



APPLICATION FOR PLATTING PROCEDURE

Every subdivision of land within the corporate area of Collinsville shall be shown on a plat and submitted to the City for its approval or disapproval in accordance with the provisions of this chapter. No plat shall be recorded in the office of the County Recorder of Deeds and no lots shall be sold from such plat unless and until it is approved as provided for in this chapter.

I. APPLICATION TYPE

Check (✓) one:

- Preliminary Plat Boundary Adjustment Plat Improvement Plans
 Final Plat Consolidation Minor Subdivision Plat

Note: Separate fees apply to each application selected

TOTAL CALCULATED FEE: \$

STAFF USE ONLY

II. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to St. Clair/Madison County Tax Assessor's Office:

Name: _____ Telephone/Email: _____

Address: _____

City: _____ State: _____ Zip: _____
(Attach additional sheets as necessary)

Applicant/Agent: _____ Telephone/Email: _____

Interest in Project: Contract Purchaser Lessee Other
 (Specify): _____

Address: _____

City: _____ State _____ Zip: _____

III. PROPERTY INFORMATION

Project Name: _____

Street Address(es): _____

Locator Number(s): _____

Subdivision Name: _____ Plat Book/Page: _____

Acreage: _____ Current Zoning District(s): _____ S.U.P. C.U.P. P.U.D. Other

Existing Overlay Districts (Check (✓) all that apply):

IV. SUBMITTAL REQUIREMENTS

Please refer to the Subdivision Ordinance (Municipal Code Chapter 16) for complete submittal and review requirements.

Preliminary, Final, Minor Subdivision, Boundary Adjustment, and Consolidation Plats

- 1) One (1) copy of a metes and bounds legal description of the property or properties to be established.
- 2) Six (6) copies of the plat prepared in accordance with the provisions of Chapter 16 of the City Code of Ordinances (Land Subdivision Control Regulations of Collinsville, Madison and St. Clair Counties, Illinois).
- 3) One (1) copy of the plat reduced to 11" x 17" and one (1) digital copy in PDF format.
- 4) For a minor subdivision, an updated title commitment for the property proposed to be subdivided.
- 5) Complete application and fee per Title 4, *Fees*, of the Municipal Code of Ordinances.

Improvement Plans

- 1) As specified in Section 16.12.220. - *Construction performance and final improvement plan requirements.*

V. FEE SCHEDULE

As established in Title 4, Fees, of the Municipal Code of Ordinances.

Preliminary Plat Review

- 3 or fewer lots: \$500.00 for up to 3 plan reviews plus \$150.00 for each reviewer thereafter.
- 4 to 20 lots: \$700.00 for up to 3 plan reviews plus \$150.00 for each review thereafter.
- More than 20 lots: \$900.00 for up to 3 plan reviews plus \$150.00 for each review thereafter.

Note: The above preliminary plat fees are inclusive of the fees for City review of plans for required public improvements such as paving, storm drainage facilities and other improvements to rights-of-way.

Final Plat

- No subdivision or trust indentures: \$150.00
- With subdivision or trust indentures: \$250.00

Note: The above final plat fees are inclusive of the fees for City permits and inspections during the installation, by the subdivider, of required public improvements such as paving, storm drainage facilities and other improvements to rights-of-way.

Minor Subdivision/Consolidation/ Boundary Adjustment Plat

- Residential: \$100.00
- Commercial: \$150.00

Note: When additional costs are incurred by the City for any subdivision procedure due to consultation with consulting engineers, attorneys, or other professionals reimbursement by the subdivider shall be required. When such costs are anticipated, the City shall require a minimum retainer fee of \$250 based upon projected costs.

APPLICATION PROCEDURE

- 1) Prior to submitting an application the applicant is urged to meet with the Community Development Director to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines. Incomplete applications, and plats not meeting subdivision regulations, will not be forwarded to the Planning Commission or Council for review.
- 2) Review & Approval
 - a) The Commission will review *Preliminary Plats* and make a recommendation to the City Council. Planning Commission Meetings are held the 2nd Thursday of the month at 6:30 pm at City Hall. Notification of the hearing will be sent to surrounding property owners within 250 feet by Mail, and will appear in a newspaper of general circulation at least 15 days prior to the meeting.
 - b) The City Council will review and consider approval of *Preliminary Plats*, after receiving recommendation from the Planning Commission, and *Final Plats* (Planning Commission must review only if major changes are made since Preliminary Plat). If no action is taken by the Commission within 60 days of the filing date or such additional period of time as may be agreed to by the applicant, the application shall proceed to the City Council without consideration by the Planning Commission. City Council Meetings are held the 2nd and 4th Tuesdays of the month at 6:30 pm at City Hall.
 - c) The Community Development Director & City Engineer will review and consider approval of *Minor Subdivision Plats* and *Consolidation Plats*.

Note: It is the applicant's responsibility to record the plat with the appropriate County Recorder within 60 days of approval and supply the City with three (3) copies of the recorded plat.

2024 PLANNING COMMISSION CALENDAR

FILING DEADLINE (5:00PM)	MEETING DATE (6:30PM)
DECEMBER 01, 2023	JANUARY 11, 2024
JANUARY 01, 2024	FEBRUARY 08, 2024
FEBRUARY 01, 2024	MARCH 14, 2024
MARCH 01, 2024	APRIL 11, 2024
APRIL 01, 2024	MAY 09, 2024
MAY 01, 2024	JUNE 13, 2024
JUNE 01, 2024	JULY 11, 2024
JULY 01, 2024	AUGUST 08, 2024
AUGUST 01, 2024	SEPTEMBER 12, 2024
SEPTEMBER 01, 2024	OCTOBER 10, 2024
OCTOBER 01, 2024	NOVEMBER 14, 2024
NOVEMBER 01, 2024	DECEMBER 12, 2024

** Please note that applications will not be scheduled for public hearing until the Director of Community Development determines the submittal is complete and sufficient for Planning Commission review.*