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## Supplemental Information Packet



### Meeting Schedule:

Zoning Board, second Tuesday of each month

7:00 PM

Village Hall Meeting Room

Village Board of Trustees, second and fourth Monday of each month

7:00 PM

Village Hall Meeting Room

Village of Lincolnshire

One Olde Half Day Road

Lincolnshire, IL 60069

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## **PRELIMINARY STAFF REVIEW**

Before a request can be placed on an agenda for consideration, Department of Community Development Staff review must occur first. The documents identified below must accompany an Application for Village Board Consideration at the time of submittal. An incomplete submittal may result in the delay of a request being scheduled on an agenda. Additional quantities and review of the submitted materials may be required, as determined by the Department of Community Development and/or the Village Engineer.

## **COMMITTEE OF THE WHOLE PRESENTATION PACKET (Referral)**

Once the Subdivision request has been reviewed for completeness, it will be docketed on a regularly scheduled agenda of the Committee of the Whole (second and fourth Monday of the month) for their determination if such request is appropriate to be referred for further review by the Zoning Board.

**22 copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. ***The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.***

- Letter of Request** – A letter to the attention of the Mayor and Board of Trustees, which describes the Subdivision request and outlines the reason(s) for the request.
- Conceptual Subdivision Plan** – The general location of all lots, buildings, parking areas, traffic circulation, landscape/conservation areas, site amenities, and preliminary site data chart must be provided on the conceptual subdivision plan.

## **PRELIMINARY PLAT OF SUBDIVISION PRESENTATION PACKET**

Once the Preliminary Plat of Subdivision plans have been referred by the COW, it will be docketed on a regularly scheduled agenda of the Zoning Board (second Tuesday of the month).

**22 copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. ***The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.***

- Preliminary Plat** – The Preliminary Plat of Subdivision must be prepared in accordance with Title 7: *Subdivisions and Land Development*, of the Lincolnshire Village Code.
- Engineering Improvement Plans (if necessary)**
  - Preliminary plans relating to the installation of public improvements, including but not limited to, rights-of-way, streets, underground utilities, grading, drainage, erosion control, water retention and detention, and easements must be submitted for review by the Village Engineer. *Information regarding preliminary public improvement plans can be found in Section 7-3-3: Preliminary Improvement Plans, of Title 7 of the Lincolnshire Village Code.*
  - The Applicant must contact the Lake County Stormwater Management Commission (LCSMC) for additional requirements related to stormwater management and wetland matters. Should LCSMC require a permit, the application request will not be docketed for a Public Meeting until LCSMC releases a preliminary review report for the project.
  - An Engineering Estimate of Probable Cost (EOPC) for the proposed engineering improvements must be submitted for review by the Village Engineer.



- **Tree Preservation and Site Grading Plan (if necessary)** – *Regulations pertaining to tree preservation can be found in Title 13: Tree Preservation and Landscaping, of the Lincolnshire Village Code.*
  - The plan must indicate the location, size, species, and condition of all trees six-inches (6”) or greater in diameter breast height in relation to the proposed grading for each lot, as well as, the entire subdivision. All trees indicated on the plan must also be identified in the same manner on the site.
  - Protective measures such as pruning, root pruning, auguring, and fertilizing must be noted on the plan for each tree to be preserved within or adjacent to any area being graded. The location of tree protective fencing must also be indicated.
  - If Conservancy Areas/Easements will be included within a proposed Subdivision, each corner and point of tangency of all deed restricted Conservancy Areas must be indicated on the Preliminary Plat.

The following language must also be provided on the Plat of Subdivision:

*“No sodding, seeding, or grading, either excavation or fill, shall be permitted in the Conservancy Area or in any adjacent areas where such grading would alter the natural drainage pattern of the area. No building or structures, either permanent or temporary, shall be placed within a Conservancy Area. Removal of any trees, brush, or plant materials within a Conservancy Area shall not occur unless it is determined by the Department of Community Development, in its sole and absolute discretion, to be hazardous or undesirable.*

*Written authorization and approval of a Landscape Plan is required from the Department of Community Development prior to alteration of a Conservancy Area. Alteration shall include, but not be limited to, the removal of hazardous or undesirable plant material or the addition of wood chip paths, wildflowers, shrubs, and trees for the purpose of improving the natural woodland.*

*Disturbed Conservancy Areas shall be immediately restored in accordance with the Conservancy Area Restoration Guidelines outlined in the Village Code upon written request from the Village.”*

- **Landscape Plan (if necessary)** – *Regulations pertaining to landscaping can be found in Title 13: Tree Preservation and Landscaping, of the Lincolnshire Village Code.*
  - Provide an itemized Landscape Cost Estimate for the proposed landscape improvements for review. The cost estimate must include all items such as the plant material, mulching, soil preparation, staking, guy wiring, and fertilizing related to the installation of the plan as proposed.
  - *Information regarding Landscape Improvement Deposit can be found in Section 13-2-2 and Appendix I and II of Title 13: Tree Preservation and Landscaping, of the Lincolnshire Village Code*
- **Improvement Agreement (if necessary)**

If any portion of the proposed site improvements will be turned over to the Village or a Homeowner’s/Condominium Owner’s Association for control and maintenance, an Improvement Agreement must be submitted in order to ensure that the completion of certain improvements will be in accordance with applicable Village ordinances and agreements made between the Village and the Applicant. An application request will not be docketed for a Public Meeting with the Zoning Board until the Improvement Agreement has been preliminary accepted by the Village Engineer. Questions regarding an Improvement Agreement should be directed to the Village Engineer.



## VILLAGE BOARD & PRESENTATION PACKET

Upon receiving a recommendation from the Zoning Board, the recommendation and Preliminary Plat of Subdivision will be forwarded to the Village Board of Trustees for their final review and decision; two meetings, 1) Committee of the Whole and 2) Village Board.

**22 copies** of all the documents submitted to and recommended by the Zoning Board must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. **The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.**

- In addition, one (1) full-size copy of the preliminary plat of subdivision, no larger than 24" x 36", must also be submitted along with the twenty-two (22) copies of the presentation packet.

## FINAL PLAT OF SUBDIVISION PRESENTATION PACKET

Before a Final Plat of Subdivision can receive the Village's signatures of approval and is recorded with the Office of the Lake County Recorder, final engineering improvement plans must be submitted for Village Engineer's review. Upon acceptance of the final engineering plans by the Village Engineer, the Final Plat will be docketed on a regularly scheduled agenda of the Village Board for final approval. Additional information may be required, as determined by the Department of Community Development and/or the Village Engineer.

**22 copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. **The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.**

- Final Plat** – The Final Plat of Subdivision must be prepared in accordance with Chapter 4 of Title 7: *Subdivisions and Land Development*, of the Lincolnshire Village Code.
- Final Engineering Improvement Plans** – Final Improvement Plans must be prepared in accordance with Chapter 6 of Title 7: *Subdivision and Land Development*, of the Lincolnshire Village Code. Questions regarding final engineering improvement plans should be directed to the Village Engineer.
- Acreage Fees and Donations Requirements** – As a condition of approval for a final plat of subdivision, the Subdivider/Applicant shall be required to dedicate land and/or make a cash contribution for schools, park and library purposes to recoup or offset a proportionate share of public capital costs necessary to serve the immediate and future needs of new Village residents. **These fees must be paid in full prior to the Village's recording of the final plat of subdivision with Lake County.** Please refer to the "Developer Donations" brochure, which describes the necessary donations.
- Mylar** – One full-size mylar copy of the final plat of subdivision, no larger than 24" x 36" for recording.

The Village of Lincolnshire will be responsible for recording all final document(s) with the Lake County Recorder's Office. The Subdivider/Applicant will be responsible for obtaining all necessary non-Village signatures on the mylar of the final plat of subdivision prior to submitting to the Village. Once received, Staff will obtain the necessary Village signatures and record the final plat with Lake County. A copy of the recorded document(s) and document number will be sent to the Applicant upon completion of recording.