

Preliminary Plat Checklist

Village of Hamel * PO Box 345 * Hamel, IL 62046 * (618) 633-2484

Fee: _____ Date Fee Paid: _____ **[Exhibit E-1]**

IMPORTANT INSTRUCTIONS

The purpose of this Preliminary Plat Checklist is to assist the Subdivider/Developer in the timely and accurate submission of plans and documents required by the Village. Missing or incomplete data can cause delays in the review and approval process. The Subdivider/Developer should closely review the requirements listed below as well as the Hamel Subdivision Code, complete this form in its entirety, and submit it along with the other required information. Attention is specifically directed to **Section 34-4-13 "Subdivision Process"** and **Section 34-4-14 "Pre-Application Conference"**, of the Subdivision Code.

NAME OF SUBDIVISION: _____ DATE: _____

SUBDIVIDER/DEVELOPER NAME: _____

Contact Person: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

CHECK IF: _____ Property Owner _____ Contract Purchaser

ENGINEER'S NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ADDRESS OF PROPERTY: _____ PERMANENT TAX NUMBER: _____

Required Submittals. As required by the referenced sections of the Subdivision Code, the Subdivider/Developer shall submit a Preliminary Plat and other associated documents to the <u>Building Department, including, but not necessarily limited to:</u>	Section(s) of Ord/Paragraph	Check if Submitted
<input type="checkbox"/> This Preliminary Plat Checklist, signed by both the developer and the engineer who prepared the Preliminary Plat and overlays	34-4-16(A)(5)	
<input type="checkbox"/> Six (6) copies of the Preliminary Plat of the proposed subdivision showing all Boundary property lines, street rights-of-way, lot lines, building set back lines, and Proposed easements; as well as six (6) copies of all supporting documentation	34-4-16(A)(2) 34-4-16(B)	
<input type="checkbox"/> A cover letter requesting review and approval of said Preliminary Plat and including a legal description of the entire tract of land to be subdivided	34-4-16(A)(1)	
<input type="checkbox"/> A Drainage and Roads Overlay Plat displaying existing contour lines, proposed roads, and the proposed drainage plan, including catch basins, storm sewer, open drainageways, and retention areas	34-4-16(A)(3)	
<input type="checkbox"/> A Water and Sewer Main Overlay Plat indicating existing water and sanitary sewer mains adjacent to or within the property proposed for development, as well as all proposed water & sanitary sewer mains	34-4-16(A)(4)	
<input type="checkbox"/> A check made payable to the Village in the amount stipulated for Filing of a Preliminary Plat, as set forth in Section 34-4-2.	34-4-16(A)(6)	

<p>Preliminary Plat. Every preliminary Plat shall be prepared by a Land Surveyor registered in the State of Illinois at any scale necessary for clarity, preferably no smaller than one (1) inch equals one hundred (100) feet, provided the resultant drawing does not exceed thirty (30) inches by thirty-six (36) inches. Said Preliminary Plat, together with supporting data shall provide at least the following information.</p>	Section(s) of Ord/Paragraph	Check if Submitted
<ul style="list-style-type: none"> <input type="checkbox"/> Identification as a "Preliminary Plat" and name of proposed subdivision; <input type="checkbox"/> The names and addresses of the owner, Subdivider/Developer (if not owner), & Registered Land Surveyor who prepared the plat; <input type="checkbox"/> Identification of the section and quarter section or claim and survey, township, range, and county within which the proposed subdivision is located; <input type="checkbox"/> North arrow, graphic scale, and date; <input type="checkbox"/> Location and boundary of the proposed subdivision; <input type="checkbox"/> Dimensions of said boundary and the gross area of the tract; <input type="checkbox"/> Zoning district classification of the tract to be subdivided; <input type="checkbox"/> Locations of features such as bodies of water, ponding areas, natural drainage ways, railroads, cemeteries, bridges, parks, and schools, within or adjacent to the tract to be developed; <input type="checkbox"/> Locations and right-of-way widths of all existing and proposed streets and alleys; <input type="checkbox"/> Locations, widths, and purposes of all existing and proposed easements; <input type="checkbox"/> Location and size of existing and proposed sanitary and storm sewers; <input type="checkbox"/> Locations, dimensions, and areas of any parcels to be reserved for parks, playgrounds, or other public purposes; and <input type="checkbox"/> Locations, dimensions, and areas in square feet of all existing and proposed lots within the subdivision, identified by lot number; 	34-4-16(A)(2) 34-4-16(B)	

<p>Drainage and Roads Overlay. An overlay plat identical in size to the Preliminary Plat and including the proposed boundary and lot layout, shall be prepared by the Subdivider/ Developer identified by subdivision name and the title "<i>Plat Overlay for Contours, Roads, And Drainage</i>", and illustrate the following information</p>	Section(s) of Ord/Paragraph	Check if Submitted
<ul style="list-style-type: none"> <input type="checkbox"/> North arrow, graphic scale, and date; <input type="checkbox"/> Topography of the tract to be subdivided, and a minimum of fifty (50) feet outside the tract, as indicated by one-foot contours for land having slopes of zero to four (4) percent; two-foot contours for land having slopes of four (4) to twelve (12) percent; and five-foot contours for land having slopes of greater than twelve (12) percent; <input type="checkbox"/> Locations and directions of flow of existing major waterways, natural drainageways and ponding areas; <input type="checkbox"/> Proposed and existing catch basins, storm sewers, drainageways, and drainage retention or detention basins, with arrows indicating the proposed direction of drainage flow; <input type="checkbox"/> Proposed and existing drainage easement locations and widths; <input type="checkbox"/> Approximate lengths and sizes of storm sewer; <input type="checkbox"/> Proposed and existing road right-of-way and widths, proposed and existing pavement lines and widths, roadway intersection angles, and centerline radii; 	34-4-16(C)	

<p>Water and Sewer Main Overlay. An overlay plat identical in size to the Preliminary Plat and including the proposed boundary and lot layout, shall be prepared by the Subdivider/ Developer, identified by subdivision name and the title "<i>Plat Overlay for Water Mains and Sewer Mains</i>", and illustrate the following information:</p>	Section(s) of Ord/Paragraph	Check if Submitted
<ul style="list-style-type: none"> <input type="checkbox"/> North arrow, graphic scale, and date; <input type="checkbox"/> Proposed and existing road right-of-way and pavements; <input type="checkbox"/> Location and size of existing and proposed water mains including hydrants and valves; <input type="checkbox"/> Location and size of existing and proposed sanitary sewer mains including manholes; <input type="checkbox"/> Location, type, and width of existing and proposed easements for water and sewer mains; <input type="checkbox"/> The developer or subdivider shall submit the Preliminary Plat and overlays to the Village Clerk at least fourteen (14) days prior to the next regularly scheduled meeting of the Planning Commission, in order to be considered for the agenda of said meeting. <input type="checkbox"/> The Building Department shall promptly notify the Chairman and members of the Planning Commission of the submission, and make copies of the Preliminary Plat Available for their review prior to the scheduled meeting. 	34-4-16(D)	

Other Required Submittals. As required by the referenced sections of the Subdivision Code, the Subdivider/Developer shall also file copies of the Preliminary Plat as follows:	Section(s) of Ord/Paragraph	Check if Submitted
File one (1) copy of the Preliminary Plat and all supporting data with the Soil & Water Conservation District	34-4-15(B)	
File two (2) copies of the Preliminary Plat with the respective utility companies providing natural gas, electric, telecommunications, and cable television.	34-4-15(C)	
File one (1) copy of the Preliminary Plat with the Madison County 911 Coordinator.	34-4-15(D)	

BY OUR SIGNATURES BELOW, WE CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLAN SUBMITTED HERewith, ARE TRUE AND ACCURATE AND IN COMPLIANCE WITH THE SUBDIVISION CODE. WE HEREBY CONSENT TO THE ENTRY IN OR UPON THE PREMISES DESCRIBED HEREIN, BY ALL AUTHORIZED OFFICIALS OF THE VILLAGE FOR THE PURPOSE OF INVESTIGATING THIS INFORMATION, INSPECTING THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

APPLICANT: _____

DATE: _____

ENGINEER: _____

DATE: _____

FOR VILLAGE USE		Date Received _____	
Review Process	Administrator	Superintendent	Engineer
Preliminary Plat	_____	_____	_____
Drainage & Roads	_____	_____	_____
Water System	_____	_____	_____
Sewer System	_____	_____	_____
Variation Process (If Applicable)			
Date Application Filed: _____		Date of Hearing: _____	
Board Action: _____		Notification Send: _____	
Final Plat Recorded: _____			

Improvement Plan Checklist

Village of Hamel * PO Box 345 * Hamel, IL 62046 * (618) 633-2484

Fee: _____ Date Fee Paid: _____ **[Exhibit E-2]**

IMPORTANT INSTRUCTIONS

The purpose of this Improvement Plan Checklist is to assist the Subdivider/Developer in the timely and accurate submission of plans and documents required by the Village. Missing or incomplete data can cause delays in the review and approval process. The Subdivider/Developer should closely review the requirements listed below as well as the Hamel Subdivision Code, complete this form in its entirety, and submit it along with the other required information. Attention is specifically directed to **Section 34-4-13 "Subdivision Process"** of the Subdivision Code.

NAME OF SUBDIVISION: _____ DATE: _____

SUBDIVIDER/DEVELOPER NAME: _____

Contact Person: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ENGINEER'S NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ADDRESS OF PROPERTY: _____ PERMANENT TAX NUMBER: _____

Required Submittals. As required by the referenced sections of the Subdivision Code, the Subdivider/Developer shall submit Improvement Plans and other associated documents to <u>the Building Department, including, but not necessarily limited to:</u>	Section(s) of Ord/Paragraph	Check if Submitted
Improvement Checklist. This completed "Improvement Plan Checklist", (Exhibit 344-E2) signed by both the Subdivider/Developer and his engineer who prepared the Improvement Plans.	34-4-20(G)	
EPA Permit Applications. The appropriate permit forms, as required by the Illinois Environmental Protection Agency, shall be completed by the Subdivider/Developer's Engineer and submitted in conjunction with the water main and sanitary sewer plans for the Village's review and subsequent signature.	34-5-20(F)	
Street and Drainage Plan. The Subdivider/Developer shall submit as part of his Improvement Plans, street and drainage plans prepared in accordance with generally accepted engineering standards and all relevant requirements in these regulations, and including, but not be limited to the following items: <ul style="list-style-type: none"> <input type="checkbox"/> A title page containing the name of the subdivision, a location map, with scale and north arrow, a title block for the name of the developer and engineer, and the engineer's seal, as well as: <ul style="list-style-type: none"> <input type="checkbox"/> A list of standards and specifications or standard drawings, which as an option, may be shown on a separate sheet. <input type="checkbox"/> A summary of quantities, which as an option, may be shown on another sheet. <input type="checkbox"/> Street plan and profile sheets to a horizontal scale of one (1) inch equals twenty (20) feet or one (1) inch equals fifty (50) feet and a vertical scale of one (1) inch equals two (2) feet, or one (1) inch equals five (5) feet, or one (1) inch equals ten (10) feet, and including, but not be limited to the following: <ul style="list-style-type: none"> <input type="checkbox"/> Title block with subdivision name, identification of information on sheet, vertical and horizontal scale, and sheet number. <input type="checkbox"/> North arrow; <input type="checkbox"/> One (1) or more benchmarks; 	34-4-20(B)	

<ul style="list-style-type: none"> □ Existing and proposed survey monuments; □ Profiles of existing ground and proposed centerline of pavement; □ Locations, sizes and invert elevations of all existing and proposed storm sewer manholes, storm sewers, and catch basins showing connections to any existing or proposed storm sewer systems; □ Plans of existing utilities, proposed lots, street right-of-way, pavements, curb and/or gutter, storm sewer (including size), drainage arrows, etc. □ All percent grades and curve data; □ Elevations for existing ground and proposed pavement grade, storm sewer inverts, inverts and tops for catch basins, and retention basins; □ Locations and typical cross-section of sidewalks; □ Radii of all curves and lengths of tangents on all streets; □ Locations of street signs. □ Street cross-section sheets showing existing and proposed grades to a scale of one (1) inch equals ten (10) feet, or one (1) inch equals five (5) feet with sufficient sections to indicate the typical finished section of each street, as well as curbs/gutters and catch basins. □ Drainage calculations which validate storm sewer sizes and catch basin spacing, along with an illustration of the various drainage areas and/or watersheds, and which are to be reviewed by the Village Engineer. 		
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<p>Erosion Control Plan. The Subdivider/Developer shall submit as part of his Improvement Plans, an erosion control plan as required in Section 34-3-10, and which shall include, but not be limited to, the following items:</p> <ul style="list-style-type: none"> □ A title page containing the name of the subdivision, a location map, with scale and north arrow, the boundary and approximate acreage of the site, the existing zoning, a title block for the name of the developer and engineer and the engineer's seal, as well as a list of standards and specifications or standard drawings, which as an option, may be shown on a separate sheet. □ A development plan sheet illustrating: <ul style="list-style-type: none"> □ Existing topography of the subdivision or development site, including adjacent land within approximately 100 feet of the site boundaries, drawn at no greater than two-foot contour intervals and clearly portraying the conformation and drainage pattern of the area. □ The location of existing buildings, structures, utilities, water bodies, flood plains, drainage facilities, vegetative cover, paved areas and other significant natural or man-made features on the site and any adjacent land within approximately 100 feet of the site boundaries. □ A general description of the predominant soil types on the site, their location, and their limitations for the proposed use. □ Proposed use of the site, including present development and planned utilization; areas of excavation, grading and filling; proposed contours, finished grades and street profiles; provisions for storm drainage, including the control of accelerated runoff, with a drainage area map and computations; kinds and locations or utilities; and areas and acreages proposed to be paved, covered sodded or seeded, stabilized with vegetation, or left undisturbed. □ An erosion and sedimentation control plan sheet showing: <ul style="list-style-type: none"> □ An illustration of all erosion and sedimentation control measures necessary to meet the objectives of this Code throughout all phases of construction and permanently after completion of development of the site. □ Seeding mixtures and rates, types of soil, method of seed bed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching the temporary and permanent vegetative control measures. □ Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance. □ Identification of the person(s) or entity who will have legal responsibility for maintenance of erosion control structures and measures after development is completed. (The Village maintains only those storm sewers that convey water from a public way, and then only to a point of natural discharge. The Subdivider/ Developer, a homeowner's association, or individual property owners retain maintenance responsibility for storm water drainage facilities within subdivided lots and common land areas). □ A proposed schedule for phasing of stripping, clearing, rough grading, construction, final grading and landscaping, identifying: <ul style="list-style-type: none"> □ The expected date on which clearing will begin and an estimation of how long cleared areas will be exposed; and □ The sequence of clearing, installation of temporary sediment control measures, installation of storm drainage, paving streets and parking areas, and establishment of permanent vegetative cover. 	34-4-20(C)	
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<p>Water Mains and Sanitary Sewer Mains Plan. The Subdivider/Developer shall also submit plans for the proposed extension of water and sewer mains throughout the subdivision, which have been prepared by a Professional Engineer registered in the State of Illinois, in accordance with the requirements of the Illinois Environmental Protection Agency and all relevant requirements in these regulations. Said plans shall include, but are not limited to, the following items:</p> <ul style="list-style-type: none"> □ A title page containing the name of the subdivision, a location map, with scale and north arrow, a title block for the name of the developer and engineer, and the engineer's seal, as well as: <ul style="list-style-type: none"> □ A list of standards and specifications or standard drawings, which as an option, may be shown on a separate sheet; □ A summary of quantities, which as an option, may be shown on another sheet. □ Water and sanitary sewer system plan and profile sheets to a horizontal scale of one (1) inch equals twenty (20) feet or one (1) inch equals fifty (50) feet and a vertical scale of one (1) inch equals two (2) feet, or one (1) inch equals five (5) feet, or one (1) inch equals ten (10) feet, and including, but not limited to the following items: <ul style="list-style-type: none"> □ Title block with subdivision name, identification of information on sheet, vertical and horizontal scale, and sheet number; □ North arrow; □ One (1) or more benchmarks; □ Plans of existing and proposed sewer and water mains including valves, hydrants, bends, manholes, and main sizes; □ Locations of existing and proposed natural gas, electric, telephone and other utilities; □ Profiles of existing grade, proposed grade, water mains, manholes, and sewer mains; □ Elevations of manhole inverts and tops of frame; □ Locations and limits of trench backfill; □ Locations of force mains and lift stations, along with detail sheet for any such lift station. 	34-4-20(D)	
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<p>Other Features. The Subdivider/Developer shall also submit plans or illustrations of the following features:</p> <ul style="list-style-type: none"> □ Any flood-prone areas, detailed on a topographical map, at the same scale as required in the Preliminary Plat, illustrating that all lots and improvements will be above the regulatory flood evaluation; □ High water elevations of all lakes and streams adjoining or within the tract; □ Locations of all wooded areas; □ All proposed measures to control erosion and sedimentation; and □ Any other information as the Village Engineer may reasonably be required to Perform his duties under this Section. 	34-4-20(E)	
<ul style="list-style-type: none"> □ A check made payable to the Village in the amount stipulated for Filing of a Preliminary Plat as set forth in Section 34-4-2. 		

BY OUR SIGNATURES BELOW, WE CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLAN SUBMITTED HERewith, ARE TRUE AND ACCURATE AND IN COMPLIANCE WITH THE SUBDIVISION CODE. WE HEREBY CONSENT TO THE ENTRY IN OR UPON THE PREMISES DESCRIBED HEREIN, BY ALL AUTHORIZED OFFICIALS OF THE VILLAGE FOR THE PURPOSE OF INVESTIGATING THIS INFORMATION, INSPECTING THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

APPLICANT: _____
DATE: _____
ENGINEER: _____
DATE: _____

FOR VILLAGE USE		Date Received _____	
Review Process	Administrator	Superintendent	Engineer
EPA Permit Appl	_____	_____	_____
Street/Drainage	_____	_____	_____
Erosion Control	_____	_____	_____
Water System	_____	_____	_____
Sewer System	_____	_____	_____
Other Features	_____	_____	_____

Final Plat Checklist

Village of Hamel * PO Box 345 * Hamel, IL 62046 * (618) 633-2484

Fee: _____ Date Fee Paid: _____ **[Exhibit E-3]**

IMPORTANT INSTRUCTIONS

The purpose of this Final Plat Checklist is to assist the Subdivider/Developer in the timely and accurate submission of plans and documents required by the Village. Missing or incomplete data can cause delays in the review and approval process. The Subdivider/Developer should closely review the requirements listed below as well as the Hamel Subdivision Code, complete this form in its entirety, and submit it along with the other required information. Attention is specifically directed to **Section 34-4-13 "Subdivision Process"** of the Subdivision Code.

NAME OF SUBDIVISION: _____ DATE: _____

SUBDIVIDER/DEVELOPER NAME: _____

Contact Person: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ENGINEER'S NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Required Submittals. As required by the referenced sections of the Subdivision Code, the Subdivider/Developer shall submit a Final Plat and other associated documents to the Building Department, including, but not necessarily limited to:	Section(s) of Ord/Paragraph	Check if Submitted
<input type="checkbox"/> This Final Plat Checklist, signed by both the developer and the engineer and/or Surveyor who prepared the Final Plat	34-4-31(D)	
<input type="checkbox"/> Every Final Plat shall be prepared by a land surveyor registered in the State of Illinois and drawn with waterproof black ink on new mylar or other material of similar durability. <input type="checkbox"/> Said plat shall be at any scale necessary for clarity, preferably no smaller than one (1) inch equals one hundred (100) feet, provided the resultant drawing does not exceed thirty (30) inches by thirty-six (36) inches, and shall provide all of the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Identification as a "Final Plat" and name of the proposed subdivision; <input type="checkbox"/> North arrow, graphic scale, and data; <input type="checkbox"/> The names, addresses and phone numbers of the Subdivider/Developer, owner, and land surveyor who prepared the plat; <input type="checkbox"/> Accurate metes and bounds or other adequate legal description of the tract; <input type="checkbox"/> Accurate boundary lines, with dimensions and bearing or angles which provide a survey of the tract, closing with an error of closure of not more than one (1) foot in ten thousand (10,000) feet; <input type="checkbox"/> Locations of all monuments; <input type="checkbox"/> Reference to recorded plats of adjoining platted land by record name, plat book and page number; <input type="checkbox"/> Accurate locations and names of all existing streets intersecting the boundaries of the subdivision; <input type="checkbox"/> Right-of-way lines of all streets, other right-of-way, easements, and lot lines with accurate dimensions, angles, or bearings and curve data, including, radii, arcs or Chords, points of tangency, and central angles; <input type="checkbox"/> Name and right-of-way width of every proposed street; <input type="checkbox"/> Location, dimensions and purpose of any existing or proposed easements; <input type="checkbox"/> Number of each lot, lot dimensions, and lot area in square feet; <input type="checkbox"/> Addresses for each lot as approved by the 911 Coordinator and illustrated within an oval, provided that on any corner or through lot, each possible address shall be illustrated at the appropriate street frontage; <input type="checkbox"/> Building or setback lines with accurate dimensions; <input type="checkbox"/> Location(s) and purpose(s) for any sites, other than private lots, that are reserved; <input type="checkbox"/> Locations of all existing and proposed utilities; and <input type="checkbox"/> An index, should two or more sheets be used. 	34-4-31(A) 34-4-31(B)	

<input type="checkbox"/> As a separate supporting document, the Subdivider/Developer shall submit written restrictions of all types, which will run with the land and become covenants in the deeds of lots.	34-4-31(C)	
<input type="checkbox"/> As another separate supporting document, the Subdivider/Developer shall submit a completed "Certification of Agency Approval" from (Exhibit 34-4-E-4), signed by a professional engineer or land surveyor, registered in the State of Illinois, and certifying that specific agencies were properly notified of the subdivision/development, as required, and that each has provided a "sign-off" for the development to proceed.	34-4-31(E)	

Required Certificates. As required in part by State law (765 ILCS 205/2), and by the County of Madison and Village of Hamel, the following certificates shall be executed on all Final Plats.	Section(s) of Ord/Paragraph	Check if Submitted
<input type="checkbox"/> Owner's Certificate	34-4-32(A)	
<input type="checkbox"/> Notary Public Certificate	34-4-32(B)	
<input type="checkbox"/> Surveyor's Certificate	34-4-32(C)	
<input type="checkbox"/> County Clerk's Certificate	34-4-32(D)	
<input type="checkbox"/> 911 Coordinator's Certificate	34-4-32(E)	
<input type="checkbox"/> Mapping and Platting Approval	34-4-32(F)	
<input type="checkbox"/> Certificate of Village Board	34-4-32(G)	
<input type="checkbox"/> Flood Hazard Certificate	34-4-32(H)	
<input type="checkbox"/> Surface Water Drainage Certificate	34-4-32(I)	
<input type="checkbox"/> Undermining Certificate	34-4-32(J)	
<input type="checkbox"/> Illinois Department of Transportation Certificate (<i>For those subdivisions that provide Access to State Highways</i>)	34-4-32(K)	
<input type="checkbox"/> Local Highway Department Certification (<i>For those subdivisions that provide access to a County or Township Highway</i>)	34-4-32(L)	
Required Assurance of Completion. In the event that the Subdivider/Developer is seeking Final Plat approval prior to the completion of all improvements, he shall submit one of the following forms of assurance with this application:		
<input type="checkbox"/> Cash	34-4-24	
<input type="checkbox"/> Irrevocable Letter of Credit	34-4-25	
<input type="checkbox"/> Certificate of Deposit, Treasury Bills, or other approved negotiable instrument.		
<input type="checkbox"/> N/A - All improvements have been completed and accepted by the Village.		
<input type="checkbox"/> N/A - No public improvements.		

BY OUR SIGNATURES BELOW, WE CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLAN SUBMITTED HERewith, ARE TRUE AND ACCURATE AND IN COMPLIANCE WITH THE SUBDIVISION CODE. WE HEREBY CONSENT TO THE ENTRY IN OR UPON THE PREMISES DESCRIBED HEREIN, BY ALL AUTHORIZED OFFICIALS OF THE VILLAGE FOR THE PURPOSE OF INVESTIGATING THIS INFORMATION, INSPECTING THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

APPLICANT: _____

DATE: _____

ENGINEER: _____

DATE: _____

FOR VILLAGE USE		Date Received _____	
Review Process	Administrator	Superintendent	Engineer
Final Plat	_____	_____	_____

Certification of Agency Approval

Village of Hamel * PO Box 345 * Hamel, IL 62046 * (618) 633-2484

Date Received: _____

[Exhibit E4]

IMPORTANT INSTRUCTIONS

Indicate the status of each of the following:

AGENCY	SIGN-OFF ATTACHED	SIGN-OFF PENDING
The Illinois Historic Preservation Agency (HPA - Archeological);		
The Illinois Department of Natural Resources (IDNR - Endangered Species);		
The Department of Natural Resources Division of Water Resources (IDNR DWR - Stream Hydraulics);		
The Soil Conservation Services (SCS - Land Use);		
The U.S. Army Corps of Engineers (USACE - Clean Water Act/ Stream Hydraulics: 404 Permit) (OR letter from Soil Conservation Service stating their determination of "no wetlands")		

COMMENTS: _____

I HEREBY CERTIFY BY AFFIXING MY SIGNATURE HERETO, THAT:

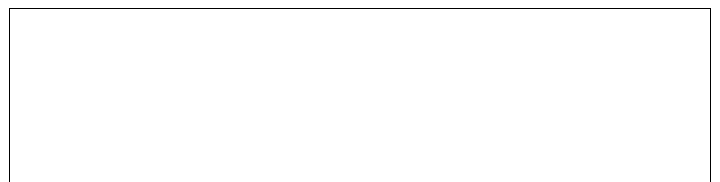
- I AM PROFESSIONAL ENGINEER LAND SURVEYOR, REGISTERED IN THE STATE OF ILLINOIS, AND
- THAT THE AGENCIES LISTED ABOVE HAVE BEEN PROPERLY NOTIFIED OF THIS SUBDIVISION/DEVELOPMENT, AND;
- THAT EACH HAS PROVIDED A "SIGN-OFF" FOR THE DEVELOPMENT TO PROCEED.

PRINTED NAME OF ENGINEER/SURVEYOR: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

SIGNATURE: _____

DATE: _____



SEAL

Application for Variation - Hamel Subdivision Code

Village of Hamel * PO Box 345 * Hamel, IL 62046 * (618) 633-2484

Application Number: _____ Fee: _____ Date Fee Paid: _____ **[Exhibit E5]**

IMPORTANT INSTRUCTIONS

In some specific cases, the Village may allow an individual to not follow certain regulations under the Subdivision Code. This permission to develop in violation of the Code is called a "Variation". Variations are usually limited to those situations when a Subdivider/Developer can show that the strict application of certain regulations would cause great practical difficulties or a particular hardship, rather than simply an inconvenience. The standards that the Village follows in order to issue such a variation, are listed in the Subdivision Code under **Section 34-4-39**. The applicant must be prepared to prove that the request for a variation meets the requirements as outlined in that Section.

NAME OF SUBDIVISION: _____ DATE: _____

SUBDIVIDER/DEVELOPER NAME: _____

Contact Person: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

CHECK IF: Property Owner Contract Purchaser

ENGINEER'S NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ADDRESS OF PROPERTY: _____ PERMANENT TAX NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Describe in detail the great practical difficulty or particular hardship that you feel justifies not following the strict letter of the law:

Describe in detail the relief you are requesting:

Describe in detail when this difficulty or hardship first occurred and who caused it:

Does this difficulty or hardship affect any other nearby properties Yes No

Submit any plans, plats or other documents, which illustrate or support your request.

BY MY SIGNATURE BELOW, I CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLANS SUBMITTED HERewith, ARE TRUE AND ACCURATE.

SUBDIVIDER/DEVELOPER: _____ DATE: _____

Application for Amendment - Hamel Subdivision Code

Village of Hamel * PO Box 345 * Hamel, IL 62046 * (618) 633-2484

Application Number: _____ Fee: _____ Date Fee Paid: _____ **[Exhibit E6]**

IMPORTANT INSTRUCTIONS

The Subdivision Code of the Village may be amended by the Village Board whenever an amendment is warranted. Any interested individual can request that the Code be amended and the law changed. The standards and procedures that the Village follows in order to amend the Code are listed in **Section 34-4-41** through **Section 34-4-43**. The applicant must be prepared to **prove** that the request for an amendment to the text meets the requirements as outlined in that section.

Upon submission of this application, the Village will schedule a public hearing before the Planning Commission. You will be notified by first class mail of the date and time of the hearing. A notice will also be published. You or a representative may be required to testify and present evidence at that hearing. The members of the Planning Commission may question you and require other testimony. In addition, any interested party may testify either in favor of or against your request. Upon completion of the hearing, the Planning Commission will forward a recommendation to the Village Board, who then consider your request in conjunction with the Planning Commission's recommendation and findings. If the Village Board votes to amend the Subdivision Code, they will pass an ordinance to officially enact the amendment.

APPLICANT NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

I hereby request that the following section(s) of the Hamel Subdivision Code be amended as indicated below:

Section: _____

Current working:

Proposed working: *(attach additional sheets if necessary)*

Please explain in detail your personal interest in the proposed amendment:

BY MY SIGNATURE BELOW, I CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLANS SUBMITTED HEREWITH, ARE TRUE AND ACCURATE.

APPLICANT: _____ DATE: _____

**Engineer's Hydraulic/Hydrologic Drainage
Summary and Certification**

Village of Hamel * PO Box 345 * Hamel, IL 62046 * (618) 633-2484

Date Received: _____

[Exhibit E7]

IMPORTANT INSTRUCTIONS

This summary shall be submitted by the Subdivider's/Developer's Engineer at the time of submittal of drainage calculations and improvement plans for the subject development. The purpose of this drainage summary sheet is to assist the Village in the timely and accurate review of drainage design by the developer's engineer. Missing or incomplete data can cause delays in the review and approval process.

NAME OF SUBDIVISION: _____ DATE: _____

SUBDIVIDER/DEVELOPER NAME: _____

Contact Person: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ENGINEER'S NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Detention Ponds/Basins

All detention ponds/basins proposed for the development shall have the following information provided:

Detention Basin No. _____

Design Storm Event	2 year	100 year
Existing Tributary Drainage Area to Pond/Basin:	Acres	Acres
Proposed Tributary Drainage Area to Pond/Basin:	Acres	Acres
Existing Condition Composite Runoff Coefficient or SCS CN Number:		
Proposed Condition Composite Runoff Coefficient or SCS CN Number:		
Existing Condition Time of Concentration:	Min	Min
Proposed Condition Time of Concentration:	Min	Min
Existing Peak Runoff for Subject Watershed:	Cfs	Cfs
Proposed Peak Discharge from Basin:	Cfs	Cfs
Proposed Peak Discharge from Areas not Tributary to Basin but Tributary to the Subject Watershed:	Cfs	Cfs
Velocity of Discharge Pipe(s) into Detention Basin/Pond:	Ft/Sec	Ft/Sec
Velocity of Discharge for Outfall Pipe from Pond/Basin:	Ft/Sec	Ft/Sec
Computed Storage Required for each storm event:	Ac-Ft	Ac-Ft
Storage Provided for each storm event:	Ac-Ft	Ac-Ft
Max. Elevation of Water in Pond/Basin for each storm event:	Ft	Ft

Storm Sewers

Storm sewers for the development shall have the following information provided:

(Note: If the Engineer has storm water computer software that summarizes this information, it will not be necessary to complete this form.)

25 Year Storm Event

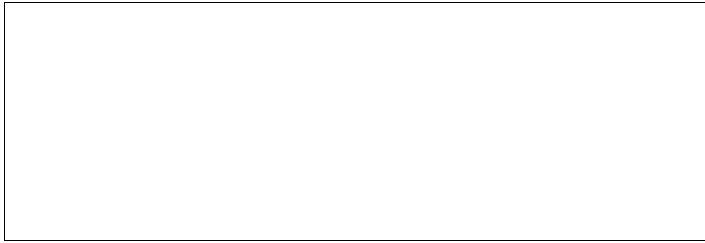
Storm Sewer Identification	Required Capacity (CFS)	Actual Computed Capacity (CFS)	Slope, %	Velocity Ft/Sec.

Attachments (list)

BY MY SIGNATURE BELOW, I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, ALL OF THE ABOVE INFORMATION, AS WELL AS ANY INFORMATION CONTAINED IN ANY CALCULATIONS, DOCUMENT OR PLANS SUBMITTED HERewith, IS TRUE AND ACCURATE.

ENGINEER: _____
Signature

DATE: _____



SEAL