

**VILLAGE OF HOFFMAN  
SUBDIVISION CODE**

**SCHEDULES AND BONDS**

<b>Schedule A</b>	<b>Checklist for Preliminary Plat</b>
<b>Schedule B</b>	<b>Checklist for Engineering Plans</b>
<b>Schedule C</b>	<b>Checklist for Final Plat</b>
<b>Schedule D</b>	<b>Surety Bond for Improvements</b>
<b>Schedule E</b>	<b>Cash Bond</b>
<b>Schedule F</b>	<b>Maintenance Bond</b>
<b>Appendix A</b>	<b>Financial Commitment</b>

**Schedule A. Checklist for Preliminary Plat**

\_\_\_\_\_ (Name of Subdivision)

\_\_\_\_\_ (Date of Submission)

\_\_\_\_\_ (Due date of recommendation – 90 days)

NOTE: To properly execute this checklist, the subdivider or his engineer shall:

- (A) Insert the required information.
- (B) Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.
- (C) Denote those items which the subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A.").

- \_\_\_\_\_ 1. Six copies of preliminary plan submitted.
- \_\_\_\_\_ 2. Plans conform to Sec. 34-3-3.
- \_\_\_\_\_ 3. Plan scale is not less than 1" to 100'.
- \_\_\_\_\_ 4. Minimum profile scale is 1" to 100' horizontal and 1" to 10' vertical.
- \_\_\_\_\_ 5. A title sheet is included with each set of preliminary plans.
- \_\_\_\_\_ 6. Name of proposed subdivision shown.
- \_\_\_\_\_ 7. Location given by town, range, section or other legal description.
- \_\_\_\_\_ 8. Name and address of owner, trust, corporation, or subdivider having control of project is shown.
- \_\_\_\_\_ 9. Name and seal of professional engineer or surveyor who prepared topographic survey is shown.
- \_\_\_\_\_ 10. Name and address of the designer of the plan is shown.
- \_\_\_\_\_ 11. North direction is shown.
- \_\_\_\_\_ 12. Date of preparation and date of revision, if any, is shown.
- \_\_\_\_\_ 13. A location map is included indicating:
  - \_\_\_\_\_ a. A scale of not less than 1" to 1,000'.
  - \_\_\_\_\_ b. Boundary lines of adjoining land within an area bounded by the nearest arterial streets or other natural boundaries.
  - \_\_\_\_\_ c. Use of surrounding land.
  - \_\_\_\_\_ d. Ownership of the surrounding land.
  - \_\_\_\_\_ e. Alignment of existing streets.
  - \_\_\_\_\_ f. Section and corporate lines.
- \_\_\_\_\_ 14. Boundary lines of proposed subdivision are clearly shown.
- \_\_\_\_\_ 15. Total approximate acreage is shown.
- \_\_\_\_\_ 16. Existing zoning classification is indicated.
- \_\_\_\_\_ 17. The following existing items, if within the boundaries of the subdivision, or located 100' or less outside the boundaries are shown:
  - \_\_\_\_\_ a. Previously platted streets and other right-of-way, with improvements, if any, indicating:
    - \_\_\_\_\_ 1. Location
    - \_\_\_\_\_ 2. Widths
    - \_\_\_\_\_ 3. Names
  - \_\_\_\_\_ b. Railroad rights-of-way, indicating:
    - \_\_\_\_\_ 1. Location
    - \_\_\_\_\_ 2. Dimensions
  - \_\_\_\_\_ c. Utility rights-of-way, indicating:
    - \_\_\_\_\_ 1. Location
    - \_\_\_\_\_ 2. Widths
    - \_\_\_\_\_ 3. Type
      - \_\_\_\_\_ a. Sewer
      - \_\_\_\_\_ b. Water

- \_\_\_\_\_ c. Electric
- \_\_\_\_\_ d. Other
- \_\_\_\_\_ d. Parks and other open spaces indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Area
- \_\_\_\_\_ e. Easements, including:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Width
  - \_\_\_\_\_ 3. Purpose
- \_\_\_\_\_ f. Permanent buildings and structures, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Setback lines
  - \_\_\_\_\_ 3. Names of owners
- \_\_\_\_\_ g. Section and corporate lines
- \_\_\_\_\_ h. Sanitary sewers, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Size
  - \_\_\_\_\_ 3. Manholes
  - \_\_\_\_\_ 4. Invert elevations at manholes
- \_\_\_\_\_ i. Water mains, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Size
  - \_\_\_\_\_ 3. Valves, indicating:
    - \_\_\_\_\_ a. Valve manhole, or
    - \_\_\_\_\_ b. Valve box
  - \_\_\_\_\_ 4. Fire hydrants and auxiliary valves
- \_\_\_\_\_ j. Culverts, indicating:
  - \_\_\_\_\_ 1. Type
  - \_\_\_\_\_ 2. Location
  - \_\_\_\_\_ 3. Size
  - \_\_\_\_\_ 4. Invert elevation
- \_\_\_\_\_ k. Storm sewers, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Size
  - \_\_\_\_\_ 3. Catch basins
  - \_\_\_\_\_ 4. Invert elevations
- \_\_\_\_\_ l. Watercourses, indicating:
  - \_\_\_\_\_ 1. Type
  - \_\_\_\_\_ 2. High water width and elevation
  - \_\_\_\_\_ 3. Width of easement
  - \_\_\_\_\_ 4. Location of easement
- \_\_\_\_\_ m. Marshes or wetlands, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Dimensions
  - \_\_\_\_\_ 3. Soil bearing capacity
- \_\_\_\_\_ n. Floodplains, floodways, or flood prone areas, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Dimensions
  - \_\_\_\_\_ 3. Type
- \_\_\_\_\_ o. Rock outcrops, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Dimensions
- \_\_\_\_\_ p. Monuments and survey markers, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Type

- \_\_\_\_\_ 18. Topographic data is given in feet above mean sea level within the tract and to a distance of 100' beyond, indicating:
- \_\_\_\_\_ a. Existing contours at vertical intervals of not more than 2'.
  - \_\_\_\_\_ b. Proposed contours at vertical intervals of not more than 2'.
  - \_\_\_\_\_ c. Bench mark, indicating:
    - \_\_\_\_\_ 1. Location
    - \_\_\_\_\_ 2. Description
    - \_\_\_\_\_ 3. Elevation
- \_\_\_\_\_ 19. Soil bearing data is given, if required by the municipality, indicating:
- \_\_\_\_\_ a. Location of tests
  - \_\_\_\_\_ b. Depth of tests
  - \_\_\_\_\_ c. Soil bearing capacity
  - \_\_\_\_\_ d. Moisture content
- \_\_\_\_\_ 20. The following proposed items, if within the boundaries of the subdivision or located 100' or less outside of the boundaries, are shown:
- \_\_\_\_\_ a. Layout of streets, indicating:
    - \_\_\_\_\_ 1. Arterial streets, indicating:
      - \_\_\_\_\_ a. Right-of-way width
      - \_\_\_\_\_ b. Roadway width, back to back of curbs
    - \_\_\_\_\_ 2. Collector streets, indicating:
      - \_\_\_\_\_ a. Right-of-way width
      - \_\_\_\_\_ b. Roadway width, back to back of curbs
    - \_\_\_\_\_ 3. Local streets, indicating:
      - \_\_\_\_\_ a. Right-of-way width
      - \_\_\_\_\_ b. Roadway width, back to back of curbs
    - \_\_\_\_\_ 4. Cul-de-sac streets, indicating:
      - \_\_\_\_\_ a. Right-of-way width
      - \_\_\_\_\_ b. Roadway width, back to back of curbs
      - \_\_\_\_\_ c. The length does not exceed 500' unless there are less than 16 lots abutting the cul-de-sac street.
      - \_\_\_\_\_ d. Terminus is circular, or nearly so, and right-of-way is at least 120' in diameter.
      - \_\_\_\_\_ e. Terminus roadway width is 80' in diameter.
    - \_\_\_\_\_ 5. Marginal access street, indicating:
      - \_\_\_\_\_ a. Right-of-way width
      - \_\_\_\_\_ b. Roadway width, back to back of curbs
    - \_\_\_\_\_ 6. Through street shown extended to boundaries of subdivision
    - \_\_\_\_\_ 7. Storm water runoff pattern on paving
  - \_\_\_\_\_ b. Names of streets
    - \_\_\_\_\_ 1. Not duplicating the name of any street heretofore used in the municipality or its environs, unless the street is an extension of an already existing street, in which case, the name shall be used.
  - \_\_\_\_\_ c. Street improvement plan showing location of all new street improvements, including those to the center line of previously dedicated rights-of-way, abutting the subdivision, in accordance with prevent municipality standards.

- \_\_\_\_\_ d. Utility easements:
  - \_\_\_\_\_ 1. Located at the rear of each lot and other necessary locations
  - \_\_\_\_\_ 2. Not less than 10' in width on each lot
  - \_\_\_\_\_ 3. Purpose is indicated
  - \_\_\_\_\_ 4. Storm water runoff is indicated
- \_\_\_\_\_ e. Centerline profiles of all streets showing gradients not less than 0.4 percent and not more than:
  - \_\_\_\_\_ 1. 5.0% on collector streets
  - \_\_\_\_\_ 2. 7.0% on minor streets
- \_\_\_\_\_ f. Pedestrian ways, when required, indicating:
  - \_\_\_\_\_ 1. Location at approximately the center of blocks in excess of 1000' in length
  - \_\_\_\_\_ 2. Width not less than 10'
  - \_\_\_\_\_ 3. Shrub or tree hedge at side boundary lines
- \_\_\_\_\_ g. Block layout, indicating:
  - \_\_\_\_\_ 1. Blocks do not exceed 1200' in length
  - \_\_\_\_\_ 2. Additional access ways to parks, schools, etc., are shown in accordance with the plan commission's requirements
  - \_\_\_\_\_ 3. Blocks fit readily into the overall plan of the subdivision, with due consideration given to:
    - \_\_\_\_\_ a. Topographical conditions
    - \_\_\_\_\_ b. Lot planning
    - \_\_\_\_\_ c. Traffic flow pattern
    - \_\_\_\_\_ d. Public open space areas
  - \_\_\_\_\_ 4. Block numbers
  - \_\_\_\_\_ 5. Blocks intended for commercial, industrial or institutional use are so designated
- \_\_\_\_\_ h. Lot layout, indicating:
  - \_\_\_\_\_ 1. Lot dimensions
  - \_\_\_\_\_ 2. Lot areas, not less than those stipulated in the appropriated district regulations of the zoning code (Areas may be listed by Schedule)
  - \_\_\_\_\_ 3. Building setback lines shown and properly dimensioned
  - \_\_\_\_\_ 4. Proposed land use
  - \_\_\_\_\_ 5. Lot numbers
  - \_\_\_\_\_ 6. Corner lots are sufficiently larger than interior lots to allow maintenance of building setback lines on both street frontages and still allow a buildable width equal to that of the smallest interior lot in the block
  - \_\_\_\_\_ 7. All lots abut a publicly dedicated street for a distance of not less than the minimum width of the lot
  - \_\_\_\_\_ 8. Lots are as nearly rectangular in shape as is practicable
  - \_\_\_\_\_ 9. Lots are not less than the provision of the zoning code
  - \_\_\_\_\_ 10. Lot lines are substantially at right angles to the street lines and radial to curved street lines
  - \_\_\_\_\_ 11. Double frontage lots only where:
    - \_\_\_\_\_ a. Lots back upon an arterial street and front on an access street
    - \_\_\_\_\_ b. Topographic or other conditions make subdividing otherwise unreasonable
    - \_\_\_\_\_ c. Lots can be made an additional 20' deeper than average
    - \_\_\_\_\_ d. A protective screen planting is indicated on one frontage

- \_\_\_\_\_ 12. Lots abutting or traversed by a watercourse, drainage way, channel way, channel, or stream, indicate:
  - \_\_\_\_\_ a. Additional width and depth to provide an acceptable building site
  - \_\_\_\_\_ b. Width of easement is at least 15' wider on each side of water at high water level
- \_\_\_\_\_ 13. Due regard for natural features, such as:
  - \_\_\_\_\_ a. Trees
  - \_\_\_\_\_ b. Watercourses
  - \_\_\_\_\_ c. Historic items
  - \_\_\_\_\_ d. Other similar conditions
- \_\_\_\_\_ i. Areas intended to be dedicated for public use, indicating:
  - \_\_\_\_\_ 1. Plan conforms to general development plan of the municipality
  - \_\_\_\_\_ 2. Purpose
  - \_\_\_\_\_ 3. Acreage
- \_\_\_\_\_ j. Source of domestic water supply, indicating:
  - \_\_\_\_\_ 1. Connection to existing water mains
  - \_\_\_\_\_ 2. Location of site for community water plans
- \_\_\_\_\_ k. Provision for sewage disposal, indicating:
  - \_\_\_\_\_ 1. Connection to existing sanitary sewer mains
  - \_\_\_\_\_ 2. Location of site for community sewage disposal plant
- \_\_\_\_\_ l. School sites, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Dimensions
  - \_\_\_\_\_ 3. Acreage
- \_\_\_\_\_ m. Topographic information, indicating:
  - \_\_\_\_\_ 1. Proposed changes in elevation of land showing that any flooding would be relieved
  - \_\_\_\_\_ 2. Adequate installation of storm sewers would remove the possibility of flooding
- \_\_\_\_\_ n. Sanitary sewer layout, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Size
  - \_\_\_\_\_ 3. Invert elevation at manholes
  - \_\_\_\_\_ 4. Manhole locations
- \_\_\_\_\_ o. Watermain layout, indicating:
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Size
  - \_\_\_\_\_ 3. Looped pattern where practicable
  - \_\_\_\_\_ 4. Fire hydrants, as per Section 34-5-43
- \_\_\_\_\_ p. Storm sewer layout (See Ch. 32)
  - \_\_\_\_\_ 1. Location
  - \_\_\_\_\_ 2. Catch basins at not more than 600' intervals
  - \_\_\_\_\_ 3. Storm water is not carried across or around any intersection
  - \_\_\_\_\_ 4. Surface water drainage pattern for individual lot and block
- \_\_\_\_\_ q. Street light layout, indicating:
  - \_\_\_\_\_ 1. Locations and typical street light detail, or
  - \_\_\_\_\_ 2. Statement by subdivider that street lights will be installed in accordance with municipality standards
- \_\_\_\_\_ 21. An outline of proposed covenants accompanies the plans, indicating the intention of the subdivider to have the covenants recorded with the final plat.
  - \_\_\_\_\_ a. Protective against obstruction against drainage easements

- \_\_\_\_\_ 22. Typical street cross-section showing base construction, surfacing, concrete curb and sidewalk in accordance with the land improvements code.
- \_\_\_\_\_ 23. Indication that sidewalks will be installed along all lot lines coincidental with street rights-of-way.
- \_\_\_\_\_ 24. Indication on drawing or by certificate that subdivider is aware of his responsibility for installation of street signs and for seeding and tree planting in all parkways.

Completed by \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Address)  
Reviewed by \_\_\_\_\_ (Zoning Administrator)  
\_\_\_\_\_ (Date)  
Considered by Plan Commission on \_\_\_\_\_ (Date)  
\_\_\_\_\_ (Chairman)

## Schedule B. Checklist for Engineering Plans

\_\_\_\_\_ (Name of Subdivision)

\_\_\_\_\_ (Date of Submission)

\_\_\_\_\_ (Due date of recommendation – 45 days)

NOTE: To properly execute this checklist, the subdivider or his engineer shall:

- (A) Insert the required information.
- (B) Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.
- (C) Denote those items which the subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A.").

- \_\_\_\_\_ 1. Plans have been submitted within twelve (12) months of the date of approval by the municipality board of the Preliminary Plan.
- \_\_\_\_\_ 2. Four (4) copies of engineering plans have been submitted.
- \_\_\_\_\_ 3. Plans conform to Article V.
- \_\_\_\_\_ 4. A title sheet is included with each set of plans, and includes:
  - \_\_\_\_\_ a. Name of subdivision and unit number.
  - \_\_\_\_\_ b. Type of work covered.
  - \_\_\_\_\_ c. Location map showing relation of area to be improved to existing streets.
  - \_\_\_\_\_ d. An index of sheets.
  - \_\_\_\_\_ e. A summary of quantities.
  - \_\_\_\_\_ f. Name, address, and seal of registered engineer preparing the plans.
  - \_\_\_\_\_ g. Date of preparation and revisions, if any, is shown.
- \_\_\_\_\_ 5. Plans and profiles are on Federal Aid Sheets, plate I or II or equal.
  - \_\_\_\_\_ a. Horizontal scale is not less than 1" to 50'.
  - \_\_\_\_\_ b. Vertical scale is not less than 1" to 5'.
- \_\_\_\_\_ 6. Cross sections are plotted on Federal Aid Sheets, plate III.
- \_\_\_\_\_ 7. North direction is shown for each separate plan view.
- \_\_\_\_\_ 8. An adequate number of bench marks are shown with elevations referenced to mean sea level, to facilitate checking of elevations.
- \_\_\_\_\_ 9. Delineation is shown of all easements necessary to serve all lots with underground and overhead utilities, and to allow for perpetual maintenance to these facilities.
- \_\_\_\_\_ 10. An application for State Environmental Protection Agency permit for the sanitary sewer extension accompanies the plans.
- \_\_\_\_\_ 11. Sanitary sewer plans and specifications are complete and conform to the standards and requirements of the codes applicable thereto and denote all of the following:
  - \_\_\_\_\_ a. All properties in the subdivision are served and house service connections are provided.
  - \_\_\_\_\_ b. The minimum size main is 8" I.D.
  - \_\_\_\_\_ c. The plan conforms to the overall municipal plan for any trunk sewers traversing the subdivision.
  - \_\_\_\_\_ d. The distance between manholes does not exceed 400'.
  - \_\_\_\_\_ e. The invert elevation of each manhole is shown.
  - \_\_\_\_\_ f. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice.
  - \_\_\_\_\_ g. Extra strength pipe and extra strength manhole wall construction is specified and shown on the plans and in the estimates of quantities where the depth of installation exceeds 8'.
  - \_\_\_\_\_ h. Profile of existing and proposed ground surfaces.
  - \_\_\_\_\_ i. Risers are shown for individual house service laterals where depths of main exceeds 12'.
  - \_\_\_\_\_ j. Pipe joints are of permitted type.



- \_\_\_\_\_ k. Minimum manhole cover weights are correct.
  - \_\_\_\_\_ 1. 540 pounds in collector streets.
  - \_\_\_\_\_ 2. 400 pounds in minor and cul-de-sac streets.
  - \_\_\_\_\_ 3. 335 pounds in rear-lot easements.
- \_\_\_\_\_ 12. An application for State Environmental Protection Agency approval of the water main installation accompanies the plans.
- \_\_\_\_\_ 13. Water distribution plans and specifications are complete and conform to the codes applicable thereto and include all of the following:
  - \_\_\_\_\_ a. All properties in the subdivision are served.
  - \_\_\_\_\_ b. The minimum size main is 6" I.D.
  - \_\_\_\_\_ c. The plan conforms to the municipality's overall plan for any trunk lines which might traverse the subdivision.
  - \_\_\_\_\_ d. Valve and hydrant spacing and location conform to the approved preliminary plan.
  - \_\_\_\_\_ e. Materials and joint specifications comply with the municipality's standards.
  - \_\_\_\_\_ f. Specifications include provisions for testing and sterilization of all new water distribution facilities.
    - \_\_\_\_\_ 1. Valve cover
    - \_\_\_\_\_ 2. Standard cover
    - \_\_\_\_\_ 3. Standard hydrant installation
- \_\_\_\_\_ 14. Street plans, including storm sewers, are complete and conform to the codes applicable thereto and include the following:
  - \_\_\_\_\_ a. The location of streets and width of pavements conform to those indicated on the approved preliminary plan.
  - \_\_\_\_\_ b. Plan shows curb, gutter and sidewalk locations, and include the following information:
    - \_\_\_\_\_ 1. Corner curb radius is not less than 16'.
    - \_\_\_\_\_ 2. Curve data for all horizontal curves.
    - \_\_\_\_\_ 3. Direction of flow along all curbs.
    - \_\_\_\_\_ 4. No surface water is carried across or around any street intersection, nor for a distance greater than 600'.
  - \_\_\_\_\_ c. Cross-sections are submitted as necessary to indicate feasibility of proposed street elevations in relation to adjacent lot elevations, and include sidewalk location.
  - \_\_\_\_\_ d. Profiles are submitted for all paving centerlines and storm sewers and indicate:
    - \_\_\_\_\_ 1. Catch basin invert elevations.
    - \_\_\_\_\_ 2. Minimum pipe size is 12" I.D., except that a lead from a single inlet may be 10" I.D.
    - \_\_\_\_\_ 3. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice.
    - \_\_\_\_\_ 4. Storm sewer elevations do not conflict with any other underground utilities.
    - \_\_\_\_\_ 5. Storm sewer is connected with an adequate outfall.
    - \_\_\_\_\_ 6. Curve data is given for vertical road curves.
  - \_\_\_\_\_ e. The storm sewer system is designed to provide sufficient capacity for the drainage of upland areas contributing to the storm water runoff on the street.
    - \_\_\_\_\_ 1. Storm sewer design computations are submitted with plans.
  - \_\_\_\_\_ f. A surface water drainage pattern is shown for each block.
  - \_\_\_\_\_ g. Material specifications comply with municipality standards and include:
    - \_\_\_\_\_ 1. Paving base material
    - \_\_\_\_\_ 2. Paving surface materials
    - \_\_\_\_\_ 3. Concrete

- \_\_\_\_\_ 4. Pipe materials
- \_\_\_\_\_ h. Typical cross-sections and details include the following:
  - \_\_\_\_\_ 1. Collector street
  - \_\_\_\_\_ 2. Minor or cul-de-sac street
  - \_\_\_\_\_ 3. Concrete curb and gutter
  - \_\_\_\_\_ 4. Concrete sidewalk
  - \_\_\_\_\_ 5. Standard manhole
  - \_\_\_\_\_ 6. Standard cover
  - \_\_\_\_\_ 7. Catch basin
- \_\_\_\_\_ 15. Street light plans are complete and include the following:
  - \_\_\_\_\_ a. Pole locations
  - \_\_\_\_\_ b. Spacing
  - \_\_\_\_\_ c. Average maintained footcandle illumination (calculated).
    - \_\_\_\_\_ 1. Type of base and pole
    - \_\_\_\_\_ 2. Bracket or arm
    - \_\_\_\_\_ 3. Luminaire, indicating type of lamp and wattage
    - \_\_\_\_\_ 4. Mounting height
- \_\_\_\_\_ 16. Parkway improvement specifications are complete and include provisions for:
  - \_\_\_\_\_ a. Removal of stumps, trees that cannot be saved, boulders, and all other similar items.
  - \_\_\_\_\_ b. Grading, installation of topsoil and seeding or sodding.
- \_\_\_\_\_ 17. Street signs are shown to be installed at all street intersections not previously marked.

Completed by \_\_\_\_\_ (Name)  
 \_\_\_\_\_ (Address)  
 \_\_\_\_\_ (Date)

Reviewed by \_\_\_\_\_ (Zoning Administrator)  
 \_\_\_\_\_ (Date)

Considered by Plan Commission on \_\_\_\_\_ (Date)  
 \_\_\_\_\_ (Chairman)

**Schedule C. Checklist for Final Plat**

\_\_\_\_\_ (Name of Subdivision)

\_\_\_\_\_ (Date of Submission)

\_\_\_\_\_ (Due date of recommendation – 30 days)

NOTE: To properly execute this checklist, the subdivider or his engineer shall:

- (A) Insert the required information.
- (B) Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.
- (C) Denote those items which the subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A.").

- \_\_\_\_\_ 1. Plat has been submitted within six (6) months after the approval of the engineering plans.
- \_\_\_\_\_ 2. Plat has been submitted within three (3) years after the approval of the preliminary plan (unless an extension of time has been requested and granted by the Village Board.
- \_\_\_\_\_ 3. One (1) original drawing of the final plat has been submitted.
- \_\_\_\_\_ 4. One (1) transparency print of the final plat has been submitted.
- \_\_\_\_\_ 5. Four (4) copies of the final plat have been submitted.
- \_\_\_\_\_ 6. Plat is drawn with black or blue ink on heavy linen tracing cloth or polyester film.
- \_\_\_\_\_ 7. North direction is shown.
- \_\_\_\_\_ 8. Scale is shown (minimum 1" equals 100').
- \_\_\_\_\_ 9. Section corners and section lines are accurately tied into subdivision by distances and angles.
- \_\_\_\_\_ 10. Official survey monuments are shown as required.
- \_\_\_\_\_ 11. All necessary easements are shown and dimensioned.
- \_\_\_\_\_ 12. Building setback lines are shown and dimensioned in accordance with the zoning code.
- \_\_\_\_\_ 13. Lot areas are in accordance with the applicable zoning regulations.
- \_\_\_\_\_ 14. Street names are shown.
- \_\_\_\_\_ 15. Areas to be dedicated or reserved for public use are shown and described and the purpose is designated.
- \_\_\_\_\_ 16. Protective covenants are lettered on the plat or are appropriately referenced.
- \_\_\_\_\_ 17. Required certificates are shown and signed:
  - \_\_\_\_\_ a. Surveyor's certificate (including legal description).
  - \_\_\_\_\_ b. Owner's certificate.
  - \_\_\_\_\_ c. Notary certificate.
  - \_\_\_\_\_ d. County Clerk certificate.
  - \_\_\_\_\_ e. Flood Hazard certificate.
  - \_\_\_\_\_ f. Plan Commission certificate.
  - \_\_\_\_\_ g. Village Board Certificate.
  - \_\_\_\_\_ h. Administrator.
- \_\_\_\_\_ 18. The following items have been submitted with the final plat:
  - \_\_\_\_\_ a. Detailed specifications for all required land improvements not previously submitted and approved with the engineering plans.
  - \_\_\_\_\_ b. A copy of the state sanitary water board permit for the sanitary sewer installation.
  - \_\_\_\_\_ c. A copy of the state department of public health approval of the water main installation.
  - \_\_\_\_\_ d. An affidavit by the subdivider acknowledging responsibility for the proper installation of all required land improvements.
  - \_\_\_\_\_ e. A certified estimate of cost of all required land improvements prepared by a registered engineer.

\_\_\_\_\_ f. A description of the bond or guarantee collateral intended to be submitted after contingent approval is granted by the Village Board.

Completed by \_\_\_\_\_ (Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Date)

Reviewed by: \_\_\_\_\_ (Zoning Administrator)

\_\_\_\_\_ (Date)

Considered by Plan Commission on \_\_\_\_\_ (Date)

\_\_\_\_\_ (Chairman)

**Schedule D. Surety Bond for Improvements**

"Know all men by these presents that we, \_\_\_\_\_, (name of individual, corporation, etc.), as principal, and the \_\_\_\_\_, (name of bonding company), a corporation, authorized to do business in the State of \_\_\_\_\_, as surety, are held and firmly bound unto the Village of Taylor Springs, in the penal sum \_\_\_\_\_ Dollars, lawful money of the United States for the payment of which we and each of us bind ourselves, our heirs, executors, administrators, successors and assigns jointly by these presents:

"The condition of this obligation is such that whereas, the said \_\_\_\_\_, (name of individual, corporation or principal) has agreed to construct and/or install at its expense the following improvements:

- Street base and paving
- Concrete curb and gutters
- Water mains, appurtenances, and house services
- Storm sewers, appurtenances, and house services
- Sanitary sewers, appurtenances, and house services
- Concrete sidewalks
- Street lights
- Site improvements

All in accordance with the specifications and codes of the Village, and contained in plans and specifications prepared by \_\_\_\_\_ (named engineer), and approved by the Village Board, at the following location:

---

(Description of Property)

`And has agreed to maintain such improvement constructed under this bond for a period of two years from the date of acceptance of the same by the Village.

`Now, therefore, if the said principal shall well and truly perform in all respects in strict accordance with the requirements, and shall save the Village harmless from all loss, cost or damage, by reason of their failure to complete said work, or maintain said improvements, relating to the above described work, then this obligation to be void, otherwise to remain in full force and effect."

### Schedule E. Cash Bond

The Plan Commission may permit a developer to file in lieu of the surety bond called for in Schedule D, a cash bond guaranteeing that the improvements will be completed as follows:

(A) Undertaking in Lieu of Completion Bond.

WHEREAS, the statutes of the State of Illinois grant to a municipal corporation the right to require that a developer constructing certain improvements within that community guarantee the construction of such improvements by a completion bond or other security acceptable to the community; and WHEREAS, \_\_\_\_\_ desires to construct a residential development within the \_\_\_\_\_ of \_\_\_\_\_, and that said municipality is willing to accept an undertaking from a financial institution in the nature of an irrevocable commitment in lieu of such completion bond.

NOW, THEREFORE, are the following representations made by the owner and/or developer to the \_\_\_\_\_ of \_\_\_\_\_, as follows:

1. THAT \_\_\_\_\_ is the owner and/or developer of the property legally described in clause 2 of this undertaking, and shall hereinafter be referred to as "OWNER"; and, THAT the \_\_\_\_\_ of \_\_\_\_\_ shall hereinafter be referred to as "MUNICIPALITY".

2. THAT the OWNER is the legal title holder of the following described property:

[Legal Description]

3. THAT the OWNER shall be required to install and guarantee the installation of streets, sidewalks, street lights, sanitary sewers, storm sewers, water lines, recreational facilities (including structures), and common landscaping. In order to guarantee that such facilities shall be installed, the OWNER shall submit to the municipal engineer such specifications and estimated engineering costs as shall be required to meet with his approval. In aiding the municipal engineer in determining the amount of reasonably anticipated costs for the construction of such improvements, the OWNER may submit to the engineer signed contracts for the construction of such improvements. The municipal engineer, upon being satisfied that the design of the required improvements are in accordance with the ordinances of the MUNICIPALITY and in accordance with good engineering practices, shall estimate and certify an amount which shall represent one hundred twenty-five percent (125%) of the reasonably estimated cost of completing the required improvements for which the MUNICIPALITY is requiring a completion guarantee.

4. [THAT except for the issuance of building permits for a reasonable number of models], the OWNER shall not be entitled to the issuance of [further] building permits until and unless said OWNER shall submit to the municipality an irrevocable financial commitment from a bank, savings and loan, or mortgage company approved by the municipality in the amount certified by the municipal engineer.

5. THAT the written irrevocable financial commitment shall be furnished by the municipality from a banking or lending institution in the form marked Appendix A and appended to this agreement.

6. THAT the OWNER guarantees the workmanship of the public improvements to be installed upon the site for a period of one (1) year after their donation to the municipality. Upon final completion of the streets, sidewalks, street lights, sanitary sewers, storm sewers, and water mains, the OWNER shall execute a Bill of Sale for those items which are personal property. For a period of one (1) year after the granting of the Bill of Sale in the case of personal property and the acceptance for maintenance in the case of streets and sidewalks, all necessary repairs to such facilities shall be the responsibility of the OWNER.

IN WITNESS WHEREOF \_\_\_\_\_ has  
hereunto set his hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(OWNER)

APPROVED by the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_  
(MUNICIPALITY)

(B) [Letterhead of Bank, Savings and Loan or Mortgage House]

\_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule F. Maintenance Bond  
(See Section 34-3-36)**

The contractor making subdivision improvements shall furnish a two-year maintenance bond in the amount of 25% of the total cost of any improvements and installations excluding street tree plants and landscaping, which are to be maintained by the municipality. Such bond shall be in full force and effect from the date of the letter from the Administrator certifying that all required subdivision improvements and installations have been completed. This bond shall provide that all defects in the improvements and installations will be corrected at the end of the bond period subject to the approval of the Administrator. In those cases where a surety bond has been posted for the improvements in accordance with division (D) of this section, the applicant may provide that the surety bond be extended to cover this two-year period. Otherwise, a separate maintenance bond shall be posted.



**APPENDIX A: FINANCIAL COMMITMENT**

GENTLEMEN:

We hereby establish our irrevocable credit in favor of \_\_\_\_\_ [developer] \_\_\_\_\_, or the municipality of \_\_\_\_\_ in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_). We understand that this irrevocable credit is to be used to construct the following improvements in the residential development known as \_\_\_\_\_ to be constructed within the \_\_\_\_\_ of \_\_\_\_\_, Illinois:

streets; sidewalks; street lights; the portion of sanitary sewers, storm sewers, and water mains to become municipality-owned; recreational facilities (including a recreational building and a swimming pool and appurtenances thereof); and, landscaping in common areas.

The development is legally described as follows: [Legal Description]

We shall make payouts from this irrevocable commitment as follows:

If we have not been notified by the municipality of a default by the owner and/or developer, we shall disburse the funds for labor and materials furnished by contractors in accordance with the sworn statement on order of the owner, the submission of proper lien waivers from the contractors engaged in such work, and the certificate by the municipal engineer, \_\_\_\_\_ [his name] \_\_\_\_\_, that such work has been properly completed, however, that we shall withhold from each payment made under such sworn statement(s) or order(s) an amount equal to ten percent (10%) thereof until all improvements have been completed except final surfacing of the streets and sidewalks, at which time the ten percent (10%) sum withheld shall be disbursed less a sum equal to one hundred and twenty-five percent (125%) of the cost of the final surfacing of the streets, which sum shall be finally disbursed when the work has been completed and the requirements of certification and lien waivers as has been hereinabove set out.

The required improvements shall be completed in accordance with the following schedule: [Insert Schedule].

If we receive a resolution of the corporate authorities of the municipality indicating that the owner and/or developer has failed to satisfactorily complete or carry on the work of the installation and construction of the required improvements, and such resolution indicates that the owner and/or developer has been notified that the municipality finds that a breach of the owner's and/or developer's obligations has occurred and have not been cured within a period of thirty (30) days, that in such case we shall make payments for materials and labor to such contractor(s) or subcontractor(s) retained by the municipality who have completed the improvements in substantial accordance with the plans and specifications of the owner and/or developer; such payments shall be made upon the certification of the municipal engineer that the work has been completed and the submission of proper waiver of liens from the contractor(s) or subcontractor(s). The amount of the payouts shall be in accordance with the retention provisions as previously set out.

The irrevocable credit established by us shall be in force for a period of \_\_\_\_\_ (\_\_\_\_\_) years, and shall remain in effect without regard to any default in payments of sums owned us by the owner and/or developer and without regard to other claims which we may have against the owner and/or developer. Sixty (60) days prior to the expiration of this irrevocable credit, we shall notify the corporate authorities of the municipality, by registered letter return receipt requested, of the impending expiration date. This commitment shall not terminate without such notice. If the work covered by this commitment has not been completed within the time set forth in this agreement, the municipality may at its option continue drawing funds as otherwise provided for an additional period of one (1) year. It is recognized that the municipality is according to the owner and/or developer the permission to proceed with the development project expressly upon the guarantee of the irrevocable nature of this commitment. It is further acknowledged that the consideration for this irrevocable commitment is provided by agreements between this financial institution and the developer. The sum of this credit shall, however, be reduced in the amount of disbursements made from time to time in accordance with the terms under which this credit is extended as set out above.