

CITY OF BELVIDERE
Community Development



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

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.
Bhawesha Patel
123 Energy Avenue
Rockford, IL 61109
779-231-3041
Serenya.Navarrete@comed.com

Alternate ComEd Contacts:
Gerald Bouska
Gerald.bouska@comed.com

2. Frontier Communications
Paulo Javier
2239 Newburg Road
Belvidere, IL 61008
309-820-1242
Paulo.t.javier@ftr.com

3. Nicor Gas
Gwen Borjan
1844 Ferry Road
Naperville, IL 60563
630-388-2976 (office)
gborjon@southernco.com

Alternate Contact:
Rebecca Luginbill
X2RLugin@southernco.com

4. Comcast Cable
Ted Wyman, Right of Way Engineer
688 Industrial Drive
Elmhurst, IL 60126
224-229-5850
ted_wyman@comcast.com

Alternate Contact:
Joan Sage
Government & Regulatory Affairs Manager
Joan_Sage@Comcast.com
815-980-3815

5. Mayor and City Clerk
401 Whitney Blvd. Suite 100
Belvidere, IL 61008
815-544-2612

6. Department of Public Works
Brent Anderson
401 Whitney Boulevard
Belvidere, IL 61008
815-544-9256
banderson@belvidereil.gov

CITY OF BELVIDERE

Community Development

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

APPLICATION FOR PLAT OF SUBDIVISION APPROVALFOR 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.

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: _____

Property 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* and *City engineering review fees* for city plats are to be made out to the **City of Belvidere** and shall be submitted to the Community Development 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 ant 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.

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.

Soil Erosion and Sediment Control Plan Review
Boone County Soil and Water Conservation District
Phone - (815) 544-3465, ext. 3

FOR OFFICE USE ONLY	SWCD Application No.: _____
Date Application received: _____	Date all Information received: _____ Reviewed by: _____
Fee Paid: _____	Check No.: _____
Meets technical standards _____ Does not meet technical standards _____ Date technical standards acquired _____	

	APPLICANT (Owner/Developer)	Erosion Control Consultant/Engineer
Business Name		
Address City/State/Zip		
Contact Name		
Phone		
E-Mail Address		
Relationship to project		

Current Project Name and Phase number: _____

Job site contact person: _____ **E-Mail Address:** _____

Job site contact person phone number: (____) - ____ - _____

County/Municipal contact person: _____ **Phone #**(____)-____-_____

Township, range, & section: or PIN(s)#: _____

Proposed land use: _____ **Acreage of disturbance:** _____

Pre-construction meeting date (if known): _____ **Location:** _____

Construction start date: _____ **Anticipated construction completion date:** _____

The applicant agrees to the following conditions:

1. Submit all required information listed on the following page for each phase of development, regarding the soil erosion and sediment control (SE/SC) plan.
2. Upon submittal of this application, pay the applicable fee, based on the attached fee schedule (Section 1 & Section 2), in accordance with total acres of disturbance to the original topography and/or vegetation disturbance.
3. Notify representatives of the Soil and Water Conservation District (SWCD) of the pre-construction meeting.
4. If SWCD is not contacted (in writing) prior to commencement of construction, the pre-construction notification fee will be forfeited.
5. Allow a Boone County SWCD representative the right to conduct on-site investigations throughout all active construction phases to determine whether all necessary SE/SC practices have been installed and are functioning properly.
6. Upon commencement of earthwork or construction, document SE/SC site inspections with all information being accurate and complete.
7. Comply with the Boone County SWCD's written and verbal recommendations regarding:
 - A. The SE/SC plan and corrections or changes made thereto.
 - B. Installation and maintenance requirements of the SE/SC practices on-site.
8. If any changes occur to the plans, schedules, etc., the applicant shall be responsible for notifying the Boone County Soil and Water Conservation District.
9. If construction does not commence within 24 months of the plan approval, the project will be closed. Fees will not be returned.

Upon receipt of all required information, the SE/SC plan will be reviewed within **15 working days** and all involved parties will be notified whether or not the plan meets technical standards.

Applicant's Signature: _____ **Date:** _____

FEE SCHEDULE

Fee is based on number of acres disturbed

Base Fee: \$165 (One acre or less)

*Round acres to nearest whole number

160+ acres=\$5 for each additional acre

Construction - Single family home: \$100

Erosion and Sediment Control Program Fee Schedule													
Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee
1	165	21	1245	41	3165	61	3615	101	3915	121	4215	141	4365
2	185	22	1320	42	3190	62	3627	102	3930	122	4220	142	4370
3	205	23	1395	43	3210	63	3645	103	3950	123	4230	143	4380
4	225	24	1470	44	3230	64	3660	104	3960	124	4235	144	4390
5	245	25	1550	45	3255	65	3675	105	3975	125	4240	145	4395
6	210	26	1620	46	3280	66	3690	106	3990	126	4250	146	4400
7	275	27	1700	47	3300	67	3700	107	4010	127	4260	147	4410
8	345	28	1775	48	3320	68	3720	108	4020	128	4265	148	4415
9	380	29	1850	49	3350	69	3735	109	4040	129	4270	149	4425
10	420	30	1925	50	3370	70	3750	110	4055	130	4280	150	4430
11	485	31	2005	51	3390	71	3765	111	4070	131	4290	151	4440
12	560	32	2080	52	3415	72	3780	112	4085	132	4295	152	4450
13	640	33	2155	53	3440	73	3795	113	4100	133	4305	153	4455
14	710	34	2230	54	3460	74	3810	114	4115	134	4311	154	4460
15	598	35	2310	55	3480	75	3825	115	4130	135	4320	155	4465
16	655	36	2380	56	3505	76	3840	116	4145	136	4325	156	4470
17	713	37	2460	57	3530	77	3855	117	4160	137	4330	157	4475
18	770	38	2535	58	3550	78	3870	118	4180	138	4340	158	4480
19	828	39	2610	59	3575	79	3890	119	4190	139	4350	159	4485
20	885	40	2685	60	3600	80	3900	120	4205	140	4355	160	4490

SEND REQUIRED INFORMATION WITH FEE PAYABLE TO:

Boone County Soil & Water Conservation District
211 N. Appleton Rd.
Belvidere, IL 61008

Hours: M-F 8:00 a.m. – 4:30 p.m.
Phone: 815-544-3465 ext 3
E-mail: teagan.duffy@usda.gov

This review will be issued on a non-discriminatory basis without regard to race, color, religion, national origin, age, gender handicap or marital status. The Boone County Soil & Water Conservation District is a nonprofit organization.

Revised November 3, 2022

Site Plan Checklist

ONLY for large Commercial, Industrial or Multi-Family Residential Developments

The soil erosion and sediment control plan cannot be reviewed until all of the following information is submitted for each upcoming active construction phase:

1. Existing site conditions and natural resources present, including:

- ☐ Site boundaries and adjacent lands which accurately identify site location.
- ☐ Buildings, roads and utilities.
- ☐ Topography, vegetation, drainage patterns, subwatershed delineation, critical erosion areas, and any subsurface drainage tiles.
- ☐ Wetland and floodplain delineation.
- ☐ Location and identification of soil types.
- ☐ Adjacent areas that affect or are affecting the project site, e.g. drainage onto or through the site affecting wetlands, streams, lakes, and drainage areas downstream.
- ☐ Vicinity map.
- ☐ Show areas where trees and vegetation are to be preserved.
- ☐ Map legend, including north arrow and scale on all materials submitted.

2. Final site conditions, including:

- ☐ An accurate depiction of post-construction appearance, (e.g. roads, buildings, open space).
- ☐ Locations, dimensions, cross-sections and elevations of all (temporary and permanent) stormwater management facilities (including sediment basins), plus inlet and outlet locations.
- ☐ Surface flow direction, including sheet flow and concentrated flow direction.
- ☐ Post-construction topography, final contours should be easily distinguished (2-foot contour is preferred) including sub-watershed delineations.

3. A complete soil erosion and sediment control plan, including:

- ☐ Location and detailed drawings of all permanent and temporary soil erosion and sediment control practices.
- ☐ A schedule outlining the installation of the practices with the responsible parties identified.
- ☐ Inspection and maintenance schedules with responsible parties identified.
- ☐ Seeding information: rates, species, dates, fertilization, temporary or permanent.
- ☐ Location and dimension of all temporary soil and aggregate stockpiles.

4. Locations, dimension & phase timeline of all land disturbing activities, including:

- ☐ Designate construction limits, areas that will be disturbed and areas of wetland fill.
- ☐ Describe grading and building schedule and phasing timeline.

Narrative Checklist

The soil erosion and sediment control plan cannot be reviewed until all of the following information is submitted for each upcoming active construction phase:

- _____ **Project description** - Briefly describes the nature and purpose of the land disturbing activity, and the area (acres) to be disturbed.
- _____ **Existing site conditions**- A description of the existing topography , vegetation, drainageways, subsurface drain tile, buildings, roads and utilities.
- _____ **Adjacent areas**- A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance. Describe any adjacent or neighboring activities that may affect the soil erosion and sediment control plan.
- _____ **Off-site areas**- Will any other areas be disturbed? Describe any off-site land disturbing activities.
- _____ **Soils**- Provide a brief description of the soils on the site at the exposed soil horizon such as soil name, mapping unit, erodibility, permeability, texture, structure and depth to seasonal high groundwater. This information is available from the local Soil and Water Conservation District.
- _____ **Critical areas**- A description of areas on the site which have potentially serious problems, (e.g. steep or long slopes, channels, intermittent streams, and side hill seeps).
- _____ **Soil erosion and sediment control measures**- A description of the methods which will be used to control erosion and sedimentation on the site. Control methods should meet the standards in section 4 of the Illinois Urban Manual.
- _____ **Construction Sequence**- A sequence of events for construction projects
- _____ **Permanent stabilization**- A brief description including specifications of how the site will be stabilized after construction is completed.
- _____ **Calculations**- Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc.. Include pre and post development runoff.
- _____ **Detail drawings**- Include detail drawings form the Illinois Urban Manual. Any structural practices used that are not referenced to the Illinois Urban Manual or local handbooks should be explained and illustrated with detail drawings.
- _____ **Operation and Maintenance** - Provide a schedule of maintenance for all temporary and permanent erosion and sediment control practices to ensure that they perform properly. Identify the parties responsible for maintenance.

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
2025 Calendar Year Meeting Dates

APPLICATION DEADLINE	PLANNING & ZONING COMMISSION	CITY COUNCIL 1ST READING	CITY COUNCIL 2ND READING
December 10, 2024	* January 14, 2025	January 20, 2025	February 3, 2025
January 14, 2025	February 11, 2025	February 17, 2025	March 3, 2025
February 11, 2025	March 11, 2025	March 17, 2025	April 7, 2025
March 11, 2025	April 8, 2025	April 21, 2025	May 5, 2025
April 8, 2025	May 13, 2025	May 19, 2025	June 2, 2025
May 13, 2025	June 10, 2025	June 16, 2025	July 7, 2025
June 10, 2025	July 8, 2025	July 21, 2025	August 7, 2025
July 8, 2025	August 12, 2025	August 18, 2025	September 1, 2025
August 12, 2025	September 9, 2025	September 15, 2025	October 6, 2025
September 9, 2025	October 14, 2025	October 20, 2025	November 3, 2025
October 14, 2025	* November 11, 2025	November 17, 2025	December 1, 2025
November 11, 2025	December 9, 2025	December 15, 2025	January 5, 2026
December 9, 2025	January 13, 2026	January 19, 2026	February 2, 2026

Applications will not be processed until all required information is submitted

*date may have been changed due to holiday

CITY OF BELVIDERE

- FINAL PLATS -

2025 CALENDAR YEAR MEETING DATES

APPLICATION DEADLINE	PLANNING & ZONING COMMISSION	CITY COUNCIL 1ST READING	CITY COUNCIL 2ND READING
December 10, 2024	* January 14, 2025	January 20, 2025	February 3, 2025
January 14, 2025	February 11, 2025	February 17, 2025	March 3, 2025
February 11, 2025	March 11, 2025	March 17, 2025	April 7, 2025
March 11, 2025	April 8, 2025	April 21, 2025	May 5, 2025
April 8, 2025	May 13, 2025	May 19, 2025	June 2, 2025
May 13, 2025	June 10, 2025	June 16, 2025	July 7, 2025
June 10, 2025	July 8, 2025	July 21, 2025	August 7, 2025
July 8, 2025	August 12, 2025	August 18, 2025	September 1, 2025
August 12, 2025	September 9, 2025	September 15, 2025	October 6, 2025
September 9, 2025	October 14, 2025	October 20, 2025	November 3, 2025
October 14, 2025	* November 11, 2025	November 17, 2025	December 1, 2025
November 11, 2025	December 9, 2025	December 15, 2025	January 5, 2026
December 9, 2025	January 13, 2026	January 19, 2026	February 2, 2026

Applications will not be processed until all required information is submitted

*date may have been changed due to holiday