

PHASE 3

P&Z
PRELIM

STEP	PLANNING & ZONING COMMISSION (PRELIMINARY PLAN)
1	Application, Supporting Documents, and Fees submitted to the Village.
2	Village Engineer or Engineering Consultant Reviews & Comments.
3	Building & Zoning Department Reviews & Comments (includes Landscaping/Screening Plans).
4	Glen Carbon Fire Protection District Reviews & Comments.
5	G.L.E.N. Committee Reviews & Comments (Landscaping/Screening Plans only).
6	Public Works Department Reviews & Comments.
7	Village Attorney engaged for assistance with Ordinances, review of legal documents, etc.
8	All Reviews and Comments returned to Applicant requesting updates, additional information, changes, etc.
9	Applicant re-submits all requested documents updated per the Reviewers' Comments with a Response Letter (indicating changes and notes per those Comments).
10	Once all Reviewers approve of the re-submitted plans/documents with necessary updates and/or changes, the project moves forward. Steps 9 and 10 will be repeated as often as necessary to get the project approved to move forward.
11	Planning & Zoning Commission Meeting Date confirmed.
12	Public Hearing Notice Published and Notification sent to surrounding property owners, if applicable.
13	All persons on the Development Team list receives notice of the upcoming Meeting.
14	Village Attorney receives notice of upcoming meeting.

DOC #	SUBMIT OR RE-SUBMIT IF UPDATED	YES	NO	NA
1	Land Development Application (updated, if necessary, from first submittal) with all applicable signatures.			
2	Project Narrative v. 2 (if any changes from original submittal).			
3	Development Team Distribution List.			
4	Professional Fee Agreement, completed and with all applicable signatures.			
5	Color aerial with address/project name (Madison County GIS).			
6	Color snapshot of Village of Glen Carbon's Comprehensive Plan Map of Site with Legend.			

DOC #	SUBMIT OR RE-SUBMIT IF UPDATED	YES	NO	NA
7	Color snapshot of the Village of Glen Carbon's Zoning Map of Site with Legend.			
8	Civil Improvement Plan Checklist.			
9	Landscaping Plan Checklist.			
10	Erosion & Sedimentation Control Plan Application.			
11	Erosion & Sedimentation Control Plan Application.			
	Alta Survey.			
	Civil Improvement Plans (CIP). Sealed, Signed, and Dated.			
	Disclosure of Ownership.			
	Draft Deed Restrictions, Protective Covenants, Articles of Incorporation and/or Bylaws with provisions for maintenance of common areas.			
	Drainage/Stormwater Management Report. Sealed, Signed, and Dated.			
	Engineer's Site Costs Estimates, if applicable.			
	Erosion Control Plan (usually submitted as part of the CIP). Sealed, Signed, and Dated.			
	Geotechnical Report, if applicable. Sealed, Signed, and Dated.			
	Grading Plan (usually submitted as part of the CIP). Sealed, Signed, and Dated.			
	IEPA Permits (Water & Sewer).			
	IDNR permits, if applicable.			
	IDOT Hydraulics, if applicable.			
	IHPA permits, if applicable.			
	Landscaping and Screening Plans (usually submitted as part of the CIP). Sealed, Signed, and Dated.			
	Lighting Plan (usually submitted as part of the CIP). Sealed, Signed, and Dated.			
	Ordinance or Legal Documents drafted (Village responsibility, generally).			
	Ornamental LED Street Light Fixtures (P&Z Commission approves type for new residential subdivision).			
	Preliminary PDP Area or Section Plan, if applicable. Sealed, Signed, and Dated.			
	Preliminary Plat, if applicable. Sealed, Signed, and Dated.			
	Projects located along adjacent jurisdiction's boundaries requires submittal of these plans for their			

	review. Proof of submittal required with their review comments.			
DOC #	SUBMIT OR RE-SUBMIT IF UPDATED	YES	NO	NA
	Record of Ownership. If Applicant is a contract purchaser, a copy of the Contract to Purchase or written Authorization from the Property Owner.			
	Renderings/Elevation of development with colors/building materials.			
	Signage Plan and Pavement Markings (usually submitted as part of CIP). Sealed, Signed, and Dated.			
	Site Plan (usually submitted as part of a CIP), if applicable. Sealed, Signed, and Dated.			
	Typical Sections (usually submitted as part of a CIP). Sealed, Signed, and Dated.			
	Traffic Impact Study (If project will impact the State Highway System, you must submit these plans to the Illinois Department of Transportation).			
	Tree Survey (PDP's only), if applicable.			
	Twenty-four (24) hard copies of each of the required documents for Planning & Zoning Commission packets. These are due to the Department of B&Z no later than the Wednesday prior to the Tuesday Commission Meeting. All pictures and plans should be in color and 11x17 in size (LEDGER). Every submittal by a registered professional must have their professional seal, signature, and date.			

DISCLOSURE OF OWNERSHIP MAY INCLUDE
Proof of payment of most recent property tax bill.
Copy of current title insurance policy.
Copy of latest recorded deed.
A letter of authorization from the current property owner if rented or leased by petitioner.
A copy of the contract to purchase the property and a letter of authorization from the owner/seller if the petitioner is a contract purchaser.
A certified copy of the trust agreement, disclosure of the list of beneficiaries and a letter of trust from the trust officer.

APPLICATION FEES	REQUIRED FEES*	AMOUNT DUE
Civil Improvement Plan Check Fees**	\$1,000	\$1,000
Development Security/Escrow Deposit (Professional Fee Agreement)***	\$1,000	\$
Residential Planned Development Procedure (PDP): Commercial	\$1,000 + \$50 Per Acre	\$
Planned Development Procedure (PDP): Residential	\$1,000 + \$50 Per Living Unit	\$
Non-Residential Site Plan Review	\$500	\$
Non-Residential Subdivision Plan Review	\$500	\$
Preliminary Plat	\$300 + \$50 Per Lot	\$
PDP Section Plans	\$400	\$
Special Use Permit	\$450	\$
Vacation of Street	\$450	\$
Zoning Amendment & Rezoning Request	\$550 + \$75 Per Lot	\$
Zoning Variance Request or Appeals	\$450	\$
	TOTAL DUE	\$

*Plus, any additional documented costs incurred by the Village.

**This fee is due if the Village Engineer is the Plan Reviewer.

***This fee is due if the Village Engineer is not the Plan Reviewer and/or if another Consultant will be required to assist with the Project on behalf of the Village.