

**REVIEW STATUS / REQUIREMENTS FOR “MINOR” SUBDIVISION APPROVAL
VILLAGE OF MAHOMET**

Subdivision: _____

Date of Review: _____

- _____ 1. FINAL PLAT APPLICATION AND FEE - a preliminary plat is not required for a “minor” subdivision. Please pick up a Final Plat Application for a minor subdivision and pay the appropriate fee at the Village of Mahomet office.
- _____ 2. UTILITY LETTER - a letter must be sent to all appropriate utility agencies which asks for information regarding utilities in the area to be subdivided. A copy of the Plat should accompany the letter. Submit a copy of each letter to confirm that this has occurred.
- _____ 3. SUBSIDIARY DRAINAGE PLAT - this plat is required by Statute. A full topographic survey is, however, not required for the development of the subsidiary drainage plat for a “minor” subdivision. You may use USGS Topographic quadrangle contours. In addition, please show any existing buildings and important features.
- _____ 4. STORMWATER MANAGEMENT PLAN - the Village has a Stormwater Management Ordinance. If your “minor” subdivision involves significant hard surfaces areas, you must show how you plan to handle stormwater drainage. Storm drainage and stormwater detention facilities may be required in some instances. A separate fee and application is involved.
- _____ 5. WASTEWATER TREATMENT - If the “minor” subdivision is not connecting to public sanitary sewers you must demonstrate ability to utilize onsite wastewater treatment systems via percolation tests or soils data. You may also agree to only utilize “Multi-Flow” type individual temporary on-site sewage treatment units.

AGENCY REVIEW AND APPROVAL - GENERALLY REQUIRED

You are required to have various agencies review your “minor” subdivision plat. There are application forms and fees for these reports. Please obtain and complete the applications. Once you receive the responses, please send them directly to us.

- _____ 6. *Threatened and Endangered Species Consultation Report* - submit a report to us from the Illinois Department of Natural Resources, 524 South Second Street, Springfield, IL 62701-1787

- _____ 7. *Historic Preservation Consultation Report* -submit a report to us from the Illinois Historic Preservation Agency, Division of Preservation Services, Review and Compliance Section, 1 Old State Capital Plaza, Springfield, IL 62701-1507
- _____ 8. *Natural Resources Report* - submit a report to us from the Champaign County Soil and Water Conservation District, 2110 W. Park Ct., Suite C, Champaign, IL 61821, phone 398-5201

AGENCY REVIEW AND APPROVAL - DEPENDENT ON SITE LOCATION

Dependent on your site's location, some of the following agencies may be required to submit review and approval of your subdivision.

- _____ 9. *Flood Hazard Area Development Review* - you may be required to get approval and a permit for your "minor" subdivision plat from the village, state and/or federal levels. Your engineer should be able to determine if any is required.
- _____ 10. *IDOT Review / Approval* - if your "minor" subdivision lies adjacent to an Illinois State Highway you are required to get review and approval from the Illinois Department of Transportation. IDOT, Paris, 13474 IL Highway 133, P.O. Box 610, Paris, IL, 61944-0610, phone 465-4181
- _____ 11. *Mahomet Township Road District Review / Approval* - if your "minor" subdivision lies adjacent to any Township Road, the Township Road District Commissioner will review your plat. Mahomet Township Road District, 125 CR 2300N, Mahomet, IL 61853, phone 586-3022
- _____ 12. *Champaign County Highway Department Review/Approval* - if your "minor" subdivision lies adjacent to a County Highway (for example, Lake of the Woods Road or Prairieview Road, this agency must review your plat. Champaign County Highway Department, 1905 East Main Street, Urbana, IL 61802, phone 384-3800
- _____ 13. *Sangamon Valley Public Water District (SVPWD)* - the SVPWD generally serves the lands north of Interstate 74 and east of Illinois Route 47. If your subdivision will be served by the SVPWD you need to submit their review and approval to us. SVPWD, P.O. Box 285, Mahomet, IL 61853, phone 586-2534
- _____ 14. *Champaign County Plan and Zoning Department* - if your subdivision lies outside of the Village, this agency must review your plat for compliance with County Zoning Ordinance requirements. Champaign County Department of Planning & Zoning, PO Box 17760, Urbana IL 61803-7760

_____ 15. Other Agency

Review: _____

RECORDING DOCUMENTS

These documents should all be submitted for review as early as possible. It is very important that the "minor" subdivision name be consistent throughout the documents and correspond perfectly to the Final Plat. We recommend that you not obtain signatures on these until the Village Attorney deems them acceptable and instructs the developer's attorney of that fact.

_____ 16. FINAL PLAT - This is the drawing prepared by the developer's surveyor to depict the property lines, lots, street rights-of-way, survey monuments, and other required information.

_____ 17. OWNER'S CERTIFICATE - this is a legal document prepared by the developer's attorney containing the subdivision covenants. If your attorney has questions about the contents of the document, please have him/her call us directly. There are items that the Village requires to be included in the covenants.

_____ 18. COUNTY CLERK'S TAX CERTIFICATE - this is legal document that is signed by the County Clerk to say that all taxes have been paid on the parcel(s) to be subdivided. The County Clerk's office is at 1776 E. Washington, Urbana, IL. Please submit a unsigned draft along with the other recording documents. This document is valid only for a short time. Do not have this document signed until you are nearly ready to record the "minor" subdivision.

_____ 19. VILLAGE TREASURER'S CERTIFICATE - this is legal document similar to the County Clerk's Tax Certificate. The document can be signed at the Village of Mahomet administrative offices.

_____ 20. SCHOOL DISTRICT STATEMENT - This legal document must state that the subdivision is within Mahomet - Seymour School District Number 3.

_____ 21. SURVEYOR'S STATEMENT TO THE RECORDER OF DEEDS – this document permits Berns, Clancy, and Associates, P.C. to act as the surveyor's agent to present the "minor" subdivision plat to the Champaign County Recorder that (s)he prepared. It is on the surveyor's company letterhead with her/his seal.

REVIEW STATUS

The status of documents for _____ Subdivision,

as of _____ is as indicated above.

Signed: _____
Berns, Clancy and Associates, P.C.
Village of Mahomet Engineers / Planners

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| "N/A" | This item is not required for this "minor" subdivision |
| "OK" | This item has been adequately addressed and is satisfactory. |
| "DEFERRED" | This item will be deferred until such time as is required by the Village of Mahomet. |
| "REVIEW" | This item has been submitted and is under review by the Village. |
| "REVISION" | This item has been submitted and was reviewed by the Village, revisions are required before the Village will accept this document. |
| "NEEDED" | This item is required, but has not yet been submitted. |