

PHASE 5

**VBOT
FINAL**

STEP	VILLAGE BOARD OF TRUSTEES (FINAL)
1	All items addressed from B&D, P&Z and VBOT previous meetings.
2	Building & Zoning Department Review and Approval of Final Documents, including Final Landscaping/Screening Plans.
3	G.L.E.N. Committee Review of Final Landscaping/Screening Plans.
4	Glen Carbon Fire Protection Final Review & Approval.
5	Public Works Department Final Review and Approval.
6	Village Engineer Final Review and Approval.
7	Project placed on Agenda for Village Board Review and Approval.
8	Village Board of Trustees Meeting Date confirmed.
9	All persons on the Development Distribution Team List receives notice of upcoming meeting.
10	Village Attorney receives notice of upcoming meeting.

DOC #	SUBMIT OR RE-SUBMIT IF UPDATED	YES	NO	NA
1	Land Development Application (updated if necessary).			
2	Project Narrative v. 3 (if any changes from previous submittal).			
5	Color aerial with Address/Project name (Madison County GIS).			
6	Color snapshot of Village of Glen Carbon's Zoning Map of Site with Legend.			
7	Color snapshot of the Village of Glen Carbon's Comprehensive Plan Map of Site with Legend.			
8	Civil Improvement Plan Checklist.			
9	Landscaping/Screening Plan.			
12	Construction Team Distribution List			
13 or 14	Subdivision or Non-Subdivision Agreements, executed, if applicable.			
	Civil Improvement Plan (CIP) approved and completed as requested by the Village's Engineer. Must be Sealed, Signed and Dated by submitting Engineer.			
16	Developer's Statement of Understanding, signed.			
	Alta Survey.			
	Architectural/Construction Drawings and Elevation including Dumpster Enclosure with colors and building materials, if applicable. Sealed, Signed, and Dated by submitting Architect/Engineer, if applicable.			

DOC #	SUBMIT OR RE-SUBMIT IF UPDATED	YES	NO	NA
	Building & Zoning Department Final Review Comments.			
18	Business Registration Application, if applicable.			
	Disclosure of Ownership.			
	Final Draft of Deed Restrictions, Protective Covenants, Articles of Incorporation and/or Bylaws with provisions for maintenance of common areas.			
	Drainage/Stormwater Management Report updated and approved by the Village Engineer. Must be Sealed, Signed and Dated by submitting Engineer.			
	Engineer's Site Costs Estimates, updated if necessary, and as approved by Village Engineer.			
	Erosion Control Plan (usually submitted as part of the CIP).			
	Final PDP Area or Section Plan, if applicable.			
	Final Plat, if applicable.			
	Final Site Plan, if applicable.			
	Geotechnical Report approved by Engineer, if applicable.			
	Grading Plan (usually submitted as part of the CIP).			
	IEPA Permits (Water & Sewer).			
	IDNR permits, if applicable.			
	IDOT Entrance Letter, if applicable, with approval Letter by the Illinois Department of Transportation.			
	IDOT Hydraulics, if applicable, with approval Letter by the Illinois Department of Transportation.			
	IHPA permits, if applicable.			
	Landscaping and Screening Plan (usually submitted as part of the CIP), if applicable, approved by G.L.E.N. Committee and B&Z.			
	Lighting Plan as approved by B&Z/PW (usually submitted as part of the CIP).			
	Madison County 9-1-1 Coordinator sign-off approving addresses, if applicable.			
	Notice of Intent (NOI):			
	1. EcoCAT Report.			
	2. Illinois State Historical Preservation Agency (SHPA) Letter.			
	3. Stormwater Pollution Prevention Plan (SWPPP).			
	Other documents as requested or needed.			
	Ornamental LED Street Light Fixtures approved by P&Z for new residential subdivisions.			

DOC #	SUBMIT OR RE-SUBMIT IF UPDATED	YES	NO	NA
	Projects located along adjacent jurisdiction's boundaries requires submittal of these plans for their review. Proof of submittal required with their review comments.			
	Public Works Department Review Comments (Village Responsibility).			
	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, if applicable, approved by B&Z.			
	Site Plan, if applicable.			
	Traffic Impact Study (If project will impact the State Highway System, you must submit these plans to the Illinois Department of Transportation).			
	Tree Survey, as reviewed and approved by B&Z.			
	Twelve (12) hard copies of each of the required documents for Village Board packets. These are due to the Department of B&Z no later than the Wednesday prior to the Tuesday Board 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.			

APPLICATION FEES	REQUIRED FEES*	AMOUNT DUE
Civil Improvement Bond Fees (Bonds must match quantities of the plans and be approved by the Village Engineer/Consulting Engineer)	120%	\$
Erosion and Sedimentation Control Plan Review & Permit***	Less than 1 acre = \$0 More than 1 acre = \$500	\$
Erosion and Sedimentation Control Plan Performance Guarantee (Surety or Irrevocable Letter of Credit)	Amount equal to the cost of work to be performed, released per 12-2-6	\$
Excavation Bond (if on Village Property)	Amount equal to the cost of work to be performed	\$
Final Plat	\$400	\$
Geotechnical Report Review Fee***		\$ 0
Infrastructure & Observation Fees (Public Improvement Inspection Fees)	4% of the costs of Improvements to be	\$

	Dedicated to the Village, or Actual Costs	
Public Improvement Performance Bond (Surety or Irrevocable Letter of Credit)	100% Cost of the Improvements	\$
Maintenance Guarantee Bond	15% Cost of Public Facility Installations	\$
	TOTAL DUE	\$

* Applicant pays any documented costs paid by the Village for the processing of their request.

** 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.

GREENSPACE REQUIREMENTS & FEES

Each development is required to meet the Greenspace requirements, if applicable, or pay the required fees. Fees are due in full, upon approval of the Final Plat/PDP Area Plan.

GREENSPACE REQUIREMENTS	TOTAL AREA	PASSIVE GREENSPACE	ACTIVE GREENSPACE	FEE
Residential	N/A	N/A	N/A	\$750 per lot
Two-Family	20%	8%	12%	\$750 per dwelling unit
Multi-Family	20%	8%	12%	\$750 per dwelling unit
Commercial	4%	N/A	N/A	\$TBD
Industrial	4%	N/A	N/A	\$TBD
PDP Residential	N/A	N/A	N/A	\$750 per dwelling unit
			TOTAL DUE	\$