

PLAT OF SUBDIVISION PROCEDURES
WOODSTOCK UNIFIED DEVELOPMENT ORDINANCE

The proposed subdivision of land in the City of Woodstock falls into one of the following categories:

Minor Subdivision: shall mean the division of any lot, tract or parcel of land that does not involve any one or more of the following: (a) any new streets or easements required for access; (b) the creation of more than ten lots; (c) a planned unit development. A Minor Subdivision is processed in accordance with Chapter 6C of the UDO and requires a public meeting before the Plan Commission.

Major Subdivision: shall mean a subdivision not classified as a minor subdivision. A Major Subdivision also requires the approval of a Special Use Permit/Planned Unit Development (PUD) and is processed in accordance with Chapters 5, 6B and 6C of the UDO and requires a public hearing before the Plan Commission.

PRE-APPLICATION REVIEW

Pre-application review in accordance with Section 6B.1 of the UDO is recommended for both Minor and Major Subdivisions. The purpose of pre-application review is to allow the developer to become better informed about the City's subdivision/PUD requirements and for the City Administration and/or Plan Commission to learn what the developer is proposing and to provide relevant comments (non-binding).

In advance of this meeting the applicant must submit a sketch plan depicting the overall development proposal. At a minimum the sketch plan should include the information listed in Section 6B.1.2 of the UDO, but additional information necessary to convey the characteristics of the proposed development is accepted. The sketch plan is not intended to be a precisely engineered plan but must contain sufficient detail to allow a conceptual review. Pre-application materials are forwarded to the various City departments, to the Woodstock Fire/Rescue District and to Woodstock Community Unit School District 200 (residential subdivisions).

Generally, a Pre-Application Meeting is held approximately two weeks after a sketch plan is submitted. After receiving comments, a developer may decide to move forward with plans as submitted, make adjustments to the plans based on the feedback received or withdraw the proposal.

APPLICATION

Applications for a subdivision are submitted to the Building & Zoning Department and must be accompanied by required plans, supporting data and fee. Submittal requirements are found in the UDO, Chapter 6B.2.4 (Preliminary Plat) and Chapter 6C.1.3 (Final Plat) and are summarized on the attached checklists. Incomplete applications or those lacking required information may be rejected and cause delays in the review process.

APPLICABLE FEES

A base fee of \$570.00, plus \$65.00 per each acre or portion thereof is required for any subdivision plat. The fee is paid at the time of application.

PUBLIC MEETING/PUBLIC HEARING DATES ARE DETERMINED BY CITY STAFF

A public meeting or public hearing regarding a subdivision plat will be scheduled upon the receipt of a completed application and payment of all required fees. The applicant will be notified of the meeting date and is required to comply with all applicable public notification requirements.

PLAN COMMISSION

The Plan Commission reviews all plats to determine that the purpose and intent of the UDO regulations are carried out. After conducting a required public hearing or meeting on the plat, the Plan Commission shall recommend to the City Council approval, approval with conditions, or disapproval, or indicate the reasons why a recommendation cannot be made. For preliminary plats, the Plan Commission's action is valid for 12 months, within which time the preliminary plat must be presented to the City Council for consideration. If the preliminary plat is not submitted within this time frame, the Plan Commission's recommendation shall expire and be void.

CITY COUNCIL

After receiving a required recommendation from the Plan Commission, the City Council shall approve, approve with conditions and/or modifications, or disapprove a plat, or may refer it back to the Plan Commission for additional consideration. Approval of a preliminary plat by the City Council is valid for 12 months. Within this time period, final engineering plans shall be submitted to the City Engineer and a final plat for the first phase of development or for the entire subdivision/PUD shall be submitted to the City. If said submittals do not occur within the specified time frame, the preliminary plat shall expire and be void, unless said 12 month time period is extended to a specific date by the City Council at its discretion.

FINAL PLAT APPROVAL

Approval of a final plat shall be effective upon its recording with the McHenry County Recorder. Such recording is the responsibility of the developer and shall occur no more than 12 months after approval of the final plat by the City Council. Failure to record the final plat by this deadline shall require its full resubmittal before the Plan Commission and City Council. After the final plat is recorded, certified copies shall be submitted to the City. Final covenants or restrictions governing the use and maintenance of the subdivision shall be recorded at the same time that the final plat is recorded. In order to provide additional time in which to record a final plat, a one-time extension of final plat approval for up to one (1) year may be granted by the Building & Zoning Director. Any additional extensions may only be granted by the City Council.



City of WOODSTOCK

Department of Building & Zoning
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APPLICATION FOR APPROVAL OF A PLAT OF SUBDIVISION

The undersigned respectfully request the Plan Commission and City Council of the City of Woodstock, Illinois, consider the:

Preliminary Plat

Final Plat

For the following parcel(s) of land:

PLEASE INSERT OR ATTACH LEGAL DESCRIPTION

Property Identification Number(s) (PIN): _____

Address/Location of Property: _____

Size of Property: _____ acres (+/-). Current Zoning: _____

Name of Applicant: _____

Name of Owner: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____

Owner Must Provide Evidence of Ownership/Interest in Property

Present Use of the Property: _____

Intended Use with Subdivision: _____

The applicant certifies that all of the above representations are true and correct and they have read and understand all information attached to this application. The applicant also certifies that they have read Chapter 5, Chapter 6, Chapter 8 and Chapter 10 of the City of Woodstock Unified Development Ordinance and the application procedures attached to this application.

Signature of Applicant

Date Received (City Use Only)

Signature of Owner (if different than applicant)

PUBLIC NOTICE REQUIREMENTS

All Major Subdivisions (preliminary and final) require the approval of a Special Use Permit/Planned Unit Development (PUD), which requires a public hearing before the Plan Commission. The date for the public hearing or meeting shall be established by the Building & Zoning Director. *DO NOT complete any public notice requirements until the hearing or meeting date is confirmed!*

PUBLIC HEARING NOTIFICATION REQUIREMENTS

When a public hearing before the Plan Commission is required, the following notification requirements shall apply:

Legal Notice in the Newspaper

The petitioner is required to have a legal notice published in a local newspaper (the *Northwest Herald* or *Woodstock Independent*), not more than 30 days nor less than 15 days prior to the Plan Commission public hearing date (do not count the day of the hearing). The notice should be submitted to the Building & Zoning Department for approval prior to submitting the notice to the newspaper. The notice must be delivered to the newspaper classified department several business days before the date on which the legal notice is published. Due to differing deadlines, the applicant should check with the preferred newspaper to determine deadlines. The legal notice shall be in the form of the attached sample.

Notice to Nearby Property Owners

The petitioner is required to distribute a copy of the Legal Notice by Certified Mail (with return receipt) to all owners of property within 250 feet of the subject property. In many instances it is appropriate to include a cover letter with the Legal Notice in order to explain the request being made and to help answer any questions which may arise prior to the public hearing date. Names and addresses of surrounding property owners can be obtained from the McHenry County Assessor’s Office. Mailing must occur not more than 30 days nor less than 15 days prior to the scheduled public hearing date (do not count the day of the hearing). Return receipts must be submitted to the Building & Zoning Department no later than the date of the public hearing.

Sign Posting

A sign providing notice of the required public hearing is required to be posted on the Subject Property. The sign shall be visible from an abutting public right-of-way. The sign must be placed on the subject property not more than 30 days nor less than 15 days prior to the scheduled public hearing date (do not count the day of the hearing). Signs are provided by the Building & Zoning Department unless other provisions are made.

PUBLIC MEETING NOTIFICATION REQUIREMENTS

A public meeting before the Plan Commission is required for a. The following notification requirements must be followed in accordance with State law.

SAMPLE PUBLIC HEARING LEGAL NOTICE

NOTE: ITEMS IN PARENTHESIS/ITALICS ARE TO BE ADDED BY THE PETITIONER.
THE COMPLETED LEGAL NOTICE MUST BE REVIEWED BY CITY STAFF
BEFORE MAILING OR SUBMITTING FOR PUBLICATION.

PUBLIC HEARING LEGAL NOTICE

Notice is hereby given in compliance with the Unified Development Ordinance and zoning regulations of the City of Woodstock, Illinois, that a public hearing will be held before the Plan Commission of the City of Woodstock to consider the petition of (*name of petitioner, trust, etc.*) relating to the following property commonly known as (*address/location of property*)

This petition is filed for the purpose of obtaining approval of a Preliminary Plat of Subdivision a Special Use Permit which will allow the Subject Property to be used for (*insert proposed use of Subject Property*) pursuant to the requirements of the Unified Development Ordinance and zoning regulations of the City of Woodstock, Illinois.

A public hearing before the Plan Commission on said application will be held at 7:00 p.m. on (*date of Plan Commission public hearing as determined by City staff*), at the Woodstock City Hall Council Chambers, 121 West Calhoun Street, Woodstock, Illinois, at which time and place any person wishing to be heard may be present.

/s/ Plan Commission
City of Woodstock, Illinois

To be published on: (*date of publication*).