to be used.

18  
19 (4) The portion of a residential lot contiguous to a major or minor arterial  
20 shall have an additional ten-foot yard requirement over the minimum  
21 zoning yard requirement for screen planting.

22  
23 (c) **Sizes of Blocks.** Blocks shall not be less than four (400) feet, nor more  
24 than one thousand two hundred (1,200) feet, in length measured along the  
25 greatest dimension of the enclosed bBlock area.

26  
27 (d) **Public use and service areas.**

28 (1) Due consideration shall be given to the allocation of areas suitably  
29 located and of adequate size for playgrounds and parks for local or  
30 neighborhood use as well as public service areas.

31  
32 (2) When a proposed school, neighborhood park, electric substation,  
33 water storage tank, recreation area, or public access to water frontage  
34 shown in the official plan is located in whole or part in a proposed

1 subdivision, the City council shall require, as a condition of ~~f~~Final ~~p~~Plat  
2 approval, that such space within the subdivision be reserved and not  
3 developed for a period not to exceed one (1) year from the date of such  
4 ~~f~~Final ~~p~~Plat approval. Within the one (1)-year period, the appropriate  
5 public agency may acquire the reserved property in the manner provided  
6 by law. If the reserved site is not acquired and no legal action is filed  
7 within the one- (1) year period, the reservation shall become void and the  
8 site previously reserved may then be used for other purposes.

9  
10 (e) **Survey monuments.** All survey monuments shall be located and be made  
11 of the appropriate material as required by state law.

12  
13 (f) **Lot grading.**

14 (1) Trees that cannot be saved, stumps, boulders and similar items shall  
15 be removed.

16  
17 (2) All grading in the subdivision shall be related to the topography of the  
18 surrounding area. All street embankments shall be raised at least one and  
19 one-half (1 ~~1~~<sup>1</sup>/<sub>2</sub>) feet above the one hundred (100)-year flood elevation.

20  
21 (3) All building lots shall be graded or have natural slopes that will  
22 properly allow surface drainage to flow away from the principal  
23 ~~s~~Structures to be located on the lot.

24  
25 (4) Grading in the subdivision shall provide alternate drainage ways for  
26 the purpose of carrying water away from homes and preventing damage  
27 during periods of heavy rainfall.

28 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

29  
30  
31 **§ 153.159. Erosion and sediment control.**

32 (a) Refer to Chapter 154 for projects in the City of Springfield corporate limits;  
33 Refer to the Sangamon County Erosion Control Ordinance for those outside the  
34 corporate limits.

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

9  
10 The control plan should be developed in accordance with the procedures  
11 adopted by the Illinois Environment Protection Agency. The control plan must  
12 also follow all federal and state regulations, including permits, if necessary.

13  
14 (b) Temporary or permanent soil stabilization measures, whichever is  
15 applicable, shall be applied within 15 days after final grading to all areas where  
16 the soil has been disturbed or the vegetative cover removed. Seeding mixtures  
17 and rates, types of sod, method of seed bed preparation, expected seeding  
18 dates, type and rate of lime and fertilizer application and kind and quantity of  
19 mulch for temporary or permanent vegetative control measures shall be included  
20 with the construction plans.

21 (Ord. No. 804 10-93, § 1(Exh. A), 10-19-93)

22  
23  
24 **§ 153.160. Utility Easements; location of utilities.**

25 (a) **Utility Easements.**

26 (1) Utility ~~e~~Easements shall be provided along front, rear or side lot lines  
27 for the purpose of erecting and maintaining one or more of the following  
28 facilities: ~~s~~Storm ~~s~~Sewers, sanitary sewers, surface drainage, gas mains,  
29 overhead and/or underground electric lines, telephone lines, and such  
30 other utilities reasonably required for an urban structure.

31  
32 (2) Easements shall be a minimum of ten feet in width except where  
33 they are needed for only one (1) facility such as an underground street  
34 lighting cable in which case six (6) feet shall be sufficient. A utility may be

1 located in the street right-of-way if the respective company so desires and  
2 appropriate permits have been obtained.

3  
4 (3) Alternate locations for various utilities shall be decided upon by the  
5 appropriate utility companies, subject to the approval of the City Engineer.  
6 In no case shall streets, permanent buildings or other man-made  
7 improvements that obstruct surface drainage be placed on rear or side lot  
8 eEasements.

9  
10 (4) It is the responsibility of the Subdivider to notify all utility companies  
11 in writing when the land to be developed has been graded in accordance  
12 with cConstruction pPlans and is ready for installation of a given utility.

13  
14 (5) The following eEasement conditions shall apply:

15 a. Utility eEasement strips shall be accessible to all types of  
16 utility equipment and must be suitable for installation of utility  
17 facilities.

18  
19 b. All brush, trees, stumps and other obstructions shall be  
20 removed from utility Easement strips except where preservation of  
21 foliage has been approved by the City Engineer.

22  
23 c. Easement strips shall be staked by the Subdivider at intervals  
24 designated by the City or utility company, including marker stakes  
25 for lot corners and grade purposes.

26  
27 d. Grades in the eEasement strip shall be within four (4) inches,  
28 plus or minus, of final grade (does not apply to drainage  
29 eEasements). Drainage eEasements must be at final grade.

30  
31 (b) **Location of utilities.** Utilities, (sewers, electric, water and gas), whenever  
32 possible, shall be located in the public right-of-way or front lot eEasement in the  
33 following manner: water and electric lines shall be located on the south and east  
34 sides; sanitary sewer and gas lines shall be located on the north and west sides.

1 In some cases, however, electric lines may also be located on the north and west  
2 sides.

3 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)  
4  
5

6 **§ 153.161. Surface water drainage.**

7 (a) All subdivisions shall be developed with adequate surface drainage. Surface  
8 water drainage improvements shall consist of ~~s~~Storm ~~s~~Sewers and/or open  
9 channels, inlets, catch basins and manholes designed and constructed to  
10 conform with standards established by the City Engineer and shall adequately  
11 drain the area being developed including drainage from other areas which  
12 naturally drain through the area being developed. Storm water quality will also be  
13 considered when reviewing drainage plans.  
14

15 (b) If the surface water drainage will be changed, reasonable provision shall be  
16 made for the collection and diversion of such surface waters into public areas or  
17 drains which the Subdivider has a right to use. Such provisions shall be planned  
18 for in accordance with generally accepted engineering practices to reduce the  
19 likelihood of damage to other properties because of the construction of the  
20 subdivision.  
21

22 (c) If, as the result of subdivision development, surface water is deposited in  
23 existing roadside ditches in quantities exceeding their capacity, the developer  
24 shall improve the ditches and replace culverts as needed to handle the flow.  
25

26 (d) (Specific information for required basin analysis is to be obtained from the  
27 City Engineer.) Unless engineering evidence is presented to the City Engineer  
28 warranting exceptions, Storm Sewers shall be designed and constructed to meet  
29 the following criteria:

30 (1) All improvements shall be designed to handle runoff from a storm  
31 having a five-year frequency. Storm Sewer conduit drains that discharge  
32 to open channels shall terminate with suitable outlet structures to control  
33 soil erosion and to prevent progressive failure of the conduit in an  
34 upstream direction.

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(2) Inlets and/or catch basins shall be spaced so that water will not flow overland more than five hundred (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 eEasement. Inlets covered by a metal grate shall have a grate of a type that will not be hazardous to a bicyclist.

(3) Storm sSewer slopes shall be such that a minimum velocCity 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 velocCity, modification shall be subject to approval by the City Engineer.

(4) Manholes on sStorm sSewers 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 (500) feet except in locations where a greater distance will make the manholes more accessible. This greater distance shall be subject to the approval of the City Engineer.

(5) Manholes shall be constructed of concrete or masonry units having an internal diameter of not less than four (4) feet, fitted with cast iron frames and covers and either cast iron or plastic steps. Manholes shall be constructed with precast bottoms and aA-lock or other approved connections.

(6) Joints for sStorm sSewer conduit shall be mortar joints or bituminous joints complying with paragraph 30.3.2 B or paragraph 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 a minimum of permanent monuments set at grade in the flowlines of the

1 swales at intervals not exceeding two hundred (200) feet. The  
2 monuments should consist of a minimum of six (6)-inch diameter concrete  
3 thirty-six inches deep, with an iron rod embedded in the concrete (or other  
4 design approved by the City Engineer). Paved ditches and/or other  
5 private improvements may be required in areas with high water tables,  
6 low slopes, and/or erosion problems. It shall be the lot owner's  
7 responsibility to maintain the drainage course and to keep it free from  
8 features that restrict natural drainage. Storm water detention shall be  
9 required where determined to be necessary by the City Engineer.  
10 Detention should be designed in accordance with the Illinois Department  
11 of Transportation Drainage Manual, or other methodology approved by  
12 the City Engineer.

13  
14 (8) Limited temporary surface storage of runoff from storms exceeding  
15 the design frequency may be permitted, subject to the approval of the City  
16 Engineer.

17 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

18  
19 **§ 153.162. Sidewalks and sidewalk ramps.**

20 Concrete sidewalks at least four (4) feet wide and four (4) inches thick shall be  
21 constructed on both sides of each street as depicted in the typical street section (section  
22 153.157(q)). Sidewalks shall be located one (1) foot inside the street right-of-way.  
23 Sidewalks shall be constructed along all new subdivision streets and along streets  
24 bordering the subdivision if necessary for public safety. Sidewalk ramps shall be  
25 constructed and installed with a contrasting colored detectable warning to the disabled  
26 and in accordance with current federal or state requirements (whichever is more  
27 stringent). Sidewalk ramps shall be constructed to comply with the current Illinois  
28 Department of Transportation (IDOT's) Standard 424001-03 Curb Ramps Accessible to  
29 the Disabled, with an inclusion of the contrasting colored truncated domes as the  
30 detectable warning. The construction plans must clearly show the proposed locations  
31 and the construction details of the sidewalk and the sidewalk ramps.

32 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 587-10-04, § 1, 10-19-04)

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**§ 153.163. 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.

(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 fifteen (15)-foot easement behind the sidewalk 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) ~~When a private sewage disposal system is proposed in the City of Springfield corporate limits, it must follow the procedures in Chapter 51 of the City Code.~~ All sanitary sewer connections and disposal systems shall comply with the ordinances of the City of Springfield, the Springfield Metro Sanitary District and the requirements of the Illinois Environmental Protection Agency. Sizes and slopes should be determined based on projected flows. Sewage systems must also meet all requirements of the Springfield Sewer Use Ordinance.

(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 (500) feet.

(6) Manholes shall be constructed of concrete or masonry units having an internal diameter of not less than four (4) feet, fitted with cast iron

1 frames and covers and either cast iron or plastic steps. Manholes shall be  
2 constructed with precast bottoms and aA-lock or other approved pipe  
3 connections.

4  
5 (7) Sewer service laterals from the main sewer to the front property line  
6 of each lot in the subdivision shall have an internal diameter of not less  
7 than six (6) inches for a multiple family sStructure and not less than four  
8 (4) inches for a single-family or duplex sStructure. Where adequate grade  
9 can be maintained, sewer service laterals shall be a minimum of five (5)  
10 feet deep at the right-of-way line.

11  
12 Each service lateral shall be adequately plugged with a suitable disc or  
13 stopper at the end of the line to make the joint formed completely water  
14 tight. Service lateral construction shall be equivalent to the requirements  
15 for main collecting sanitary sewers and properly marked so it can be  
16 located from the surface. The lowest sanitary sewer outlet elevation from  
17 a residence shall be according to the standards of the Springfield Metro  
18 Sanitary District.

19  
20 (8) Upon completion of the sewer construction, an air test, infiltration test  
21 or exfiltration test, as required by the District Engineer of the Springfield  
22 Metro Sanitary District, shall be conducted on the entire sewer system  
23 before any building is allowed to connect to the system. The test shall be  
24 conducted under supervision of a registered professional engineer. The  
25 engineer shall furnish a certified copy of the test results to the City  
26 Engineer and the district engineer of the Springfield Metro Sanitary  
27 District before connection of service lines.

28  
29 **(b) Private sewage disposal systems.**

30 (1) Percolation tests are required for representative areas for sSketch  
31 pPlans and for every lot in fFinal pPlans. Percolation tests shall be  
32 conducted in accordance with state law. Testing shall be supervised and  
33 approved by the Sangamon County Department of Public Health.  
34

1 (2) When a private sanitary sewerage system is allowed (see section  
2 153.112(a)(1)), individual sanitary disposal systems shall be installed to  
3 service individual dwellings units according to conditions set forth in  
4 section 153.112. These sanitary disposal systems shall be installed in  
5 accordance with the latest revised edition of the Illinois Private Sewage  
6 Disposal Licensing Act and private sewage disposal code promulgated by  
7 the Illinois Department of Public Health and the applicable ordinances of  
8 the City of Springfield and Sangamon County. Sufficient area shall be  
9 provided to accommodate two seepage fields.

10 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

11  
12  
13 **§ 153.164. Water supply.**

14 (a) ***Public water supply.***

15 (1) Public water supply within the jurisdiction of this chapter shall be  
16 designed or the design approved by the Water Division. New  
17 development within the City of Springfield shall be supplied by City of  
18 Springfield (CWLP) water mains.

19  
20 (2) All water mains within the jurisdiction of this chapter shall be installed  
21 to the Water Division's design standards. The size and depth of bury of  
22 mains, approved main materials, number, type and location of valves and  
23 hydrants, and other design details shall be reviewed and are subject to  
24 the approval of the Water Division. The CWLP Superintendent of  
25 Water Engineering may require evidence that the proposed  
26 development will not reduce system conditions below acceptable levels in  
27 any portion of the water system. The Superintendent of Water  
28 Engineering will not approve an addition to any water system that could  
29 cause a violation of the Environmental Protection Act, the IEPA Technical  
30 Policy Statements or other regulations.

31  
32 (3) Water mains not less than six (6) inches in diameter shall be  
33 constructed throughout the entire subdivision. Installation and sterilization  
34 of all water mains shall be in accordance with the latest revised edition of

1 the Standard Specifications for Water and Sewer Main Construction in  
2 Illinois. Specific attention shall be given to the standard specifications'  
3 separation requirements between water mains and sanitary or sStorm  
4 sSewers. Flyash may not be used as backfill material within ten (10) feet  
5 of an existing or proposed iron water main.

6  
7 (4) Every water supply system shall be designed in such a manner as to  
8 provide adequate fire suppression capability for the development. This  
9 requirement will be primarily determined by American Water Works  
10 Association (AWWA) Manual M31; "Distribution System Requirements for  
11 Fire Protection". Water mains larger than six (6) inches in diameter shall  
12 be installed at the Subdivider's expense if needed to provide the area fire  
13 flow required. (Note the following chart). Fire hydrants with shut-off valves  
14 at each hydrant shall be installed throughout the entire system at  
15 maximum intervals of five hundred (500) feet or less as required by the  
16 Fire Department Fire Safety Division~~fire safety division of the fire~~  
17 ~~department~~. All fire hydrants shall be three (3) nozzle hydrants.  
18

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

21  
22 Needed Fire Flow for One- and Two-Family Dwellings\*

23 TABLE INSET:

Distance Between Buildings (In Feet)	Needed Fire Flow (GPM)
Over 100	500
31 to 100	750
Under 31	1,000

24 \*Dwellings not to exceed two stories in height.

25  
26 Residual pressures are to be held at a minimum of twenty (20) PSI during  
27 the calculated fire demand. The needed fire flow must be available for a

1 | firm duration of two (2) hours at a time of peak system demand. The  
2 | impact of a proposed development on existing areas shall also be  
3 | considered.

4 |  
5 | (b) **Private water supply.**

6 | When a private water supply is allowed (See section 153.112(a)(2)), a private  
7 | well may be used. Wells shall be constructed according to the Illinois Water Well  
8 | Pump Installation Code.

9 |  
10 | The fire protection requirements of section 153.112(a)(3)(c) must still be  
11 | provided. The City is not responsible for certifying the adequacy of the area to  
12 | support individual wells.

13 | (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

14 |  
15 |  
16 | **§ 153.165. Backfill over underground utilities.**

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

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(b) In areas not now subject to vehicular traffic, nor in the opinion of the City 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.

(Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

**§ 153.166. 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.

**§ 153.167. Street lighting.**

Street lights shall be installed along public streets in the City by the Subdivider. Electrical engineers in the office of public utilities shall design or approve the design of the street lighting system according to the current I.E.S. Standard RP-8 or ANSI Standard D12.1.

1     **ARTICLE VIII. MINOR SUBDIVISION**

2

3     **§ 153.175. Purpose.**

4     (a) A Minor Subdivision is the creation of a total of up to three (3) lots (counting  
5     the remainder of the original tract from which the lots are created) which front  
6     along an existing ~~pPublic rRoad~~ from which access is permitted and which  
7     involves minimal public improvements.

8

9     (b) The ~~mMinor sSubdivision~~ is designed to allow an abbreviated approval  
10     process for lots having minor impact on the area.

11     (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

12

13

14     **§ 153.176. Location Map.**

15     ~~(a)~~ ~~(a)~~ **Location Map submission requirements.** The ~~Location mMap~~ shall  
16     consist of data added to an existing base map, of a suitable scale, covering  
17     an area of at least one (1) mile radius from the tract proposed for  
18     development. The ~~Location mMap~~ shall show the following information:

19

20             (1) Title of proposed subdivision.

21

22             (2) North point, scale and date.

23

24             (3) Names, addresses and phone numbers of the Owner, Subdivider,  
25     engineer and registered land surveyor with the name and address of the  
26     contact person to whom any notice is to be sent.

27

28             (4) Outline of the entire area owned or controlled by the Subdivider with  
29     approximate boundary dimensions and total acreage.

30

31             (5) General land legal description of the area.

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- (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) ~~Percolation test results, if required~~ Soils analysis results if private sewage systems are proposed.
- (15) Plan to upgrade adjacent roads if applicable.
- (16) ~~Location of Floodplain.~~
- (17) ~~General layout, with approximate distances.~~

(b) **Location Map review process.**

- (1) The Subdivider shall submit sixteen (16) prints of the ~~Location m~~Map to the Planning Commission seventeen (17) days before ~~f~~Final ~~p~~Plat submission deadline.
- (2) The Planning Commission shall retain one (1) print and distribute the remaining maps as follows:
  - One (1) print to the appropriate Water Division(s);

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One (1) print to the Electric Division;  
Two (2) prints to the Office of Public Works;  
One (1) print to the Fire Department Fire Safety Division~~fire safety~~  
~~division of the fire department;~~  
One (1) print to the Office of Public Works ~~department of~~ Building  
and Zoning Department.  
One (1) print to the Springfield Metro Sanitary District;  
One (1) print to the Sangamon County Engineer;  
One (1) print to the Sangamon County Soil and Water  
Conservation District;  
One (1) print to the appropriate school district; and  
Five (5) prints to be retained by the Planning Commission for  
transmittal to affected utilities or agencies serving the area to be  
subdivided, ~~or citizen members.~~

(3) The entities listed in subsection (b)(2) shall transmit their comments on suitability of the site in writing to the Planning Commission staff within one week of receipt.

(4) The executive Director shall review the suitability of the site based on comments received and the suitability criteria outline in section 153.112. Within two (2) weeks after receipt of the Location mMap, the Executive Director shall either approve or disapprove the Location MMap based on the suitability of the site. If the Location mMap is disapproved, the Owners shall be informed in writing of the noncompliance found. A disapproval may be appealed to the Planning Commission by filing a petition with the commission within thirty (30) days pointing out the parts of the disapproval objected to. The Land subdivision Subdivision ~~committee~~ Committee shall hear the appeal at its next regularly scheduled meeting and shall recommend to the Planning Commission to affirm, revise or modify the Executive Director's decision. After receiving the Land subdivision Subdivision ~~committee's~~ Committee's recommendation, the Planning Commission shall hear the appeal. The

1 | Planning Commission's-Commission's decision may be appealed to the  
2 | City Council as described in section 153.208.

3 |  
4 | (5) A Location map shall be valid for a period of one (1) year after  
5 | approval. If a Final plat has not been submitted within the one (1)-year  
6 | period, approval of the Location map shall expire.

7 | (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

8 |  
9 | **§ 153.177. Final Plat submission requirements.**

10 | (a) Final plat submission requirements. The Final plat shall be consistent  
11 | with the current zoning district classification of the property.

12 |  
13 | The following Final plat shall be submitted on a plan drawn to a scale of not  
14 | more than one hundred (100) feet to the inch. Font size shall be no smaller than  
15 | the minimum font size for the respective sheet sizes shown in Appendix A. Only  
16 | the sheet sizes are shown in Appendix A shall be permitted. The maximum size  
17 | of the plan sheets shall be 24 x 36 inches. Font size shall be no smaller than 10  
18 | point. The following shall be submitted on the Final plat or in accompanying  
19 | documents:

20 | (1) North point, scale, and date of preparation and any revisions.

21 |  
22 | (2) Names and addresses of the Owner, Subdivider, engineer and  
23 | registered land surveyor.

24 |  
25 | (3) Total acreage.

26 |  
27 | (4) Lot numbers.

28 |  
29 | (5) Existing utilities and drainage courses within and adjacent to the site.

30 |  
31 | (6) Location of all present property lines, section lines, streets, buildings  
32 | and watercourses within the area and within one hundred (100) feet of the  
33 | area.

1 (7) Boundary lines with accurate distances and bearings with coordinates  
2 assigned to and labeled at each boundary corner. Coordinates shall be  
3 displayed with a minimum of four (4) decimal places. Illinois State Plan  
4 Coordinantes West Zone NAD 83, US Feet are preferred.

5  
6 (8) A notation stating which National Geodetic Survey blue book  
7 monuments were used to establish state plane coordinates, if applicable.

8  
9 (7 9) Location of proposed lots, setback lines and utility eEasements.

10  
11 (8 10) Contours referring to the United States Geological Survey datum  
12 with intervals of two (2) feet or less unless a greater interval is required  
13 because of terrain (may be shown on a supplemental sheet). This  
14 requirement may be waived by the City Engineer in the City of Springfield  
15 and the County Engineer in unincorporated areas.

16  
17 (11) Contour lines of the bBase fFlood elevation with the location of  
18 permanent monuments, if applicable.

19  
20 (9 12) If applicable, a note on the fFinal pPlat stating:

21  
22 "Approval of this fFinal pPlat by the City of Springfield does not constitute  
23 a guarantee that well water is of adequate quantity or quality for  
24 residential needs or that a suitable sewage disposal system can be  
25 constructed on each lot."

26  
27 Any guarantees are the Subdivider's responsibility.

28  
29 (40 13) A statement indicating whether or not any part of the plat is  
30 located in a special flood hazard area as identified by the Federal  
31 Emergency Management Agency and if applicable, a statement indicating  
32 that a fFloodplain was calculated in accordance with the Floodplain  
33 Regulations ordinance, Chapter 150 of the Springfield City Code, or

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Chapter 16.72 of the Sangamon County Code and a Base Flood elevation was determined.

(14) A notation stating any setback required through covenants if the setbacks are different from those of the appropriate zoning district.

(15) If a private sewage disposal system is used, one-half (1/2) acre reserved for private sewage disposal system lateral fields. When a private sewage disposal system is proposed in the City of Springfield corporate limits, it must follow the procedures in Chapter 51 of the City Code.

(16) Percolation test results, if necessary.

(17) A written certification by the City Engineer indicating the execution and filing of any adjacent substandard roadway improvement agreement and security.

(18) Seal and signature of Illinois Professional Land Surveyor with appropriate statement that the plat meets the standards of practice of the Illinois Professional Land Surveyors Act.

(b) **Accompanying documents.** The following documents shall accompany the Final Plat:

- (1) Exhibit showing the location of existing and/or proposed wells and seepage field areas (must be large enough to accommodate two seepage fields) on each lot, if applicable.
- (2) Any covenants or restrictions relating to the requirements of this chapter.

(Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

**§ 153.178. Review process.**

264 . 07 - 12 -

1 (a) The Subdivider shall submit fourteen (14) prints of the ~~m~~Minor ~~s~~Subdivision  
2 to the Planning Commission office accompanied by a receipt for the filing fee  
3 from the City Clerk by 9:00 a.m. on the 4th Monday of the month preceding the  
4 month in which the Subdivider wishes the plan to be reviewed.

5  
6 (b) The Planning Commission shall retain one (1) print and distribute the  
7 remaining prints as follows:

8 One (1) print to the Electric Division;

9 One (1) print to the appropriate Water Division(s);

10 Two (2) prints to the Office of Public Works;

11 One (1) print to the Sangamon County Engineer;

12 One (1) print to the ~~Office of Public Works~~department of ~~B~~uilding and  
13 ~~Z~~oning Department;

14 One (1) print to the ~~Fire Department~~ ~~F~~ire ~~S~~afety ~~D~~ivision of the fire  
15 department;

16 One (1) print to the Springfield Metro Sanitary District; and

17 Five (5) prints to the Planning Commission for transmittal to the affected  
18 utilities or agencies serving the area to be subdivided.

19  
20 (c) The ~~Land subdivision~~ ~~Subdivision~~ ~~committee~~ ~~Committee~~ shall review the  
21 ~~m~~Minor ~~s~~Subdivision plat to determine if it meets the requirements of this chapter  
22 and make a recommendation to the City ~~C~~ouncil.

23  
24 (d) The ~~Land subdivision~~ ~~Subdivision~~ ~~committee~~ ~~Committee~~ shall recommend  
25 approval or disapproval no later than its regularly scheduled meeting in the  
26 second month after receiving all appropriate documents. Failure to act within the  
27 allotted time period shall constitute a recommendation of disapproval.

28  
29 (1) **Disapproval.** If the ~~Land subdivision~~ ~~Subdivision~~ ~~committee~~  
30 ~~Committee~~ finds that the Minor Subdivision plat does not meet the  
31 requirements of this chapter, it shall specify its disapproval in writing and  
32 state the noncompliance found. If the Subdivider receives a negative  
33 ~~Land subdivision~~ ~~Subdivision~~ ~~committee~~ ~~Committee~~ recommendation and  
34 still wishes to proceed with the subdivision, the subdivision shall be

1 reviewed by the Planning Commission at its next regularly scheduled  
2 meeting. If the Subdivider receives a negative Planning Commission  
3 recommendation and still wishes to proceed with the subdivision, the  
4 Subdivider shall request in writing within thirty (30) days that the Planning  
5 Commission forward the proposed subdivision with the planning  
6 commission's recommendation to the City Council for action.  
7

8 (2) **Approval.** If the ~~Land subdivision~~ Subdivision committee ~~Committee~~  
9 finds that the mMinor subdivision plat meets the requirements of this  
10 chapter, the Subdivider shall submit the original and eight (8) prints to the  
11 Executive Director. The following shall be printed or stamped on the  
12 original plat and prints and signed by the Executive Director of the  
13 Planning Commission:  
14

15 "The plat of this subdivision is recommended to the City Council for  
16 approval by the Springfield-Sangamon Regional Planning Commission  
17 subject to the certifications set forth in Section 153.179 of the 1988 City  
18 Code, as amended."

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

20 Springfield-Sangamon County Regional Planning Commission

21 By: \_\_\_\_\_

22 Executive Director  
23

24 (e) The Planning Commission shall transmit the endorsed original plat and  
25 seven (7) prints to the City Clerk for immediate reference to the City Council  
26 with a letter of transmittal. One (1) print of the endorsed mMinor subdivision plat  
27 shall remain on file in the Planning Commission office.

28 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)  
29  
30

31 **§ 153.179. Submission of Minor Subdivision plat to City council.**

32 (a) Upon receipt of the endorsed original mMinor subdivision plat and seven  
33 (7) prints, the City Clerk shall retain the original and one (1) print on file and shall  
34 deliver one (1) print to each of the following:

35 Department of City Engineer;

1 | Office of Public Works~~Department of B~~uilding and Z~~oning~~ Department;  
2 | Electric Division;  
3 | Appropriate Water Division(s);  
4 | Fire Department Fire S~~eafety~~ D~~ivision of the fire department;~~  
5 | Springfield Metro Sanitary District.

6 |  
7 | (b) The City Clerk shall deliver the original mMinor subdivision plat with the  
8 | letter of transmittal to the City Council at its next regular session after receiving  
9 | the following documents from the Office of Public Works;

10 | (1) Written certification that the plat has been reviewed and has been  
11 | found to comply with the requirements of their respective departments or  
12 | divisions from the:

13 | Department of City Engineer;

14 | Department of City Traffic Engineer;

15 | Office of Public Works Building and Zoning

16 | ~~Department~~Department of building and zoning;

17 | Electric Division;

18 | Water Division;

19 | Fire Department Fire Safety Division;~~Fire safety division of the fire~~  
20 | ~~department.~~

21 |  
22 | (2) A certificate provided by the Subdivider from the Sangamon County  
23 | Clerk indicating that payment of taxes is not delinquent.

24 |  
25 | (3) A signed statement of a registered professional engineer and the  
26 | Owner of the land, or his duly authorized attorney, as required by state  
27 | statutes concerning drainage.

28 |  
29 | (4) Notarized acknowledgement of the plat by the Owner or a duly  
30 | authorized attorney. This item may be a separate document or on the plat  
31 | itself.

1 (5) The certificate of an Illinois professional land surveyor attesting to the  
2 accuracy of the survey and the location of all monuments shown. The  
3 certificate may be filed as a supplement to the ~~f~~Final ~~p~~Plat.

4  
5 (6) A resolution provided by the City Engineer approving the ~~m~~Minor  
6 ~~s~~Subdivision plat.

7  
8 (c) If the requirements of this section have not been met within one (1) year  
9 from Planning Commission approval, the existing approvals and  
10 recommendations shall expire and the plat must be resubmitted and reviewed as  
11 a new ~~m~~Minor ~~s~~Subdivision.

12 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

13  
14  
15 **§ 153.180. City ~~C~~ouncil approval.**

16 When the requirements of section 153.179 have been met, the City ~~C~~ouncil may by  
17 resolution approve the ~~m~~Minor ~~s~~Subdivision plat and authorize the mayor to sign the plat  
18 for and in the name of the City of Springfield, with the City Clerk attesting to it. The City  
19 Clerk shall retain one (1) print on file.

20  
21  
22 **§ 153.181. Recording the Minor Subdivision plat.**

23 (a) When the ~~m~~Minor ~~s~~Subdivision plat has been approved by the City ~~C~~ouncil  
24 and signed by the ~~M~~ayor and City Clerk, the original tracing shall be recorded  
25 in the office of the recorder of deeds of Sangamon County, Illinois.

26  
27 (b) If the ~~m~~Minor ~~s~~Subdivision plat is not recorded within one year after approval  
28 by the City ~~C~~ouncil, the plat must be resubmitted to the Planning Commission to  
29 determine if any changes in the plat are needed to meet the requirements of this  
30 chapter. No title to any lots shall be conveyed until the original is recorded.

31  
32  
33 **§ 153.182. Electric utilities installation.**

1 | The Subdivider shall supply the Electric Division two (2) copies of the recorded fFinal  
2 | pPlat before electric utilities will be installed.

3

4

5 | **§ 153.183. Limitations on Minor Subdivisions.**

6 | Only one (1) mMinor sSubdivision shall be allowed for any parcel of record existing  
7 | March 24, 1987. If two (2) lots have been created from a parcel of record after said date,  
8 | all additional divisions at a later time shall follow conventional subdividing procedures.

9

10

1 ARTICLE IX. SITE DEVELOPMENT PLAN

2

3 **§ 153.184. Purpose.**

4

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

8

9 ~~(b) A site development plan is required when shared access Easements are the only~~  
10 ~~means of access to the proposed development, or when the development is a large~~  
11 ~~scale development.~~

12

13 ~~(c) A large scale development plan is subject to the requirements in the 1988 Land~~  
14 ~~Subdivision Ordinance of the City of Springfield Illinois, as amended (chapter 153 of the~~  
15 ~~Springfield City Code of Ordinances, as amended) including, but not limited to, adjacent~~  
16 ~~substandard roadway improvement requirements.~~

17

18 ~~(a) A Site Development Plan is required when shared access Easements are the only~~  
19 ~~means of access to a proposed development. A variance of Sectionsection 153.158(b)~~  
20 ~~(2) will need to be granted for the lots to have a sShared aAccess dDrive. However, a~~  
21 ~~sSite dDevelopment pPlan will not be required if the access eEasement has been~~  
22 ~~platted through the subdivision process and the construction details for the sShared~~  
23 ~~aAccess dDrive private street have been approved.~~

24

25 ~~(b) The minor change provision outlined in section 153.108 may be used when a shared~~  
26 ~~access Easement has been approved through the subdivision process and platted~~  
27 ~~without approved construction plans.~~

28

29 ~~(B) In the event that the lot or lots that are being developed pursuant to this section are~~  
30 ~~part of a subdivision of property, then the requirements of this chapter, as amended,~~  
31 ~~including, but not limited to, adjacent substandard roadway improvement requirements~~  
32 ~~shall apply.~~

33

34

1 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 11-01-00, § 1, 1-4-00; Ord. No.  
2 461-08-04, § 1, 8-17-04)

3  
4  
5 **§ 153.185. Submission requirements for full Site Development Plan Review.**

6  
7 The sSite plan shall include the following information at a scale of no more than one  
8 hundred (100) feet to the inch with a font size no smaller than ten (10) point:  
9

10 (1) Title of the development.

11  
12 (2) General land legal description.

13  
14 (2 3) North point, scale and date of preparation and any revisions.

15  
16 (3 4) Names, addresses and phone numbers of the Owner, Subdivider and  
17 engineer. A contact person should be designated.

18  
19 (4 5) Boundary lines with accurate distances and angles bearings with  
20 coordinates assigned to and labeled at each boundary corner.

21  
22 (5 6) Acreage of each lot.

23  
24 (6 7) On-site vehicular circulation The location, geometry, width and proposed  
25 grade of the proposed sShared access drive.

26  
27 (7 8) Parking and proposed curb cut locations along the sShared access  
28 drive if deemed necessary by the City Engineer.

29  
30 (9) General location of buildable areas if deemed necessary by the City  
31 Engineer.  
32

- 1           ~~(8 10)~~ Sidewalks Pedestrian sidewalks and ramps. There development shall  
2           have be provisions for extending an ADA accessible route from each building site  
3           to the public right-of-way.  
4
- 5           ~~(9 11)~~ Sewer distribution Public and private sanitary sewer line locations and  
6           associated eEasements.  
7
- 8           ~~(40 12)~~ Proposed site grading indicated by contours or spot elevations for the  
9           shared access improvement and detention system, if required.  
10
- 11          ~~(44 13)~~ Proposed storm drainage system, proposed detention pond  
12          improvements, and drainage requirements, if required.  
13
- 14          ~~(42 14)~~ Location of existing and proposed Structure(s) and public utilities, if any.  
15
- 16          ~~(43 15)~~ ~~Water distribution and size of mains~~ Location of proposed public water  
17          mains and fire hydrants if they are to be located along the the sShared Access  
18          drive or public right of way.  
19
- 20          (16) Typical pavement sections for the sShared access drive.  
21
- 22          (17) Yard setbacks showing compliance with Article VII, Chapter 155.052 of the  
23          City Code, as amended, if existing buildings are present.  
24
- 25          (18) Provisions for frontage landscaping if access drives parallel the right of  
26          way.  
27
- 28          ~~(20 19)~~ Traffic analysis if more than two hundred (200) cars are to be  
29          accommodated on site.  
30
- 31          (20) Location of floodplain, if applicable.  
32

1           (21) ~~Evidence of general concurrence~~ Written approval from appropriate  
2 regulatory agencies related to access, ~~f~~Floodplain, dams, filling, etc., necessary  
3 to proceed as shown on the plan.

4  
5           (22) Proposed shared access agreement.

6  
7           (23) Phasing of construction of the ~~s~~Shared ~~a~~Access ~~d~~Drive

8  
9           (24 24) Seal and signature of a registered professional engineer licensed in  
10 Illinois.

11 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 461-08-04, § 1, 8-17-04)

12  
13  
14 **§ 153.186. Site Development Plan Review.**

15  
16           (a) The Subdivider shall submit ~~44~~sixteen (16) copies of the proposed ~~s~~Site  
17 ~~d~~Development ~~p~~Plan, a digital version(s) of these prints in PDF format or other  
18 electronic format acceptable to the Planning Commission, and any supporting data  
19 and requests for any variances of this Chapter, as applicable, to the Planning  
20 Commission by 9 AM on the 3<sup>rd</sup> Monday of the month preceding the month in  
21 which the Subdivider wishes the ~~s~~Site ~~d~~Development plan to be reviewed,  
22 accompanied by a receipt for the filing fee from the City Clerk. The ~~s~~Site  
23 ~~d~~Development ~~p~~Plan may be reviewed concurrently with, but not before, its  
24 associated ~~f~~Final ~~p~~Plan.

25           (b) The Planning Commission shall retain one print and distribute the remaining  
26 prints as follows:

27  
28                   One (1) print to the Electric Division;

29                   One (1) print to the appropriate Water Divisions;

30                   Two (2) prints to the Office of Public Works;

31                   One (1) print to the Sangamon County Engineer;

32                   One (1) print to the Office of Public Works department of Building and  
33 Zoning Department;

1 One (1) print to the Fire Department Fire Safety Division of the fire  
2 department;

3 One (1) print to the Springfield Metro Sanitary District;

4 Five prints to the Planning Commission for transmittal to affected  
5 agencies serving the site and citizen members.

6  
7 The Committee members shall submit their findings in writing to the Planning  
8 Commission staff a minimum of seven (7) business days in advance of the Land  
9 Subdivision Committee meeting. The Planning Commission staff shall collect  
10 comments and submit them to the Subdivider in writing a minimum of five (5)  
11 business days in advance of the Land Subdivision Committee meeting.

12  
13 (c) The Land Subdivision committee shall review the sSite dDevelopment pPlan  
14 ~~within three weeks from receipt of the plan by the planning commission. The~~  
15 ~~subdivision committee shall review the plan~~ to determine if it meets the  
16 requirements of this chapter and other applicable regulations and make a  
17 recommendation to the planning commission.

18  
19 The Land Subdivision Committee may vote to recommend that the sSite  
20 dDevelopment pPlan be: (i) denied, (ii) approved, (iii) approved with conditions,  
21 agreed to by the Subdivider, that must be met prior to Planning Commission  
22 review, or (iv) at the request of the Subdivider, held over until its next regular  
23 scheduled meeting.

24 Requests by a Subdivider to hold the sSite dDevelopment pPlan review until the  
25 next scheduled meeting or to hold an informal review, must be made in writing to  
26 the Planning Commission at least forty-eight (48) hours prior to the meeting for  
27 which such review is scheduled. Upon request of holding until the next scheduled  
28 meeting, the sSite dDevelopment pPlan shall be removed from the Land  
29 Subdivision Committee's agenda. If such request is not made by a Subdivider  
30 more than forty-eight (48) hours prior to the meeting for which review is  
31 scheduled the Land Subdivision Committee may, at its discretion, take action on  
32 the sSite dDevelopment pPlan as submitted or hold the submittal over until its  
33 next regularly scheduled meeting.  
34

1 Comments and conditions resulting from the Land Subdivision Committee  
2 meeting shall be transmitted to the Subdivider in writing within five (5) business  
3 days after the meeting. The Subdivider may modify the sSite dDevelopment  
4 pPlan to address some or all of the comments and conditions of the Land  
5 Subdivision Committee prior to forwarding the plan for Planning Commission  
6 review, or may request that the sSite dDevelopment plan be reviewed by the  
7 Planning Commission without revisions. In a case in which a Subdivider requests  
8 a review by the Planning Commission without all revisions of the plan, the  
9 Planning Commission shall consider this to be a recommendation of denial by  
10 the Land Subdivision Committee.

11 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

12  
13  
14 **§ 153.187. Committee Planning Commission action.**

15 (a) **Approval.** If the Planning Commission finds that the sSite dDevelopment  
16 pPlan meets the requirements of this chapter and other applicable regulations,  
17 the Subdivider shall submit eight (8) prints and a digital version(s) of these prints  
18 in PDF format or other electronic format acceptable to the Planning Commission.  
19 The Executive Director shall indicate approval of the plan and endorse it, but  
20 only after receiving written certification that the sSite dDevelopment pPlan meets  
21 the requirements of their respective offices or divisions from:

- 22 Department of City Engineer;
- 23 Department of City Traffic Engineer;
- 24 Office of Public Works ~~Department of B~~uilding and Zoning Department;
- 25 Electric Division;
- 26 The appropriate Water Division(s);
- 27 Fire Department ~~Fire S~~safety Division of the fire department;
- 28 Springfield Metro Sanitary District.

29  
30 One (1) copy of the endorsed sSite dDevelopment pPlan shall be delivered  
31 immediately to the City Engineer and Office of Public Works Building and Zoning  
32 Department~~department of building and zoning~~.

1 (b) **Disapproval.** If the Planning Commission finds that the sSite dDevelopment  
2 pPlan does not comply with the requirements of this chapter, it shall specify its  
3 disapproval in writing and state the noncompliance found. One (1) print of the  
4 proposed plan with the written findings of the Planning Commission disapproving  
5 the plan shall be retained by the PPlanning CCommission, and the original with  
6 the written findings shall be returned to the Subdivider. This action may be  
7 appealed as described in section 153.208.

8 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

9 **§ 153.188. Issuance of building permits.**

10 The Office of Public Works department of Bbuilding and Zzoning Department shall not  
11 issue any building permits in any area covered by a sSite dDevelopment pPlan until an  
12 endorsed copy of the approved sSite dDevelopment pPlan or copies of written approval  
13 by each applicable agency outlined section 153.108 is received. Once a sSite  
14 dDevelopment pPlan is approved, the Office of Public Works department of Bbuilding  
15 and Zzoning Department may issue building permits for each lot provided access by the  
16 sSite dDevelopment pPlan with no further need for approvals through Section 153.184.

1 **ARTICLE X. LARGE SCALE DEVELOPMENT PLAN**

2  
3 § 153.190. Purpose.

4 Large sScale dDevelopment plan review is intended to provide a coordinated review of  
5 complex or large projects to ensure that applicable public health and safety standards  
6 and subdivision and zoning requirements are met, as well as to determine the suitability  
7 of the site for the proposed development and to identify infrastructure needs and  
8 potential problems that may be encountered.

9  
10 Plan approval is required when a project meets the definition of a lLarge sScale  
11 dDevelopment as defined in Sec. Section 153.106. A lLarge sScale dDevelopment plan  
12 is intended to provide a general layout of buildings, utilities, vehicular and pedestrian  
13 traffic circulation patterns, and general landscaping plans for the proposed site,

14  
15 § 153.191. Submission Requirements for a lLarge sScale dDevelopment pPlan.

16 (a) The lLarge sScale dDevelopment plan shall include the following  
17 information at a scale of no more than one hundred (100) feet to the inch with a  
18 font size no smaller than ten (10) point:

19 (1) Title of the development.

20  
21 (2) General land legal description and acreage of the property to be  
22 developed.

23  
24 (3) North point, scale and date of preparation and any revisions.

25  
26 (4) Names, addresses and phone numbers of the Owner,  
27 Subdivider and engineer. A contact person should be designated.

28  
29 (5) Boundary lines with accurate distances and bearings.

30  
31 (6) Zoning district and any bulk or parking variances, existing and  
32 proposed.

33  
34 (7) Location of any existing public or private eEasements.

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- (8) Right-of-way requirements.
- (9) Location of Floodplain and natural Drainage Courses.
- (10) On-site pedestrian and vehicular circulation.
- (11) Parking and loading spaces.
- (12) Sidewalks and location of ramps.
- (13) Location of existing and proposed sanitary sewers and pump stations, if required.
- (14) Location of existing and proposed Storm Sewers and storm water detention with detention calculations.
- (15) Location of existing and proposed Structures.
- (16) Location and size of existing and proposed watermains, and location of existing and proposed fire hydrants.
- (17) Location of existing streets, curb cuts, watercourses and other existing features within two hundred (200) feet of the site.
- (18) Typical pavement sections for Shared Access Drives and emergency access lanes. Detailed cross sections, grading plans or contours are not required.
- (19) Access point locations and written approval of the location of the access by the governmental entity with road jurisdiction as required
- (20) Traffic analysis if more than two hundred (200) cars are to be accommodated on-site.

1 (21) Utilities planned to serve the site.

2  
3 (22) Yard setbacks showing compliance with Article VIII, Chapter  
4 155.052, as amended.

5  
6 (23) Landscape areas.

7  
8 (24) Location of outdoor lighting and signs.

9  
10 (25) Proposed phasing if separate phases are planned.

11  
12 (26) Written acknowledgement of plan to upgrade adjacent roadways, as  
13 per Section 153.112 and the Adjacent Substandard Roadway  
14 Improvement Agreement, as per Section 153.145.1, if required.

15  
16 (27) Seal and signature of a professional engineer licensed in Illinois.

17  
18  
19 § 153.192 Large Scale Development Plan Review Process.

20 (a) The Subdivider shall submit sixteen (16) prints of the plan, a digital  
21 version(s) of these prints in PDF format or other electronic format  
22 acceptable to the Planning Commission, any support data, and  
23 request(s) for any variances of this Chapter, if applicable, to the Planning  
24 Commission by 9:00 a.m. on the 3<sup>rd</sup> Monday of the month preceding the  
25 month in which the Subdivider wishes the Large Scale Development  
26 plan to be reviewed.

27  
28 (b) The Planning Commission shall retain one (1) print as well as the  
29 electronic copy and distribute the remaining prints, support data and  
30 variance request(s) as follows:

31 One (1) print to the appropriate Water Division(s);

32 One (1) print to the Electric Division;

33 Two (2) prints to the Office of Public Works;

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One (1) print to the Office of Public Works Department of Building and Zoning Department;

One (1) print to the Fire Department Fire Safety Division of the Fire Department;

One (1) print to the Springfield Metro Sanitary District;

One (1) print to the Sangamon County Engineer;

One (1) print to the Sangamon County Soil and Water Conservation District, if the area is not part of a subdivision;

One (1) print to the appropriate school district;

Five (5) prints to be retained by the Planning Commission for transmittal to affected utilities, agencies serving the area to be subdivided, or citizen members.

(c) Upon receipt of the prints, the entities listed in subsection (b), above, shall transmit their comments in writing pertaining to the suitability of the site for the proposed development to the Planning Commission staff within seven (7) business days. The Planning Commission staff shall collect comments and submit them to the Subdivider in writing a minimum of five (5) business days in advance of the Land Subdivision Committee meeting.

(d) The Planning Commission shall place a notice of the public meeting to be held at the Land Subdivision Committee meeting on each Public Road frontage of the property shown on the plan at least seven (7) days preceding the meeting.

(e) The Land Subdivision committee shall review the Large Scale Development plan to determine if it meets the requirements of See Section 153.191, general conformance with the City's Comprehensive plan, this chapter and other applicable regulations, and make a recommendation to the Planning Commission.

(f) The Land Subdivision Committee may vote to recommend that the Large Scale Development Plan be: (i) denied, (ii) approved, (iii) approved with conditions, agreed to by the Subdivider, that must be met prior to Planning

1 Commission review, or (iv) at the request of the Subdivider, held over until its  
2 next regular scheduled meeting.

3  
4 Requests by a Subdivider to hold the Large Scale Development Plan review  
5 until the next scheduled meeting or to hold an informal review of the Large  
6 Scale Development Plan, must be made in writing to the Planning  
7 Commission at least forty-eight (48) hours prior to the meeting for which such  
8 review is scheduled. Upon request of holding until the next scheduled meeting,  
9 the Large Scale Development Plan shall be removed from the Land  
10 Subdivision Committee's agenda. If such request is not made by a Subdivider  
11 more than forty-eight (48) hours prior to the meeting for which review is  
12 scheduled the Land Subdivision Committee may, at its discretion, take action on  
13 the Large Scale Development Plan as submitted or hold the submittal over  
14 until its next regularly scheduled meeting.

15  
16 Comments and conditions resulting from the Land Subdivision Committee  
17 meeting shall be transmitted to the Subdivider in writing within five (5) business  
18 days after the meeting. The Subdivider may modify the Large Scale  
19 Development plan to address some or all of the comments and conditions of the  
20 Land Subdivision Committee prior to forwarding the plan for Planning  
21 Commission review, or may request that the plan be reviewed by the Planning  
22 Commission without revisions. In a case in which a Subdivider requests a review  
23 by the Planning Commission without all revisions of the plan, the Planning  
24 Commission shall consider this to be a recommendation of denial by the Land  
25 Subdivision Committee.

26  
27  
28 § 153.193. Commission action.

29 (a) The Planning Commission shall make a recommendation to the City Council  
30 based on the requirements of See Section 153.191 and general conformance  
31 with the City's Comprehensive plan and this Chapter. This recommendation  
32 shall be made no later than its regularly scheduled meeting in the second (2<sup>nd</sup>)  
33 month after review by the Land Subdivision Committee. Failure of the Planning  
34 Commission to act within the allotted time shall constitute a negative

1 recommendation to the City Council. A Subdivider may request a delay in  
2 Planning Commission action by submitting such request in writing to the  
3 Executive Director no less than seventy-two (72) hours prior to the scheduled  
4 Planning Commission meeting where the plan would be considered.

5  
6 (b) The Planning Commission may recommend:

7 (1) Approval. If the Planning Commission finds that the Large Scale  
8 Development plan meets the requirements of this chapter and other  
9 applicable regulations. Upon a recommendation of approval, the  
10 Planning Commission shall forward the proposed Large Scale  
11 Development plan along with the Planning Commission's positive  
12 recommendation to the City Council for final action.

13  
14 (2) Disapproval. If the Planning Commission finds that the Large Scale  
15 Development plan does not comply with the requirements of this  
16 chapter, it shall specify its disapproval in writing and state the  
17 noncompliance found. One (1) print of the proposed plan with the written  
18 findings of the Planning Commission disapproving the plan shall be  
19 retained by the Planning Commission, and the original with the written  
20 findings shall be returned to the Subdivider.

21  
22 If the Subdivider receives a negative Planning Commission  
23 recommendation and still wishes to proceed with the Large Scale  
24 Development, the Subdivider shall request in writing within thirty (30)  
25 days that the Planning Commission forward the proposed Large Scale  
26 Development plan with the Planning Commission's recommendation to  
27 the City Council for action.

28  
29 § 153.194. City Council action.

30 After receiving the Planning Commission's recommendation, the City Council shall  
31 approve or disapprove the Large Scale Development plan.

32  
33 § 153.195. Disapproval; filing modified plan.

1 (a) If an application for ~~L~~Large ~~s~~Scale ~~d~~Development plan approval is denied by  
2 the City ~~C~~ouncil, another application requesting approval of the same plan shall  
3 not be accepted or considered by the regional Planning Commission for a period  
4 of 18 months after the City ~~C~~ouncil action. However, the applicant may submit a  
5 substantially changed or modified Large Scale Development Plan for approval  
6 within the eighteen (18)-month period, or if an applicant shows that there has  
7 been a substantial change in the circumstances since the denial by the City  
8 ~~C~~ouncil, the applicant may submit the same plan for approval within the  
9 eighteen (18)-month period.

10  
11 (b) An applicant seeking to file a substantially changed or modified ~~L~~Large  
12 ~~s~~Scale ~~d~~Development plan, or the same plan, shall submit the following to the  
13 ~~regional planning Planning commission~~Commission:

14 (i) A written request for leave to file a ~~L~~Large ~~s~~Scale ~~d~~Development plan;

15  
16 (ii) Within thirty (30) days of filing the application for leave to file a  
17 changed or modified plan, or the same plan, the ~~regional~~Planning  
18 Commission shall decide whether there has been a substantial  
19 modification or change in the ~~L~~Large ~~s~~Scale ~~d~~Development plan or a  
20 substantial change in circumstances, in order to proceed. If the ~~regional~~  
21 Planning Commission denies the application for leave to file a ~~L~~Large  
22 ~~s~~Scale ~~d~~Development plan, that decision shall be final and subject to  
23 judicial review. If the ~~regional~~Planning Commission does conclude that a  
24 substantially changed or modified ~~L~~Large ~~s~~Scale ~~d~~Development plan has  
25 been presented, or a substantial change in circumstances has occurred,  
26 then the request shall be granted and the applicant shall be permitted to  
27 file his application for ~~L~~Large ~~s~~Scale ~~d~~Development plan approval.

28 (Ord. No. 595-1-02, § 1, 11-6-02)

29  
30 § 153.196. ~~Validity of Large Scale Developments~~

31  
32 ~~L~~Large ~~s~~Scale ~~d~~Development plans shall be valid for five (5) years after City Council  
33 approval. The Construction Plans and building permit shall need to be approved within  
34 the five (5) years after City Council approval of a ~~L~~Large ~~s~~Scale ~~d~~Development. The

1 Subdivider may seek an extension of the Large scale development plan with written  
2 notification from the City Engineer and the Executive Director of the Planning  
3 Commission granting a three (3) year extension. If written notification for an extension is  
4 not received, the Large scale development plan shall expire.

5  
6 § 153.197. Construction Plans for Large Scale Developments

7 Construction plans for public improvements, as described in 153.109 (a), shall be  
8 submitted to the City Engineer. These plans shall follow the requirements and review  
9 process in Article IV Construction Plans. The Office of Public Works Department of  
10 Building and Zoning Department shall dictate submission requirements for building  
11 permits. At the Developer's option, the on-site improvements may be submitted directly  
12 to the City Engineer for pre-approval prior to application for building permit, or they may  
13 be submitted along with the building permit application to the Office of Public Works  
14 Department of Building and Zoning Department.

15  
16 § 153.198. Construction and Bonding of Large Scale Developments.

17 Provisions of Section 153.138 of this Chapter shall apply to the improvements for which  
18 a bond is required in a Large scale development. However, the list of improvements  
19 for which a security is required for Large scale developments is modified in this  
20 section.

21  
22 Security shall be required only for the phase or phases being constructed. Each phase  
23 shall be defined as submitted on the approved Large scale development plan.  
24 Security shall be required for one hundred and ten percent (110%) of the estimated cost  
25 to complete the improvements that have not been completed and accepted prior to  
26 issuance of permits issues by the Office of Public Works Building and Zoning  
27 Department. Security is required for:

- 28 (a) Public improvements, if required to serve the Large scale development  
29 (to include such items as turn lanes within the public road, sidewalks, and  
30 traffic signal systems when warranted);  
31 (b) Storm water detention (including the pond or detention storage system and  
32 the outlet control structure);  
33 (c) Erosion control system (to include silt fence, ditch checks, riprap, inlet  
34 protections, soil treatment/fertilizer/seed/mulch);

1 (d) Private drive or private access eEasement when such private drive serves as  
2 the sole access to multiple lots or tracts.

3 (e) (e) Adjacent Substandard Roadway Improvement Agreement, as per  
4 sSection 153.145.1.  
5

6 § 153.199. Recording.

7 (a) When a lLarge sScale dDevelopment plan has been approved by the City  
8 Council, and required right-of-way or plat eEasement documents shall be  
9 recorded by the Owner in the Office of the Recorder of Deeds of Sangamon  
10 County, Illinois.

11 (b) If the required right-of-way plat or eEasement documents are not recorded  
12 within one (1) year after approval by the City Engineer, the lLarge sScale  
13 dDevelopment plan shall expire.  
14

15 § 153.200. Copies of Recorded Documents.

16 After approval and recording necessary documents, the Subdivider shall provide a copy  
17 of the lLarge sScale dDevelopment pPlan and any required right-of-way dedication  
18 documents as follows:

19 Electric Division – two (2) copies;

20 Office of Public Works – one (1) electronic copy in a format acceptable to the City  
21 Engineer.  
22

23 § 153.201. Issuance of Building Permits.

24 The Office of Public Works Department of Building and Zoning Department shall not  
25 issue any building permits in any area covered by a lLarge sScale dDevelopment plan  
26 until the City Engineer provides a letter stating that all bonding and recording  
27 requirements have been met and a building permit may be issued.  
28  
29

1 **ARTICLE XI. TRACT SURVEY**

2  
3 **§ 153.202. Purpose.**

4 (a) Tract survey approval shall be required as set forth in section 153.105.

5  
6 (b) Tract survey approval is designed to ensure that all divisions of land  
7 comply with the State Plats Act, right-of-way and lot configuration requirements  
8 of this chapter, adjacent substandard roadway improvement agreement and  
9 security, and the appropriate zoning ordinances.

10 (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

11  
12  
13 **§ 153.203. Submission requirements.**

14 When a Tract survey is required by this chapter, the following shall be submitted a  
15 survey with font size no smaller than the minimum font size for the respective sheet  
16 sizes shown in Appendix A. (Only the sheet sizes are shown in Appendix A shall be  
17 permitted. The maximum size of the plan sheets shall be 24 × 36 inches.) a font size no  
18 smaller than 10 point shall be submitted that includes the following information:

19  
20 (a) Land survey showing right-of-way dedication or of an Easement conveyance  
21 in fee simple for roadway purposes in conformance with the Arterial Roadway  
22 Network Plan.

23  
24 (b) Seal and signature of Certification by an Illinois Professional Land Surveyor,  
25 together with the surveyor's seal, attesting to the accuracy of the survey with  
26 appropriate statement that the plat meets the standards of practice of the Illinois  
27 Professional Land Surveyors Act.

28  
29 (c) Notarized Owner's written acknowledgement of the survey and right-of-way  
30 or Easement dedication conveyance in fee simple

31  
32 (d) North arrow, scale and date.  
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(e) Name, address and phone number of the land surveyor and Owner.

(f) Verification that payment of taxes is not delinquent.

(g) Statement indicating whether any part of the land surveyed is located in a special flood hazard area.

(h) Location of floodplain, if applicable.

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

(j) Parcel identification number.

(Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 591-11-98, § 1(Exh. A), 11-17-98)

**§ 153.204. Review process.**

(a) Five (5) copies of the tract survey shall be submitted to the Plats Officer accompanied by the appropriate fee.

(b) The Plats Officer shall review the survey to ensure that it conforms to the pertinent requirements of this chapter and chapter 155 of the City of Springfield code as well as the Sangamon County Zoning Ordinance, if applicable. The Owner shall be notified of tract survey approval or disapproval within one (1) working day.

(1) Disapproval. If the Plats Officer finds that the tract survey does not meet the requirements of this Code, the disapproval and noncompliance found shall be specified in writing.

(2) Approval. If the Plats Officer finds that the tract survey does meet the requirements of this Code, the following shall be printed or stamped on the original and prints and signed by the Plats Officer:

TABLE INSET:

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I, Sangamon County Plats Officer, do hereby approve this t̄r̄act s̄urvey in accordance with the provisions of Chapter 153 of the Code of the City of Springfield, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
Sangamon County Plats Officer

(c) The Plats Officer shall keep one copy and transmit four (4) copies of the approved t̄r̄act s̄urvey to the Owner for recording.

(Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)

**§ 153.205. Recording the Tract Survey.**

After the t̄r̄act s̄urvey has been approved, the original shall be recorded in the office of the recorder of deeds of Sangamon County, Illinois. If the t̄r̄act s̄urvey is not recorded within one hundred and eighty (180) days of Plats Officer approval, the approval shall be null and void. ~~An electronic copy of the survey shall be provided to the Sangamon County Supervisor of Assessments.~~

1 **ARTICLE XII. PROCEDURE AT PUBLIC HEARINGS;**  
2 **VARIATIONS; REVIEW OF ADVERSE DECISIONS; PENALTY;**  
3 **EFFECTIVE DATE; PUBLICATION**

4  
5 **§ 153.206. Procedure at public hearings.**

6 The rules for conducting the public hearing provided for in this chapter shall be published  
7 by filing the same in the office of the City Clerk.

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10 **§ 153.207. Variance of subdivision requirements.**

11 (a) A Subdivider may request a variance of the requirements of this chapter.  
12 Application for a variance shall be made in writing and submitted with the  
13 ~~Location and sSketch mMaps~~ unless the need is not then evident. Variance  
14 applications shall clearly state the provisions to be varied and the reasons why  
15 the variance is needed. In all cases, variance requests shall be made no later  
16 than the time the ~~pPreliminary pPlan~~ is reviewed by the ~~Land subdivision~~  
17 ~~Subdivision committee~~Committee. Variance requests made thereafter shall result  
18 in the ~~pPreliminary pPlan~~ being referred back to the ~~Land subdivision~~ Subdivision  
19 ~~committee~~ Committee for reconsideration.

20  
21 (b) If, as a result of changes imposed by the ~~Land subdivision~~ Subdivision  
22 ~~committee~~ Committee at its ~~pPreliminary pPlan~~ review meeting, the Subdivider  
23 desires a variance, it may be requested orally at that meeting.

24  
25 (c) A variation from the requirements of this chapter may be granted if the  
26 Planning Commission finds that the subdivision substantially complies with the  
27 following requirements:

28 (1) The intent of the chapter is maintained;

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30 (2) Extraordinary circumstances of topography, land ownership, adjacent  
31 development or other circumstances not provided for in the chapter exist;

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(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 affirmative act or failure to act; and

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

(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 City Council. The Planning Commission shall send said plan to the City Clerk who shall deliver it with the letter of transmittal to the City Council at its next regular session. If the City Council finds that the subdivision substantially complies with the requirements of subsection (c) of this section, it shall approve the plan.

**§ 153.208. Review of adverse Planning Commission decision.**

If a preliminary plan, a Location map for a minor subdivision, final plat or a site development plan is disapproved by the Planning Commission, the Subdivider may file a petition within thirty (30) days of the Planning Commission's decision with the City Clerk asking for review of the commission's-Planning Commission's decision by the City Council. The petition shall point out those parts of the commission's-Planning Commission's decision to which the Subdivider objects. A public hearing shall be conducted by the City Council after a one (1) week's notice has been mailed by the City Clerk to the Subdivider. During the hearing, the City Council 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 decision. Upon conclusion of the hearing, the City Council may affirm or modify the decision of the Planning Commission or approve

1 | the preliminary plan, location map for a minor subdivision or site  
2 | development plan.  
3 | (Ord. No. 804-10-93, § 1(Exh. A), 10-19-93)  
4 |

1 **ARTICLE XIII. PENALTY**

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**§ 153.999. Penalty for violation of chapter.**

Any Subdivider who violates any of the provisions of this chapter shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed \$500. Each day that a violation of this chapter continues shall constitute a separate and distinct punishable offense.

(Ord. No. 804-10-93, § 1(Exh. A), 10-19-93; Ord. No. 595-1-02, § 2, 11-6-02)

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**APPENDIX A**

**Allowable Sheet Size Minimum Font Size**

<u>8 ½ x 11</u>	<u>10 point</u>
<u>11 x 17</u>	<u>10 point</u>
<u>17 x 22</u>	<u>12 point</u>
<u>22 x 34</u>	<u>14 point</u>