

CITY OF BELVIDERE  
*Community Development*



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401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 P. 815-547-7177 F. 815-547-0789

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**APPLICATION FOR PLAT OF SUBDIVISION APPROVAL**

If you have any questions about this application, please call the Community Development Department at (815) 547-7177.

**NOTE:** Applications can be filed at anytime. Applications will not be processed until all of the required information has been submitted. See the attached schedule of meeting dates and deadlines for submittals.

**The staff only accepts paper copies of the plat with the application for processing. The original plat (illustrated on mylar, vellum or some other reproducible material) remains with the applicant or surveying firm until time to record.**

Plats shall be prepared in accordance with the City of Belvidere Subdivision Code. After the final plat is approved by the City Council, the applicant has a ninety (90) day deadline to record the plat with the County Recorder.

To obtain the municipal signatures, the applicant is advised to deliver the original plat as soon as possible after City Council approval and the non-municipal signatures are in place, to the City Clerk's office. Include your name and daytime phone number. The City Clerk contacts the municipal representatives for signatures and the applicant is notified when completed. **The applicant must then pick up the signed plat and have paper copies made.** The copies with the original plat must be delivered to the County Recorder for recording.

Attached to this instruction sheet are the names, addresses, and telephone numbers of the agencies shown on the plat requiring signatures.

## **City of Belvidere**

**(Contact people concerning final plat approval signatures)**

1. Commonwealth Edison Co.  
Michael Fozio  
123 Energy Avenue  
Rockford, IL 61109  
815-218-0807  
Michael.fozio@comed.com
2. Frontier Communications  
Kalin Hinshaw  
112 W. Elm St.  
Sycamore, IL 60178  
815-895-1515  
Kalin.hinshaw@ftr.com
3. Nicor Gas  
Matt Erickson  
300 W. Terra Cotta Ave.  
Crystal Lake, IL 60014  
630-388-2969 (office)  
630-983-8725 (fax)  
mericks@aglresources.com
4. Department of Public Works  
401 Whitney Blvd. Suite 200  
Belvidere, IL 61008  
815-544-9256
5. Mayor and City Clerk  
401 Whitney Blvd. Suite 100  
Belvidere, IL 61008  
815-544-2612
6. Comcast  
Michael Owens  
4450 Kishwaukee St.  
Rockford, IL 61109  
224-229-3037

## CITY OF BELVIDERE

*Community Development*


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**APPLICATION FOR PLAT OF SUBDIVISION APPROVAL**
**FOR OFFICE USE ONLY**      ☐ Preliminary      ☐ Final      ☐ Replat

 Case Number \_\_\_\_\_  
 Filing Date \_\_\_\_\_  
 Zone District \_\_\_\_\_

 PZC Date \_\_\_\_\_  
 BPZ Date \_\_\_\_\_  
 CC Date \_\_\_\_\_  
 CC Date \_\_\_\_\_
**PLEASE PRINT IN BLACK INK OR TYPE**
**1) Applicant Name:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

 Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

**2) Property Owner Name:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Zip: \_\_\_\_\_

**3) Surveyor/Engineer Name:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Zip: \_\_\_\_\_

**4) Attorney Name:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Zip: \_\_\_\_\_

**5) Contact Person (if different from Applicant):** In order to reduce confusion, the staff requests one contact person be designated to discuss issues concerning this petition.

 Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

 Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

6) Proposed Name of Subdivision: \_\_\_\_\_

7) Property Location: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_ Section: \_\_\_\_\_ Twp: \_\_\_\_\_

Range: \_\_\_\_\_ Other (attached) \_\_\_\_\_ Twp. Name: \_\_\_\_\_

8) Proposed Use(s): \_\_\_\_\_ Present Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ # of Lots: \_\_\_\_\_ Area of Parcel: \_\_\_\_\_

9) Are you proposing deed restrictions? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please attach copy.

10) For residential subdivisions, indicate total number of proposed:

Single-Family: \_\_\_\_\_ Two-Family: \_\_\_\_\_ Multi-Family: \_\_\_\_\_

Indicate total dwelling units of all Multi-Family: \_\_\_\_\_

11) Your proposed single-family, multi-family, or mobile home plat must comply with the Land/Cash Ordinance adopted by Belvidere / Boone County. Please indicate when you plan to pay the required fee.

\_\_\_\_\_ At time of final plat approval.

\_\_\_\_\_ At time of securing building permit for each residential unit. (Applicant must sign "Exhibit B, Agreement", attached to this application)

12) What type of sewage disposal do you propose? \_\_\_\_\_

13) List all proposed improvements and utilities. State your intention to install or post a guarantee prior to actual installation.

	Improvement	Installation	Guarantee
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

14) List other materials submitted with this application.

	Item	Number
a.	_____	_____
b.	_____	_____
c.	_____	_____

**NOTE:** The "Endangered Species Act" entitles the Illinois Department of Natural Resources (IDNR) to review all platting applications for their impact on endangered or protected species. Illinois law allows thirty (30) days for their response. The Applicant is responsible for contacting the IDNR, via the EcoCAT website at [DNR.EcoCAT@illinois.gov](mailto:DNR.EcoCAT@illinois.gov).

The "National Historic Preservation Act" entitles the Illinois Historic Preservation Agency to review all platting applications for their impact on cultural or historical resources if the proposed development involves State or Federal funding. Illinois law allows thirty (30) days for their response. The applicant is responsible for contacting the Illinois Historic Preservation Agency at (1-217-782-4836).

## DECLARATION

I, the applicant, of the above legally described property on which the plat of subdivision is proposed, has provided answers to the questions herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for a plat of subdivision on said property.

By virtue of my application for a plat of subdivision, I do hereby declare that the appropriate appointed and elected officials responsible for the review of my application are given permission to visit and inspect the property proposed for plat of subdivision in order to determine the suitability of the request.

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

\_\_\_\_\_ Date Signed: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Filing Fee - Amount Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

## FILING PROCEDURE

- A. This form, ten (10) full size copies, and one (1) 11" x 17" copy of each page of the plat shall be filed with this application. Reduction must be readable. All plats must be filed in the Community Development Department at the time of application submittal.
- B. Submit this form and supporting information accompanied by an application fee (make check payable to the **City of Belvidere**). See the attached fee schedule.
- C. Applicants must appear before the Belvidere Planning & Zoning Commission, Building, Planning and Zoning Committee, and the Belvidere City Council for preliminary plats.
- D. For final plats, applicants must appear before the Building, Planning & Zoning Committee, and the City Council.

**Additional fees for plats with public improvements.**

**-Preliminary plat** submittals require an Engineering Review fee based on the following:

1 - 5 lots: \$375 flat fee  
6 or more lots: \$75/lot

**-Final plat** submittals require a 3% inspection fee paid prior to the approval and release of the construction plans by the Director of Public Works. The inspection fee is based on the public improvement construction estimate.

**-Erosion and Sediment Control Plan** fee shall be determined by and collected by the Boone County Soil and Water Conservation District.

Checks for *subdivision filing fees* for city plats are to be made out to the **City of Belvidere** and shall be submitted to the Community Development Department. Checks for *City Engineering Review fees* are to be made out to the *City of Belvidere* and shall be submitted to the Public Works Department.

**DATE:** November 15, 1996

**TO:** All Applicants Submitting Final Plats for Approval

**FROM:** Community Development Staff

**RE:** Easement Statements to be Added to Final Plats

NICOR has requested that the following easement statement be placed on all final plats:

An easement is hereby reserved for and granted to, Nicor Gas, its successors and assigns ("NICOR") to install, operate, maintain, repair, replace and remove, facilities used in connection with the transmission and distribution of natural gas in, over, under, across, along and upon the surface of the property shown on this plat marked "Easement", "Common Area or Areas" and streets and alleys, whether public or private, and the property designated in the Declaration of Condominium and/or on this plats "Common Elements," together with the right to install required service connections over and under the surface of each lot and Common Area or Areas to serve improvements thereon, or on adjacent lots, and Common Area or Areas, and to serve the property, adjacent or otherwise, and the right to remove obstructions, including but not limited to, trees, bushes, roots and fences, as may be reasonably required incident to the rights herein given, and the right to enter upon the property for all such purposes. Obstruction shall not be placed over NICOR facilities or in, upon or over the property identified on this plat for utility purposed without the prior written consent of NICOR. After installation of any such facilities, the grade of the property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have that meaning set forth for such term in Section 605/2(e) of the "Condominium Property Act" (Illinois Compiled Statutes, Ch.765, Sec. 605/2(e)), as amended from time to time.

The term "Common Area or Areas" is defined as a lot, parcel or area of real property, including real property surfaced with interior driveways and walkways, the beneficial use and enjoyment of which is reserved in whole as a appurtenance to the separately owned lots, parcels or areas within the property, even though such areas may be designated on this plat by other terms.

Other utility companies serving the area where your subdivision is located have similar requests.

**Please contact each of the utility companies who will serve your subdivision to determine which statements they will require added to your plat.**

**DATE:** January 7, 1998

**TO:** All Applicants Submitting Final Plats for Approval

**FROM:** Community Development Staff

**RE:** Easement Statements to be Added to Final Plats

Commonwealth Edison Company has requested that the following statement be placed on all final plats:

**EASEMENT PROVISIONS**

An easement for serving the subdivision and other property with electric and communications service is hereby reserved for and granted to

***Commonwealth Edison Company***

and

***Telephone Company, Grantees,***

their respective successors and assigns, jointly and severally, to install, operate, maintain and remove, from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and sounds and signals in, over, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "Easement", the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", and the property designated on the plat as a "Common area or areas", and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or an adjacent lots, and common area or areas, the right to cut, trim or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over grantees' facilities or in, upon or over the property within the dotted lines marked "Easement" without the prior written consent of grantees. After installation of any such facilities, the grade of the subdivided property shall not altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth for such term in the "Condominium Property Act", Chapter 765 ILCS 605/2(e), as amended from time to time.

The term "common area or areas" is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole as an appurtenance to the separately owned lots, parcels or areas within the planned development, even though such be otherwise designated on the plat by terms such as, "outlots", "common elements", "open space", "open area", "common ground", "parking and common area". The terms "common area or areas" and "Common Elements" includes real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District, or structures such as a pool or retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

Other utility companies serving the area where your subdivision is located have similar requests.

**Please contact each of the utility companies who will serve your subdivision to determine which statements they will require added to your plat.**



**DATE:** March 15, 2002

**TO:** All Applicants submitting Plats of Subdivision for Approval

**FROM:** Community Development Staff

**RE:** Signature Block to be added to Plats of Subdivision

According to Illinois State Statutes, when an owner is required to file a plat of subdivision he/she shall submit simultaneously with the plat of subdivision a notarized statement indicating, to the best of the owner's knowledge, the school district in which each tract, parcel, lot, or block lies.

Pursuant to Illinois State Statutes, planning staff recommends that the following signature block be added to all plats of subdivision.

***SCHOOL DISTRICT CERTIFICATE***

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF BOONE)

I (We) hereby certify that the property herein described in the surveyor's certificate, to the best of my knowledge, is located within the boundaries of School District No. \_\_\_\_\_ in Boone County, Illinois.

Dated this day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Property Owner(s)

## **Erosion and Sediment Control Plan**

An application for approval of an erosion and sediment control plan shall be made by the owner of the property, or his/her authorized agent to the Belvidere Department of Public Works and the Boone County Soil and Water Conservation District. Each application, shall be accompanied by the fee charged by the Boone County Soil and Water Conservation District and shall bear the name(s) and address(es) of the owner or developer of the site and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm. Each application shall require the signature of a licensed professional engineer as an assurance that the development will take place in accordance with the approved plans. Each application shall include certification that any land clearing, construction, or development involving the movement of earth shall be in accordance with the plans approved upon issuance of the permit. The City may deny approval of any Erosion and Sediment Control Plan, or any other permit or approval, until such time as all fees due and owing the Boone County Soil and Water Conservation District or the City are paid in full.

Submitted plans shall be in compliance with Section 151.45 of the Belvidere Subdivision Ordinance.

## **EXHIBIT B** **AGREEMENT**

The City of Belvidere (the "City") and \_\_\_\_\_  
("Developer") agree as follows:

1. The City has approved or will approve a final plat of subdivision or a final plat of a planned development at the request of developer for the real estate legally described in Exhibit I attached hereto and made a part hereof (the "Land"). Accordingly, pursuant to the City's Subdivision Code, certain cash contributions for park, recreation, conservation, and school lands are immediately due the Developer.
2. Developer has, however, requested that the payment of the aforesaid cash contributions be delayed and that the same become due and payable on a per housing unit basis at time the City issues a building permit for the particular housing unit.
3. In consideration for the City agreeing to delay its receipt of the cash contributions in accordance with Paragraph 2 above, Developer hereby agrees as follows:
  - a. The amount of cash contributions owed shall be calculated based upon Ordinance No. 609G or as provided for in such other future ordinance amending or replacing Ordinance No. 609G which is in effect at the time of the issuance of a building permit: and
  - b. Notwithstanding any present or future law, regulation and/or legal precedent to the contrary, the unit of local government that is the ultimate recipient of the subject cash contributions may expend such contributions for any of the following purposes intended to serve immediate or future needs of the residents and children of the Developer's subdivision or planned unit development: (1) for the acquisition of land; (2) for site improvements such as, by way of example, streets, curbs, gutters, storm water control, and utility extensions; (3) for construction of capital facilities, including, by way of example, new buildings and structures, and the expansion or enhancement of existing buildings and structures; (4) for so-called soft costs directly related to the foregoing items (2) or (3) such as architectural and engineering costs; (5) for any other public purpose.
4. Developer further agrees, as consideration for deferring payment of the fees identified in this agreement, not to challenge such fees as they now exist or amended in the future, including, but not limited to, any court or other action or claim challenging the validity, or amount, or use of such fees.
5. This Agreement constitutes a covenant that is appurtenant to and runs with the Land. Either this Agreement or a memorandum thereof may be recorded against legal title to the Land by either party hereto; provided, however, it shall be a condition of the City's issuance of the first building permit for a

housing unit on the Land that the Developer shall provide satisfactory evidence to the City that this Agreement or a memorandum thereof has been recorded against legal title to the Land.

6. Developer represents and warrants to the City that it is the sole holder of record fee title to the Land.

IN WITNESS THEREOF, the City and the Developer have caused this Agreement to be duly authorized, executed and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
City of Belvidere  
By Mayor

\_\_\_\_\_  
Developer

\_\_\_\_\_  
City Clerk

## Community Development Department

### CITY FEES

\*Per Ordinance Number 153H

**Annexation:** \$400

**Zoning Change:**

RH:	\$600 + \$75/acre (or portion thereof)
SR-3, SR-4, SR-6, TR-7,	\$600 + \$75/acre “
MR-8S, & MR-8L:	\$600 + \$75/acre “
CB, GB, PB, NB, NO, & PO:	\$700 + \$75/acre “
GI, PI, HI, & I:	\$700 + \$75/acre “

**Planned Community Development (Special Use):** \$700 plus subdivision plat fees, if applicable.

**Subdivision Plat:**

	<u>Preliminary</u>	<u>Final</u>	<u>Replat</u>
Residential:	\$500 + \$75/lot	\$500 + \$75/lot	\$500 + \$75/lot
Commercial & Industrial:	\$600 + \$75/lot	\$600 + \$75/lot	\$600 + \$75/lot

**Final Plat Reinstatement/  
Extension Fee:** \$50% of Initial Fee

**Special Use:** \$500 when accessory to an established primary use  
\$700 when establishing a primary use

**Variation:** \$350

**Text Amendment:** \$500

**Comprehensive Plan  
Text or Map Amendment:** \$350

**Appeal:** \$250

**Zoning Verification Letter:** \$25 per lot.

# CITY OF BELVIDERE PRELIMINARY PLATS

## 2022 Calendar Year Meeting Dates

<b>APPLICATION DEADLINE</b>	<b>PLANNING &amp; ZONING COMMISSION</b>	<b>CITY COUNCIL 1st READING</b>	<b>CITY COUNCIL 2nd READING</b>
December 14, 2021	January 11, 2022	*January 18, 2022	February 7, 2022
January 11, 2022	February 8, 2022	February 21, 2022	March 7, 2022
February 8, 2022	March 8, 2022	March 21, 2022	April 4, 2022
March 8, 2022	April 12, 2022	April 18, 2022	May 2, 2022
April 12, 2022	May 10, 2022	May 16, 2022	June 6, 2022
May 10, 2022	June 14, 2022	June 20, 2022	*July 5, 2022
June 14, 2022	July 12, 2022	July 18, 2022	August 1, 2022
July 12, 2022	August 9, 2022	August 15, 2022	*September 6, 2022
August 9, 2022	September 13, 2022	September 19, 2022	October 3, 2022
September 13, 2022	October 11, 2022	October 17, 2022	November 7, 2022
October 11, 2022	November 8, 2022	November 21, 2022	December 5, 2022
November 8, 2022	December 13, 2022	December 19, 2022	*January 3, 2023
December 13, 2022	January 10, 2023	*January 17, 2023	February 6, 2023

Applications will not be processed until all required information is submitted

\*date may have been changed due to holiday

# CITY OF BELVIDERE

## - FINAL PLATS -

### 2022 CALENDAR YEAR MEETING DATES

APPLICATION DEADLINE	PLANNING & ZONING COMMISSION	CITY COUNCIL 1ST READING	CITY COUNCIL 2ND READING
December 14, 2021	January 11, 2022	*January 18, 2022	February 7, 2022
January 11, 2022	February 8, 2022	February 21, 2022	March 7, 2022
February 8, 2022	March 8, 2022	March 21, 2022	April 4, 2022
March 8, 2022	April 12, 2022	April 18, 2022	May 2, 2022
April 12, 2022	May 10, 2022	May 16, 2022	June 6, 2022
May 10, 2022	June 14, 2022	June 20, 2022	*July 5, 2022
June 14, 2022	July 12, 2022	July 18, 2022	August 1, 2022
July 12, 2022	August 9, 2022	August 15, 2022	*September 6, 2022
August 9, 2022	September 13, 2022	September 19, 2022	October 3, 2022
September 13, 2022	October 11, 2022	October 17, 2022	November 7, 2022
October 11, 2022	November 8, 2022	November 21, 2022	December 5, 2022
November 8, 2022	December 13, 2022	December 19, 2022	*January 3, 2023
December 13, 2022	January 10, 2023	*January 17, 2023	February 6, 2023

Applications will not be processed until all required information is submitted

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