



## Mapping & Platting

### CHECKLIST FOR PROPOSED SUBDIVISION

- Schedule a pre-conference meeting regarding proposed subdivision with Laura Henry – Subdivision Administrative Officer, Chris Voelker – Zoning Administrator, Aaron Metzger – County Engineer, and John Wagner – Health Department.
- If any of the development is located within one and one-half miles or less of any municipality, the developer must submit a copy of the preliminary plat to that municipality before the County can proceed.
- Applicant must contact the Soil & Water Conservation District to apply for a Natural Resource Report to be submitted with the Preliminary Plat. Applicant must have report before submitting Preliminary Plat.
- The Monroe County Health Department's application must be filled out. Approval from the Health Department must be granted before submitting Preliminary Plat.
- The Illinois Department of Natural Resources, under the EcoCAT, requires that an "Agency Action Report" be filed with the Illinois Department of Natural Resources.
- Applicant must file report with IEPA regarding storm water management.
- Proposed lots must be two and one-half acres or larger in size in an A-2 zoned district or at least 10 acres in an A-1 zoned district. If the lots are smaller, you either must be in an incentive overlay district and follow the regulations for lot reduction, or the property must be rezoned according to lot size.
- Must have a copy of recorded deed or deeds to the property that is being subdivided.
- Follow specifications for Preliminary Plat as to the requirements on the Plat.
- When submitting Preliminary Plat, a copy of Deed Restrictions and Covenants must also be submitted.
- Entrance Approval Certificate must be completed and approved by the proper Road Authority.
- Fee to submit a Preliminary Plat is \$100.00 plus \$15.00 for each proposed lot or tract of ground.
- Preliminary Plat along with all pertinent information regarding the subdivision and appropriate fees must be submitted to the Mapping & Platting Office no later than the 10<sup>th</sup> of the month to be on the agenda for Land Use Meeting and the Planning Commission Meeting the following month.