



Planned Use Application Guide

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1. Planned Use Overview

What is a “Planned Use”?

Some proposed projects in the City of O’Fallon require additional review through a process called “Planned Use.” This is a type of zoning review that allows appointed and elected officials, as well as the public, to review proposed developments and control for any unique impacts the project may have on the community that the standard zoning code does not address. The project must be granted approval through a series of public meetings. These meetings include Planning Commission, Community Development Committee, and City Council. This process typically takes about 75-90 days—see pg. 4 for an example timeline.

The regulations that establish the Planned Use process and requirements are found in Article 6 of “Planned Uses” of the O’Fallon Code of Ordinances. To review the Planned Use ordinance, visit the page below:
https://codelibrary.amlegal.com/codes/ofallon/latest/ofallon_il/0-0-0-19030

When is a Planned Use required?

A project is required to go through the Planned Use process if it contains any of the below characteristics:

1. The project contains a unique use or a use that can have undesired impacts on the community if not planned for or designed appropriately. Please see list on following page for uses that require Planned Use approval.
2. The development proposes a new use, change in use, or construction of a building that is within 250 feet of any property zoned or used for residential, church/religious, or school purposes.
3. The development proposes construction of a building that is greater than 20,000 square feet.
4. The development proposes two or more principal buildings on one lot.
5. The proposed development would generate traffic resulting in a level of service “D” or worse pursuant to accepted national traffic standards.



List of uses that require Planned Use approval, organized by category.

If you are unsure whether your use requires Planned Use approval, please contact the Community Development Department.

- a. Automotive-related uses:
 - i. Automotive services station
 - ii. Auto repair and service garages
 - iii. Car washes, self or automated
 - iv. Retail or wholesale fuel, dispensed or sold
- b. Churches or other places of formal worship
- c. Cluster/conservation subdivisions
- d. Convenience store
- e. Drive-in or drive-thru services
- f. Entertainment and cultural uses:
 - i. Arcades, billiard halls
 - ii. Bowling alleys
 - iii. Dance halls or nightclubs
 - iv. Country clubs
 - v. Golf courses, driving ranges, and mini golf courses
 - vi. Meeting halls
 - vii. Museums
 - viii. Skating rinks
 - ix. Theaters
 - x. Other similar entertainment and cultural uses
 - xi. Hotels, motels, bed & breakfasts, and overnight accommodations
- g. Industrial type uses:
 - i. Landfill or disposal site
 - ii. Mini warehouses
 - iii. Mining or mineral excavation or extraction
 - iv. Salvage, scrap, or storage yard
- h. Liquor sales and/or consumption (on- or off-premises)
- i. Pet and animal related facilities:
 - i. Kennels having outdoor runs or containment areas
 - ii. Veterinary clinics
- j. Residential uses:
 - i. Apartment buildings with three units or more
 - ii. Halfway houses and group homes
 - iii. Manufactured/mobile home subdivision and mobile home parks
 - iv. Modular building structures
- k. Restaurants or public eating places
- l. Schools and daycares:
 - i. Child day care facilities required to be licensed by the State of Illinois
 - ii. Public, private, or parochial schools or other uses offering course of instruction in accordance with standards licensed by the State of Illinois
- m. Shopping centers
- n. Outdoor display (including car and equipment dealerships)
- o. Other unique uses:
 - i. Correction or detention facility
 - ii. Dry cleaning service facility
 - iii. Funeral or mortuary service establishments, including accessory crematories
 - iv. Gun and archery clubs or ranges
 - v. Pole barns or metal-sided buildings (pole-barns/metal sided buildings are only allowed in Industrial Zoned Areas)



2. Schedule and Deadlines

The planned use process has elements which are time sensitive. The example schedule below demonstrates a typical project cycle, which takes about 75-90 days, from when the application is filed to the City Council's second reading, assuming no significant revisions are needed. During the pre-application meeting, City staff will provide you with a schedule similar to the one below with meeting dates and deadlines specific to your petition.

For the calendar of deadlines, please visit <https://www.ofallon.org/planning-zoning-division/pages/planned-uses>

Example Planned Use Schedule

≈ 77 days (assuming petition is recommended at each meeting and there are no delays for revisions)	Mid-January 2022	Pre-Application Meeting <i>*It takes time to compile a Planned Use application with the necessary drawings and documents. After meeting with staff, the applicant may need to make some revisions, gather more information, etc.</i>
	Monday, February 28, 2022	Application Filing Deadline (6 weeks prior to PC Meeting) <i>*If significant revisions are required before the project can be presented, the applicant must resubmit at least one week prior to scheduled Planning Commission meeting. If revisions cannot be made prior to meeting, the schedule will be pushed back.</i>
	Monday, March 28, 2022	Deadline to Send Notices to Surrounding Property Owners
	Tuesday, April 12, 2022	Planning Commission Meeting
	Monday, April 25, 2022	1st Reading: Community Development Committee
	Monday, May 2, 2022	1st Reading: City Council
	Monday, May 7, 2022	2nd Reading: Community Development Committee
	Monday, May 16, 2022	2nd Reading: City Council



3. Application Requirements

For an application to be considered complete, the following items must be submitted to the Community Development Department at the time of application. Any missing items may result in delays.

Requirements for All Planned Use Petitions

- **Pre-Application Meeting**
- **Application Form**
- **Written Narrative**
Introduces the project and explains the overall development plan proposed, including the proposed uses, densities, open space areas, public land dedication areas, trails, public area landscaping, roadways, utility services, and other required improvements.
- **Draft Notification Letter to Surrounding Property Owners**
- **Permission Letter from Property Owner**
Required if applicant is not the property owner of record.
- **Application Fee**
For projects that involve only a change in use, the application fee is \$250. For new construction or expansion projects, the application fee is \$500.

Studies and Other Requirements*

*During the pre-application meeting, staff will inform the applicant of whether the following additional items are required.

- **Preliminary Site Plan and Check Sheet**
Digital copy (PDF) preferred. Demonstrates the general intent and site design including existing and proposed location of buildings, floodplain areas if applicable, required parking, roadways, stormwater management, utilities, and easements. During the pre-application meeting, staff will clarify how much detail is needed for the specific project; some projects may require more detailed information due to the character, scale, or intensity of the development.
- **Building Elevations**
Digital copy (PDF) preferred. Demonstrates the existing or proposed building design including building height, materials, form, locations of windows and doors, signage locations, screening of any rooftop mechanical units, etc.
- **Signage Drawings**
- **Phase I Drainage Report and Check Sheet**
- **Engineering Fee Responsibility Form and Payment**
Please contact the Community Development Department to confirm fee amounts prior to sending a check.
- **Additional information as may be requested by the City including, but not limited to:**
Surrounding property planning information narrative, traffic impact study, access management plan, geologic hazard study, wildlife impact report, historic inventory study, and data which estimates and documents how the project will affect population, employment, schools, parks, streets, utilities, public safety, and other City services.



4. Review Criteria

Staff, Planning Commissioners, and City Council members use the following criteria when reviewing all Planned Use applications to determine whether the project should be recommended and approved:

- a. *The criteria governing the rezoning of the property and approval of site plans, as set forth in the standards and requirements found elsewhere in the zoning code or in other applicable law.*
- b. *The physical design of the proposed plan and the manner in which said design makes adequate provisions for public services, provides adequate control over vehicular traffic, provides for and protects designated common open space and park dedication, and furthers the amenities of light, air, recreation and visual enjoyment.*
- c. *The relationship and compatibility of the proposed plan to adjacent properties and the surrounding neighborhood.*
- d. *The conformity with the standards and principles of the Comprehensive Plan and all other adopted regulations, including the Commercial Design Handbook, dated 7-6-2009, and on file with the City Clerk.*
- e. *The use(s) are designed, located and proposed to be operated so that the public health, safety and welfare will be protected.*
- f. *An identified community need exists for the proposed use.*
- g. *The proposed use(s) will not impede the normal and orderly development and improvement of the surrounding property, nor impair the use, enjoyment or value of neighboring properties.*
- h. *The degree of harmony between the architectural quality of the proposed building and the surrounding neighborhood.*
- i. *The appropriateness of the minimum dimensions and areas of lots and yards set forth in the applicable zoning district regulations.*

5. Forms

The following forms correspond to the list of required application materials on the previous page. If you have any questions about how to fill out these forms, please do not hesitate to contact the Community Development Department—we are always happy to walk you through the process and connect you with any resources you need.

1. *Application Form*
2. *Instructions for Sending Public Notices to Surrounding Property Owners*
3. *Statement of Compliance Form*
4. *Preliminary Site Plan Formatting Requirements*
5. *Preliminary Site Plan Check Sheet*
6. *Phase I Drainage Report Check Sheet*
7. *Engineering Fee Responsibility Form*



Planned Use / Rezoning Application Form

Name of Project: _____

Address/General Location: _____

Subdivision Name & Lot Number(s): _____

Parcel Number(s): _____

Please check the type of application (please check one):

- ☐ Planned Use – Change of Use Only
- ☐ Planned Use – New Construction or Expansion
- ☐ Re-Zoning (Standard Map Amendment)

Zoning & Land Use Information (respond to all that apply):

Present Zoning: _____

Proposed Number of Buildings: _____

Proposed Zoning: _____

Proposed Gross Floor Area: _____

Proposed # of Lots: _____

Area in Acres: _____

Proposed # of Dwelling Units: _____

Present Use: _____

Applicant Information:

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Design Professional Information:

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Signature of Applicant

Signature of Design Professional

Staff Use Only

Date Received: _____

Project ID: _____

Application Received By: _____

Staff Assigned: _____

Application Fee: _____

Plan Review Fee Rec'd: _____



Instructions for Sending Public Notices to Surrounding Property Owners

To ensure surrounding property owners who may be impacted by the proposed Planned Use or Rezoning are given ample opportunity to review the project and provide public input, applicants are required to notify those property owners who are within 250 feet of the property that is proposed to be developed. Notices must be delivered either in-person or by certified mail with the return receipts requested.

1. **As part of the Planned Use / Rezoning application, a draft public notice letter is required. At the bottom of this page is a sample satisfactory letter. The notice shall contain the following information:**
 - ☐ The address and description of the property(s) for which the Planned Use or Rezoning is requested.
 - ☐ A description of the proposed use of the property and a statement of the current zoning district and proposed zoning district.
 - ☐ The name and address of the legal or beneficial owner of the property for which the Planned Use/Rezoning is requested.
 - ☐ A statement of the applicant's intent to apply for a Planned Use/Rezoning.
 - ☐ The date on which the application was filed.
 - ☐ The letter should be placed upon company letterhead if available.
2. **Once the Planned Use or Rezoning application is submitted, City staff will provide a list of the property owners within 250 feet of the subject property. Staff will also provide feedback on the draft public notice letter.**
3. **Applicant must send the notice letters and return the certified mail receipts (scanned digital copies or paper copies) to the Community Development Department, along with a statement certifying compliance with the notice requirements (page 9 of this application packet).**

Sample Notice

Anytown Builders, LLC, has filed a Planned Use application on January 1, 2022, for a zoning amendment with the City of O'Fallon Illinois to rezone 123 Main Street from B-1 Community Business District to B-1(P) Planned Community Business District. The property consists of a 1-acre parcel of land generally located at the intersection of Park Avenue and Main Street in O'Fallon, Illinois.

The rezoning request is for the construction of a 5,000-square foot mixed-use restaurant and retail building with alcohol sales for on-site consumption.

The name and address of the legal owner of the property is:

First and Last Name
Street Address
City, State 00000

This notice is being mailed via certified mail, return receipt requested to all owners of record within 250 feet in each direction of the subject property. Feel free to contact the City of O'Fallon Community Development Department office at 618-624-4500 x 4.

I.M. Builder, President
Anytown Builders, LLC



Statement of Compliance

communitydevelopment@ofallon.org
(618) 624-4500 ext. 4

Statement of Compliance

This form must be completed, signed, and submitted when returning all certified mail return receipts to City Hall.

**TO: COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF O'FALLON, ILLINOIS**

I, _____, property owner or authorized agent of the property

located at _____,

have complied with the notification requirements as outlined in the O'Fallon Code of

Ordinances.

Signature: _____ **Date:** _____

Print name: _____

Staff Use:

Case Number: _____



Preliminary Site Plan Formatting Requirements

The following plans shall be submitted with the preliminary development plan application. The requirements are broken down into suggested pages. Depending on the plan, requirements can be consolidated onto fewer sheets provided that the plans do not become illegible.

General Requirements

- ☐ Format. All Full-size Preliminary Site Plans must be submitted as a minimum of twenty-four-inch by thirty-six-inch (24" x 36") blue or black line prints showing all required information accurately, neatly and discernibly at a scale requiring the fewest number of sheets. Recommended scales include 1"= 20', =40', =50'.
- ☐ Seal. The site plan shall bear the seal and signature of a P.E. or other such professional certifications and seals as the City may require. Requirement for PE certification may be exempt under unusual circumstances as determined by the Director.
- ☐ Title. The name, type (e.g., Preliminary Site Plan), and subdivision name & lot number(s) in large letters must be placed at the top center of the sheet. The project name and type must also be placed in smaller letters in the lower right hand corner of each sheet.
- ☐ Legend. Each sheet must provide a legend pertaining specifically to the symbols used.
- ☐ Additional information to be placed on the site plan beyond the requirements listed above may be required by the Director based on a joint review of the plans by the authorized departmental representatives of the City of O'Fallon.

Cover Sheet (Sheet 1)

- ☐ Names and Addresses. Names and addresses must be provided for all owners, mortgagees, lienholders, plan preparer, land planner, engineer and land surveyor.
- ☐ Description of all existing covenants, liens and encumbrances (unless included in an attached document).
- ☐ Sheet Index. For multiple sheets, a sheet index must be provided on the cover sheet. Key maps must be provided where needed.
- ☐ Vicinity Map. A vicinity map must be provided on the site plan, including a north arrow, bar and graphic scales and nearest major roads.
- ☐ Legal Description.
- ☐ Signature Blocks. The following signature block is required for Preliminary Site Plans only:

City Council approval:

The Preliminary Site Plan for the (project name) was approved by the City Council of the City of O'Fallon, Illinois, on the _____ day of _____, 20____.

Mayor

Date

Attest:

City Clerk

Date



Preliminary Site Plan Formatting Requirements

communitydevelopment@ofallon.org
(618) 624-4500 ext. 4

- ☐ Summary Table. The summary table shall include the following information when applicable:
 - Area of lot(s) in square feet or acres
 - Maximum gross floor areas allowed per ordinance
 - Proposed gross floor areas
 - Percentage (%) of building coverage on the lot
 - Existing Zoning of the lot(s)
 - Proposed Zoning of the lot(s)
 - Off-street parking spaces required and provided.
 - Maximum height of all buildings, proposed building height
 - Breakdown by square feet of the total site utilization by building coverage, parking, street coverage, open space and other appropriate categories
 - General time schedule for completion.
- ☐ Overlay Districts. Location of any/all overlay districts that may apply to the site (e.g. Airport Overlay District).

Site Plan (Sheet 2)

- ☐ North Arrow & Scale. A north arrow, along with graphic and written scales, must be provided.
- ☐ Property Lines. The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. For all lots, tracts and blocks indicate purpose, identification number and square footage.
- ☐ Surrounding Properties. The site plan shall show the property lines and owner name(s) of all properties within 100' of the subject property.
- ☐ Zoning and Land Use. Show existing zoning and existing land use for the project and for adjacent properties.
- ☐ Buildings and Structures. Existing and proposed building footprints, required setbacks and separations. Location, elevations and descriptive note for cluster mailboxes and trash enclosures. On adjacent properties, footprint and location of nearest buildings (existing and proposed).
- ☐ Easements. Show, identify and dimension all existing and proposed easements.
- ☐ Setbacks. Show all front, side and rear yard setbacks.
- ☐ Vehicle and Pedestrian Ways. Location and dimension for all existing and proposed curb cuts (on-site and within one hundred [100] feet, including cross streets), driveways, parking spaces, loading areas and adjacent and on-site sidewalks/trails.
- ☐ Oil & Gas. The location of all oil and gas wells on the property.
- ☐ Streets and Rights-of-Way (ROW). Show all adjoining and/or internal streets and ROWs including centerline widths, radii, curb cuts, median breaks and turning lanes. Indicate street names and ROW widths. Show typical cross section for all proposed types and conditions of streets.
- ☐ Floodplain. Show boundary of the one-hundred-year floodplain. Dashed lines must be used to show any proposed modification to drainage channels and floodplains. Show centerline of any creeks or channels.
- ☐ Lighting. Street light locations and exterior on-site lighting location, height, shielding, and proposed lighting types.



Preliminary Site Plan Formatting Requirements

communitydevelopment@ofallon.org
(618) 624-4500 ext. 4

- ☐ Signs. Sign locations.
- ☐ Preliminary Landscaping. Location and identification of all existing and proposed plantings and ground covers, with a table indicating landscape symbols, general type (e.g. deciduous, coniferous, bush, etc.), size and quantity of existing and proposed plant material.
- ☐ Fence Locations. Location and identification of any required bufferyard fences.

Utility and Grading (Sheet 3)

- ☐ North Arrow & Scale. A north arrow, along with graphic and written scales, must be provided.
- ☐ Property Lines. The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. For all lots, tracts and blocks indicate purpose, identification number and square footage.
- ☐ Buildings and Structures. Existing and proposed building footprints and accessory structure footprints. On adjacent properties, footprint and location of nearest buildings (existing and proposed).
- ☐ Vehicle and Pedestrian Ways. Location and dimension for all existing and proposed curb cuts (on-site and within one hundred [100] feet, including cross streets), driveways, parking spaces, loading areas and adjacent and on-site sidewalks/trails.
- ☐ Easements. Show, identify and dimension all existing and proposed easements.
- ☐ Utilities. Show location and size of all existing and proposed utility (water, sanitary, stormwater, gas, electric, telephone, cable, etc.) lines and equipment. Site plans must show location of existing and proposed fire hydrants
- ☐ Drainage. Preliminary layout map showing method of moving storm water through the project and method of stormwater detention or retention.
- ☐ Grading. Show existing and proposed grading extending twenty (20) feet beyond the property line unless waived by the Director. One (1), two (2), or five (5) foot contour intervals may be required by the Director, depending on the site
- ☐ Floodplain. Show boundary of the one-hundred-year floodplain. Dashed lines must be used to show any proposed modification to drainage channels and floodplains. Show centerline of any creeks or channels.
- ☐ Natural Features. Show drainage channels, wooded areas and other significant natural features within the property boundary and within one hundred (100) feet adjacent thereto.

Building Elevations (Under Separate Cover)

- ☐ Format. All Full-size Architectural Elevations must be submitted as a minimum of twenty-four-inch by thirty-six-inch (24" x 36") blue or black line prints showing all required information accurately, neatly and discernibly.
- ☐ Scope. Building elevations for all sides of the building including dimensioned heights, materials, colors, location of all building lighting, rooftop equipment screening, use of the building and proposed construction type.
- ☐ Signage. Location and general design of any proposed building or wall signage.
- ☐ Secondary Structures. Elevations of any trash enclosure, fence, or accessory structures including dimensioned heights, materials, and colors.



Preliminary Site Plan Formatting Requirements

communitydevelopment@ofallon.org
(618) 624-4500 ext. 4

Freestanding Sign (Under Separate Cover)

- ☐ **Format.** General sign design must be submitted on a minimum of 8.5" x 11" sheets at a scale showing all information accurately, neatly and discernibly.
- ☐ **Dimensions.** Overall sign height and width, in addition to the sign face area height and width, should be dimensioned out in feet and inches.
- ☐ **Materials.** Identify materials and colors to be used for the sign and sign structure.
- ☐ **Lighting.** Identify the method of lighting the sign (e.g. internally lit, externally uplit/downlit, etc.).
- ☐ **Approval.** Signage will be approved with the Preliminary Site Plan. However, a sign permit for each sign must be subsequently obtained from the Building Department prior to placing any sign on the property. All signs must comply with the provisions of Article 8: Signs, of the Code of Ordinances.

This Planned Use Checklist has been completed by:

Name: _____

Address: _____

Phone: _____

Signature of Representative



Preliminary Site Plan Check Sheet

Project Name _____

City No. _____

Initial Submittal ___ Yes ___ No

Resubmission # ____

Date _____

**The Preliminary Site Plan shall include the following, according to
Chapter 154: Subdivisions of the City of O'Fallon, Illinois Code of Ordinances:**

Owner			City Review	
Y	N		Y	N
___	___	1. Name and type (e.g. - Preliminary Site Plan & brief legal).	___	___
___	___	2. Provide names and addresses of all owners, mortgages, lien holders, plan preparer and planner.	___	___
___	___	3. Schedule indicating total floor area, dwelling units, land area, parking spaces, required and proposed, land use density, hours of operation of the business, and other zoning items.	___	___
___	___	4. Phases of development must be shown, if applicable. If the development will occur in phases, the applicant shall submit a development plan that also displays the entire development at the completion of all phases. The phased development shall have the phases clearly outlined with expected dates for beginning of construction and date of completion of construction.	___	___
___	___	5. Existing and proposed location of buildings, other structures and lot arrangement.	___	___
___	___	6. Any land areas within the 100-year floodplain. This land shall not have any construction on it.	___	___
___	___	7. Any land areas within an airport noise or accident potential zone.	___	___
___	___	8. Parking areas, drives and walks.	___	___
___	___	9. Screening and buffering areas, open space and other amenities.	___	___
___	___	10. Public streets, identifying arterials, collectors and local streets; service and loading areas; points of access to public rights-of-way.	___	___
___	___	11. Any existing easements.	___	___
___	___	12. Existing and proposed water and sewer infrastructure and service connections.	___	___



Preliminary Site Plan Check Sheet

communitydevelopment@ofallon.org
(618) 624-4500 ext. 4

___	___	13. Sufficient dimensions and grades to indicate relationship between buildings, property lines, parking areas and other elements of the plan. In particular show elevation at building entrances to confirm ADA accessibility.	___	___
___	___	14. Location, massing and pattern of proposed landscaping.	___	___
___	___	15. Existing and proposed site drainage patterns.	___	___
___	___	16. Location and size of any existing and proposed storm water collection facilities, detention/retention basins, and drainage structures, such as culverts, paved or earthen ditches, or storm water sewers and inlets.	___	___
___	___	17. Existing streams and other bodies of water.	___	___
___	___	18. Internal and external pedestrian and vehicular access points.	___	___
___	___	19. Physical barriers (such as interstate highways).	___	___
___	___	20. Proposed noise generation sources.	___	___
___	___	21. An analysis of the demand for water service and discharge into the sanitary sewer receiving system.	___	___
___	___	22. Any public streets within 250 feet of the property.	___	___
___	___	23. Street and traffic patterns affecting the site within 250 feet of the property.	___	___
___	___	24. Any drives that exist or that are proposed to the degree that they appear on plans on file with the City within 250 feet of the property.	___	___
___	___	25. Any buildings that exist or are proposed to the degree that their location and size are shown on plans on file with the City. Single- and two-family residential buildings may be shown in approximate location and size and shape within 250 feet of the property.	___	___
___	___	26. Surrounding uses, buildings, and adjacent properties within 250 feet of the property.	___	___
___	___	27. Name and phase of subdivision, and copy of restrictive covenants, if any.	___	___
___	___	28. Water lines AWWA C900 SDR 18.	___	___



___	___	29. Fire hydrants – painted OSHA yellow and one of the following types: Mueller Superior Centurian A 423; Kennedy Guardian K81A; or Clow Medallion.	___	___
___	___	30. Use gate valves for waterlines $\leq 8"$.	___	___
___	___	31. Use butterfly valves for waterlines $> 8"$.	___	___
___	___	32. Fire hydrants minimum 50 foot from building and must be able to reach all points of building within 400 foot of hydrant. Fire flow requirements per _____.	___	___
___	___	33. Bore utilities under collector streets.	___	___
___	___	34. Open cut permitted on minor streets on a case-by-case basis – no sand backfill, saw cut pavement, one traffic lane open at all times, minimum 7 inch asphalt patch, concrete patch, to be doveled to existing concrete pavement final patch to be placed 48-72 hours after utility is installed.	___	___
___	___	35. Property lines.	___	___
___	___	36. Drawing signed and sealed by an Illinois professional engineer.	___	___
___	___	37. Variances are requested for this development (provide a list, description and justification for each variance requested on a separate sheet).	___	___
___	___	38. Exterior building sketches of each elevation depicting the general style, size and exterior construction materials for each building type proposed.	___	___
___	___	39. A narrative statement explaining the need for modification of the underlying zoning district regulations, if necessary.	___	___



This check sheet is not intended to be an exhaustive listing of items to be reviewed by the City. It is a guide to assist with the preparation of the preliminary site plan and subsequent review by the City of O'Fallon.

COMPLETED AND SUBMITTED BY:

Signature - Engineer/Surveyor Date

Signature - Owner Date

REVIEWED BY CITY OF O'FALLON

Engineering Date

Community Development Date

Initial Submittal Date _____



Phase I Drainage Report Check Sheet

Project Name _____

City No. _____

Initial Submittal ___ Yes ___ No

Resubmission # ____

Date _____

This report will review at a conceptual level the feasibility and design characteristics of the proposed subdivision. The Phase 1 Drainage Report shall be submitted with the Preliminary Plan and shall be in accordance with the following outline and contain the applicable information and drawings listed, according to Chapter 154: Subdivisions of the City of O'Fallon, Illinois Code of Ordinances:

Owner

Y N

City Review

Y N

- | | | | | |
|-----|-----|---|-----|-----|
| ___ | ___ | 1. Project Location: Township, range, section ¼ section; City, County, State Highway and local streets showing ROW widths within and adjacent to the subdivision, or the area to be served by the drainage improvements, within ¼ mile; Names of surrounding developments, landuses, and identification of present zoning; Area in acres. | ___ | ___ |
| ___ | ___ | 2. Description of Property: Ground cover (type of trees, shrubs, vegetation, general soil conditions, topography, and slope); All drainage ways; Existing slopes and rock outcroppings; General project description. | ___ | ___ |
| ___ | ___ | 3. Existing irrigation facilities such as ditches and canals within or near project (note if still in use). | ___ | ___ |
| ___ | ___ | 4. Existing or proposed land use with approximate area breakdown and intent for complete over lot grading or other approach. | ___ | ___ |
| ___ | ___ | 5. Major Basin Description: Reference to all drainage way planning studies such as flood hazard delineation report, drainage way planning reports, and flood insurance rate maps; Existing major basin drainage characteristics; SCS Soils Classification Map. | ___ | ___ |
| ___ | ___ | 6. Sub-Basin Description: Historic drainage patterns of the property in question; Offsite drainage flow patterns from tributary areas and impact on development under existing and fully developed basin conditions as defined by the Engineering Department. | ___ | ___ |



___	___	7. General Concept Overview: Concept and typical drainage patterns; Compliance with offsite runoff considerations; Anticipated and proposed drainage patterns; Storm water runoff quality aspects of the drainage design.	___	___
___	___	8. Specific Details Overview: Drainage problems encountered and solutions at specific design points; Detention storage and outlet design (design calculations not required in this phase); Maintenance and access aspects of the design; Easements and tracts for drainage purposes; Any variances from these Regulations and justification for variance request.	___	___
___	___	9. Reference all criteria, master plans, and technical information used in support of concept.	___	___
___	___	10. General Location Map: A map shall be provided in sufficient detail to identify drainage patterns entering and leaving the development and general drainage patterns. The map should be at a scale of 1"=2000' and show the pat of all drainage for all basins which affect, or are affected by, the property in question. (USGS Quad Sheets are ideal for this purpose). Compliance with copyright law is the responsibility of the Consultant Engineer, from the upper end of said basins to defined major drainage ways. The map shall identify any major facilities form the property (i.e., development, irrigation ditches, existing detention facilities, culverts, and storm sewers) along the flow path to the nearest drainage way. Basins and divides are to be identified and topographic contours are to be included.	___	___
___	___	11. Floodplain Information: A copy of the applicable FIRM panel. 100-year floodplain boundaries shall be shown on the preliminary plat and final plat.	___	___
___	___	12. Drainage Plan: Map(s) of the proposed development at a scale of 1"=20' to 1"=200' on a 24" x 36" drawing shall be included.	___	___
___	___	13. Drawing showing existing (dashed lines) and, if available, proposed (solid-line) topographic contours at 2-feet maximum intervals. In terrain where the slope exceeds 15%, the maximum interval is 10-feet. The contours shall extend a minimum of 100-feet beyond the property lines, unless otherwise authorized by the Director.	___	___
___	___	14. Drawing showing property lines and easements with purposes noted.	___	___
___	___	15. Drawing showing all existing drainage facilities.	___	___
___	___	16. Drawing showing approximate flooding limits based on available information.	___	___
___	___	17. Drawing showing conceptual major drainage facilities including detention basins, storm sewers, sewers, riprap, and outlet structures in the detail consistent with the proposed development plan.	___	___



Phase I Drainage Report Check Sheet

communitydevelopment@ofallon.org
(618) 624-4500 ext. 4

- | | | | | |
|-----|-----|---|-----|-----|
| ___ | ___ | 18. Drawing showing major drainage boundaries and sub-boundaries. | ___ | ___ |
| ___ | ___ | 19. Drawing showing any offsite features influencing development. | ___ | ___ |
| ___ | ___ | 20. Drawing showing proposed flow directions and, if available, proposed contours. | ___ | ___ |
| ___ | ___ | 21. Drawing showing streets with ROW width if available. | ___ | ___ |
| ___ | ___ | 22. Drawing showing legend to define map symbols with title block in lower right corner. North arrow, graphic and written scale, and written contour interval. | ___ | ___ |
| ___ | ___ | 23. If variances are requested for this development (provide a list, description and justification for each variance requested on a separate sheet – refer to SO 6.1, pg 23). | ___ | ___ |

This check sheet is not intended to be an exhaustive listing of items to be reviewed by the City. It is a guide to assist with the preparation of a Phase I Drainage Report and subsequent review by the City of O'Fallon.

COMPLETED AND SUBMITTED BY:

Signature - Engineer/Surveyor Date

Signature - Owner Date

REVIEWED BY CITY OF O'FALLON

Engineering Date

Community Development Date

Initial Submittal Date _____



Engineering Plan Review Fee Payment Responsibility Form

communitydevelopment@ofallon.org
(618) 624-4500 ext. 4

Engineering Plan Review Fee Payment Responsibility Form

This form must be submitted with check payable to "Horner & Shifrin, Inc."

PROJECT NAME: _____

ENGINEERING PLAN REVIEW FEE: \$ _____

(Determined by the established Fee Table)

Please complete the form below with contact information for payment. Any additional billing beyond the two (2) reviews covered by the initial fee will be sent to the person listed below, after an agreement is reached between the City of O'Fallon, Horner & Shifrin, Inc., and the Applicant.

BILLING ADDRESS

Name: _____

Company: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

E-Mail: _____

Signature: _____ Date: _____

"I acknowledge that this project may be subject to additional review fees should the plans require more than two reviews. In that event, I will be required to accept payment responsibility for any additional reviews to be done by Horner & Shifrin, Inc. prior to those reviews being authorized."

Signature: _____

Print Name Here: _____



Owner Authorization

communitydevelopment@ofallon.org
(618) 624-4500 ext. 4

Owner's Authorization Form

Submit this signed permission form when the property owner is not the applicant.

TO: Community Development Department
City of O'Fallon, Illinois

PURPOSE: Authorization of Planned Use / Rezoning Application

I, _____, property owner or authorized agent of the property
located at _____,
have reviewed and authorized the Planned Use / Rezoning Application at the listed
location.

Signature: _____ **Date:** _____

Print name: _____

Staff Use:

Case Number: _____