

**CITY OF O'FALLON, ILLINOIS**  
**APPLICATION FOR APPROVAL OF PRELIMINARY SUBDIVISION PLAT**

(To be submitted with Filing Fee (\$150.00 plus \$10.00 per lot) payable to "City of O'Fallon"  
and a separate check for Engineering Plan Review Fee payable to "Horner & Shifrin")

Date: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Name, Address, and Phone Number of Subdivider: \_\_\_\_\_

Name, Address, and Phone Number of Engineer: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Area of Tract: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_ Zoning: \_\_\_\_\_

Property interest of applicant: ( ) Owner ( ) Contract Purchaser ( ) Other \_\_\_\_\_

**APPLICANT'S CHECKLIST**

| <b>REQUIREMENTS FOR SUBMITTAL</b>                        | <b>(YES or NO)</b> |
|--|--------------------|
| PAYMENT OF FILING FEE                                    | _____              |
| PAYMENT OF ENGINEERING PLAN REVIEW FEE                   | _____              |
| 6 PRINTS OF SUBDIVISION PLAT & ONE (1) 11" x 17" COPY    | _____              |
| VARIANCES – (IF APPLICABLE) REQUESTS ATTACHED            | _____              |
| NARRATIVE LETTER PROVIDING AN OVERVIEW OF PROJECT        | _____              |
| COMPLETION OF PRELIMINARY PLAT CHECKLIST                 | _____              |
| COMPLETION OF PAYMENT RESPONSIBILITY FORM                | _____              |
| PRIVATE SUBDIVISION REGULATIONS ATTACHED (IF APPLICABLE) | _____              |
| PHASE I DRAINAGE REPORT                                  | _____              |
| .PDF COPY OF PLAT  | _____              |
| SUBMITTAL IN CAD / GIS FORMAT (ON CD)                    | _____              |
| PROOF OF DEVELOPER'S OWNERSHIP INTEREST                  | _____              |

**\*SUBMISSION PACKETS MUST BE COMPLETED IN FULL OR THEY WILL NOT BE RECEIVED  
BY THE CITY.**

I HEREBY affirm that I am authorized by the Developer to complete this **Application for Preliminary Plat**  
and that this request is in compliance with Chapter 154: Subdivisions stated in the Code of Ordinances of the  
City of O'Fallon, as indicated.

\_\_\_\_\_  
Applicant's Signature



## ENGINEERING PLAN REVIEW FEE PAYMENT RESPONSIBILITY FORM

To 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: \_\_\_\_\_

### Plan Review Fee Table - 2022 Fees

| A | B   | C               | D   | E                                    | F                     | G    |
|---|---|-----------------|---|--------------------------------------|-----------------------|------|
|   | Development Type  | Unit of Measure | Preliminary Civil Plans & Plat (Unit Price) | Final Improvement Plans (Unit Price) | Final Plat (Flat Fee) | Note |
| 1 | Residential Subdivisions, Lots 1-20                                       | Lot             | \$95.00                                     | \$110.00                             | \$500.00              | d    |
| 2 | Residential Subdivisions, Lots 21-50                                      | Lot             | \$80.00                                     | \$100.00                             | \$500.00              | d    |
| 3 | Residential Subdivisions, Lots 51+  | Lot             | \$20.00                                     | \$40.00                              | \$500.00              | d    |
| 4 | Residential Subdivisions (Discount)                                       | Lot             |   | \$15.00                              |                       | a    |
| 5 | Non-Residential and Multi-Family Residential, small (0 to 1 acre)         | Site            | \$1,400.00                                  | \$1,900.00                           |                       |      |
| 6 | Non-Residential and Multi-Family Residential, medium (over 1 to 10 acres) | Site            | \$1,800.00                                  | \$2,500.00                           |                       |      |
| 7 | Non-Residential and Multi-Family Residential, large (over 10 acres)       | Site            | \$3,200.00                                  | \$3,600.00                           |                       |      |
| 8 | Commercial Site Development Expansion                                     | Site            | \$1,000.00                                  | \$2,150.00                           |                       | b    |
| 9 | Commercial/Industrial Subdivision   | Acre            | \$25.00                                     | \$50.00                              |                       | c    |

Column

E Fee applies to review of final improvement plans, whether for a single-phase or multi-phase development.

Note

- a Per Lot discount for lots outside O'Fallon Sanitary Sewer District.
- b Development primarily entails horizontal construction, such as parking lot expansions or small building expansion or small building expansion.
- c Minimum Fee = \$750
- d Duplexes, villas and single family homes are included in this category.

*All fees in the table above include two full reviews.*

*Subsequent reviews may be billed to the applicant at an hourly rate to be determined by Horner & Shifrin.*

CITY OF O'FALLON, ILLINOIS  
CHAPTER 154: SUBDIVISIONS

**PRELIMINARY PLAT CHECK SHEET**

Project Name \_\_\_\_\_

City No. \_\_\_\_\_

Initial Submittal \_\_\_\_ Yes \_\_\_\_ No

Resubmission # \_\_\_\_

Date \_\_\_\_\_

|     |     |  | City<br>Review |
|-----|-----|--|----------------|
| Y   | N   |  | Y N            |
| ___ | ___ | 1. Proposed name of the subdivision and location.  | ___ ___        |
| ___ | ___ | 2. Small key map showing the relation of the proposed subdivision to Section or U.S. survey lines and to platted subdivisions and dedicated streets within three hundred (300) feet of the proposed subdivision.   | ___ ___        |
| ___ | ___ | 3. Names and addresses of the owner, subdivider and land planning consultant, and the licensed engineer or registered land surveyor who prepared the Preliminary Plat.   | ___ ___        |
| ___ | ___ | 4. Streets and rights-of-way on and adjoining the site of the proposed subdivision, showing the names and including street roadway and rights-of-way widths, approximate gradients, types and widths of pavement, curbs, sidewalks, crosswalks, platting strips and other pertinent data, including classification of all existing or proposed streets as to function as collector, arterial or local street or county road. | ___ ___        |
| ___ | ___ | 5. All lot lines adjacent to and abutting the subdivision.   | ___ ___        |
| ___ | ___ | 6. Layout of lots, showing approximate dimensions, numbers, lot area, and zone district classification(s).   | ___ ___        |
| ___ | ___ | 7. Parcels of land, if any, proposed to be dedicated or reserved for schools, parks, playgrounds, rights-of-way, or other public, semi-public or community purposes and use(s) of the area to be subdivided and compliance of the proposed use to the Comprehensive Plan as adopted by the City of O'Fallon.   | ___ ___        |
| ___ | ___ | 8. Easements, existing and proposed, showing locations, widths and purposes.   | ___ ___        |
| ___ | ___ | 9. Building setback line and dimensions.   | ___ ___        |

|   |   |  |   |   |
|---|---|--|---|---|
| — | — | 10. General location and size of existing and proposed public utilities and drainage ways or facilities within or adjoining the proposed subdivision and the location and size of nearest water trunk mains, interceptor sewer lines and other pertinent utilities.  | — | — |
| — | — | 11. Location, type and approximate size of utility improvements to be installed.   | — | — |
| — | — | 12. Tract boundary lines showing dimensions, bearings, angles and references to known land lines.  | — | — |
| — | — | 13. The gross area and net area acreage of the proposed subdivision, the acreage of streets, and of any areas reserved for the common use of the property owners within the subdivision and/or for public use.   | — | — |
| — | — | 14. Where the topography has a significant bearing upon the street grades, the plan of public utilities and drainage ways or facilities in the proposed subdivision and when it would be difficult for the Planning Commission or the City Council to understand the relation of the Plan to the existing topographic conditions, contour lines at not greater than one (1) foot intervals shall be shown on level ground, contour lines at not greater than two (2) foot intervals shall be shown on rolling ground, and contour lines not greater than ten (10) foot intervals shall be shown on hillside areas. | — | — |
| — | — | 15. Location of major water courses, ponding areas, natural drainage ways and flood hazard areas and any riparian corridors, including those shown on the Comprehensive Plan.  | — | — |
| — | — | 16. The Preliminary Plat shall be drawn to a scale of one (1) inch equals twenty (20) feet, forty (40) feet, fifty (50) feet, or one hundred (100) feet; however, the resulting drawing should be either twenty-four (24) inches by thirty-six (36) inches or thirty (30) inches by forty-two (42) inches. A digital file shall also be submitted in a format acceptable to the City. Scales or sheet sizes other than this may be approved only on a case-by-case basis by the City Engineer. Lettering shall be 0.1 inches or larger for the sake of legibility.   | — | — |
| — | — | 17. North arrow and date: Orient north towards top or right edges of sheet. Show the date the drawing was initially completed and the dates of all subsequent revisions to the drawings. All stationing should be from south to north or from west to east.  | — | — |
| — | — | 18. Whenever a large tract is intended to be developed in stages, and only a part of that tract is to be submitted for Final Plat approval, a Preliminary Plat for subdivision of the entire tract shall be submitted.   | — | — |

|     |     |  |     |     |
|-----|-----|--|-----|-----|
| ___ | ___ | 19. Show drainage arrows on all streets to indicate direction of storm water flow.   | ___ | ___ |
| ___ | ___ | 20. All proposed drainage easements shall be noted as such. Drainage easements shall not be used for any other purpose unless so authorized by the City Engineer.  | ___ | ___ |
| ___ | ___ | 21. USGS map with watershed areas shown for the subdivision and all upstream land.   | ___ | ___ |
| ___ | ___ | 22. Phase I Drainage Report.   | ___ | ___ |
| ___ | ___ | 23. Additional studies as may be required per Sections 155.030 – 155.042 of this Code.   | ___ | ___ |
| ___ | ___ | 24. Public right-of-way and street width conform to City.  | ___ | ___ |
| ___ | ___ | 25. City curb detail being used.   | ___ | ___ |
| ___ | ___ | 26. Inlet type proposed for this development is: open throat or R-3246.  | ___ | ___ |
| ___ | ___ | 27. One mile grid of 12 inch water line provided.  | ___ | ___ |
| ___ | ___ | 28. Storm water detention area shown on plat.  | ___ | ___ |
| ___ | ___ | 29. Landscaping berms shown on plans and easements provided for same.  | ___ | ___ |
| ___ | ___ | 30. Additional right-of-way dedicated on existing roadways for future expansion.   | ___ | ___ |
| ___ | ___ | 31. Lot and block layout conforms to City requirements (blocks greater than 250 feet and less than 800 feet.)  | ___ | ___ |
| ___ | ___ | 32. All side and back lot utility easements where storm and/or sanitary sewers are proposed shall be a minimum of 20 foot total width for one utility.             | ___ | ___ |
| ___ | ___ | 33. Minimum street grade of 1% and maximum grade of 8% for local street; 5% for collected street.  | ___ | ___ |
| ___ | ___ | 34. Dead end streets shall have a length no greater than 800.  | ___ | ___ |
| ___ | ___ | 34a. Street intersections with center line offsets of less than one hundred twenty-five (125) feet are prohibited, unless otherwise permitted and approved by the. | ___ | ___ |
| ___ | ___ | 35. Fire hydrant spacing does not exceed 600 feet for single family residential; 400 feet for multi family and 300 feet for high hazard.                           | ___ | ___ |

\_\_\_ 36. Digital Plan of preliminary plat submitted with paper copies. \_\_\_

\_\_\_ 37. If variances are requested for this development (Provide a list, description and justification for each variance requested on a separate sheet.) \_\_\_

*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 preliminary plats 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 Dept.      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:

Owner

City  
Review  
Y N

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>i.e.</i> , 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.  | — | — |

|   |     |   |     |     |
|---|-----|---|-----|-----|
| ___   | ___ | 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). | ___ | ___ |
| <p><i>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.</i></p> <p>COMPLETED AND SUBMITTED BY:</p><br><div> <div>_____</div> <div>Signature - Engineer/Surveyor</div> <div>_____</div> <div>Date</div> </div><br><div> <div>_____</div> <div>Signature - Owner</div> <div>_____</div> <div>Date</div> </div> |     |   |     |     |

|                              |       |
|------------------------------|-------|
| REVIEWED BY CITY OF O'FALLON |       |
| _____                        | _____ |
| Engineering                  | Date  |
| _____                        | _____ |
| Community Development        | Date  |
| Initial Submittal Date _____ |       |