



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

m e m o r a n d u m

**TO:** The Urbana Plan Commission  
**FROM:** Marcus Ricci, AICP, Planner II  
**DATE:** August 30, 2019  
**SUBJECT:** **Plan Case 2383-T-19:** An application by the Urbana Zoning Administrator to repeal and enact a new Chapter 21 of the City of Urbana Code of Ordinances, titled “Urbana Subdivision and Land Development Code.”

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### Introduction

The Zoning Administrator will soon request replacing the “Urbana Subdivision and Land Development Code”<sup>1</sup> (“Subdivision Code”) with a new version. The Subdivision Code applies to all development<sup>2</sup> within the City of Urbana and within its one-and-a-half mile Extra-Territorial Jurisdiction. The update will make the code more modern, promote sustainable development practices, and simplify the subdivision and development process. The proposed Subdivision Code would continue to regulate the division of tracts of land within the city’s corporation limits, and within one-and-a-half miles of those limits. It would continue to be administered by the Urbana City Council and the City’s boards and commissions.

The proposed Subdivision Code would also establish a Manual of Practice (“Manual”) that will contain the technical content currently found in the Subdivision Code, and would expand on that content with more detail.<sup>3</sup> The Manual will include the city’s technical standards for plat and design document preparation, and the standards for public infrastructure construction. The primary users of the Manual will be architects, engineers, planners, and other design professionals, as well as contractors and developers. The Manual will be administratively implemented and updated, and moving such technical content from the Subdivision Code to the Manual of Practice will allow for more streamlined updates, as technology and specifications can change quickly.<sup>4</sup>

Staff seek direction from the Plan Commission on the proposed language of the Subdivision Code and the associated Manual of Practice. Due to the magnitude of the Subdivision Code and Manual, staff will present the material at a series of two or three meetings to provide adequate time for review and discussion. This memorandum, and the first Plan Commission meeting on the subject, will cover Subdivision Code Articles I and II, and Manual of Practice Chapters 1 through 5, which correspond

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<sup>1</sup> Chapter 21, City of Urbana Code of Ordinances

<sup>2</sup> “Development” is defined in the Subdivision Code. See Exhibit A for the current and proposed full definitions.

<sup>3</sup> Proposed §21-120(J): “The Manual of Practice shall control the technical aspects of the standards of design, material, and construction for improvements required by the Subdivision Code.”

<sup>4</sup> Currently, since technical standards are in the Subdivision Code, any technical changes require a change to City Code. Establishing a Manual of Practice to house technical standards will allow changes to be made more easily, without having to change City Code.

to the more planning-related elements of each document. A later memorandum and meeting will cover Articles III through V, and Chapters 6 through 26, which focus on the more engineering-related elements.

## **Background**

### **Process**

The current Subdivision Code was adopted in 1988, replacing an earlier version.<sup>5</sup> By the early 1990s, City staff began discussing changes to improve the code, and a series of amendments were adopted throughout the decade.<sup>6</sup> In the 2000s, City staff determined that continuing to make amendments to the existing code would not be adequate, and staff began actively revising the Subdivision Code in early 2009. Recent efforts were led by then-Engineer Brad Bennett and then-Planner Jeff Engstrom, in collaboration with many other City departments and divisions: the Public Works Department (Engineering and Arbor Divisions); the Community Development Services Department (Planning and Economic Development Divisions); and, the Executive Department (Legal Division). Early discussions also included input from the Finance, Fire, and Police Departments.

From the outset, staff elected to follow the same process that the City of Champaign employed when they updated their subdivision code: revise the Council-administered Subdivision Code, and move technical standards into a staff-administered Manual.<sup>7</sup> Separating the code from the technical standards would streamline implementation by both City personnel and the private sector by breaking out the technical aspects and administrative tasks into a new Manual, allowing routine tasks and decisions to be handled by staff, and reserving the more important policy decisions to be handled by Plan Commission and City Council. Planning staff led the revision of the Subdivision Code, while Public Works led the drafting of the Manual. After producing a working draft, Planning staff convened two advisory groups, made up of professionals with a working knowledge of the existing code, to provide external review and feedback. The Technical Working Group was comprised of 22 members representing utility companies, engineering and planning firms, environmental and public health agencies, and various city, township, and county government offices. The Developer Working Group was comprised of 16 members representing realtors, developers, engineering firms, appraisers and real estate attorneys, and city and county planning offices.

This work culminated in a draft revision of the Subdivision Code and a draft of the first-ever Manual of Practice. These revised drafts were then reviewed again by the City's Legal Division. Their comments have been addressed by Planning and Engineering staff, and a final draft is now ready for review by the Plan Commission.

### **Modern**

The updated code (the Subdivision Code plus the Manual of Practice) has been modernized to match current best practices, and has been made "future-proof" by moving technical standards into the Manual. The Manual contains the latest standards for technical details such as pavement depth,

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<sup>5</sup> Ord. No. 8889-33.

<sup>6</sup> Ord. Nos. 9192-44, 9192-62, 9293-85, 9293-110, 9495-62, 9798-113, and 9899-37.

<sup>7</sup> City of Champaign, IL: Public Works Department – Subdivision Regulations & Manual of Practice. <https://champaignil.gov/public-works/find-a-service/subdivision-regulations-manual-of-practice/>.

construction materials, and storm water management, and will be easy to update when new technologies and standards arise.

Definitions and references to state laws have also been updated in the revised Subdivision Code and added to the Manual where necessary. Finally, the code has been revised to promote modern development patterns instead of mid-Twentieth-Century era subdivisions. Cul-de-sacs and curvilinear streets are still allowed, but are no longer encouraged. Digital plan submissions will simplify the review process. Also, developers will no longer be required to install sanitary sewer lines that might go unused for decades while waiting for an extension of a sewer main.

## **Sustainable**

There have been several updates to the Subdivision Code that promote more sustainable types of development: connectivity and conservation are key themes. The code encourages connectivity through shorter and narrower streets that serve all users, regardless of mode or ability. Bicycle lanes and paths are required as detailed in the new Urbana Bicycle Master Plan. Low Impact Development (LID) practices are encouraged to minimize the impact of new development on water quality. New requirements for street trees will remove carbon emissions from the air, and reduce the urban heat island effect. LED street lighting will reduce energy consumption. In an effort to bring parity between the requirements for “hard infrastructure” – roads, sidewalks, water and sewer pipes – and “soft infrastructure” – street swales, native landscaping, bioretention – a Street Tree Fee has been proposed that requires developers to either install street trees in new developments or to pay the city to install them.

## **Discussion**

### **Subdivision Code**

The revised Subdivision Code follows the same format of the current code, using five articles to cover the existing and new material:

- Article I. General Provisions
- Article II. Procedures and Plat Requirements
- Article III. Site Engineering Plans, Construction of Improvements, Bonds
- Article IV. Minimum Design Standards
- Article V. Minimum Materials and Construction Standards for Improvements

Due to the amount of material being presented, this memo and discussion will cover Articles I and II. Significant changes are summarized in Exhibit B. Exhibit C provides a clean version of the proposed Subdivision Code, while Exhibit D provides a blackline version, showing text as follows:

- Black font: text would be unchanged
- Blue underlined font: text would be added
- ~~Red strikethrough font~~: text would be deleted.
- ~~Green double-strikethrough font~~: text would be moved; this is sometimes shown as a double-strikethrough with green font, and sometimes as separate ~~deletions~~ and additions.

## Significant Changes

Over 150 changes were made to the Subdivision Code, in areas of administration and policy (Exhibit B). Below are listed the most significant changes:

- Updates numbering of the Subdivision Code was to the more standard “21-000.A.1.” format associated with today’s City Code. Numbering of the Manual was kept to the more traditional “1.00.A.1.” format, as it is not directly associated with City Code.
- Adds two “Purposes” to reflect the city’s goals to provide safest achievable access for all users while acknowledging the increasing vulnerability of pedestrians and cyclists, and to conserve natural resources and long-term environmental sustainability of the community. (§21-210).
- Adds requirement for reports from Champaign County SWCD, Illinois Department of Natural Resources, Illinois Historic Preservation Office, etc., when applicable (§21-215).
- References Manual of Practice to dictate technical aspects of design (§21-120).
- Differentiates between waivers granted by the Corporate Authorities and those granted by the Administrative Review Committee (for requiring a Traffic Impact Analysis, §21-135).
- Increases Preliminary Plat approval extensions to increments of up to two years (§21-225).
- Shifts Final Plat approval extension to Planning Secretary and may be granted for up to one year, twice, for a total of two years of extension (§21-230).
- Requires private streets to meet similar construction standards as public streets (§21-400).
- Trades “cul de sacs and loops” and “frontage parcels” for “rear-loading parcels in the list of acceptable access measures for developments bordering on an arterial (§21-400).
- Adds requirement to install mid-block walks (§21-405).
- Adds design and arrangement of bikeways (§21-405).
- Narrows the range of acceptable block lengths (§21-405).
- Requires sidewalks or paths on both sides of streets in all areas of development (§21-405) and clarifies sidewalk deferral process (§21-215).
- Requires bikeways where indicated by Urbana Bicycle Master Plan and Champaign County Greenways and Trails Plan (§21-405).
- Requires traffic control signs to comply with IDOT’s Manual on Uniform Traffic Control Devices (MUTCD, §21-420).
- Requires stormwater detention only for incremental increase in proposed impervious area (§21-430).
- Adds Low Impact Design Principles for new developments (§21-430).
- Requires street lighting to be installed at intersections and cul de sacs (§21-455).
- Adds street tree minimum design standards (§21-460).
- Reduces required pavement widths for local streets; adds one-way alleys (Table A).

## **Manual of Practice**

The Manual is divided into twenty-six chapters, and correspond to these Subdivision Code Articles:

Subdivision Code Article I.:

Manual Chapters:

1. Administrative Procedures

Subdivision Code Article II.:

Manual Chapters:

2. Preliminary Plat
3. Final Plat
4. Minor Plat
5. Rural Subdivision Plat – RESERVED

Subdivision Code Article III.:

Manual Chapters:

6. Site Engineering Plans and Specifications
7. Development Construction, Inspection and Bonding
8. Location and Geometry of Streets, Sidewalks, Crosswalks, Driveways, Street Names and Signage, Alleys and Parking
9. Vehicular Access Control

Subdivision Code Article IV.:

Manual Chapters:

10. Pavement Standards
11. Sidewalk Standards
12. Traffic Control and Traffic Regulatory Signage
13. Right-of-Way Light Design and Construction Standards
14. Traffic Signal Standards

Subdivision Code Article V.:

Manual Chapters:

15. General Utility Requirements
16. Dedication & Vacation of Easements & Right-of-Way
17. Storm Sewer Standards
18. Sanitary Sewer Standards
19. Hydrologic Design Standards
20. Culvert & Ditch Standards

21. Earthwork Standards
22. Erosion Control & NPDES Requirements
23. Detention Basis Standards
24. Right-of-Way Street Tree Standards
25. Right-of-Way Design and Construction Standards and Private Site Design Requirements
26. Water Distribution System Standards

### Significant Changes

Because the Manual is a new document, all of its text is considered “new text” and shown as such (Exhibit E). Significant sections moved from the Subdivision Code, or expanded, as well as new sections include:

- Requires plans to be submitted in electronic format, e.g., through online portal or as a .pdf; reduces numbers of paper plan sets required.
- Moves Traffic Impact Analysis threshold criteria and elements.
- Moves drafting requirements and supporting document requirements for Preliminary Plats.
- Moves illustrations of street design elements, development sketch plan, plats, General Area Plan, topographic survey.
- Moves applications for Engineer approval and developments, petitions for waivers.
- Adds Low Impact Development practices to Stormwater Design section.
- Adds Street Tree requirements and Street Tree Fee for new developments.

### **Closing**

As stated earlier, this memorandum covers the Articles I and II of the Subdivision Code, and Chapters 1 through 5 of the Manual. Review by the Plan Commission will provide the crucial “citizen planning perspective.” Staff will review the Commission’s comments and incorporate them into the draft documents, and then present those revisions to City Council. Significant revisions may require review by a joint city staff committee and/or additional review by the Legal Division.

Staff will consider comments from the Commission and from the public while they are drafting the proposed zoning ordinance text amendment.

Attachments: Exhibit A: Definition of Development – Current and Proposed  
Exhibit B: Table of Significant Changes to Subdivision Code and Manual of Practice  
Exhibit C: Proposed Chapter 21 (Clean Version)  
Exhibit D: Proposed Chapter 21 (Legal Blackline Version)  
Exhibit E: Proposed Manual of Practice

# Exhibit A. Definition of Development – Current and Proposed

## Current Definition:

21-4. *Development* means any activity causing a change to be made in the legal rights or physical state of the real estate such that:

- (1) The activity meets the threshold of section 21-42(b) and requires a stormwater management plan; or
- (2) The activity creates a substantial use demand for new sanitary sewage service, collection and treatment, or the activity shall require the extension of a sanitary sewer system collector or interceptor, or the installation and capping of sanitary sewer lines, in accordance with section 21-41 of this chapter; or
- (3) The activity constitutes any mining, quarrying, or other excavations related thereto; or
- (4) The activity constitutes the creation or change of a subdivision or resubdivision lot-line adjustment; or
- (5) The activity constitutes the creation or a change of a mobile home park; or
- (6) The activity constitutes the creation or change of a planned unit development;
- (7) The following activities are not considered to constitute a development:
  - (a) The transfer of any existing building or use rights for use of a single individual parcel, as it then exists immediately prior to any sale or lease where such transfer or lease does not create any additional parcel by exception; or
  - (b) The dedication of land for public use to a public entity, the vacation of any land so dedicated, and the taking of property rights through eminent domain or inverse condemnation; or
  - (c) The construction of one (1) single-family dwelling and/or farm related structures on a single lot or the creation or transfer of a single lot of ten (10) acres or more, except share such acreage or structures are at locations of future streets as designated in the official comprehensive plan; or
  - (d) The maintenance or improvement of an existing public street or railroad by a public utility not involving redesign if the work is carried out on land within the boundaries of the right-of-way; or
  - (e) Work by any utility not including redesign for the purpose of inspection repair, removal or construction on established rights-of-way of any sewers, mains, pipes, cables, utility tunnels, power lines, power poles, trunk lines or the like; or
  - (f) The use of any land for the purpose of growing plants, crops, trees, and other agricultural or forestry products or for other agricultural purposes; or

# Exhibit A. Definition of Development – Current and Proposed

- (g) Individual installation of a building sewer, service connection, or lateral.

## **Proposed Definition:**

*Development:* means any activity causing a change to be made in the legal rights or physical state of the real estate such that the activity:

- (1) meets the threshold of section 21-430(B) of this chapter and requires a stormwater management plan; or
- (2) creates a substantial use demand for new sanitary sewage service, collection and treatment or requires the extension of a sanitary sewer system collector or interceptor, or the installation and capping of sanitary sewer lines, in accordance with section 21-425 of this chapter; or
- (3) constitutes any mining, quarrying, or other excavations related thereto; or
- (4) constitutes the creation or change of a subdivision or a resubdivision or lot-line adjustment; or
- (5) constitutes the creation or a change of a mobile home park; or
- (6) constitutes the creation or change of a planned unit development.

The following activities are *not* considered to constitute a development:

- (1) The transfer of any existing building or use rights for use of a single individual parcel, as it then exists immediately prior to any sale or lease where such transfer or lease does not create any additional parcel by exception; or
- (2) The dedication of land for public use to a public entity, the vacation of any land so dedicated, or the taking of property rights through eminent domain or inverse condemnation; or
- (3) The construction of one (1) single-family dwelling and/or farm-related structures on a single lot, or the creation or transfer of a single lot of ten (10) acres or more, except where such acreage or structures are at locations of future streets as designated in the comprehensive plan; or
- (4) The maintenance or improvement of an existing public street or railroad by a public utility not involving redesign, if the work is carried out on land within the boundaries of the right-of-way; or



# Exhibit A. Definition of Development – Current and Proposed

- (5) Work by any utility not including redesign for the purpose of inspection, repair, removal, or construction on established rights-of-way of any sewers, mains, pipes, cables, utility tunnels, power lines, power poles, trunk lines or the like; or
- (6) The use of any land solely for the purpose of growing plants, crops, trees, or other agricultural or forestry products or for other agricultural purposes; or
- (7) Installation of a sewer service connection (or “tap”), sewer lateral, or sewer drain serving one (1) individual structure.

## Comparison:

- Black font: text would be unchanged from 1999 version to 2019 version.
- Blue underlined font: text would be added into 2019 version.
- ~~Red strikethrough font~~: text would be deleted out of 2019 version.

*Development*: means any activity causing a change to be made in the legal rights or physical state of the real estate such that the activity:

- (1) ~~The activity~~ meets the threshold of section 21-42(b) 430(B) of this chapter and requires a stormwater management plan; or
- (2) ~~The activity~~ creates a substantial use demand for new sanitary sewage service, collection and treatment, or ~~the activity shall require~~ requires the extension of a sanitary sewer system collector or interceptor, or the installation and capping of sanitary sewer lines, in accordance with section 21-41 425 of this chapter; or
- (3) ~~The activity~~ constitutes any mining, quarrying, or other excavations related thereto; or
- (4) ~~The activity~~ constitutes the creation or change of a subdivision or a resubdivision or lot-line adjustment; or
- (5) ~~The activity~~ constitutes the creation or a change of a mobile home park; or
- (6) ~~The activity~~ constitutes the creation or change of a planned unit development; .

~~(7)~~ The following activities are *not* considered to constitute a development:

- (1) ~~(a)~~ The transfer of any existing building or use rights for use of a single individual parcel, as it then exists immediately prior to any sale or lease where such transfer or lease does not create any additional parcel by exception; or

## Exhibit A. Definition of Development – Current and Proposed

- (2) ~~(b)~~ The dedication of land for public use to a public entity, the vacation of any land so dedicated, ~~and~~ or the taking of property rights through eminent domain or inverse condemnation; or
- (3) ~~(c)~~ The construction of one (1) single-family dwelling and/or farm-related structures on a single lot, or the creation or transfer of a single lot of ten (10) acres or more, except ~~share~~ where such acreage or structures are at locations of future streets as designated in the ~~official~~ comprehensive plan; or
- (4) ~~(d)~~ The maintenance or improvement of an existing public street or railroad by a public utility not involving redesign, if the work is carried out on land within the boundaries of the right-of-way; or
- (5) ~~(e)~~ Work by any utility not including redesign for the purpose of inspection, repair, removal, or construction on established rights-of-way of any sewers, mains, pipes, cables, utility tunnels, power lines, power poles, trunk lines or the like; or
- (6) ~~(f)~~ The use of any land solely for the purpose of growing plants, crops, trees, ~~and~~ or other agricultural or forestry products or for other agricultural purposes; or
- (7) ~~(g) Individual installation~~ Installation of a ~~building sewer~~, service connection, ~~(or "tap")~~, sewer lateral, or sewer drain serving one (1) individual structure.

## Exhibit A: Significant Changes to Subdivision Code and Manual of Practice

Change Type	No.	Description	Previous Location	New SLDC Location	New SLDC renumbered Location
<b>SUBDIVISION CODE CHANGES</b>					
Modified In Place	1	<i>Renumbered sections from single-increment to five-increment format</i>	21	21	
Modified In Place	2	Changed all ordinance dates from 6-digit format to 8-digit format		21	21-120 (C)
Added	3	General Policies of the Subdivision Ordinance	N/A	21-2	
Modified In Place	4	Regulations Regarding the Location, Width, Course, and Surfacing of Public Streets and Easements for Public Service Facilities	21-3 (B)	21-3 (B)	
Modified In Place	5	Regulations Regarding the Placement, Location, Course, Diameter, Length, and Carrying Capacity of Public Utilities and Disposal/Strom Water Systems	21-3 (B)	21-3 (B)	
Added and Modified	6	<i>Goal To accommodate all modes of transit per Complete Streets policy</i>	N/A	21-3 (J)	
Added	7	<i>Goal To Conserve Manmade and Natural Resources and to Ensure Long-term Sustainability</i>	N/A	21-3 (O)	
Moved	8	Legal Authority Section	21-6	21-4	
Added	9	Relationship of Subdivision Ordinance to Police Powers	21-6	21-4 (A)	
Added	10	Protection of Private Easements, Covenants, Agreements, etc.	N/A	21-4 (J)	
Added	11	<i>Reference to Urbana's Manual of Practice to Dictate Technical Aspects of Design</i>	N/A	21-4 (K)	
Moved	12	Scope of the Subdivision Ordinance	21-3	21-5	21-405.D.3.
Added	13	Inclusion of Extraterritorial Jurisdictions Under Annexation Agreements	N/A	21-5 (C)	
Moved	14	Severability Section	21-5	21-6	
Modified / Moved	15	Regulations Regarding Submission and Processing Process for Waiver	21-7 (D)	21-7 (B)	
Added	16	<i>Administrative Waivers Shall Follow "Article 3," All Other Waivers Must Be Considered by Plan Commission</i>	N/A	21-7 (C)	
Modified / Moved	17	Regulations Regarding Criteria for Applications of Waiver from Chapter's Compliance	21-7 (B)	21-7 (C)	
Added	18	Ensure Granting of Requested Waiver Does Not Negatively Impact Public Health	N/A	21-7 (C)	
Added	19	Ensure Granting of Requested Waiver is Consistent with Comprehensive Plan	N/A	21-7 (C)	
Modified / Moved	20	Conditions for the Plan Commission to Grant Waiver	21-7 (C)	21-7 (D)	
Modified In Place	21	Specifications Regarding Granting of Waivers	21-7 (E)	21-7 (E)	
Modified In Place	22	Specifications Regarding Violations and Penalties of Regulations	21-8 (B)	21-8 (B)	21-430.B.3.
Moved	23	Rules of Construction	21-4	21-11	
Moved	24	Definition Section	21-4	21-12	21-110.O.

## Exhibit B. Significant Changes to Subdivision Code and Manual of Practice

Change Type	No.	Description	Previous Location	New SLDC Location	New SLDC renumbered Location
Modified / Moved	25	Definitions of Administrative Review Committee, Abutting, Alley, Applicant, Application, Base Flood Elevation, Block, Chapter, Development (Major), Development (Minor), Development Sketch Plan, Frontage, General Area Plan, LID, Lot Area, Lot (Corner), Lot Depth, Mobile Home Park, Outlot, Planned Unit Development, Plat (Final), Plat (Preliminary), Right-Of-Way, Sidewalk, Street, Arterial Street, Collector Street, Loop Street, Minor (Local Street)	21-4	21-12	21-110.G.
Added	26	Definition of Corporate Authorities, Cul-de-sac Turn Around, Dwelling Unit, Erosion and Sediment Control Ordinance, Extraterritorial Jurisdiction, Flat Log, Illinois Plat Act, ISO, Major Development, Manual of Practice, Minor Development, NFPA, Secondary Drainage, Stormwater Management Plan, Stormwater Management System, Major Arterial Street, Minor Arterial Street	21-4	21-12	
Added	27	Requirement for the Determination of Need for Title Reports	N/A	21-13 (A)	
Modified In Place	28	Regulations Regarding Development Sketch Plans	21-13 (C)	21-13 (C)	
Modified / Moved	29	Determination of Development Type	21-13 (C)	21-14	
Modified / Moved	30	Regulations Regarding if Administrative Review Committee Cannot Reach Agreement	21-13 (C)	21-14	
Modified / Moved	31	Required Content of a Preliminary Plat and Supporting Documents (Actual Content Requirements Moved to MOP)	21-14 (G)	21-14 (G) & MOP	
Modified / Moved	32	Regulations of General Area Plans and Due Consideration of Comprehensive Plans, etc.	21-13 (C)	21-15	
Modified / Moved	33	Reference to Threshold Conditions Requiring a General Area Plan	21-13 (E)	21-15 (A)	
Added	34	Required Contents of a General Area Plan	21-13 (E)	21-15 (B)	
Modified / Moved	35	Section Regarding Minor Developments and Their Approval	21-17	21-16	
Modified / Moved	36	Semantics of Immediately Needed/Not Immediately Needed Sidewalks and Construction Deferment for Sidewalks	21-17 (B)	21-16 (B)	
Modified / Moved	37	Regulation Regarding Size of Plat Sheets for Minor Developments	21-17 (D)	21-16 (D)	
Modified / Moved	38	Reference to an Appendix in the Manual of Practice in Regards to Minor Development Documentation	21-17 (D)	21-16 (D)	
Added	39	Requirement of School District Statement in Regards to Minor Development Documentation	N/A	21-16 (D)	
Modified / Moved	40	Requirements of Minor Development Plats	21-17 (E)	21-16 (E)	21-120
Modified / Moved	41	Regulations Requiring Notification of Applicant in Regards to Decisions by the Administrative Review Committee (in Relation to Minor Plats)	21-17 (G)	21-16 (G)	
Modified / Moved	42	Regulations Regarding the Recording of Minor Development Plats	21-17 (J)	21-16 (H)	21-135
Modified / Moved	43	Appeals of Minor Development Decisions	21-17 (M)	21-16 (J)	
Modified / Moved	44	Requirement of a Traffic Impact Analysis	21-13 (F)	21-17	
Added	45	Requirements for Responsible Parties in Regards to Traffic Impact Analyses	N/A	21-17 (A)	
Moved	46	Determination of Expected Vehicle Trips and Existing On-Street Volumes	21-13 (F)	21-17 (B)	

## Exhibit B. Significant Changes to Subdivision Code and Manual of Practice

Change Type	No.	Description	Previous Location	New SLDC Location	New SLDC renumbered Location
Moved	47	Elements of Traffic Impact Analysis	21-13 (F)	21-17 (D) & MOP	
Modified / Moved	48	Regulations Regarding Actions Based on Findings of Traffic Impact Analysis	21-13 (F)	21-17 (F)	
Added	49	Requirements Regarding Addition of Turn Lanes and Corrective measures For Bicycle, Pedestrian, etc. Infrastructure	N/A	21-17 (F)	
Modified / Moved	50	Submission of Major Development Plans/Prints of General Area Plans	21-14	21-18	
Modified / Moved	51	Regulations Regarding a Preliminary Plat of a Major Development	21-14 (A)	21-18 (3)	
Added	52	City Engineer and Secretary Review of Plat of Major Development's Conformity to Article XI	N/A	21-18 (C)	21-210
Modified / Moved	53	Requirement for Presence of Preliminary Plat at Meeting for Plan Commission's Signature	21-14 (D)	21-18 (D)	
Modified / Moved	54	Regulations Regarding Final Plat of a Major Development	21-15	21-19	
Added	55	<i>Added language permitting Secretary to extend approval period, and the period for recording final plat, for up to two extensions, each for up to one (1) additional year after the automatic 180-day recording period. Language taken from City of Champaign's SLDC</i>	N/A	21-19	
Modified / Moved	56	Regulations Regarding Sizes of Plat Prints for Major Developments	21-15 (A)	21-19 (A)	
Modified / Moved	57	Regulations Regarding a County Clerk's Tax Certificate in the Form Set Out in the MOP for Major Developments	21-15 (A)	21-19 (A)	
Added	58	Requirement for School District Statement for Major Developments, Reference to Stormwater Management Plan in Regards to Perpetual Maintenance	N/A	21-19 (A)	
Modified / Moved	59	Final Plat and Subsidiary Drainage Plat Drafting Requirements, Supporting Documents	21-15 (I) & (J)	21-19 (I) & (J)	
Added	60	Requirement of Flood Insurance Rate and Flood Zone Letter Designation in Regards to Final Plats	N/A	21-19 (J)	
Modified / Moved	61	Reference to Yard Grade at Building Setback Lines in Regards to Manual of Practice	21-15 (K)	21-19 (K)	
Added	62	Supporting Documents to Be Provided By Developer in Regards to SWCD Report	N/A	21-19 (L)	
Added	63	Supporting Documents Required for Recording of Final Plat for Major Development	N/A	21-20 (G)	
Added	64	Prohibit covenants that prohibit gardens or solar features.	N/A	21-21	
Moved	65	Certificate of Exemption in the Lieu of a Plat for Lot Line Adjustments	21-17 (H)	21-22	
Modified / Moved	66	Section Regarding Planned Unit Developments	21-18	21-23	
Moved	67	Section Regulating Common Lot Line Subdivisions	21-19	21-24	
Added	68	Requirement for covenant language regarding creation of new common lot line from existing townhouses.	N/A	21-24 (D)	
Added	69	Reference to Completed and Signed Engineering Site Plan Review Checklist (Appendix H, Urbana Manual of Practice)	N/A	21-25 (C)	
Modified In Place	70	<i>Inclusion of Private Streets Within Design Guidelines of Subdivision Ordinance and Manual of Practice</i>	21-36 (A)	21-36 (A)	
Modified In Place	71	Alignment of Arterial and Collector Streets with the Urbana Comprehensive Plan	21-36 (A)	21-36 (A)	21-230
Added	72	Inclusion of Local Streets and Ensuring their Alignment with the Urbana Comprehensive Plan	N/A	21-36 (A)	

## Exhibit B. Significant Changes to Subdivision Code and Manual of Practice

Change Type	No.	Description	Previous Location	New SLDC Location	New SLDC renumbered Location
Modified In Place	73	Street Access Should Correspond to CUUATS Access Management Guidelines	21-36 (B)	21-36 (B)	
Modified In Place	74	Regulation of Streets and their Relationship to Access Management Guidelines	21-36 (B)	21-36 (B)	
Modified In Place	75	Recognition of Highest Elevation of the Street Curb in Street Arrangement Requirements	21-36 (B)	21-36 (B)	
Modified In Place	76	<i>Requirement to install mid-block walkways</i>		21-37 (A)	
Added	77	<i>Design and Arrangement of Bikeways</i>	N/A	21-37 (B)	
Modified In Place	78	Inclusion of Zoning Regulations in Lot Design/Shape	21-37 (C)	21-37 (C)	
Modified In Place	79	<i>Reduce min and max block lengths</i>	N/A	21-37 (C)	
Added	80	Inclusion of City Standards in Design and Arrangement of Blocks	N/A	21-37 (C)	
Modified In Place	81	Regulations Regarding Dedications Other Than by Final Plats, Dedications for Utilities	21-38 (G)	21-38 (F) & (G)	
Modified In Place	82	Allowance of Private Alleys	21-39 (C)	21-39 (C)	
Modified In Place	83	Regulation of Naming Streets and Sign/Traffic Signs	21-40 (A),(B) & (C)	21-40 (A),(B) & (C)	
Added	84	Traffic Control Signs should Comply with IDOT'S IMUTCD Manual	N/A	21-40 (D)	
Modified In Place	85	Regulations Regarding the Construction of Sanitary Sewers	21-41 (A),(B) & (C)	21-41 (A),(B) & (C)	
Added	86	Updated Requirements for Distance to Existing Sewer and Proposed Residential Dwelling Units to match state law	N/A	21-41 (C)	
Modified / Moved	87	Exemptions for Storm Water Management Plans/Service	21-42 (E)	21-42 (1)	
Modified In Place	88	Regulations Regarding Open Ditch Courses	21-42 (A)	21-42 (A)	
Modified In Place	89	Requirements for Stormwater Management Plans in Regards to Nonresidential and Residential Developments	21-42 (B)	21-42 (B)	
Added	90	Requirement for Stormwater management Plan in Regards to Residential Developments with Less than Five Acres	N/A	21-42 (B)	
Modified / Moved	91	Requirement for Stormwater Management Plan and Related Definitions	21-42 (B)	21-42 (B) & MOP CH. 19	21-400.A.2.
Modified / Moved	92	<i>Requirement for Detention Facilities Design and Related Definitions</i>	21-42 (B)	21-42 (B) & MOP CH. 23	
Moved	93	Regulations Regarding Recapture Agreements	21-42 (F)	21-42 (D)	
Moved	94	Construction of Drainage Facilities	21-42 (C)	21-42 (G)	
Moved	95	Maintenance Agreement for Detention Facilities	21-42 (E)	21-42 (H) & MOP CH. 23	
Modified / Moved	96	Regulations Impacting Obstruction of Drainage	21-42 (G)	21-42 (I)	
Added	97	<i>Low Impact Design Principles added</i>	N/A	21-42 (J)	
Modified In Place	98	Regulations Regarding Minimum Requirement for Flood Prone Areas	21-44	21-44	
Modified / Moved	99	Regulations Regarding Earthwork Standards	21-45	21-45 & MOP CH. 21	21-405.A.

## Exhibit B. Significant Changes to Subdivision Code and Manual of Practice

Change Type	No.	Description	Previous Location	New SLDC Location	New SLDC renumbered Location
Added	100	Regulations Regarding Locations of Proposed Fire Hydrants and Calculated Fire Flows for Hydrants	N/A	21-47	21-405.B.
Added	101	<i>Regulations Requiring Street Lighting</i>	N/A	21-48	
Added	102	<i>Regulations Requiring Street Trees</i>	N/A	21-49	
Modified In Place	103	Pavement Design in Alley Guidelines	21-55 (B)	21-55 (B)	
Modified In Place	104	Requirements Surrounding the Strength and Slope of Sidewalks, ADA Requirements, Excavation, Trenches, Backfill, Installation and Maintenance of Street Lighting, Standards for Street Trees, Other Public Utilities	21-58 through 21-63	21-58 through 21-63	
Modified In Place	105	Require wider sidewalks in commercial districts	21-58.C	21-58.C	
Added	106	DISCARDED: Additional 10' minimum width for streets with dedicated bicycle lanes? Specifying a width is not necessary, as Bennett's interpretation is that it is referencing the standards in the Bicycle Master Plan.	N/A	Table A	
Added	107	<i>Addition of One-Way Alley Regulations</i>	N/A	Table A	21-405
Added	108	<i>Reduce required pavement width for local streets</i>	Table A	Table A	Table A
<b>MOP CHANGES</b>					
Moved	109	Definition of Director of Community and Economic Development Services, Average Daily Traffic Volume, Standard Specifications for Road and Bridge Construction, Definition of Standard Specifications for Traffic Control Items, Definition of Standard Specifications for Water and Sewer Main Construction in Illinois, Cul-de-sac Street	21-4	MOP CH. 1	
Moved	110	Distribution of Plats for Review, Signature Blocks, Plat Certificates (for Major and Minor Development)	21-Appendix A	MOP CH. 3 & 4 & MOP Appendix	
Deleted, Moved	111	Specifications of Street Construction	21-36 (B)	MOP CH. 8	
Deleted, Moved	112	Specifications of Cul-de-Sac Construction	21-36 (C)	MOP CH. 8	
Moved	113	Threshold Requirements for a Traffic Impact Analysis	21-13 (F)	MOP CH. 9	
Modified / Moved	114	Street and Curb Construction Standards (Particularly in Regards to Concrete), with Reference to Chapter 10 of Manual of Practice	21-54 (A) & (B) & (C)	MOP CH. 10	
Modified / Moved	115	Regulations Regarding Curb Placement and Construction, with Reference to Chapter 10 of Manual of Practice	21-54 (D)	MOP CH. 10	
Moved	116	Construction of Storm Sewers and Secondary Drainage Facilities	21-56	MOP CH. 17 & 23	21-455
Moved	117	Construction of Sanitary Sewers	21-57	MOP CH. 18	21-460
Modified / Moved	118	Water systems standards moved to MOP	21-47	MOP CH. 26	
Moved	119	Preliminary Plat Drafting Requirements	21-14 (F)	MOP CH. 26	
Moved	120	<i>Illustrations of Street Design Elements, Example of a Development Sketch Plan, Combined Preliminary Plat and General Area Plan, Topographic Survey, and Final Plat</i>	21-Appendix. A	MOP Appendix	21-430.J.
Moved	121	Application for Approval of Engineer, Inspection Authorization, Petition for Waiver of Subdivision Regulations, Petition for Plat of Minor Development, Petition for Preliminary and/or Final Plat of Major Development,	21-Appendix A	MOP Appendix	

## Exhibit B. Significant Changes to Subdivision Code and Manual of Practice

Change Type	No.	Description	Previous Location	New SLDC Location	New SLDC renumbered Location
Moved	122	All Items Included in Appendix A to Chapter 21	21-App. A	MOP Appendix	
Deleted	123	Requirement of One Copy of All Supporting Materials Related to Section 21-25 for Major Developments	21-15 (A)	N/A	21-525.
Deleted	124	Reference to SFHA in Regards to Flood Hazards	21-15 (J)	N/A	
Deleted	125	Payment of Third Engineer	21-30 (C)	N/A	
Deleted	126	Definition of City Clerk, City Council, City Engineer, Driveway, Highway Standards, Land, Legal Division, Manual of Instruction for the Structural Design of Flexible Pavements on Projects, Manual on Uniform Traffic Control Devices, Mid-Block Sidewalk , Procedures and Standards of Urban Soil Erosion and Sedimentation Control in Illinois, Reverse Curve, Thoroughfare	21-4	N/A	
Deleted	127	Performance Standards for Stormwater Management	21-42 (C)	N/A	
Deleted	128	Regulations Regarding Sewer and Utility Location	21-43	N/A	
Deleted	129	Regulations Regarding Stormwater Drainage Connection Permits, and Related Ordinances	21-46	N/A	
Deleted	130	Relationships Between Article Provisions and Waivers	21-7 (C)	N/A	
Modified / Moved	131	Requirement to install capped system removed. Requirement to plan future system and establish SSA added.	21-41 (C)	24-36 & 24-37	
Moved	132	Additional Regulations Regarding Development Sketch Plan and Consideration of Lot Set-Up/Zoning	21-13 (C)		21-125 (C)
Modified In Place	133	<i>Sidewalks on both sides of streets required for all development: Change verbiage to say "(1) Sidewalks shall be provided along both sides of the street in all areas of development, except when the Administrative Review Committee defers this requirement in accordance with Section 21-215 of this Chapter."</i>	21-37		21-115
Modified In Place	134	Added language stating that developments in the ETJ on property subject to Annexation Agreement are bound by city zoning, building codes, etc., not county zoning, etc., as per CB	21-45		21-115 (B); 21-405
Modified In Place	135	<i>Modified automobile-/motoring-centric language to include active transportation and transit modes</i>			21-110.G.
Modified In Place	136	<i>Adds "rear-loading parcels" to, and removes "cul de sacs/loops" and "frontage parcels" from, the list of acceptable access measures for developments bordering on an existing or proposed arterial.</i>			21-115
Modified	137	<i>Private roads may be permitted outside of a PUD or mobile home park if all lots fronting on the proposed private road meet lot frontage requirements.</i>			21-400.B.2
Added	138	Defined "parcel"	N/A		21-115 (B)
Modified In Place	139	Clarified lot width for corner lots			21-115 (B)
Added	140	Added "Complete Streets Policy" to list of "other applicable requirements" for compliance	N/A		21-125 (A)
Modified In Place	141	Changed from "Through-Block Walk" to "Mid-Block Sidewalk"			21-125 (D)
Modified In Place	142	Administrative Review Committee membership includes a non-staff member			
Modified In Place	143	Changed CDS "Director" to "Manager" due to staffing changes.	21	21	21



## Exhibit B. Significant Changes to Subdivision Code and Manual of Practice

Change Type	No.	Description	Previous Location	New SLDC Location	New SLDC renumbered Location
Added	144	Added "EcoCAT review" to list of items addressed during pre-application conference.	N/A		21-215 (B)
Added	145	Added "Designing Livable Urban Thoroughfares" to standards for governing development	N/A		21-405 (A)
Added	146	Added "multi-use paths" to sidewalk improvements criteria for Minor Developments	N/A		21-525
Added	147	Added "multi-use paths" to requirement that sidewalks be provided on both sides of streets for all areas of development, and be located in the dedicated ROW	N/A		21-200 (A); 21-215 (D); 21-230 (A)
Added	148	Added "multi-use paths" to requirement that sidewalks and mid-block walks be constructed to "Standard Specs"	N/A		21-230(G)
Modified In Place	149	Changed instances (2) of CCSWCD's "Report" to "Natural Resource Inventory (EcoCAT Review)"			
Modified In Place	150	Changed requirement that Certificate of Exemption not result in more than 25-foot change to any "lot width/depth/frontage," to only "lot width"			21-240 (B)
Added	151	Added requirement that Certification of Exemptions for parcels in city's ETJ cannot be recorded until county approves its zoning.	N/A		21-115

# Exhibit C. Proposed Chapter 21 - Articles I and II (Clean Version)

## ARTICLE I. GENERAL PROVISIONS

### Sec. 21-100. Title

This chapter shall be known as the “Subdivision and Land Development Code” of the City of Urbana, Champaign County, Illinois, and may be cited as the Subdivision Code.

### Sec. 21-105. Policies

The corporate authorities declare that:

- (A) To facilitate orderly, planned, efficient, and economical development of the city and its extraterritorial jurisdiction, the subdivision of land and its subsequent development are subject to the control of the city pursuant to its comprehensive plan;
- (B) Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace;
- (C) Land shall not be subdivided until adequate public facilities and improvements exist and proper provision has been made for drainage, water, sewerage, and transportation facilities and improvements;
- (D) Existing and proposed public improvements shall conform to and be properly related to provisions of the enacted comprehensive plan;
- (E) These regulations shall supplement and facilitate the enforcement of other city codes and ordinances pertaining to development; and
- (F) As conservation of resources such as energy, water, and topsoil are paramount to the long-term sustainability and security of the community, the corporate authorities encourage the use of smart growth principles, Leadership in Energy and Environmental Design (LEED) or similar standards, transit-oriented development, conservation subdivision design, low-impact development approaches to stormwater management, open space preservation, green infrastructure, and other measures to the extent practicable.

### Sec. 21-110. Purposes

The Subdivision Code is adopted for the following purposes:

- (A) To protect, provide, and promote the public health, safety and general welfare of the city;
- (B) To guide the future growth and development of the city, in accordance with the comprehensive plan;

## **Exhibit C. Proposed Chapter 21 - Articles I and II (Clean Version)**

- (C) To provide for adequate light, air and privacy, to secure safety from fire, flood, and other danger, and to prevent overcrowding of the land and undue congestion of population;
- (D) To protect the character and the social and economic stability of all parts of the city and to encourage the orderly and beneficial development of all parts of the community;
- (E) To protect and conserve the value of land throughout the city and the value of buildings and improvements upon the land, and to minimize the conflicts among the uses of land and buildings;
- (F) To provide the most beneficial relationship between the uses of land and buildings and the safe circulation of traffic throughout the city, having particular regard to avoiding congestion, providing safe pedestrian movements, and providing for the proper location and width of streets;
- (G) To provide for transportation facilities that safely and efficiently accommodate all modes of travel, including walking, bicycling, driving, and riding transit, as provided for by the city's complete streets policy;
- (H) To establish reasonable standards of design and procedures for developments, in order to further the orderly layout and use of land, and to ensure proper legal description and monumenting of developed land;
- (I) To ensure that public facilities are available and will have a sufficient capacity to serve the developments and other areas reasonably anticipated to be served by such facilities;
- (J) To minimize the pollution of air, soil, streams, and ponds; to assure the adequacy of drainage facilities; to safeguard groundwater resources; and to encourage the wise use and management of natural resources throughout the city in order to preserve the integrity, stability and beauty of the community and the value of the land;
- (K) To preserve the natural beauty and topography of the city and to ensure appropriate development with regard to these natural features;
- (L) To promote flexibility in design and permit planned diversification in the location of structures in planned unit developments and mobile home parks;
- (M) To provide a reasonable hierarchy of street classifications and street design standards to meet the transportation needs of the city;
- (N) To facilitate the coordination and review of plans for separate proposed developments; and
- (O) To ensure that land is developed in ways that conserve natural resources and ensure the long-term environmental sustainability of the community.

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## Sec. 21-115. Definitions

- (A) Rules of construction: The language set forth in this chapter shall be interpreted in accordance with the following rules of construction.
- (1) The singular includes the plural and the plural the singular.
  - (2) The present tense includes the past and future and the future includes the present.
  - (3) The words “shall,” “must,” and “should” are mandatory while the word “may” is permissive.
  - (4) Whenever a word or term defined hereinafter appears in the text of this chapter, its meaning shall be construed as set forth in the definition thereof, and any word appearing in the parenthesis between a word(s) and its definition shall be construed as the same sense as that word.
  - (5) All words or terms not defined herein shall be construed in their generally-accepted meanings.
  - (6) Captions (i.e. titles of sections, subsections, etc.) are intended merely to facilitate general reference and in no way limit the substantive application of the provisions set forth thereunder.
  - (7) References to sections shall be deemed to include all subsections within that section; but a reference to a particular subsection designates only that subsection.
- (B) For the purposes of this chapter, the following definitions shall apply.

*Administrative Review Committee:* means the city engineer or his/her designee, the director of community development services department or his/her designees and the secretary of the plan commission or his/her designee.

*Abutting:* means adjacent, bordering, contiguous, or touching.

*Alley:* means a public or private right-of-way primarily designed to serve as a secondary means of access to the side or rear of those properties whose principal frontage is on some other public or private street.

*Applicant:* means a developer making application for development approval under the requirements of this chapter.

*Application:* means the application form and accompanying supporting documents and fees this chapter requires of an applicant seeking development, waiver, or other approvals. An application is

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considered “complete” when all required documents have been submitted as per the pertinent section of this chapter.

*Bikeway:* means any road, street, path, or way that in some manner is specifically designated for bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or to be shared with other transportation modes.

*Block:* means an area of land bounded by existing or proposed streets, or by a street or streets and any combination of waterways, railroad rights-of-way, unsubdivided property, or other definite boundary. See Appendix C, Illustration 1, “Street Design Elements,” in the Manual of Practice.

*Bond (Construction Bond or Maintenance Bond):* means a form of surety and security to be secured by the city from the developer to assure performance of the installation and/or maintenance of improvements required under this chapter.

*Buildable Lot:* means a parcel of land currently occupied or that could be legally occupied by a principal structure or use, and which either meets the requirements of the Zoning Ordinance or is part of an approved planned unit development.

*Chapter:* means Chapter 21 of this Code and any or all applicable requirements stated therein unless otherwise specifically expressed.

*City:* means the City of Urbana, Champaign County, Illinois.

*Common Area):* means those areas and facilities owned, designated, and intended for use by all the residents and owners of the development.

*Comprehensive Plan:* means the city’s 2005 Comprehensive Plan, including any successive amendments thereof, or any successive comprehensive plan.

*Corporate Authorities:* means the council members and mayor of the city

*County Recorder:* means the recorder of deeds, Champaign County, Illinois.

*Dedication:* means the deliberate transfer or donation of land by its owner for any general public use or easement, reserving to oneself no other rights than such as are compatible with the full exercise of and enjoyment of the public uses to which this land has been provided.

*Developer:* means the legal or beneficial owner or owners of any lot or any land included in a proposed development including the holder of an option or contract to purchase, or any person with beneficial interest in a land trust, or other persons having enforceable proprietary interest in such land.

*Development:* means any activity causing a change to be made in the legal rights or physical state of the real estate such that the activity:

## Exhibit C. Proposed Chapter 21 - Articles I and II (Clean Version)

- (1) meets the threshold of section 21-430(B) of this chapter and requires a stormwater management plan; or
- (2) creates a substantial use demand for new sanitary sewage service, collection and treatment or requires the extension of a sanitary sewer system collector or interceptor, or the installation and capping of sanitary sewer lines, in accordance with section 21-425 of this chapter; or
- (3) constitutes any mining, quarrying, or other excavations related thereto; or
- (4) constitutes the creation or change of a subdivision or a resubdivision or lot-line adjustment; or
- (5) constitutes the creation or a change of a mobile home park; or
- (6) constitutes the creation or change of a planned unit development.

The following activities are *not* considered to constitute a development:

- (1) The transfer of any existing building or use rights for use of a single individual parcel, as it then exists immediately prior to any sale or lease where such transfer or lease does not create any additional parcel by exception; or
- (2) The dedication of land for public use to a public entity, the vacation of any land so dedicated, or the taking of property rights through eminent domain or inverse condemnation; or
- (3) The construction of one (1) single-family dwelling and/or farm-related structures on a single lot, or the creation or transfer of a single lot of ten (10) acres or more, except where such acreage or structures are at locations of future streets as designated in the comprehensive plan; or
- (4) The maintenance or improvement of an existing public street or railroad by a public utility not involving redesign, if the work is carried out on land within the boundaries of the right-of-way; or
- (5) Work by any utility not including redesign for the purpose of inspection, repair, removal, or construction on established rights-of-way of any sewers, mains, pipes, cables, utility tunnels, power lines, power poles, trunk lines or the like; or
- (6) The use of any land solely for the purpose of growing plants, crops, trees, or other agricultural or forestry products or for other agricultural purposes; or

## Exhibit C. Proposed Chapter 21 - Articles I and II (Clean Version)

- (7) Installation of a sewer service connection (or “tap”), sewer lateral, or sewer drain serving one (1) individual structure.

*Development Sketch Plan:* means a conceptual sketch of a proposed development inclusive of property lines, proposed streets/drives, available utilities, etc., to be used for discussion purposes at a pre-application conference. See Appendix C, Illustration 2, “Development Sketch Plan” in the Manual of Practice.

*Development, Major:* means a development which does not fit within the definition of a minor development. Major developments must be reviewed by the plan commission and approved by the corporate authorities.

*Development, Minor:* means any activity involving the subdivision of a parcel that is determined, by unanimous approval of the administrative review committee, to be a minor development in accordance with section 21-215 of this chapter. Minor developments are approved by the administrative review committee and do not require review or approval by the plan commission or the corporate authorities.

*Dwelling unit:* means one (1) room, or suite of two (2) or more rooms in a building, designed for and used by a single household for living and sleeping purposes, containing its own kitchen and bathroom facilities, and having its own independent entry/access from the exterior of the structure or from a common interior hallway.

*Dwelling, Common-Lot-Line:* means a dwelling unit that adjoins another dwelling unit at a common lot line with each dwelling unit being located on its own separate lot and within a common-lot-line development approved by the city. Each common-lot-line dwelling unit is legally eligible for separate ownership through a transfer of fee simple title.

*Easement:* means a grant by the property owner of either the permanent or temporary use of an area of land to the public, a corporation, or person(s), for specified uses and purposes to be designated as a “public” or “private” easement depending upon the nature of its use.

*Engineer:* as distinguished from city engineer, means an Illinois-licensed professional engineer.

*Extraterritorial Jurisdiction (ETJ):* means the unincorporated territory lying within one and one-half (1½) miles of the corporate limits of the city where the city has subdivision authority, excluding the areas located within the subdivision jurisdiction of another municipality.

*Flag Lot:* see *Lot, Flag*.

*Frontage:* means that portion of a lot abutting an improved public street or, in a planned unit development, abutting an improved private street. The portion of a lot abutting the end of a stub street right-of-way shall not constitute frontage.

## **Exhibit C. Proposed Chapter 21 - Articles I and II (Clean Version)**

*General Area Plan (GAP):* means a sketch meeting the requirements of section 21-210(B), reasonably drawn to scale that illustrates the general development design concept for a larger parcel under single ownership, when the proposed development constitutes only a portion of the larger parcel.

*Improvements:* means any street, curb, alley, sanitary sewage collection system, storm sewer system, sidewalk, street light, public utility, or other related improvements, publicly or privately installed or maintained which are required under this chapter.

*Lot:* means a portion of a subdivision or other parcel of land established by a plat or other legal means, and intended as a unit for development or for transfer of ownership.

*Lot Area:* means the total land area within the lot lines of a lot exclusive of any portion of a public street, whether dedicated or prescriptive.

*Lot Depth:* means the average distance measured from the front lot line to the rear lot line.

*Lot Line:* means a line dividing one (1) lot from another, or from a street right-of-way line.

*Lot Width:* means the horizontal distance between side lot lines of a lot measured at the required front setback line. For corner lots, lot width means the horizontal distance between the side lot line and the parallel front lot line, measured at the front setback line of the remaining front lot line. Lot width also means the minimum lot width expressed under the Zoning Ordinance.

*Lot, Corner:* means a lot abutting two or more streets at their intersection, or abutting two parts of the same street forming an interior angle of less than 135 degrees.

*Lot, Double-Frontage:* means a lot that has a pair of opposite lot lines fronting two substantially parallel streets.

*Lot, Flag:* means a lot where access to the street is established by a narrower portion of the lot serving as a private access, such narrower portion not meeting the minimum lot width requirement of the Zoning Ordinance.

*Low Impact Development (LID):* means systems and practices that use or mimic natural processes that result in the infiltration, evapotranspiration or use of stormwater in order to protect water quality and associated aquatic habitat. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat stormwater as a resource rather than a waste product.

*Major Development:* see Development, Major.

*Manual of Practice:* means the "City of Urbana Manual of Practice," a technical document that establishes design, material, and construction standards for improvements required for developments, as amended.



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*Minor Development:* see Development, Minor.

*Mobile Home Park:* means a parcel or parcels of real estate developed as a unit, in phases, or as a whole, to provide individual sites with street and other improvements for the long-term placement of five or more manufactured mobile homes.

*NFPA:* means the National Fire Protection Association.

*Outlot:* means a lot remnant or parcel of land depicted on an approved development plat that is left over after platting, which is normally not a buildable lot, and is intended as common area or open space.

*Parcel:* means any quantity of land capable of being described with such definiteness that its location and boundaries may be established. Also commonly referred to as a “tract”; if a parcel has been recorded as a subdivision, it is also commonly referred to as a “lot.”

*Pavement:* means that portion of a street designated or used for vehicular travel measured from back-to-back of curb or edge-to-edge of paved street surface when there are no curbs.

*PDF: means* Portable Document Format: a file format that provides an electronic image of text or text and graphics that looks like a printed document and can be viewed, printed, and electronically transmitted.

*Plan Commission:* means the plan commission of the city.

*Planned Unit Development (PUD):* means an area for which a unitary site plan has been prepared, establishing at least, but not necessarily limited to, the following: land uses, open space allocations, on-site circulation for pedestrians, bicycles and automobiles, parking, setbacks, housing densities, building spaces, land coverage, landscaping relationships with adjoining areas and streets, building heights, accessory uses, and architectural treatment. PUDs are further defined and administered as set forth in the Zoning Ordinance.

*Plat:* means a map representing a parcel of land, showing the boundaries and location of individual properties and streets, and which conveys a map of a subdivision or site plan.

*Plat Act:* means 765 ILCS 205/0.01, *et seq.*, as amended. The Plat Act regulates the division of land in the state, unless superseded by local government.

*Plat, Final:* means a plat prepared for recording at the county recorder and meeting the criteria of these regulations. See Appendix C, Illustration 4, “Example of Final Plat of Major Development,” in the Manual of Practice.

*Plat, Preliminary:* means a plat and supporting data, indicating the proposed layout of a subdivision or development in sufficient detail to provide adequate basis for review by the city, and meeting

## **Exhibit C. Proposed Chapter 21 - Articles I and II (Clean Version)**

the requirements of this chapter. A preliminary plat establishes basic developmental design concepts and public improvements required to be approved through the final plat process. See Appendix C, Illustrations 3A, “Example of a Preliminary Plat of a Major Development and General Plan Not Requiring Any Waivers or Waiver Requests of Regulations” and 3B, “Example of a Contour Map to Accompany a Preliminary Plat of a Major Development” in the Manual of Practice.

*Principal Use:* means the main purpose for which land or a structure is intended and used.

*Resubdivision (or Replat):* means the re-division of an approved subdivision into two or more lots or the resurveying of existing lots that changes the lot area, dimensions, or configuration of said subdivision.

*Right-of-Way:* means the entire dedicated parcel or strip of land that is dedicated for use by the public for vehicular, pedestrian, and bicycle circulation. Right-of-way created by means other than prescription may also accommodate public utilities.

*Secondary Drainage:* means a collection of pipes, inlets, and cleanouts that collects and transports sump pump discharges to the city’s storm sewer system.

*Secretary of the Plan Commission (or secretary):* means the city planner of the city, or the city planner’s designee.

*Service Connection:* means a connection to any required utility for purposes of serving individual land uses or structures within a development. Service connections are distinguishable from a main line utility in that while they connect to a main line, service connections terminate, or are intended to terminate, at a specific lot or land use.

*Sidewalk:* means that portion of a right-of-way intended principally for pedestrian passage, which meets or exceeds sidewalk design, material and construction standards of this chapter.

*Sidewalk, Mid-Block:* means a sidewalk that generally aligns perpendicular to, and interconnects with, sidewalks on the perimeter of a block. See Appendix C, Illustration 1, “Street Design Elements” in the Manual of Practice.

*Stormwater Management Plan:* means reports, plans and documents, prepared and sealed by an engineer, which identify the water that naturally flows to, from, and through the development, the means of controlling the stormwater runoff release from the development, the storage potential provisions for the anticipated excess stormwater runoff, and techniques proven to be effective in controlling stormwater runoff, erosion, and sedimentation.

*Street:* means a roadway within the boundaries of a public right-of-way, or on private property within a PUD or mobile home park, which is constructed in accordance with this chapter and which affords the principal means of access to abutting property. A street may also be referred to as an avenue, boulevard, circle, court, drive, highway, lane, parkway, place, road, thoroughfare, or other appropriate name. An alley is not a street. For most of the classes listed below, see Appendix C,

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Illustration 1, “Street Design Elements” in the Manual of Practice. For purposes of this chapter, the following represent classes and types of streets:

- (1) *Arterial Street*: means a street used, or intended to be used, primarily for through traffic, including freeways, highways, as well as major streets. As specified in the comprehensive plan, there are both major and minor arterial streets.
- (2) *Collector Street*: means a street used, or intended to be used, to carry traffic from local streets to the major system of arterial streets.
- (3) *Cul-De-Sac Street*: means a local street with only one outlet that terminates in a vehicular turnaround, having an appropriate terminal for the safe and convenient reversal of traffic movement.
- (4) *Local Street*: means a street used, or intended to be used, primarily for access to abutting properties.
- (5) *Major Arterial Street*: means an arterial street with a right-of-way of 115 feet or more.
- (6) *Minor Arterial Street*: means an arterial street with a right-of-way of less than 115.
- (7) *Private Street*: means a street not located within a public right-of-way and not publicly owned and maintained.
- (8) *Stub Street*: means a street right-of-way or improvement that terminates at the boundary of a development and is expected to continue through abutting property in its subsequent future development.

*Subdivider*: means any person, firm, corporation, or other entity engaged in developing or improving a parcel that meets the definition of a subdivision or development as defined in this chapter.

*Subdivision*: means either (a) the act of dividing, consolidating, or altering the existing boundaries of one (1) or more parcels for the purpose of potential transfer or transferred ownership or other divisions of land for sale, development or lease; or (b) the configuration of lots, outlots, public rights-of-way and public improvements which result from developing land in accordance with the procedures, requirements and standards of this chapter.

*Subsidiary Drainage Plat*: means a general plan, to be prepared in accordance with the requirements of this chapter, which notes watershed, topographical features and other general drainage characteristics and conditions for both the proposed subdivision or development and its vicinity.

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*Survey:* means the process of establishing the location, form, and boundaries of a parcel of land by measuring the lines and angles in accordance with the principles of geometry and trigonometry performed by a surveyor.

*Surveyor:* means an Illinois-registered land surveyor.

*Trip Generation Manual:* means the “Trip Generation Manual” published by the Institute of Transportation Engineers, as amended.

*Urbana Champaign Sanitary District (UCSD):* means the primary sanitary district which provides sanitary sewer service to the city.

*Use:* means the purpose for which land or a structure is intended to be used.

*Waiver:* means a grant made by the corporate authorities or the administrative review committee (see “Waiver, administrative”) to waive a requirement or portion of a requirement of this chapter.

*Waiver, administrative:* means a waiver granted by the administrative review committee without plan commission review and corporate authorities’ approval.

*Zoning Ordinance:* means the Urbana Zoning Ordinance or the Champaign County Zoning Ordinance to the extent applicable within the city’s extraterritorial jurisdiction, both of which as may be amended.

### **Sec. 21-120. Legal Authority and Jurisdiction**

- (A) Regulation of the subdivision and development of land and the attachment of reasonable conditions to land subdivision are exercises of valid police power delegated by the State of Illinois to the city. A developer has a duty to comply with reasonable conditions imposed by the plan commission and corporate authorities for design, dedication, improvement, and restrictive use of the land to conform to the physical and economic development of the city and to promote the health, safety, and general welfare of future lot owners in the subdivision and the community at large.
- (B) These regulations shall apply whenever land is developed, unless a waiver is sought and approved in specific cases as prescribed in section 21-135 of this chapter.
- (C) These regulations shall apply to all developments, as defined in Article II of this chapter, within the corporate limits of the city and its extraterritorial jurisdiction. Such ETJ may be limited or extended in coverage through a formal agreement with Champaign County or with another municipality with which such ETJ overlaps. If the development is subject to an annexation agreement with the city and will occur on land within the ETJ jurisdiction, the Zoning Ordinance and building codes will supersede the Champaign County Zoning Ordinance and other county zoning and building regulations, in accordance with 65 ILCS 5/11-15.1-2.1.

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- (D) All developments submitted under the regulations specifically repealed by the enactment of this chapter shall be subject to the restrictions and requirements herein; except that those developments that have been approved by the corporate authorities by duly adopted ordinance shall be bound only to the requirements of that approval and shall not be subject to the restrictions and requirements herein. However, any subsequent modification or change to developments having such prior approval shall conform to the requirements and standards of this chapter.
- (E) No development shall be approved without also meeting the requirements of the Zoning Ordinance, depending on the location of the development, or the terms of an approved annexation agreement; except that conditional development approval may be given subject to any necessary zoning approvals.
- (F) The zoning administrator/city planner shall permit no building or zoning use permit to be issued for any parcel, lot, or tract that is subdivided or developed after the effective date of this chapter that does not conform to these regulations. The city engineer shall permit no public or private infrastructure improvements, to be commenced or constructed except in conformity with these regulations. Exceptions to this provision may be made only in accordance with subsection (D) of this section. No zoning approval issued by either Champaign County or the city shall exempt a development from compliance with this chapter.
- (G) At the time of application for development approval, no sale or lease of real estate, or rights of use thereof for purposes of construction, shall be executed prior to meeting the requirements of this chapter.
- (H) Where this chapter conflicts with other codes or ordinances, the provisions of this chapter shall apply.
- (I) These regulations are not intended to abrogate any private easement, covenant, agreement, or restriction, provided that, where the provisions of these regulations are more restrictive, these regulations shall govern. In cases where a private easement, covenant, agreement, or restriction imposes obligations more restrictive than, yet consistent with this chapter, then the private provisions may be considered operative and supplemental to these regulations.
- (J) The Manual of Practice shall control the technical aspects of the standards of design, material, and construction for improvements required by the Subdivision Code.

### **Sec. 21-125. Scope**

- (A) In accordance with the enabling legislation set forth in 65 ILCS 5/11-12-8, this chapter prescribes procedures for the preparation, submission, review and filing of documents required for approval by the city of any development within the city and its extraterritorial

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jurisdiction. A development will not be approved if such approval would disrupt the allocation of land uses and public facilities as established in the comprehensive plan.

- (B) This chapter sets forth development requirements for:
- (1) Public streets, alleys, curbs, gutters, and sidewalks;
  - (2) Public utilities. These include but are not limited to water, gas, electricity, telecommunications, sanitary sewers and stormwater drainage, as well as utility easements;
  - (3) Dedications of land for public right-of-way use and easements;
  - (4) Engineering design; and
  - (5) Construction bond and maintenance bond requirements for the installation of required improvements.
- (C) Adherence to the requirements, standards, and specifications of this chapter does not relieve a developer of the obligation to comply with any other applicable requirements that regulate land development, including but not limited to:
- (1) The comprehensive plan;
  - (2) The Urbana Bicycle Master Plan, as amended;
  - (3) The standards and procedures of the plan commission and the city council;
  - (4) Chapter 6.5, Article II, of this Code, as amended, and any other city regulations or ordinances, including but not limited to the complete streets policy (Ord. No. 2011-11-118, 11-14-2011);
  - (5) The Zoning Ordinance for those developments within the corporate limits of the city, or for developments within the city's extraterritorial jurisdiction that are subject to an approved annexation agreement with the city;
  - (6) The Champaign County Zoning Ordinance for those developments situated within the city's ETJ, other than developments subject to an annexation agreement with the city, only to the extent that adherence to the Champaign County Zoning Ordinance does not disrupt the allocation of land uses or public facilities as set forth in the comprehensive plan;
  - (7) Sanitary Sewer Technical Standards, as amended;

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- (8) Any rules or regulations of Illinois state agencies, departments, or commissions not in conflict with these regulations;
  - (9) Any federal or state law, rule, or regulation that governs the development of land; and
  - (10) Any relevant interpretation by a court of competent jurisdiction of any of the requirements of this chapter.
- (D) The latest editions of the following standards shall govern development and street improvements unless otherwise provided in this chapter:
- (1) The Illinois Department of Transportation (IDOT) *Standard Specifications for Road and Bridge Construction*;
  - (2) The *Standard Specifications for Water and Sewer Main Construction in Illinois*;
  - (3) The IDOT *Subgrade Stability Manual*;
  - (4) The *Standard Specifications for Traffic Control Items*;
  - (5) The *Public Right-of-Way Accessibility Guidelines* (PROWAG); and
  - (6) The *Illinois Accessibility Standards*.
- (E) The public works department shall make copies of the documents listed in subsection (D) of this section available for public inspection during normal business hours at the public works building.
- (F) Where conflicts among the standards contained in the documents listed in subsection (D) of this section are not resolved in these regulations, the *Standard Specifications for Road and Bridge Construction* shall take precedence.

(Ord. No. 8889-33, 11-21-1988)

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### Sec. 21-135. Waivers

- (A) *Intent.* This section authorizes a waiver from strict compliance with this chapter as appropriate when unusual site-specific conditions exist. Because restrictions governing the development of land may not, under some specific circumstances, be fairly and equally applied to unusual or abnormal development conditions, this section establishes the city's criteria for determining the validity of a specific hardship upon which a waiver request is based. Waivers are not intended to be used as a means of circumventing or evading the purposes of this chapter or any land development regulation.
- (B) *Submission and Processing.* The secretary of the plan commission shall provide a petition form for waiver requests. The developer shall submit the petition for a waiver to the secretary, on said provided form, when a development proposal is submitted to the plan commission for review. The petition shall fully state the grounds for the application. The burden of justifying a waiver is the responsibility of the developer.
- (C) *Criteria.* As waivers are discretionary and not to be granted by right, such waivers shall comply with the following criteria.
- (1) The administrative review committee may grant administrative waivers for the requirement to submit a Traffic Impact Analysis, in conformance with the criteria contained in section 21-220 of this chapter.
  - (2) Upon recommendation of the plan commission, the corporate authorities may grant waivers if all of the conditions set forth in this subsection justify a waiver and a waiver would serve the purposes of these regulations to foster growth and protect the public's essential interests:
    - (a) There are conditions of topography or other site-specific reasons which make the application of any particular requirement of the Subdivision Code unnecessary or serve no useful purpose;
    - (b) The granting of the requested waiver would not harm other nearby properties;
    - (c) The granting of the requested waiver would not negatively impact the public health, safety and welfare; and
    - (d) The granting of the requested waiver would be consistent with the goals and objectives of the comprehensive plan.



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(D) *Conditions.* In granting a waiver, the plan commission and corporate authorities or administrative review committee may consider the proposed uses and plans for development of the property, the nature of the surrounding proposed or existing development, any pertinent environmental factors, and the property's designated use under the comprehensive plan. The corporate authorities may impose any requirements, conditions, or restrictions the corporate authorities deem essential to protect the public health, safety, and welfare, and may require said conditions to be included in a plat, owner's certificate, deed, lease, or other document of conveyance.

(E) *Granting of Waiver.*

- (1) The administrative review committee may grant an administrative waiver only by a unanimous decision.
- (2) All other waivers shall be granted only in accordance with Articles III, IV, and V of this chapter.
- (3) The corporate authorities may grant a waiver only upon a favorable vote of two-thirds (2/3) of the members then holding office.
- (4) The corporate authorities may also approve waivers in conjunction with planned unit developments, annexation agreements, or development agreements when in conformance with this section.

Sec. 21-140. Enforcement, Violations and Penalties

(A) *General.* The administrative review committee shall enforce these regulations. When any member of the committee finds any violation of this chapter, the committee shall convene to determine appropriate actions and proceedings that may be taken to prevent unlawful construction, recover damages, restrain, correct, or abate a violation, or prevent illegal occupancy of a building, structure, or premises. The committee may consult with the city attorney for assistance in determining appropriate course(s) of action.

(B) *Violations and Penalties.* Any person, firm, or corporation convicted of violating any provision contained in this chapter shall be subject to a fine of not less than ten dollars (\$10) per lot but not to exceed one thousand dollars (\$1,000) per lot or per section of right-of-way adjacent to a lot. Each day a violation of this chapter continues shall constitute a separate offense.

***Secs. 21-141 through 21-199. Reserved.***

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## ARTICLE II. PROCEDURES AND PLAT REQUIREMENTS

### Sec. 21-200. Pre-Application Conference

- (A) *Purpose.* The pre-application conference is required to:
- (1) Familiarize the developer with applicable plans, policies, requirements, standards and procedures that apply and to begin identification of potential waiver requests in order to expedite platting and construction;
  - (2) Assist the city in coordinating separate land developments, street and drainage plans, etc.;
  - (3) Determine whether a proposal constitutes a development and if so, whether it is a minor or a major development;
  - (4) Determine the need for a general area plan;
  - (5) Determine the need for a traffic impact analysis;
  - (6) Determine the need for a stormwater management plan;
  - (7) Determine whether a combined preliminary/ final plat process is desirable;
  - (8) Determine applicability of Natural Resource Inventory (EcoCAT review) through the Champaign County Soil and Water Conservation District;
  - (9) Determine the need for a fire flow analysis; and
  - (10) Determine the need for title reports.
- (B) *Participants.* The developer shall request the secretary of the plan commission to schedule a pre-application conference with the administrative review committee, the developer and/or the developer's engineer or authorized representatives and such others as the participants deem necessary. The secretary shall schedule the pre-application conference normally within 15 working days of receipt of a request for such conference, unless a later date is acceptable to the developer.
- (C) *Development Sketch Plan.* The developer shall submit a development sketch plan at the pre-application conference. The sketch plan shall be prepared on paper size appropriate to the project and shall be reasonably to scale. The development sketch plan shall include dimensions, such details as existing and proposed property lines, roads, access drives, and structures, and such other information as the developer deems relevant or

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as the secretary may require. See Appendix C, Illustration 2, “Development Sketch Plan” in the Manual of Practice.

### Sec. 21-205. Determination of Development Type

- (A) Determination of whether or not a proposal constitutes a development and, if so, whether or not it is a minor or a major development requires a unanimous decision of the administrative review committee. Such decision shall be made within ten (10) working days following the pre-application conference. The secretary shall notify the developer, in writing, of the determination of the committee.
- (B) If the administrative review committee cannot reach a unanimous decision on the determination of the development classification, the committee shall forward the request to the plan commission. The secretary shall notify the developer, in writing, of the committee’s inability to reach a decision and the date, time and place when the plan commission will determine whether the proposal constitutes a major development, minor development, or no development.

### Sec. 21-210. General Area Plan

- (A) The purpose of a general area plan (GAP) is to plan for and guide the development of a parcel or multiple abutting parcels of land under single ownership when the initially proposed development constitutes only a portion of said parcel(s). A GAP provides for a developmental concept to coordinate future extended streets and utilities throughout parcels of land as well as to coordinate the developmental concept with existing or proposed improvements outside and in the vicinity of the parcel(s). A GAP is not intended to be prepared with the specificity of a development plat, but rather to portray a general developmental design concept to be used as a guide when considering subsequent development of said parcel(s) of land. A GAP is required when a developer has ownership or legally beneficial interest in land immediately abutting a proposed major development as defined in this chapter.
- (B) When a GAP is required under this section, for purposes of coordination of the location and extension of any streets and utilities and related improvements, due consideration in plan design elements shall be given by the developer and the administrative review committee to any existing GAP on file in the secretary’s office for an area within two thousand (2,000) feet of the boundary of the GAP to be prepared. In addition, the developer and administrative review committee shall give due consideration to comprehensive plans, area studies, traffic studies, and any other planning studies in the area.

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(C) *Threshold Conditions Requiring a General Area Plan.* At the pre-application conference, the administrative review committee shall determine whether a GAP is required using the following criteria:

- (1) The proposed development constitutes a major development except for a mobile home park or a planned unit development;
- (2) The proposed development represents only a portion of five (5) or more contiguous acres of vacant or otherwise predominantly undeveloped land;
- (3) All such land is held under beneficial or ownership interest and beneficial interest in a trust or option to purchase;
- (4) There is a substantial need for a preplanning effort to determine the future location, course and width of streets and utilities as they might be extended from the proposed development to surrounding vacant properties; and
- (5) The topography and natural features of the land abutting the proposed development, inclusive of any watercourses or impoundments, present unusual circumstances that require special consideration for future development.

(D) *Required Content of a General Area Plan.* The required content of a general area plan shall be as follows:

- (1) Any abutting parcels of land in which the developer has an ownership, monetary or beneficial interest, including full or partial ownership and beneficial interest in a trust;
- (2) Existing zoning of the property and of all land within one hundred (100) feet of the property boundary;
- (3) Proposed zoning, if any change is intended, and proposed land use;
- (4) Topography by United States Geological Survey topographic maps or equivalent topographical elevation contour sources as may be approved by the secretary;
- (5) Placement and availability of the following within the plan boundaries and outside but within one hundred (100) feet of the plan boundaries:
  - (a) Existing and proposed gas, water, electricity and telecommunications service lines;
  - (b) Existing storm and sanitary sewage systems; and

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- (c) Pavement and right-of-way widths of existing streets and alleys.
- (6) The proposed street layout with emphasis on continuity of existing street patterns as determined through relevant transportation location studies and the mobility map of the comprehensive plan;
- (7) Discussion and/or graphic presentation of proposed methods of handling stormwater drainage and sanitary sewage;
- (8) In addition to the above required content, a general area plan for any development request other than a subdivision, or planned unit development shall also include the following information, as applicable:
  - (a) The use or uses for which each building or structure is intended;
  - (b) The gross square footage of floor area of each structure proposed; and
  - (c) If the proposed development constitutes any quarrying, mining, or other similar excavation, indicate elevation contours at intervals of five (5) feet with reasonable precision to show proposed horizontal and vertical grades and slopes of the excavation.
- (E) *Relationship of a General Area Plan to a Preliminary Plat of a Major Development.* A general area plan may be prepared either separately from, or in combination with, a preliminary plat of a major development. If a GAP and a preliminary plat of a major development are combined in a single drawing, the portion(s) or phase(s) of the preliminary plat for which approval is sought shall meet the requirements of Section 21-225 Preliminary Plat of a Major Development. The remainder of the area covered in the drawing shall meet the requirements of Section 21-210 General Area Plan. The boundaries of the area sought for preliminary plat approval shall be clearly indicated.
- (F) *Submission Requirements.* The developer shall submit general area plan prints, whether the plan is prepared in combination or separate from a preliminary plat of major development, to the secretary in the same manner as prescribed for a preliminary plat of a major development, in accordance with section 21-225 of this chapter.
- (G) *Plan Commission.* The plan commission shall determine whether the general area plan conforms to the design requirements of this section, and on that basis, approve, approve subject to conditions, or deny approval of the GAP. Such approval may precede, but may not follow, approval of a preliminary plat of a major development. The plan commission shall consider a GAP a statement of intent of future development. Subsequent development of the parcel may require the plan to be altered. When changes are proposed either to the GAP or the preliminary plat, continuity of planned improvements throughout the remainder of the GAP boundaries shall be considered by

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the commission. If the administrative review committee determines that such changes are not in substantial conformance with the previously approved GAP, such changes shall constitute an amendment to the GAP and require plan commission approval.

### Sec. 21-215. Minor Development

- (A) *Purpose.* The minor development approval procedure is designed to expedite the platting of developments which have no required public improvements associated with a development proposal, and five (5) or fewer buildable lots. A minor development, by definition, will have minor impacts on existing public improvements and thus will not require the plan commission or corporate authorities to make policy decisions. As such, an administrative review and platting process is designed to minimize cost and time required for approval, while providing assurance that a minor development proposal meets the requirements of this chapter.
- (B) *Approval Procedure.* Approval of a minor development requires unanimous agreement by the administrative review committee. Approval shall include affirmative findings that:
- (1) The minor development complies with the Zoning Ordinance and the regulations of this chapter;
  - (2) All improvements, with the exception of sidewalks or multi-use paths, bikeways, street trees, street lights, and service connections, as this chapter requires, exist at the development site except that, if said existing improvements do not meet the design standards of this chapter, the administrative review committee, upon favorable findings of the facts listed in subsection B(4), of this section, may defer the requirement to upgrade the existing improvements to the design standards of this chapter.
  - (3) If sidewalks or multi-use paths do not already exist, a provision shall be made for sidewalk improvements in one of the following ways:
    - (a) *Sidewalks immediately necessary.* If the administrative review committee finds that sidewalks are immediately necessary, the developer either shall immediately construct the sidewalks as required herein or file a surety bond with the city engineer, payable to the city, in the penal sum equal to at least 100% of the estimated cost of the required sidewalks. The city attorney shall approve the form and surety of said bond. The city engineer shall approve the developer's engineer's estimate of the cost of sidewalk improvements. The condition of the bond shall be that the sidewalks be constructed in conformance with the approved plans and specifications within six months from the date of the filing of the bond.

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- (b) *Sidewalks not immediately necessary.* If the administrative review committee finds that there is no immediate need for sidewalks, the developer shall file a signed and acknowledged statement that shall be recorded with the development plat, stating that the developer or subsequent owner(s) of the property affected will construct the sidewalk at the developer's or subsequent owner's expense within six months of written notice by the city engineer that they are required to do so, and that, failing to do so, the city will construct and charge the then owners and/or the developer as applicable. The following statement shall appear on the face of the recorded plat:

"The construction of sidewalks is deferred until the City Engineer determines there is a need for them on the subject property. The developer or subsequent owner(s) shall construct sidewalks on the subject property at the developer's or subsequent owner(s)' expense within six months of written notice by the City Engineer that they are required to do so. The City of Urbana has the authority to construct the sidewalk and charge the then owner(s) for the construction if the owner(s) fail(s) to install the sidewalks as required. The developer agrees that this obligation shall be a covenant running with the land."

- (4) The proposed development will not:
- (a) Impede the future use of the remainder of the property under the same ownership;
  - (b) Adversely affect the dimensions of such other existing or potential future minimum lot sizes or frontages as specified in the Zoning Ordinance;
  - (c) Make any existing lot or structure nonconforming;
  - (d) Impede access to any remainder or adjoining land;
  - (e) Conflict with the comprehensive plan;
  - (f) Violate Chapter 5, Article XI, of this Code; or
  - (g) Significantly increase the impact on public streets, utilities, sanitary sewers, storm sewers or other public improvements beyond the existing conditions.
- (C) *Submission Requirements and Review Deadlines.* All required items must be submitted to the secretary of the plan commission, who will distribute each application to the

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administrative review committee. The review and decision shall be completed no later than twenty (20) working days after submission.

(D) *Required Items.* The developer shall submit the following items:

- (1) One (1) full-sized print, one reduced-size print (11" x 17") and one digital copy in PDF format; or the size and number of plat prints the secretary requests.
- (2) Any engineering plans required to detail the service connections to storm sewer and/or sanitary systems;
- (3) The original plat plus attachments, if any;
- (4) Original notarized signed owner's certificate which shall include any and all covenants affecting the development;
- (5) Original signed and sealed county clerk's tax certificate paid in accordance with Appendix B of the Manual of Practice;
- (6) Original signed and notarized school district statement in accordance with Appendix B of the Manual of Practice;
- (7) A completed application form;
- (8) Fee, as established in section 14-7 of this Code;
- (9) Stormwater management plan, if required by section 21-430(B) of this chapter;
- (10) Calculated fire flow analysis as required in section 21-450 of this chapter, insofar as it references Chapters 1, 2, and 26 of the Manual of Practice;
- (11) A Champaign County Soil and Water Conservation District Natural Resource Inventory (EcoCAT review) when appropriate.
- (12) Any documents that may be required by state agencies prior to development, such as an Illinois Department of Natural Resources (IDNR) impact statement or an Illinois Historic Preservation Act (IHPA) statement.

(E) *Minor Development Plat Requirements.*

- (1) *Drafting.* The plat shall be prepared in ink and presented at a scale no larger than one (1) inch to one hundred (100) feet, except as the city engineer otherwise approves. One (1) set of digital computer aided drafting files formatted in accordance with section 1.12 of the Manual of Practice shall also be required.



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- (2) *Information Required.* The required content to be included either on the face of the plat or supporting documents shall be the same as required in Chapter 4 of the Manual of Practice.
- (F) *Administrative Review Committee Approval.* Each member of the administrative review committee shall sign the plat indicating approval. Failure of any of these signatures to appear on the face of the plat shall constitute plat denial.
- (G) *Notification of Applicant.* The secretary shall notify the applicant of the outcome of the review within five (5) working days after the review is completed. All decisions of the administrative review committee shall be maintained as public records at the office of the secretary.
- (H) *Recording of Minor Development Plat.* The secretary shall cause the signed plat of a minor development, along with the owner's certificate, county clerk's tax certificate and school district statement to be recorded with the county recorder within ninety (90) days of the last dated signature of the administrative review committee's approval. The secretary will notify the city clerk's office of the recording. Copies of the signed plat will be kept at the city engineer's office, the city clerk's office and the secretary's office. The secretary shall send a signed copy of the plat to the Champaign County Zoning Administrator if the plat is within the city's extraterritorial jurisdiction. The secretary shall also send a copy of the plat to any township road commissioner if the plat dedicates public right-of-way to a township. In all cases, a copy of the plat shall be sent to the appropriate township assessor.
- (I) *Limitation on Minor Development Plat Approval.* The city shall not issue a building or zoning use permit until the minor development plat is recorded. The plat will become void if it has not been recorded in accordance with subsection (H) of this section.
- (J) *Appeals of Minor Development Plat Decisions.* The applicant may appeal the decision of the administrative review committee to deny a proposed minor development plat to the plan commission within ten (10) days of the secretary's written notification of the administrative review committee's decision to deny. Such request for appeal shall be made in writing to the secretary. Following such written request for approval and subsequent application for appeal, in a form to be provided by the secretary, and upon payment of the appropriate fee in accordance with section 14-7 of this Code, the secretary shall schedule the appeal request before the plan commission at its next regularly-scheduled meeting. The plan commission shall recommend approval or denial of the plat, in accordance with the requirements of this chapter, and shall forward its recommendation to the corporate authorities for consideration at the next regularly-scheduled meeting of the committee of the whole as required by section 21-230(E) of this chapter. The corporate authorities shall approve or deny the plat in accordance with the requirements for a final plat contained in section 21-230(E) of this chapter.

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## Sec. 21-220. Traffic Impact Analysis

- (A) *Purposes.* The purposes of this section are to secure necessary assessment of traffic-related impacts for significant developments and to incorporate appropriate actions for the safe and efficient flow of traffic as part of the development.
- (B) *Requirements and responsible parties.* For any developments meeting the threshold conditions specified in Chapter 9 of the Manual of Practice, and not exempt under subsection (G) of this section, the developer shall prepare a traffic impact analysis at the developer's expense and under the supervision of an engineer experienced in traffic engineering.
- (C) *Determination of Expected Vehicle Trips and Existing On-Street Volumes.* Estimates of the average number of vehicle trips per day the proposed development is expected to generate shall be based on approximate trip generation data in the latest edition of the Trip Generation Manual or other sources acceptable to the city engineer. Traffic volumes on existing streets may be those volumes as shown in the most recent publication of the Champaign-Urbana and Vicinity Traffic Map prepared by the Illinois Department of Transportation or any other source deemed acceptable by the city engineer.
- (D) *Geographic Boundaries of the Study Area.* The city engineer shall establish the geographic boundaries of the study area to be considered under the traffic impact analysis.
- (E) *Elements of the Analysis.* The developer shall use the elements of analysis identified in Chapter 9 of the Manual of Practice.
- (F) *Submittals.* The developer or the developer's engineer shall be responsible for submitting five copies of the traffic impact analysis report to the city engineer for review at least twenty (20) days prior to the date on which the development is scheduled for consideration by the plan commission. Further, the developer's engineer shall prepare an executive summary of the findings found in the traffic impact analysis to be submitted with the traffic impact analysis report.
- (G) *Actions Based on the Findings of the Traffic Impact Analysis.* When the findings of a traffic impact analysis demonstrate that the proposed development may create unsafe conditions, for reasons that are specifically and uniquely attributable to the proposed development, the city engineer may require corrective measures through modification to the plan or plat which may include one or more of the following:
  - (1) Rerouting of traffic and/or relocation of proposed ingress and egress points serving the proposed development.

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- (2) Reorganizing and rerouting internal traffic flow within the boundaries of the development.
  - (3) Addition of turn lanes and/or traffic signals or modification of existing traffic signals either on or off-site.
  - (4) Installation of, or modifications to, pedestrian, bicycle, and transit facilities.
- (H) *Development Exempted from the Requirements of this Subsection.* These traffic impact analysis requirements shall not apply to the following:
- (1) Restoration within a twelve- (12) month period of any building which has been damaged by fire, explosion, flood, tornado, etc.
  - (2) Restoration of building(s) with a local, state, or national historic designation.
  - (3) Cases in which the administrative review committee, by unanimous decision, waives the traffic impact analysis requirement where conditions other than those anticipated by the capacity thresholds in Chapter 9 of the Manual of Practice indicate there is no need to prepare said analysis. Waiver of this requirement need not be initiated with the developer's request. The committee may independently determine that a traffic impact analysis is not required. The decision of the committee to waive the traffic impact analysis requirement shall be made either at the pre-application conference or within ten (10) days following the pre-application conference. Whenever the committee waives the traffic impact analysis requirement, the committee shall notify the developer in writing.

### Sec. 21-225. Preliminary Plat of a Major Development

- (A) *Submission.* Concurrently with the preliminary plat of a major development, the developer shall submit to the secretary:
- (1) One (1) full-sized print, one (1) reduced-size print (11" x 17") and one (1) digital copy (PDF) of the plat; or the size and number of plat prints the secretary requests.
  - (2) All written requests for waivers or deferrals of these regulations.
- (B) *Distribution.* Upon receipt of the preliminary plat and waiver requests, the secretary shall transmit one (1) copy of each to the officials specified in Chapter 2 of the Manual of Practice. The secretary shall request that these officials submit their written

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responses within ten (10) working days of the day the plat is transmitted. The secretary may notify additional agencies as necessary and may require the developer to submit additional plats for those agencies. If a reviewer fails to submit comments within the time specified, the reviewer will be deemed to have had no negative comments.

- (C) *Review and Comments.* The secretary shall review the preliminary plat and waiver request(s) for conformity with the comprehensive plan, any applicable general area plan(s), applicable zoning regulations, and the provisions of these regulations and shall make recommendations thereon. The city engineer shall review the preliminary plat and waiver request(s) for conformity to these regulations, other applicable regulations, and generally accepted engineering practices, particularly as these apply to storm drainage and sewer facilities, and shall make recommendations thereon. The city engineer shall forward a report of review in writing to the secretary. The city engineer or the secretary shall review the plat for conformity to Chapter 5, Article XI, of this Code and prepare a written report of review.
- (D) *Plan Commission.*
- (1) The secretary shall schedule a meeting for the preliminary plat review by the plan commission and so notify the city engineer, developer, and the developer's engineer. In the event that the owner of the land is a land trust, those holding beneficial interests in the trust and their percentage interests shall be disclosed to the secretary in accordance with the Illinois Compiled Statutes.
  - (2) The plan commission shall approve, approve with conditions, or deny the preliminary plat and make a recommendation on all waiver requests within sixty (60) days from the date the commission first considers the preliminary plat, unless the commission and developer mutually agree to extend such time. If the commission denies said plat, the secretary shall, within five (5) working days, notify the developer, in writing, that the plat has been denied and the reasons for the denial.
  - (3) If no waivers are sought and the plan commission approves the preliminary plat, the developer may then submit the final plat to the commission. Approval by the corporate authorities is not required on preliminary plats with no waiver requests. Preliminary plat approval shall not qualify the plat for recording.
- (E) *Corporate Authorities.* If waivers are sought in the preliminary plat, the secretary shall forward the preliminary plat with the plan commission's recommendation on waivers or deferrals to the corporate authorities. The corporate authorities shall approve or deny said plat, including requests for waiver(s) or deferral(s), within thirty (30) days after the corporate authorities' first meeting to consider the case following the action of the plan commission unless the corporate authorities and developer mutually extend such time. In all cases of denial, the corporate authorities shall state the reasons for denial of the

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plat or waiver or deferral request(s). The secretary shall furnish to the developer, in writing, a statement of the corporate authorities' approval or denial. Said written statement shall be furnished to the developer within five (5) working days of the date of corporate authorities' action.

- (F) *Preliminary Plat Drafting Requirements.* Preliminary plats shall conform to the drafting requirements of Chapter 2 of the Manual of Practice.
- (G) *Required Content of a Preliminary Plat and Supporting Documents.* Preliminary plats must at a minimum contain the information required in Chapter 2 of the Manual of Practice, as amended, including general requirements, existing conditions, and proposed conditions.
- (H) *Limitation on Preliminary Plat Approval.*
  - (1) Application for approval of a final plat shall be made not later than two (2) years after preliminary approval has been granted by the plan commission (if no waivers or deferrals are requested) or the corporate authorities (if waivers or deferrals are requested.) The developer may request final plat approval of a part of the plat which received preliminary approval, and may delay application for approval of other parts until a later date with the approval of the corporate authorities, provided all facilities required to serve the part or parts for which final approval is sought have been or are to be provided.
  - (2) The administrative review committee may extend the period for final approval of a preliminary plat in annual increments of up to two (2) years under the following conditions:
    - (a) The subdivider must submit a written request to extend the validity of the preliminary plat;
    - (b) No new waivers or deferrals from the ordinance are requested;
    - (c) The facts upon which any waivers or deferrals were approved have not changed substantially and are not likely to change during the period for which the extension is granted;
    - (d) No new regulations have been adopted by the city since the plat was originally approved by the corporate authorities which would affect the configuration of the subdivision, unless the plans as previously approved do not adversely affect the public health, safety, and general welfare.

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- (e) The secretary of the plan commission shall notify the developer, in writing, of approval or denial of the requested extension within ten (10) days of the receipt of the request.

### (l) *Supporting Documents to be Provided by the Developer*

- (1) Traffic impact analysis, if required by section 21-220 of this chapter;
- (2) General area plan, if required by section 21-210 of this chapter; and
- (3) Stormwater management plan, if required by section 21-430(B) of this chapter.

### **Sec. 21-230. Final Plat of a Major Development**

- (A) *Submission.* The developer shall have a final plat and supporting documents prepared as required by this chapter. The developer shall submit to the secretary:
  - (1) The following plat prints for all developments: one (1) full-sized print, one (1) reduced-size print (11" x 17") and one (1) digital copy in PDF format; or the size and number of plat prints the secretary requests;
  - (2) Two (2) copies of any subsidiary drainage plat prints and supporting materials containing the information required in Chapter 3 of the Manual of Practice;
  - (3) A copy of all new waiver or deferral requests in writing and presented in the manner required for preliminary plats;
  - (4) A county clerk's tax certificate substantially in the form set forth in Appendix B of the Manual of Practice;
  - (5) A school district statement substantially in the form set forth in Appendix B of the Manual of Practice;
  - (6) A construction bond, if required by section 21-310 of this chapter;
  - (7) Five (5) complete sets of prints of construction and engineering plans required to be prepared under sections 21-300 and 21-430(B) of this chapter;
  - (8) The perpetual maintenance of any common areas shall be provided for by an entity established for the purpose of maintaining said common areas for the benefit and use of the owners and residents of the development. Prior to final approval of the development, the plan commission must approve the developer's selected method of perpetual maintenance. The developer shall

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make no change in the approved method unless the commission and corporate authorities approve.

- (a) *Homeowner's Association.* If a homeowner's association is to be (or is) formed, the articles of incorporation must minimally contain the following provisions:
  - 1. Legal description which geographically defines the area owned and controlled by the homeowner's association.
  - 2. Notice that all owners of property within the development shall automatically become members of the homeowner's association and shall be required to incur all costs necessary to maintain any facility or common facility of the association.
- (b) *Single Ownership or Other.* In the event that the entire development is to remain under single ownership, trust, or other form of ownership, the developer shall file a deed restriction (covenant) between the owner and the city with the county recorder providing for a legal entity to be responsible for the maintenance of all common areas.
- (c) Any method for maintenance of common facilities shall require that no common open space within the development be converted to any other use unless the owners of all property within the development, the plan commission, and city council authorize such change.
- (9) *Owners Certificate.* An owner's certificate stating that the applicant/developer holds sole or joint title to the property being developed and that the property has been surveyed. The owner's certificate shall be acknowledged before a notary, shall contain dedications to the public and any proposed covenants to run with the property, and shall be dated and signed by the owner or the owner's designee. Where land is proposed to be subdivided for common-lot-line dwelling units, the applicant/developer shall include a notation in the owner's certificate indicating such intent, and the owner's certificate shall provide for the requirements stated in section 21-250(D) of this chapter.
- (10) The appropriate fee in accordance with section 14-7 of this Code;
- (11) A Champaign County Soil and Water Conservation District Natural Resource Inventory (EcoCAT review) (except for any replat) when the site is currently vacant or in agricultural use;
- (12) An Illinois Department of Natural Resources (IDNR) impact statement;

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- (13) An Illinois Historic Preservation Act (IHPA) statement; and
- (14) A completed application form.
- (B) *Distribution Prior to Approval.* Upon receipt of the final plat and any additional waiver or deferral requests, the secretary shall transmit copies of the final plat prints as set forth in Chapter 3 of the Manual of Practice.
- (C) *Review and Comment.* The administrative review committee shall review the final plat for any additional detail and for adherence to the approved preliminary plat. The committee shall forward its comments to the secretary in writing within twenty (20) working days of the committee's receipt of the plat.
  - (1) If (a) the final plat of a major development substantially differs from the previously approved preliminary plat of the site; or, (b) the developer requests new or different waivers or deferrals than those included with the preliminary plat approval, then the secretary shall submit the final plat to the plan commission for review.
  - (2) If the final plat substantially conforms to the previously approved preliminary plat and no new waivers or deferrals are requested, the secretary shall submit the final plat directly to the corporate authorities for approval.
- (D) *Plan Commission.* In the event the case must be returned to plan commission per subsection (C)(1) of this section, then upon receipt of comments from the administrative review committee, the secretary shall docket the case at the next regularly-scheduled plan commission meeting. The commission shall recommend approval or denial of the final plat and all waiver or deferral requests within forty-five (45) days from the date of submission to the commission of the final plat and all supporting material (including waiver or deferral requests). The commission may recommend denial if the final plat deviates substantially from the approved preliminary plat. If the commission recommends denial of said plat, the secretary shall furnish a written statement to the developer within five (5) working days noting that the plat has been recommended for denial and the reasons for denial.
- (E) *Corporate Authorities.* The secretary shall forward the plan commission memoranda, minutes, and recommendation to the committee of the whole, which shall consider the recommendation as its next regularly-scheduled meeting and shall forward its recommendation to city council. City council shall approve or deny said final plat including request(s) for waiver(s) within thirty (30) days of the corporate authorities' first meeting to consider the case following the action of the plan commission, unless the corporate authorities and developer mutually agree to extend such time. In all cases of denial of a plat or waiver or deferral request, the corporate authorities shall state the reasons for such denial. If a plat or waiver or deferral request is denied, the secretary



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shall furnish to the developer, in writing, a statement of the corporate authorities' denial. Said written statement shall be furnished to the developer within ten (10) days of the corporate authorities' action. Approval of said final plat shall constitute acceptance by the corporate authorities of all dedications of public rights-of-way and permanent easements within such final plat unless otherwise stated.

- (F) *Recording.* The secretary shall retain the plat original and supporting documents and certificates for recording. Within one-hundred-eighty (180) days of the date the ordinance approving the final plat is signed by the mayor, the secretary shall record the final plat and required supporting documents. Recording shall take place only after required improvements are made or bonds have been posted in accordance with subsection (A) of this section. The developer shall pay the recording fee as the county recorder establishes at the time of recording. Upon recording, the secretary shall notify the city clerk's office that the plat original has been recorded.
- (G) *Extension of Approval and Recording Period.* The secretary may extend the approval of a final plat, and such plat may be recorded, for a period of up to one (1) additional year after the automatic one hundred eighty-day (180) period. Such approval may be given, in the sole discretion of the secretary, if such extension does not negatively impact the construction of infrastructures necessary for development on neighboring tracts or within the city's growth areas, and if it is in the public's best interest.
- (H) *Distribution Following Approval.* The secretary shall transmit copies of the final plat as set forth in Chapter 3 of the Manual of Practice.
- (I) *Limitation on Final Plat Approval.* The city shall not issue a building or zoning permit until the final plat is recorded. If the final plat has not been recorded within the time specified in subsection (F) of this section, final plat approval shall become void unless during the one hundred and eighty (180) day period the corporate authorities approve a written application for an extension of time.
- (J) *Final Plat and Subsidiary Drainage Plat Drafting Requirements.* Drafting requirements shall conform to Chapter 3 of the Manual of Practice, including submission of digital copies as required by section 3.04 of the Manual of Practice.
- (K) *Required Content of a Final Plat and Supporting Documents.* Final plats must at a minimum contain the information required in Chapter 3 of the Manual of Practice.

**Cross reference** — Stormwater Management; Storm Sewers and Other Drainage Facilities, § 21-430.

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### Sec. 21-235. Concurrent Preliminary/Final Plat Procedure for a Major Development.

- (A) *Eligibility.* At the developer's discretion, an application may be made for a combined concurrent preliminary and final plat approval procedure.
- (B) *Submission.* The developer shall cause to be prepared a preliminary plat and supporting material as prescribed in sections 21-225(A), (F), and (G) and a final plat and supporting material as prescribed in sections 21-230(A), (J) and (K) of this chapter. The developer shall submit the appropriate number of plat prints as required by sections 21-225(A) and 21-230(A) of this chapter.
- (C) *Distribution Prior To Approval.* The secretary shall distribute material to the appropriate reviewing authorities as prescribed in sections 21-225(B) and 21-230(B) of this chapter.
- (D) *Review and Comments.* The reviewing officers shall conduct their reviews as prescribed in sections 21-225(C) and 21-230(C) of this chapter.
- (E) *Plan Commission.* The plan commission shall recommend approval or disapproval of the preliminary/final plat as prescribed in sections 21-225(D) and 21-230(D) of this chapter.
- (F) *Corporate Authorities.* The corporate authorities shall review the recommendation of the plan commission on the preliminary/final plat as prescribed in sections 21-225(E) and 21-230(E) of this chapter.
- (G) *Recording.* The final plat and required supporting documents if approved shall be recorded as prescribed in section 21-230(F) of this chapter.
- (H) *Distribution Following Approval.* The secretary shall distribute copies of the signed final plat as prescribed in section 21-230(G) of this chapter.
- (I) *Limitation on Final Plat Approval.* The granting of permits for, and restrictions on recording of the final plat shall be as specified in section 21-230(H) of this chapter.

### Sec. 21-240. Certificate of Exemption in Lieu of Plat

- (A) The administrative review committee may determine that submission of a plat is not required for minor lot line adjustments.
- (B) The administrative review committee may issue a certificate of exemption in lieu of a plat provided the lot line adjustment meets the following requirements:

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- (1) The lot line adjustment will not result in a change exceeding twenty-five (25) feet of any lot width;
  - (2) The sum of the area(s) transferred from one (1) lot to another may not exceed ten thousand (10,000) square feet; and
  - (3) The lot line adjustment may not change the total number of lots, nor create any nonconforming lots or structures according to the minimum standards of the Zoning Ordinance.
- (C) *Required Documents for a Certificate of Exemption in Lieu of Plat.* The owners of all affected lots shall submit a signed affidavit for a certificate of exemption in lieu of a plat stating that the proposed lot line adjustment(s) meets all requirements for a certificate of exemption. The affidavit shall be accompanied by the following:
- (1) A sketch plan which details the proposed lot line adjustment(s) to be transmitted for review by pertinent government entities and utility companies. Said sketch plan need not be prepared by or approved by a surveyor;
  - (2) A complete legal description of all lots subject to the proposed lot line adjustment(s) and a legal description of the lots after the proposed adjustment(s); Said legal description shall be prepared by a surveyor.
  - (3) Permanent index numbers for all lots affected by the proposed adjustment(s);
  - (4) Original notarized, signed owner's certificate which shall include any and all covenants affecting the development. Reference to an existing owner's certificate for the existing subdivision shall suffice to meet this requirement;
  - (5) A completed application form;
  - (6) Fee, as established for a minor development plat in section 14-7 of this Code.
  - (7) Where the subject location is in the city's extraterritorial jurisdiction, no certificate of exemption shall be recorded until such time as Champaign County has given final zoning approval in accordance with the Champaign County Zoning Ordinance.
- (D) Nothing in this section shall be construed to mean that zoning approval by Champaign County will release the developer from meeting the requirements of this section and chapter.
- (E) *Recording the Certificate of Exemption.* The secretary or their designee shall record an approved certificate of exemption in lieu of a plat contemporaneously with the deed

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which documents the transfer of the parts of the existing lots. The certificate of exemption shall contain reference to the existing subdivision, the name of the property owners, complete legal descriptions of the affected lots before and after the lot line adjustment(s), the criteria for the exemption from the platting requirement, and the signatures of all members of the administrative review committee. The secretary or their designee shall record the certificate, and the applicant shall pay all associated fees.

### **Sec. 21-245. Planned Unit Development (PUD) Approval in the City's Extraterritorial Jurisdiction (ETJ).**

- (A) *Applicability.* For those proposed PUDs which lie wholly or in part within the city's extraterritorial jurisdiction, for which Champaign County must give zoning approval, the developer shall obtain approval of the corporate authorities as to matters set forth in this chapter prior to commencing any required improvements. PUDs within the city must meet the requirements of this chapter and the Zoning Ordinance. For purposes of this chapter, a PUD shall constitute a major development, as herein defined.
- (B) *Pre-Application Conference Required.* A pre-application conference with the administrative review committee as prescribed in section 21-200 of this chapter shall be required. For planning coordination purposes, such a pre-application conference may be jointly held with the developer, the administrative review committee and those Champaign County officials required to hold their own preliminary conference as specified in the Champaign County Zoning Ordinance.
- (C) *Application and Procedural Requirements:*
  - (1) Upon submission of a PUD preliminary application to the Champaign County Zoning Administrator's office, as required in the Champaign County Zoning Ordinance, the developer shall concurrently submit the following to the secretary of the plan commission:
    - (a) Prints of the planned unit development plan which the applicant has filed with Champaign County. The number of prints to be submitted shall be the same as the number required for a preliminary plat of a major development, in accordance with section 21-225 of this chapter; and
    - (b) A preliminary plat of a major development in accordance with section 21-225 of this chapter.
  - (2) The plan commission and corporate authorities shall review the proposed preliminary plat subject to the procedures and requirements for a preliminary plat, except that:

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- (a) The corporate authorities must consider and approve or deny such plat, in accordance with section 21-225(E) of this chapter; and
  - (b) The application for final plat approval shall be made within six (6) months following the corporate authorities' approval of the preliminary plat, notwithstanding the two (2) year requirement contained in section 21-225(H) of this chapter.
- (3) Upon submission of a PUD final application to the Champaign County Zoning Administrator's office, as required in the Champaign County Zoning Ordinance, the developer shall concurrently submit to the secretary:
- (a) Prints of the planned unit development plan that the applicant has filed with Champaign County. The number of prints to be submitted shall be the same as the number required for a final plat of a major development, in accordance with section 21-230 of this chapter; and
  - (b) A final plat of a major development, in accordance with section 21-230 of this chapter.
- (D) (1) *Special Conditions on Final Plat Recording.* A final plat of a PUD shall be recorded as required in section 21-230(F) of this chapter. However, no final plat shall be recorded until such time as Champaign County has given final zoning approval in accordance with the Champaign County Zoning Ordinance. The city clerk shall record, at the developer's expense, such final plat and accompanying PUD supporting materials within one hundred and twenty (120) days of the date the ordinance approving the final plat is signed by the mayor; if it is not so recorded within such one hundred and twenty (120) days, the approval thereof shall become void.
- (2) Nothing in this section shall be construed to mean that zoning approval by Champaign County will release the developer from meeting the requirements of this section and chapter.
- (E) *Standards and Requirements.* Unless the plan commission expressly recommends approval of any proposed waivers, the corporate authorities shall review the proposed PUD in accordance with the requirements of this chapter relating to the design and construction of required improvements, as applicable.

### Sec. 21-250. Common Lot-Line Subdivisions

- (A) *Applicability.* The subdivision of land into lots for common-lot-line dwelling units, as defined and regulated in the Zoning Ordinance, shall conform to all requirements of this chapter.

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- (B) *Formal Statement of Intent.* Where land is proposed to be subdivided for common-lot-line dwelling units, the sketch plan, the minor development plat, the preliminary plat, and/or the final plat shall bear the following notation indicating such intent: “This subdivision was approved as a common-lot-line development and, as such, complies with all provisions of the Urbana Subdivision and Land Development Code.”
- (C) *Application and Procedural Requirements.* The subdivision and development of lots for common-lot-line dwelling units shall conform to the application and procedural requirements found in Article III of this chapter.
- (D) *Required Maintenance Agreement.* A request for approval of a subdivision for common-lot-line dwelling units shall be accompanied by a form of agreement by and between the owner(s) and future owner(s) to own, use, maintain, rent, or otherwise occupy the common-lot-line dwelling units. This maintenance agreement shall provide for the following:
- (1) All appropriate signatures and certificates with signature of notary;
  - (2) Rules and regulations regarding the maintenance, upkeep and repair of the building(s) or structure(s), all common areas (if any), roof and all areas of pavement surfaces including sidewalks, drives and off-street parking facilities and similar improvements;
  - (3) Party wall easements for all common walls located between the common-lot-line dwelling units;
  - (4) Repair and maintenance of any common service sewers providing for necessary easements of ingress and egress for any existing common lot line subdivisions;
  - (5) Insurance to cover the structure(s) and, if desired, homeowner’s insurance for each individual dwelling unit or public liability insurance;
  - (6) For townhouse or rowhouse units, the establishment of a governing board, and dues and assessments, for the preservation and maintenance of all common or other facilities which may be perfected by a lien on individual dwelling units of the structure(s) if the same remain unpaid;
  - (7) Covenants to assure the repair and reconstruction of any damaged common-lot-line dwelling unit(s) to a condition and style consistent with the architectural style of the other common-lot-line dwelling unit(s) remaining in the structure;
  - (8) Covenants and/or easements providing for reasonable ingress and egress for general repairs, utility connection and repairs, and maintenance; and

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- (9) A statement requiring replacement of any common sanitary sewer service with separate sanitary sewer service connections and vacation of any easements devoted solely to the common sewer service upon its failure.

***Secs. 21-251 through 21-299. Reserved***

# Exhibit D. Proposed Chapter 21 - Articles I and II (Legal Blackline Version)

## ARTICLE I. GENERAL PROVISIONS

### Sec. ~~21-1~~100. Title-

This chapter shall be known as "~~Subdivisions~~the "Subdivision and ~~Other~~ Land ~~Developments~~"Development Code" of the City of Urbana, Champaign County, Illinois, and may be cited as the Subdivision Code.

### Sec. ~~land~~ 21-105. Policies

The corporate authorities declare that:

To facilitate orderly, planned, efficient, and economical development ~~code~~.

~~(Ord. of the city and its extraterritorial jurisdiction, the subdivision of land and its subsequent~~No. 8889-33, 11-21-88)

### ~~Sec. 21-2. Purposes.~~

- (A) ~~Because every~~ development ~~right-of-way dedication or right-of-way vacation~~ within the jurisdiction of this chapter is or may become a part are subject to the control of the city ~~and because each~~ pursuant to its comprehensive plan;
- (B) Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace;
- (C) Land shall not be subdivided until adequate public facilities and improvements exist and proper provision ~~has or may have an impact on services provided by the city,~~ been made for drainage, water, sewerage, and transportation facilities and improvements;
- (D) Existing and proposed public improvements shall conform to and be properly related to provisions of the enacted comprehensive plan;
- (E) These regulations shall supplement and facilitate the enforcement of other city codes and ordinances pertaining to development; and
- (F) As conservation of resources such ~~as well as on services provided by other governmental units serving~~ energy, water, and topsoil are paramount to the long-term sustainability and security of the community, the corporate authorities encourage the use of smart growth principles, Leadership in Energy and Environmental Design (LEED)



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or similar standards, transit-oriented development, conservation subdivision design, low-impact development approaches to stormwater management, open space preservation, green infrastructure, and other measures to the extent practicable.

### Sec. ~~this chapter in conformance with 65 ILCS 5/11-12-5~~ 21-110. Purposes

The Subdivision Code is adopted for the following purposes:

- (A) ~~(1)~~ To protect, provide, and promote the public health, safety and general welfare of the city;
- (B) ~~(2)~~ To guide the future growth and development of the city, in accordance with the ~~official~~ comprehensive plan, ~~as amended~~;
- (C) ~~(3)~~ To provide for adequate light, air and privacy, to secure safety from fire, flood, and other danger, and to prevent overcrowding of the land and undue congestion of population;
- (D) ~~(4)~~ To protect the character and the social and economic stability of all parts of the city and to encourage the orderly and beneficial development of all parts of the community;
- (E) ~~(5)~~ To protect and conserve the value of land throughout the city and the value of buildings and improvements upon the land, and to minimize the conflicts among the uses of land and buildings;
- (F) ~~(6)~~ To provide the most beneficial relationship between the uses of land and buildings and the safe circulation of traffic throughout the city, having particular regard to ~~the avoidance of~~ avoiding congestion ~~in the streets and highways, and the, providing~~ safe pedestrian ~~traffic movements~~ appropriation to the various uses of land and buildings, and to provide for, and providing for the proper location and width of streets;
- (G) To provide for transportation facilities that safely and efficiently accommodate all modes of travel, including walking, bicycling, driving, and riding transit, as provided for by the city's complete streets and building setback lines; policy;
- (H) ~~(7)~~ To establish reasonable standards of design and procedures for developments, in order to further the orderly layout and use of land, and to ~~insure~~ ensure proper legal description and monumenting of developed land;
- (I) ~~(8)~~ To ~~insure~~ ensure that public facilities are available and will have a sufficient capacity to serve the developments and other areas reasonably anticipated to be served by such facilities;

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(J) ~~(9)~~ To ~~prevent~~minimize the pollution of air, soil, streams, and ponds; to assure the adequacy of drainage facilities; to safeguard groundwater resources; and to encourage the wise use and management of natural resources throughout the city in order to preserve the integrity, stability and beauty of the community and the value of the land;

(K) ~~(10)~~ To preserve the natural beauty and topography of the city and to ~~insure~~ensure appropriate development with regard to these natural features;

(L) ~~(11)~~ To promote flexibility in design and permit planned diversification in the location of structures in planned unit developments and mobile home parks;

~~(12)~~  
(M) To provide a reasonable hierarchy of street classifications and street design standards to meet the transportation needs of the city; ~~and~~

~~(13)~~ To facilitate the coordination and review of plans for separate proposed developments.

~~(Ord. No. 8889-33, 11-21-88; Ord. No. 9798-113, § 2, 5-18-98)~~

~~Sec. 21-3. Scope.~~

~~(A) (a) In accordance with the enabling legislation set forth in 65 ILCS 5/11-12-8, this chapter prescribes procedures for the preparation, submission, review and filing of documents required for approval by the City of Urbana of any development with the City of Urbana and its extraterritorial planning jurisdiction. A development will not be approved if such approval would disrupt the allocation of land uses and public facilities as established in the comprehensive plan.~~

~~(b) This chapter sets forth development requirements, standards and specifications for:~~

~~(1) The location, width, course and surfacing of public streets, alleys, curbs, gutters, sidewalks and easements for public service facilities;~~

~~(2) The placement, location, course, diameters, length and carrying capacity of all public utilities and disposal systems. This includes but is not limited to water, gas, electricity, telecommunications, sanitary sewage disposal and storm water drainage; regulations on the diameter, length and carrying capacities of such utilities are intended to apply only to sanitary sewage disposal and storm water drainage system;~~

~~(3) The dedications of land for public right-of-way and easements;~~

~~(4) Civil engineering standards inclusive of testing, construction and materials;~~

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- ~~(5) Construction bond and maintenance bond requirements for the installation of required improvements.~~
- ~~(c) The requirements, standards and specifications of this chapter do not relieve the developer of compliance with any other applicable requirements which regulate land development, including but not limited to:~~
- ~~(1) The Urbana Official Comprehensive Plan, 1982, as may be amended;~~
  - ~~(2) The standards and procedures of the Urbana Plan Commission and the city council of the City of Urbana, Illinois;~~
  - ~~(3) Any ordinances or regulations passed under the authority of the City of Urbana, a home-rule unit, including the Code of Ordinances, City of Urbana.~~
  - ~~(4) The City of Urbana Zoning Ordinance for those developments within Corporate Limits of the City of Urbana.~~
  - ~~(5) The Champaign County Zoning Ordinance for those developments situated within the city's extraterritorial jurisdiction. If there is a conflict between what is permitted in the county zoning ordinance and the comprehensive plan, the development will not be approved except to the extent it would not disrupt the allocation of land uses or public facilities as set forth in comprehensive plan.~~
  - ~~(6) Any rules or regulations of Illinois State agencies, departments or commissions not in conflict with these regulations;~~
  - ~~(7) The Illinois Revised Statutes, including but not limited to, Chapter 24, Article 11, Divisions 12, 13, 14, 15, 15.1 and Chapter 109 with the specific exception of paragraph 1., subparagraph (b);~~
  - ~~(8) Any federal law, rule or regulation which governs the development of land;~~
  - ~~(9) Any relevant interpretation of a court of competent jurisdiction on any of the above requirements.~~
- ~~{Ord. No. 8889 33, 11 21 88; Ord. No. 9798 113, § 1, 5 18 98}~~
- (N)
- (A)(O) To ensure that land is developed in ways that conserve natural resources and ensure the long-term environmental sustainability of the community.

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### Sec. 21-~~4115~~. Definitions.

(A) ~~(a)~~ Rules of construction: The language set forth in this chapter shall be interpreted in accordance with the following rules of construction, ~~unless the context clearly requires a different construction;~~

(1) ~~(1)~~ The singular includes the plural and the plural the singular.

(2) ~~(2)~~ The present tense includes the past and future and the future includes the present.

(3) ~~(3)~~ The words "~~shall,~~" "~~must,~~" and "~~must~~" "~~should~~" are mandatory, while the word "~~may~~" is permissive.

~~(4)~~  
(4) Whenever a word or term defined hereinafter appears in the text of this chapter, its meaning shall be construed as set forth in the definition thereof, and any word appearing in the parenthesis between a word(s) and its definition shall be construed as the same sense as that word.

(5) ~~(5)~~ All words or terms not defined herein shall be construed in their generally-accepted meanings.

(6) ~~(6)~~ Captions (i.e. titles of sections, subsections, etc.) are intended merely to facilitate general reference and in no way limit the substantive application of the provisions set forth thereunder.

(7) ~~(7)~~ References to sections shall be deemed to include all subsections within that section; but a reference to a particular subsection designates only that subsection.

(B) ~~(b)~~ For the purposes of this chapter, the following definitions shall apply ~~unless inconsistent with the manifest intent of the council or the context clearly requires otherwise.~~

*Administrative ~~review committee~~ Review Committee*: means the city engineer or his/her designee, the director of community ~~and economic~~ development services department or his/her designees and the secretary of the plan commission- or his/her designee.

*Abutting* ~~(: means adjacent, bordering, contiguous, adjacent) means parcels or lots having one or more common boundary lines.~~

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~~Director of community and economic development services means the director of community and economic development services of the City of Urbana, Illinois or the director's designee.~~touching.

~~Alley: means a permanent service way providing~~public or private right-of-way primarily designed to serve as a secondary means of access to ~~abutting lands not intended for general traffic circulation. (See Illustration #1)~~the side or rear of those properties whose principal frontage is on some other public or private street.

~~Applicant (petitioner; means a developer) means any person, party, corporation or other legal entity~~ making application for development approval under the requirements of this chapter.

~~Application: means the application form and accompanying supporting documents~~and fees this chapter requires of an applicant seeking development ~~approval. Those forms included in the Appendix of this chapter are for general reference and do not constitute a~~waiver, or other approvals. An application is considered "complete" when all required documents have been submitted as per the pertinent section of this chapter.

~~Average daily traffic volume means the total number of trips entering or leaving a specific land development over a twenty four hour period. For purposes of this definition, the most recent edition of the Institute of Traffic Engineers, "Trip Generation Manual" shall serve as the basis in determining anticipated average daily traffic volumes, when such information is required. Other recognized sources may be used when the "Trip Generation Manual" carries no specific standard.~~

~~Base flood means the flood having a one per cent chance of being equalled or exceeded in any given year. The flood is also known as the one hundred year flood.~~

~~Base flood elevation (BFE) means the elevation line delineating the one hundred year flood profile of the special flood hazard areas (See Chapter 5, Article XI, section 5-503 of the Urbana Code of Ordinances).~~

Bikeway: means any road, street, path, or way that in some manner is specifically designated for bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or to be shared with other transportation modes.

~~Block: means an area of land bounded by existing or proposed streets,~~or by a street or streets and any combination of waterways, railroad ~~right~~rights-of-way ~~or,~~ unsubdivided property ~~or,~~other definite boundary. See Appendix C, Illustration #1, "Street Design Elements," in the Manual of Practice.

~~Bond (construction bond or maintenance bond)~~Construction Bond or Maintenance Bond): means a form of surety and security to be secured by the city from the developer to assure

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performance of the installation and/or maintenance of improvements required under this chapter.

*Buildable ~~lot~~Lot:* means a parcel of land currently occupied or that could be legally occupied by a principal structure or use, and which either meets the requirements of the ~~Urbana~~Zoning Ordinance or ~~the Champaign County Zoning Ordinance~~, or is part of an approved planned unit development.

*Chapter:* means Chapter 21 of this Code and any or all applicable requirements ~~of Chapter 21, Subdivisions and Other Land Developments of the City of Urbana Code of Ordinances~~stated therein unless otherwise specifically expressed.

*City:* means the City of Urbana, Champaign County, Illinois.

~~City clerk means the city clerk of the City of Urbana, Illinois or the city clerk's designee.~~

~~City council (or council) means the city council of the City of Urbana, Champaign County, Illinois.~~

~~City engineer means the city engineer of the City of Urbana, Illinois, or the city engineer's designee.~~

*Common ~~area (common property)~~Area:* means those areas and facilities owned, designated, and intended for use by all the residents and owners of the development.

*Comprehensive Plan:* means the city's 2005 Comprehensive Plan, including any successive amendments thereof, or any successive comprehensive plan.

*Corporate Authorities:* means the council members and mayor of the city

*County ~~recorder~~Recorder:* means the recorder of deeds, Champaign County, Illinois.

~~Cul-de-sac turn-around means a permanent or temporary improvement pavement placed at a street terminus to permit motor vehicles to turn around.~~

*Dedication:* means the deliberate transfer or donation of land by its owner for any general public ~~uses~~use or easement, reserving to oneself no other rights than such as are compatible with the full exercise of and enjoyment of the public uses to which this ~~property~~land has been ~~devoted~~provided.

~~Design manual means the most recent edition of the "Design Manual" published by the Illinois Department of Transportation and as amended from time to time and duly adopted by reference by the Urbana City Council.~~

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*Developer*: means the legal or beneficial owner or owners of any lot or any land included in a proposed development including the holder of an option or contract to purchase, or any person with beneficial interest in a land trust, or other persons having enforceable proprietary interest in such land.

*Development*: means any activity causing a change to be made in the legal rights or physical state of the real estate such that the activity:

- ~~(1)~~ (1) ~~The activity~~ meets the threshold of section 21-~~42(b)~~430(B) of this chapter and requires a stormwater management plan; or
- ~~(2)~~ (2) ~~The activity~~ creates a substantial use demand for new sanitary sewage service, collection and treatment, or ~~the activity shall require~~requires the extension of a sanitary sewer system collector or interceptor, or the installation and capping of sanitary sewer lines, in accordance with section 21-~~41~~425 of this chapter; or
- ~~(3)~~ (3) ~~The activity~~ constitutes any mining, quarrying, or other excavations related thereto; or
- ~~(4)~~ (4) ~~The activity~~ constitutes the creation or change of a subdivision or a resubdivision or lot-line adjustment; or
- ~~(5)~~ (5) ~~The activity~~ constitutes the creation or a change of a mobile home park; or
- ~~(6)~~ (6) ~~The activity~~ constitutes the creation or change of a planned unit development;

~~(7)~~ (7) The following activities are *not* considered to constitute a development:

- (1) ~~(a)~~ (a) The transfer of any existing building or use rights for use of a single individual parcel, as it then exists immediately prior to any sale or lease where such transfer or lease does not create any additional parcel by exception; or
- (2) ~~(b)~~ (b) The dedication of land for public use to a public entity, the vacation of any land so dedicated, ~~and~~or the taking of property rights through eminent domain or inverse condemnation; or
- (3) ~~(c)~~ (c) The construction of one (1) single-family dwelling and/or farm-related structures on a single lot, or the creation or transfer of a single lot of ten (10) acres or more, except ~~share~~where such acreage

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or structures are at locations of future streets as designated in the ~~official~~ comprehensive plan; or

~~(4)~~ ~~\_\_\_\_\_~~ ~~(d)~~ The maintenance or improvement of an existing public street or railroad by a public utility not involving redesign, if the work is carried out on land within the boundaries of the right-of-way; or

~~(5)~~ ~~\_\_\_\_\_~~ ~~(e)~~ Work by any utility not including redesign for the purpose of inspection, repair, removal, or construction on established rights-of-way of any sewers, mains, pipes, cables, utility tunnels, power lines, power poles, trunk lines or the like; or

~~(6)~~ ~~\_\_\_\_\_~~ ~~(f)~~ The use of any land solely for the purpose of growing plants, crops, trees, ~~and/or~~ other agricultural or forestry products or for other agricultural purposes; or

~~(7)~~ ~~\_\_\_\_\_~~ ~~(g)~~ ~~Individual installation~~ Installation of a ~~building sewer, service connection, (or "tap"), sewer lateral, or sewer drain serving one (1) individual structure.~~

~~Development, major means a development which does not come within the definition of a minor development.~~

~~Development, minor means a development involving the subdivision of a parcel of land (or the resubdivision or lot-line adjustment of a previously platted lot or lots) into not more than five (5) buildable lots and which development has all necessary improvements and services (except for service connections and sidewalks) including streets, water, electricity, storm sewers, and sanitary sewers available at the site. The administrative review committee may grant waivers of the section of this chapter which requires the upgrading of existing but substandard improvements and services as specified under section 21-17. Resubdivision of any part of a previous minor development into no more than five (5) buildable lots is not a minor development unless the administrative review committee determines otherwise.~~

~~Development sketch plan~~ Development Sketch Plan: means a conceptual sketch of a proposed development inclusive of property lines, proposed streets/drives, available utilities, etc., to be used for discussion purposes at a pre-application conference. ~~A development sketch plan shall be prepared in accordance with section 21-13(c) of this chapter. (See Appendix C, Illustration #2).~~ "Development Sketch Plan" in the Manual of Practice.

~~Driveway means a private roadway to a parking space, garage, dwelling, or other structure or to individual lots and located entirely within the right-of-way.~~



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~~Dwelling, common-lot-line~~ Development, Major: means a development which does not fit within the definition of a minor development. Major developments must be reviewed by the plan commission and approved by the corporate authorities.

Development, Minor: means any activity involving the subdivision of a parcel that is determined, by unanimous approval of the administrative review committee, to be a minor development in accordance with section 21-215 of this chapter. Minor developments are approved by the administrative review committee and do not require review or approval by the plan commission or the corporate authorities.

Dwelling unit: means one (1) room, or suite of two (2) or more rooms in a building, designed for and used by a single household for living and sleeping purposes, containing its own kitchen and bathroom facilities, and having its own independent entry/access from the exterior of the structure or from a common interior hallway.

Dwelling, Common-Lot-Line: means a dwelling unit that adjoins another dwelling unit at a common lot line with each dwelling unit being located on its own separate lot and within a common-lot-line development approved by the ~~City of Urbana.~~city. Each common-lot-line dwelling unit is legally eligible for separate ownership through a transfer of fee simple title.

Easement: means a grant by the property owner of either the permanent or temporary use of an area of land to the public, a corporation, or person(s), for specified uses and purposes to be designated as a ~~"public"~~ or ~~"private"~~ easement depending upon the nature of its use.

Engineer: as distinguished from city engineer, ~~shall mean~~means an Illinois ~~registered~~ licensed professional engineer ~~working on behalf~~.

Extraterritorial Jurisdiction (ETJ): means the unincorporated territory lying within one and one-half (1½) miles of the ~~developer~~corporate limits of the city where the city has subdivision authority, excluding the areas located within the subdivision jurisdiction of another municipality.

~~Floodway means the channel of a river or other watercourse and adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one-tenth (0.1) foot.~~

~~\_\_\_\_\_~~ Flag Lot: see Lot, Flag.

Frontage: means that portion of a lot abutting ~~a~~an improved public street or, in a planned unit development, abutting an improved private street. The portion of a lot abutting the end of a stub street right-of-way shall not constitute frontage.

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~~General area plan~~Area Plan (GAP): means a ~~general plan prepared by the developer, for the progressive or staged development of a larger land holding, or several properties intended or proposed to be developed by sections or stages~~sketch meeting the requirements of ~~this chapter. A general area plan when required shall be prepared in accordance with~~ section 21-13(e) ~~of this chapter. (See Illustration 13)~~

~~Highway standards means~~210(B), reasonably drawn to scale that illustrates the general development design concept for a larger parcel under single ownership, when the proposed development constitutes only a portion of the ~~most recent edition of "Highway Standards" published by the Illinois Department of Transportation.~~larger parcel.

~~Improvements mean:~~ means any street, curb, alley, sanitary sewage ~~disposal~~collection system, storm sewer system, ~~easements, right-of-way,~~ sidewalk, ~~crosswalks and~~street light, public utility, or other related improvements, publicly or privately installed or maintained which are required under this chapter. \_\_

~~Land means the earth, water and air, above or below or on the surface, and includes any improvements or structures customarily regarded as land.~~

~~Legal division means the legal division of the City of Urbana, Illinois.~~

Lot: means a portion of a subdivision or other parcel of land established by a plat or other legal means, and intended as a unit for development, or for transfer of ownership ~~which immediately abuts some specified portion of a right-of-way.~~

Lot Area: means the total land area ~~means~~within the ~~area~~lot lines of a ~~horizontal plane bordered by the vertical planes through front, side and rear lot lines.~~

~~Lot, corner~~ means a lot located at the intersection of two (2) or more streets, where the corner interior angle formed by the intersection of the two (2) streets is one hundred and thirty five (135) degrees or less; or a lot abutting upon a curved exclusive of any portion of a public street or streets if tangents to the curve, at the two (2) points where the lot lines meet the curve, form an interior angle of less than one hundred and thirty five (135) degrees. whether dedicated or prescriptive.

Lot Depth: means the average distance measured from the front lot line to the rear lot line.

Lot depth Line: means a line dividing one (1) lot from another, or from a street right-of-way line.

Lot Width: means the horizontal distance between ~~the midpoints of straight lines connecting lot lines in the front yard and~~ side lot lines ~~in the rear yard.~~

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~~Lot, double frontage~~ of a lot measured at the required front setback line. For corner lots, lot width means ~~a lot which~~ the horizontal distance between the side lot line and the parallel front lot line, measured at the front setback line of the remaining front lot line. Lot width also means the minimum lot width expressed under the Zoning Ordinance.

~~Lot, Corner:~~ means a lot abutting two or more streets at their intersection, or abutting two parts of the same street forming an interior angle of less than 135 degrees.

~~Lot, Double-Frontage:~~ means a lot that has a pair of opposite lot lines fronting ~~along two (2)~~ substantially parallel streets.

~~Lot, flag/Flag:~~ means a lot where access to the street is established by a narrower portion of the lot serving as a private access, such narrower portion not meeting the minimum ~~and/or average~~ lot width requirement of ~~either the Urbana or Champaign County~~ Zoning Ordinance, ~~whichever is applicable.~~

~~Lot line~~ means a line dividing one lot from another, or from a street right-of-way line.

~~Lot of record~~ means a lot which is part of a subdivision, the final plat of which has been recorded with the Champaign County Recorder of Deeds or a parcel of land, the deed of which was of record as of December 17, 1979.

~~Low Impact Development (LID):~~ means systems and practices that use or mimic natural processes that result in the infiltration, evapotranspiration or use of stormwater in order to protect water quality and associated aquatic habitat. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat stormwater as a resource rather than a waste product.

~~Major Development:~~ see Development, Major.

~~Manual of Practice:~~ means the "City of Urbana Manual of Practice," a technical document that establishes design, material, and construction standards for improvements required for developments, as amended.

~~Minor Development:~~ see Development, Minor.

~~Lot width~~ means the horizontal distance between side lot lines of a lot measured at the required front setback line. For purposes of this chapter, lot width shall also mean the minimum or average lot width expressed under either the City of Urbana's or Champaign County's Zoning Ordinance, whichever is applicable.

~~Manual of Instruction for the Structural Design of Flexible Pavements on Projects Involving Motor Fuel Tax, Federal Aid Secondary, and Federal Aid Urban System Funds~~ means the most recent edition of "Manual of Instruction for the Structural Design of Flexible Pavements on

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~~Projects Involving Motor Fuel Tax, Federal Aid Secondary, and Federal Aid Urban System Funds" published by the Illinois Department of Transportation.~~

~~Manual on Uniform Traffic Control Devices means the most recent edition of the "Manual on Uniform Traffic Control Devices" published by the Illinois Department of Transportation.~~

~~Mid-block sidewalk means that portion of a right-of-way used or intended to be used principally for pedestrian passage, which meets or exceeds the design standards required by this chapter. A mid-block sidewalk generally aligns perpendicular to, and interconnects with, sidewalks on the perimeter within a block (See Illustration #1).~~

~~Median means a permanent or temporary pavement separation used to separate motor vehicle traffic lanes moving in opposite directions (See Illustration #1).~~

Mobile ~~home park~~Home Park: means a parcel or parcels of real estate developed as a unit, in phases, or as a whole, to provide individual sites with street and other improvements for the long-term ~~parking~~placement of five or more manufactured mobile homes.

~~National Electrical Code \_\_\_\_\_~~

NFPA: means the "National Electrical Code" ~~published by the~~ National Fire Protection Association ~~and as amended from time to time, and duly adopted by reference by the Urbana City Council.~~

~~North American Vertical Datum (mean sea level) means the most recent publication of vertical datum as published by the United States National Geodetic Survey and the United States Geological Survey.~~

~~Official comprehensive plan means the City of Urbana 1982 Comprehensive Plan including any successive amendments thereof or any successive comprehensive plan.~~

Outlot: means a lot remnant or parcel of land depicted on an approved development plat that is left over after platting, which is normally ~~is~~ not a buildable lot ~~meeting the requirements of the City of Urbana's or Champaign County's Zoning Ordinances for minimum width, size or frontage requirements. Such lots are usually remnants or unusable portions of land in a development plat. Outlots, except as otherwise clearly stated or expressed, may be developed in combination with other buildable lots. An outlot may include any land devoted to a~~, and is intended as common area or open space.

Parcel: means any quantity of land capable of being described with such definiteness that its location and boundaries may be established. Also commonly referred to as a "tract"; if a parcel has been recorded as a subdivision, it is also commonly referred to as ~~part of a development,~~ a "lot."

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**Pavement:** means that portion of a street designated or used for vehicular travel measured from back-to-back of curb or edge-to-edge of paved street surface when there are no curbs.

PDF: means Portable Document Format: a file format that provides an electronic image of text or text and graphics that looks like a printed document and can be viewed, printed, and electronically transmitted.

**Plan ~~commission~~Commission:** means the plan commission of the ~~City of Urbana~~city.

**Planned ~~unit development (abbreviated Unit Development (PUD))~~:** means an area for which a unitary site plan has been prepared, establishing at least, but not necessarily limited to, the following: land uses, open space allocations, on-site circulation for pedestrians, bicycles and automobiles, parking, setbacks, housing densities, building spaces, land coverage, landscaping relationships with adjoining areas and streets, building heights, accessory uses, and architectural treatment. ~~A PUD must be designed and developed according to the procedures and standards specified in section VII-5 of the Urbana Zoning Ordinance if within the corporate limits, or the Champaign County Zoning Ordinance if within the municipal extraterritorial planning jurisdiction, and section 21-18 of these regulations~~PUDs are further defined and administered as set forth in the Zoning Ordinance.

**Plat:** means a map representing a ~~tract~~parcel of land, showing the boundaries and location of individual properties and streets, and which conveys a map of a subdivision or site plan.

**Plat, ~~final~~ Act:** means 765 ILCS 205/0.01, et seq., as amended. The Plat Act regulates the division of land in the state, unless superseded by local government.

**Plat, Final:** means a plat prepared for recording at the county recorder and meeting the criteria of these regulations. ~~(See Appendix C, Illustration #5)~~4, "Example of Final Plat of Major Development," in the Manual of Practice.

**Plat, ~~preliminary~~ Preliminary:** means a ~~preliminary map,~~plat and supporting data, indicating the proposed layout of ~~the~~a subdivision or development in sufficient detail to provide adequate basis for review by the ~~City of Urbana,~~city, and meeting the requirements of this chapter. A preliminary plat establishes basic developmental design concepts and public improvements required to be approved through the final plat process. ~~(See Illustration #3)~~See Appendix C, Illustrations 3A, "Example of a Preliminary Plat of a Major Development and General Plan Not Requiring Any Waivers or Waiver Requests of Regulations" and 3B, "Example of a Contour Map to Accompany a Preliminary Plat of a Major Development" in the Manual of Practice.

**Principal ~~use~~Use:** means the main purpose ~~or activity~~ for which ~~the~~ land or a structure is ~~designed, arranged, or~~ intended, and ~~for which it is occupied,~~ used ~~or maintained~~.

~~Procedures and Standards of Urban Soil Erosion and Sedimentation Control in Illinois means the most recent edition of "Procedures and Standards for Urban Soil Erosion and Sedimentation~~

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~~Control in Illinois" published by the Northeastern Illinois Soil Erosion and Sedimentation Control Steering Committee.~~

~~Reverse curve means a curve in a street heading in approximately the opposite direction from the curve immediately preceding it so as to form a S-shape.~~

~~Resubdivision (~~replat~~) or Replat):~~ means the ~~redivision~~ re-division of an approved subdivision into two ~~(2)~~ or more lots or the resurveying of existing lots ~~which~~ that changes the lot area, dimensions, or configuration of said ~~property~~ subdivision.

~~Right-of-way (abbreviated R.O.W.)~~ Way: means the entire dedicated ~~tract~~ parcel or strip of land that is dedicated for use by the public for vehicular, pedestrian, and bicycle circulation ~~and/or service~~. Right-of-way created by means other than prescription may also accommodate public utilities.

~~Sidewalk means that portion of a right-of-way used or intended to be used principally for pedestrian passage, which meets or exceeds the design standards required by this chapter. A sidewalk typically runs parallel with and between a street and lot frontages (See Illustration #1).~~

Secondary Drainage: means a collection of pipes, inlets, and cleanouts that collects and transports sump pump discharges to the city's storm sewer system.

~~Secretary of the Urbana Plan Commission (or secretary):~~ means the city planner of the ~~City of Urbana, Illinois or the city planner's~~, or the city planner's designee.

~~Service connection~~ Connection: means a connection to any required utility for purposes of serving individual land uses or structures within a development. Service connections are distinguishable from a main line utility in that while they connect to a main line, ~~the service connection terminates~~ connections terminate, or is are intended to terminate, at a specific lot or land use.

~~Special flood hazard areas (SFHA) means those lands within the jurisdiction of the city that are subject to the base flood inundation. The SFHA's of the city are generally identified as such on the flood insurance rate map of the city prepared by the Federal Insurance Administration and dated January 16, 1981, as amended, and the flood hazard boundary map of the County of Champaign, dated March 1, 1984, as amended.~~

~~Standard Specifications for Road and Bridge Construction means the most recent edition of "Standard Specifications for Road and Bridge Construction" published by the Illinois Department~~ Sidewalk: means that portion of a right-of-way intended principally for pedestrian passage, which meets or exceeds sidewalk design, material and construction standards of this chapter.

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Sidewalk, Mid-Block: means a sidewalk that generally aligns perpendicular to, and interconnects with, sidewalks on the perimeter of a block. See Appendix C, Illustration 1, “Street Design Elements” in the Manual of Practice.

Stormwater Management Plan: means reports, plans and documents, prepared and sealed by an engineer, which identify the water that naturally flows to, from, and through the development, the means of controlling the stormwater runoff release from the development, the storage potential provisions for the anticipated excess stormwater runoff, and techniques proven to be effective in controlling stormwater runoff, erosion, and sedimentation.

Street: means a roadway within the boundaries of ~~Transportation~~.

~~Standard Specifications for Traffic Control Items~~ means the most recent edition of “Standard Specifications for Traffic Control Items” published by the Illinois Department of Transportation.

~~Standard Specifications for Water and Sewer Main Construction in Illinois~~ means the most recent edition of “Standard Specifications for Water and Sewer Main Construction in Illinois” published jointly by the Illinois Society of Professional Engineers, Consulting Engineers Council of Illinois, Illinois Chapter of the American Public Works Association, Illinois Municipal League, and the Associated General Contractors of Illinois.

~~Street~~ means the entire width between a public right-of-way, or on private property lines of a right-of-way or place of whatever nature when any part thereof is open to use of the public for purposes of pedestrian and vehicular travel. within a PUD or mobile home park, which is constructed in accordance with this chapter and which affords the principal means of access to abutting property. A street may also be referred to as ~~an~~ avenue, boulevard, circle, court, drive, highway, lane, parkway, place, road, thoroughfare, or ~~any~~ other appropriate name. An alley is not a street. For most of the classes listed below, see Appendix C, Illustration 1, “Street Design Elements” in the Manual of Practice. For purposes of this chapter, the following ~~represents~~ represent classes and types of streets:

(1) ~~\_\_\_\_\_~~ ~~(1)~~ ~~Arterial~~ ~~street~~ Street: means a street used, or intended to be used, primarily for through traffic, including freeways, highways, as well as major streets ~~and parkways.~~ As specified in the ~~official~~ comprehensive plan, there are both ~~principal~~ major and minor arterial streets ~~(See Illustration #1).~~

~~(2) \_\_\_\_\_~~ ~~Thoroughfare~~ means a street which serves as an arterial street within and between the various areas of the city and its environs.

(2) ~~\_\_\_\_\_~~ ~~(3)~~ ~~Collector~~ ~~street~~ Street: means a street used, or intended to be used, to carry traffic from ~~minor~~ local streets to the major system of arterial streets. ~~(See Illustration #1)~~

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~~(3)~~ ~~(4)~~ ~~Minor (local) street~~ Cul-De-Sac Street: means a local street with only one outlet that terminates in a vehicular turnaround, having an appropriate terminal for the safe and convenient reversal of traffic movement.

~~(4)~~ Local Street: means a street used, or intended to be used, primarily for access to abutting properties. ~~Service to through traffic is discouraged (See Illustration #1).~~

~~(5)~~ ~~Cul de sac street~~ means a short street having one end open and connecting to an intersecting street and the other end permanently terminated by a cul-de-sac turnaround (See Illustration #1). ~~A cul-de-sac street is considered a minor street.~~

~~(6)~~ ~~Loop street~~ means a street which has its only ingress and egress at two (2) points along a through street (See Illustration #1).

~~(5)~~ ~~(7)~~ Major Arterial Street: means an arterial street with a right-of-way of 115 feet or more.

~~(6)~~ Minor Arterial Street: means an arterial street with a right-of-way of less than 115.

~~(7)~~ Private Street: means a street not located within a public right-of-way and not publicly owned and maintained.

~~(8)~~ ~~Stub street~~ Street: means a street right-of-way or improvement ~~which terminates abruptly without the provision for vehicular turn-around. Such a street usually~~ that terminates at the boundary of a development and is expected to continue ~~to and~~ through ~~adjacent~~ abutting property in its subsequent future development. ~~(See Illustration #1)~~

~~(8)~~ ~~Private street~~ means a street used for ingress and egress to several adjoining lots. ~~Private streets are only allowed under planned unit development or mobile home park procedures. The private street is not dedicated to the public and as such is privately maintained by the developer or private entity. The private street must meet all structural and material standards of this chapter.~~

~~(9)~~ ~~Substandard street~~ means a street or a private street which has missing, incomplete or substandard street appurtenances. ~~The appurtenances include but are not limited to: pavement structure, curb, gutter and sidewalks. It shall also mean pavement made of earth, oil treated surface or any other material that does not have an acceptable pavement structure.~~

Subdivider: means any person, firm, corporation, ~~etc.,~~ or other entity engaged in developing or improving a ~~tract of land which~~ parcel that meets the definition of a subdivision or development as defined in this chapter.



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*Subdivision:* means ~~the division of either (a) a tract of land into two (2) parts, lots, parcels or tracts~~ the act of dividing, consolidating, or altering the existing boundaries of one (1) or more for the purpose of potential transfer or transferred ownership or other divisions of land for sale, development or lease ~~except that it is not the intent of this chapter to define the creation or transfer of a single lot of ten (10) or more acres, except where such property is located at future streets as designated by the comprehensive plan, as a subdivision; or (b) the configuration of lots, outlots, public rights-of-way and public improvements which result from developing land in accordance with the procedures, requirements and standards of this chapter.~~

*Subsidiary ~~drainage plat~~ Drainage Plat:* means a general plan, to be prepared in accordance with the requirements of this chapter, which notes watershed, topographical features and other general drainage characteristics and conditions for both the proposed subdivision or development and its vicinity.

*Survey:* means the process of establishing the location, form, and boundaries of a ~~tract~~ parcel of land by measuring the lines and angles in accordance with the principles of geometry and trigonometry performed by ~~an Illinois registered land~~ a surveyor.

*Surveyor:* means an Illinois ~~Registered Land Surveyor~~ registered land surveyor.

*Trip Generation Manual:* means the ~~"~~ "Trip Generation Manual" published by the Institute of Transportation Engineers, as amended ~~from time to time~~.

*Urbana Champaign Sanitary District (UCSD):* means the primary sanitary district which provides sanitary sewer service to the city.

*Use:* means the purpose ~~or activity~~ for which ~~the~~ a structure ~~thereon,~~ is ~~designed, arranged or intended to be occupied, or for which it is occupied,~~ used or maintained.

*Waiver:* means a grant made by the ~~city council~~ corporate authorities or the administrative review committee (see "Waiver, administrative") to waive ~~any~~ a requirement or portion of a requirement of this chapter. ~~No~~

*Waiver, administrative:* means a waiver is available to a developer by right granted by the administrative review committee without plan commission review and corporate authorities' approval.

*Zoning ~~ordinance~~ Ordinance:* means the Urbana Zoning Ordinance ~~of the City of Urbana applicable within the corporate limits~~ or the Champaign County Zoning Ordinance to the extent applicable within the city's ~~city's~~ extraterritorial ~~planning~~ jurisdiction, both of which as may be amended.

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~~(Ord. No. 8889-33, 11-21-88; Ord. No. 9192-44, §§ 1-4, 10-21-91; Ord. No. 9192-62, § 1, 1-6-92; Ord. No. 9293-110, § 1, 5-6-93; Ord. No. 9899-37, 10-19-98)~~

### Sec. 21-~~5~~. ~~Severability~~.

~~If any section, provision or portion of this chapter is adjudged unconstitutional or invalid by a court of competent jurisdiction the remainder of this chapter shall not be affected thereby and will remain in full force and effect.~~

~~(Ord. No. 8889-33, 11-21-88)~~

### **21-6. 120 Legal ~~authority~~ Authority and ~~application~~ Jurisdiction**

~~(a) This chapter is enacted pursuant to the authority granted to Illinois Municipalities by Divisions 12 and 15 of Article 11, Illinois Municipal Code, the City of Urbana as a home-rule unit under the 1970 Illinois Constitution, and 65 ILCS 5/11-12-5.~~

(A) (b) Regulation of the subdivision and development of land and the attachment of reasonable conditions to land subdivision are exercises of valid police power delegated by the State of Illinois to the city. A developer has a duty to comply with reasonable conditions imposed by the plan commission and corporate authorities for design, dedication, improvement, and restrictive use of the land to conform to the physical and economic development of the city and to promote the health, safety, and general welfare of future lot owners in the subdivision and the community at large.

(B) These regulations shall apply whenever land is developed, unless a waiver~~(s)~~ is sought and approved ~~for~~in specific cases ~~of hardship in the manner~~ as prescribed in section 21-135 of this chapter.

(C) (c) These regulations shall apply to all developments, as defined in section 21-4 Article II of this chapter, within the corporate limits of the City of Urbana city and ~~unincorporated territory lying within one and one-half (1 1/2) miles of those corporate limits. Such~~its extraterritorial ~~planning~~ jurisdiction. Such ETJ may be limited or extended in ~~its radial~~ coverage through a formal agreement with Champaign County or with another municipality ~~for~~with which such ~~extraterritorial jurisdiction~~ ETJ overlaps. If the development is subject to an annexation agreement with the city and will occur on land within the ETJ jurisdiction, the Zoning Ordinance and building codes will supersede the Champaign County Zoning Ordinance and other county zoning and building regulations, in accordance with 65 ILCS 5/11-15.1-2.1.

(D) (d) All developments ~~which were filed~~ submitted under the regulations specifically repealed by the enactment of this chapter shall be subject to the restrictions and requirements herein; except that those developments ~~which~~ that have been

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approved by the ~~city council~~corporate authorities by duly adopted ordinance shall be bound only to the requirements of that approval and shall not be subject to the restrictions and requirements herein. However, any subsequent modification or change to developments having such prior approval shall conform to the requirements and standards of this chapter.

(E) ~~(e)~~ No development ~~requiring a change in zoning regulations or a variance thereof concurrently with development approval~~ shall be approved without also meeting the requirements of the ~~Urbana~~Zoning Ordinance, if within~~depending on the corporate limits, or location of the Champaign County Zoning Ordinance, if within development, or the city's extraterritorial jurisdiction~~terms of an approved annexation agreement; except that conditional development approval may be given subject to any necessary zoning approvals.

(F) ~~(f)~~ ~~No~~The zoning administrator/city planner shall permit no building or zoning use permit to be issued for any parcel, lot, or tract ~~which that~~ is subdivided or developed after the effective date of this chapter ~~and which is that does not in conformance with~~conform to these regulations. ~~The city engineer shall be issued a building or zoning use permit. No development of any no~~ public or private infrastructure improvements ~~shall take place or, to~~ be commenced or constructed except in conformity with these regulations ~~(exceptions. Exceptions to this provision may be made only in accord~~accordance with subsection (D) of this section ~~21-6(d) above).~~ No zoning approval issued by either Champaign County or the ~~City of Urbana city~~ shall exempt a development from compliance with ~~the regulations of~~ this chapter.

(G) ~~(g)~~ At the time of application for development approval, ~~there shall be~~ no sale or lease of real estate, or rights of use thereof for purposes of construction, ~~which is included within a proposed development until~~shall be executed prior to meeting the requirements of this chapter ~~first have been met.~~

(H) ~~(h)~~ Where ~~the provisions and requirements of~~ this chapter ~~conflict~~conflicts with other codes or ordinances, the provisions of this chapter shall apply.

(I) These regulations are not intended to abrogate any private easement, covenant, agreement, or restriction, provided that, where the provisions of these regulations are more restrictive, these regulations shall govern. In cases where a private easement, covenant, agreement, or restriction imposes obligations more restrictive than, yet consistent with this chapter, then the private provisions may be considered operative and supplemental to these regulations.

(J) The Manual of Practice shall control the technical aspects of the standards of design, material, and construction for improvements required by the Subdivision Code.

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### Sec. 21-125. Scope

- (A) In accordance with the enabling legislation set forth in 65 ILCS 5/11-12-8, this chapter prescribes procedures for the preparation, submission, review and filing of documents required for approval by the city of any development within the city and its extraterritorial jurisdiction. A development will not be approved if such approval would disrupt the allocation of land uses and public facilities as established in the comprehensive plan.
- (B) This chapter sets forth development requirements for:
- (1) Public streets, alleys, curbs, gutters, and sidewalks;
  - (2) Public utilities. These include but are not limited to water, gas, electricity, telecommunications, sanitary sewers and stormwater drainage, as well as utility easements;
  - (3) Dedications of land for public right-of-way use and easements;
  - (4) Engineering design; and
  - (5) Construction bond and maintenance bond requirements for the installation of required improvements.
- (C) Adherence to the requirements, standards, and specifications of this chapter does not relieve a developer of the obligation to comply with any other applicable requirements that regulate land development, including but not limited to:
- (1) The comprehensive plan;
  - (2) The Urbana Bicycle Master Plan, as amended;
  - (3) The standards and procedures of the plan commission and the city council;
  - (4) Chapter 6.5, Article II, of this Code, as amended, and any other city regulations or ordinances, including but not limited to the complete streets policy (Ord. No. ~~Ord. No.~~ 2011-11-118, 11-14-2011);
  - (5) The Zoning Ordinance for those developments within the corporate limits of the city, or for developments within the city's extraterritorial jurisdiction that are subject to an approved annexation agreement with the city;

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- (6) The Champaign County Zoning Ordinance for those developments situated within the city's ETJ, other than developments subject to an annexation agreement with the city, only to the extent that adherence to the Champaign County Zoning Ordinance does not disrupt the allocation of land uses or public facilities as set forth in the comprehensive plan;
- (7) Sanitary Sewer Technical Standards, as amended;
- (8) Any rules or regulations of Illinois state agencies, departments, or commissions not in conflict with these regulations;
- (9) Any federal or state law, rule, or regulation that governs the development of land; and
- (10) Any relevant interpretation by a court of competent jurisdiction of any of the requirements of this chapter.
- (D) The latest editions of the following standards shall govern development and street improvements unless otherwise provided in this chapter:

  - (1) The Illinois Department of Transportation (IDOT) *Standard Specifications for Road and Bridge Construction*;
  - (2) The *Standard Specifications for Water and Sewer Main Construction in Illinois*;
  - (3) The IDOT *Subgrade Stability Manual*;
  - (4) The *Standard Specifications for Traffic Control Items*;
  - (5) The *Public Right-of-Way Accessibility Guidelines (PROWAG)*; and
  - (6) The *Illinois Accessibility Standards*.
- (E) The public works department shall make copies of the documents listed in subsection (D) of this section available for public inspection during normal business hours at the public works building.
- (F) Where conflicts among the standards contained in the documents listed in subsection (D) of this section are not resolved in these regulations, the *Standard Specifications for Road and Bridge Construction* shall take precedence.

(Ord. No. 8889-33, 11-21-~~88~~1988)

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### Sec. 21-~~7~~135. Waivers.

- (A) ~~(a)~~ ~~Intent. It is the intent of this section, when appropriate and when a specific case of hardship is shown, to allow~~ This section authorizes a waiver from ~~the~~ strict compliance with ~~the provisions of~~ this chapter. ~~It is recognized that~~ as appropriate when unusual site-specific conditions exist. Because restrictions governing the development of land may not, under some specific circumstances, be fairly and equally applied to unusual or abnormal development conditions. ~~Further it is the intent of,~~ this section ~~to establish weighing~~ establishes the city's criteria ~~to determine~~ for determining the validity of a specific hardship upon which ~~requests for waivers can be considered~~ a waiver request is based. Waivers are not intended to be used as a means of circumventing or evading the purposes of this chapter or any ~~other requirement which regulates land developments~~ land development regulation.
- (B) ~~(b)~~ ~~Submission and Processing. The secretary of the plan commission shall provide a petition form for waiver requests. The developer shall submit the petition for a waiver to the secretary, on said provided form, when a development proposal is submitted to the plan commission for review. The petition shall fully state the grounds for the application. The burden of justifying a waiver is the responsibility of the developer.~~
- (C) ~~Criteria. Where, upon~~ As waivers are discretionary and not to be granted by right, such waivers shall comply with the following criteria.
- (1) The administrative review committee may grant administrative waivers for the requirement to submit a Traffic Impact Analysis, in conformance with the criteria contained in section 21-220 of this chapter.
- (2) Upon recommendation of the plan commission, the corporate authorities may grant waivers if ~~council finds that~~ all of the conditions set forth ~~below~~ in this subsection justify ~~the granting of a waiver from strict compliance with this chapter's provisions, and where the purpose~~ a waiver and a waiver would serve the purposes of these regulations to foster growth and ~~to~~ protect the ~~public's~~ public's essential ~~interest is served thereby, the city council may approve such waivers, if~~ interests:
- (a) ~~(1)~~ ~~There are conditions of topography or other site-specific reasons that~~ which make the application of any particular requirement of the ~~land development code~~ Subdivision Code unnecessary or, ~~in some cases perhaps, even useless~~ serve no useful purpose;
- (b) ~~(2)~~ ~~The granting of the requested waiver would not harm other nearby properties;~~

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~~(c) — (3) —~~ The granting of the requested waiver would not negatively impact the public health, safety and welfare, ~~including the;~~ and

~~(d) —~~ The granting of the requested waiver would be consistent with the goals and objectives ~~and goals set forth in~~ of the comprehensive plan.

~~(e) —~~ Conditions.

~~(D) — (1) —~~ In granting a waiver, the plan commission and ~~city council~~ corporate authorities or administrative review committee may consider the proposed uses and plans for development of the property ~~and may also consider,~~ the nature of the surrounding proposed or existing development, any pertinent environmental factors, and the ~~property's~~ property's designated use under the ~~Urbana Official Comprehensive Plan. The city council may consider the proposed uses and plans for development of the property and may~~ comprehensive plan. The corporate authorities may impose any requirements ~~or,~~ conditions ~~and, or~~ restrictions the ~~council deems~~ corporate authorities deem essential to protect the public health, safety, and welfare. ~~The council,~~ and may require said conditions to be included in a plat, ~~owner's~~ owner's certificate, deed, lease, or other document of conveyance.

~~(E) — (2) —~~ Waivers shall be granted Granting of Waiver.

~~(1) —~~ The administrative review committee may grant an administrative waiver only as to the provisions of by a unanimous decision.

~~(2) —~~ All other waivers shall be granted only in accordance with Articles III, IV, and V of this chapter.

~~(3) —~~ Waivers shall be granted only as to the provisions of Articles III, IV and V of this chapter except as otherwise provided in Article II, section 21-13(f).

~~(d) —~~ Submission and processing. ~~The secretary will provide a petition form for waiver requests. A petition for a waiver of these regulations shall be submitted in writing to the secretary of the Urbana Plan Commission, on said form provided, when a development proposal is submitted to the Urbana Plan Commission for review. The petition shall state fully the grounds for the application and all facts the petitioner is relying on.~~

~~(3) — (e) —~~ [Granting.] ~~The city council~~ The corporate authorities may grant a waiver only upon a favorable vote of two-thirds (2/3) of the ~~aldermen/alderwomen~~ members then holding office.

~~(Ord. No. 8889-33, 11-21-88; Ord. No. 9192-44, § 5, 10-21-91; Ord. No. 9798-113, § 20, 5-18-98)~~

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~~(1)(4)~~ The corporate authorities may also approve waivers in conjunction with planned unit developments, annexation agreements, or development agreements when in conformance with this section.

### Sec. 21-~~8140~~. Enforcement, ~~violations~~Violations and ~~penalties~~Penalties

- (~~a~~)A *General.* ~~It shall be the duty of the~~The administrative review committee, ~~as defined by this chapter, to~~ shall enforce these regulations. When any member of the ~~administrative review~~ committee finds any violation ~~or lack of compliance with~~of this chapter, the committee shall convene to determine appropriate actions and proceedings that may be taken ~~by law or equity~~ to prevent unlawful construction, ~~to~~ recover damages, ~~to~~ restrain, correct, or abate a violation ~~and to~~, or prevent illegal occupancy of a building, structure, or premises. The ~~administrative review~~ committee may consult with the ~~legal division of the City of Urbana~~city attorney for assistance in determining appropriate course(s) of action.
- (~~b~~)B *Violations and* ~~penalties~~Penalties. Any person, firm, or corporation ~~who fails to comply with, or violates,~~convicted of violating any ~~of these regulations,~~provision contained in this chapter shall be subject to a fine of not less than ten dollars (\$10) per lot but not to exceed ~~two hundred dollars (\$200.00),~~one thousand dollars (\$1,000) per lot or per section of right-of-way adjacent to a lot. Each day ~~any~~a violation of this chapter continues shall constitute a separate offense.

~~(Ord. No. 8889-33, 11-21-88)~~

*Secs. 21-141 through 21-9-21-12199. Reserved.*

## ARTICLE II. PROCEDURES AND PLAT REQUIREMENTS

### Sec. 21-~~13200~~. Pre-~~application conference~~Application Conference

- (A) ~~(a)~~Purpose. The pre-application conference is required to:
- (1) ~~(1)~~ Familiarize the developer with applicable plans, policies, requirements, standards and procedures that apply and to begin identification of potential waiver requests in order to expedite platting and construction.
  - (2) ~~(2)~~ Assist the city in coordinating separate land developments, street and drainage plans, etc.



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- (3) ~~—(3)—~~ Determine whether a proposal constitutes a development and if so, whether it is a minor or a major development ~~-or minor development, or development at all-;~~
  - (4) ~~—(4)—~~ Determine the need for a general area plan-;
  - (5) ~~—(5)—~~ Determine the need for a traffic impact analysis-;
  - (6) ~~—(6)—~~ Determine the need for a stormwater management plan-;
  - (7) ~~—(7)—~~ Determine whether a combined preliminary/ final plat process is desirable-;
  - (8) ~~—(8)—~~ Determine applicability of Natural Resource Inventory (EcoCAT review) through the Champaign County Soil and Water Conservation District;
  - ~~(8)~~(9) Determine the need for a fire flow analysis-; and
  - (10) ~~(b)~~ Determine the need for title reports.
- (B) *Participants.* The developer shall request the secretary of the ~~Urbana Plan Commission~~plan commission to schedule a pre-application conference with the administrative review committee, the developer and/or the developer's engineer or authorized representatives and such others as the participants deem necessary. The secretary shall schedule the pre-application conference normally within ~~fifteen (15)~~ working days of receipt of a request for such conference, unless a later date is acceptable to the developer.
- (C) ~~(c)~~ ~~Development sketch plan~~Sketch Plan. The developer shall submit a development sketch plan at the pre-application conference. The sketch plan shall be ~~drawn reasonably to scale. The following information shall be included in the sketch plan when the secretary determines it is necessary. Additional information may be included if the developer deems it necessary~~prepared on paper size appropriate to the project and shall be reasonably to scale. The development sketch plan shall include dimensions, such details as existing and proposed property lines, roads, access drives, and structures, and such other information as the developer deems relevant or as the secretary may require. See Appendix C, Illustration 2, "Development Sketch Plan" in the Manual of Practice.

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### Sec. ~~(1) Any adjacent~~ 21-205. Determination of Development Type

- (A) Determination of whether or not a proposal constitutes a development and, if so, whether or not it is a minor or a major development requires a unanimous decision of the administrative review committee. Such decision shall be made within ten (10) working days following the pre-application conference. The secretary shall notify the developer, in writing, of the determination of the committee.
- (B) If the administrative review committee cannot reach a unanimous decision on the determination of the development classification, the committee shall forward the request to the plan commission. The secretary shall notify the developer, in writing, of the committee's inability to reach a decision and the date, time and place when the plan commission will determine whether the proposal constitutes a major development, minor development, or no development.

### Sec. 21-210. General Area Plan

- (A) The purpose of a general area plan (GAP) is to plan for and guide the development of a parcel or multiple abutting parcels of land under single ownership when the initially proposed development constitutes only a portion of said parcel(s). A GAP provides for a developmental concept to coordinate future extended streets and utilities throughout parcels of land as well as to coordinate the developmental concept with existing or proposed improvements outside and in the vicinity of the parcel(s). A GAP is not intended to be prepared with the specificity of a development plat, but rather to portray a general developmental design concept to be used as a guide when considering subsequent development of said parcel(s) of land. A GAP is required when a developer has ownership or legally beneficial interest in land immediately abutting a proposed major development as defined in this chapter.
- (B) When a GAP is required under this section, for purposes of coordination of the location and extension of any streets and utilities and related improvements, due consideration in plan design elements shall be given by the developer and the administrative review committee to any existing GAP on file in the secretary's office for an area within two thousand (2,000) feet of the boundary of the GAP to be prepared. In addition, the developer and administrative review committee shall give due consideration to comprehensive plans, area studies, traffic studies, and any other planning studies in the area.
- (C) Threshold Conditions Requiring a General Area Plan. At the pre-application conference, the administrative review committee shall determine whether a GAP is required using the following criteria:

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- (1) The proposed development constitutes a major development except for a mobile home park or a planned unit development;
- (2) The proposed development represents only a portion of five (5) or more contiguous acres of vacant or otherwise predominantly undeveloped land;
- (3) All such land is held under beneficial or ownership interest and beneficial interest in a trust or option to purchase;
- (4) There is a substantial need for a preplanning effort to determine the future location, course and width of streets and utilities as they might be extended from the proposed development to surrounding vacant properties; and
- (5) The topography and natural features of the land abutting the proposed development, inclusive of any watercourses or impoundments, present unusual circumstances that require special consideration for future development.

(D) Required Content of a General Area Plan. The required content of a general area plan shall be as follows:

- (1) Any abutting parcels of land in which the developer has an ownership, monetary or beneficial interest; ~~including full or partial ownership and beneficial interest in a land trust;~~
- (2) ~~—(2)—~~ Existing zoning of the property and of all land within one hundred (100) feet of the property boundary;
- (3) ~~—(3)—~~ Proposed zoning, if any change is intended, and proposed land use. ~~State whether the lot(s) will be subdivided for common lot-line dwelling units;~~
- (4) ~~—(4)—~~ Topography by United States Geological Survey ~~7.5 Minute Series Topographical Maps~~ topographic maps or equivalent topographical elevation contour sources as may be approved by the secretary;
- (5) ~~—(5)—~~ Placement and availability of the following within ~~sketch~~ the plan boundaries and outside but within one hundred (100) feet of the ~~sketch~~ plan boundaries:
  - (a) ~~—a.—~~ Existing and proposed gas, water, electricity and telecommunications service lines;
  - (b) ~~—b.—~~ Existing ~~and proposed~~ storm and sanitary sewage systems; and

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(c) ~~\_\_\_\_\_c.\_\_\_\_\_~~ Pavement and right-of-way widths of existing streets and alleys.

~~\_\_\_\_\_d.\_\_\_\_\_ Determine and document fire flow for existing and proposed water mains.~~

(6) ~~\_\_\_\_\_ (6) \_\_\_\_\_~~ The proposed street layout with emphasis on continuity of existing street patterns: as determined through relevant transportation location studies and the mobility map of the comprehensive plan;

(7) ~~\_\_\_\_\_ (7) \_\_\_\_\_~~ Discussion and/or graphic presentation of proposed methods of handling stormwater drainage and sanitary sewage; i

(8) ~~\_\_\_\_\_ (8) \_\_\_\_\_~~ In addition to ~~those elements~~ the above required content, a ~~development sketch~~ general area plan for any development request other than a subdivision, or planned unit development ~~or mobile home park~~ shall also include the following information, as applicable:

(a) ~~\_\_\_\_\_ a. \_\_\_\_\_~~ The use or uses for which each building or structure is intended;

(b) ~~\_\_\_\_\_ b. \_\_\_\_\_~~ The gross square footage of floor area of each structure proposed; and

(c) ~~\_\_\_\_\_ c. \_\_\_\_\_~~ If the proposed development constitutes any quarrying, mining, z or other similar excavation, indicate elevation contours at intervals of five (5) feet with reasonable precision to show proposed horizontal and vertical grades and slopes of the excavation.

~~(9) \_\_\_\_\_ If a general area plan has been prepared in accordance with subsection (e) of this section, such plan may substitute for requirements one (1) through seven (7) of this subsection (c).~~

~~(d) \_\_\_\_\_ Determination of major development or minor development or no development. Determination of whether a proposal constitutes a major development or minor development or is not a development, shall be made by a unanimous decision of the administrative review committee. Such administrative review committee decision shall be made within ten (10) days following the pre-application conference, and the secretary shall notify the developer, in writing, of the determination of the committee.~~

~~In the event the administrative review committee cannot reach a unanimous decision in the determination of whether a development constitutes a major development or minor development or no development, the request shall be forwarded to the plan commission at its next regularly scheduled meeting, and unless postponement of the commission's action is~~

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~~mutually acceptable to both the commission and the developer, the plan commission shall determine at that meeting whether the proposal constitutes a major development or minor development or no development. The secretary shall notify the developer, in writing, of the committee's failure to reach a decision and the date, time and place when the plan commission shall determine whether the proposal constitutes a major development, a minor development, or no development.~~

~~(e) *General area plan.* When required, the purpose of a general area plan, is to plan for and guide the development of a larger tract of land under single ownership when the initially proposed development constitutes only a portion of that tract. A general area plan provides for a developmental concept to coordinate future extended streets and utilities throughout a tract of land as well as to coordinate the developmental concept with existing improvements outside and in the vicinity of the tract. A general area plan is not intended to be prepared with the specificity of a development plat, but rather, is to portray a general developmental design concept to be used as a guide when considering subsequent development of a tract of land. A general area plan is required when a developer has ownership or legally beneficial interest in land immediately adjacent to a proposed major development as defined in this chapter.~~

~~(1) *Criteria requiring a general area plan.* At the pre-application conference, the administrative review committee shall determine whether a general area plan is required using the following criteria:~~

- ~~a. *The proposed development constitutes a major development except for a mobile home park or a planned unit development; and*~~
- ~~b. *There are at least five (5) or more contiguous acres of vacant or otherwise significantly undeveloped land of which the proposed development represents a part thereof.*~~
- ~~c. *All such land is held under beneficial or ownership interest and beneficial interest in a land trust or option to purchase.*~~
- ~~d. *There is a substantial need for a preplanning effort to determine the future location, course and width of streets and utilities as they might be extended from the proposed development to surrounding vacant properties.*~~
- ~~e. *The topography and natural features of the land adjacent the proposed development inclusive of any water courses or impoundments which present unusual circumstances that require special consideration for future development.*~~

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~~(2) Required content of general area plan. The required content of a general area plan shall be the same as that required for a development sketch plan, described in subsection (c) above.~~

~~(3) Relationship to existing general area plans. When a general area plan is required under this subsection, for purposes of coordination of the location and extension of any streets and utilities and related improvements, due consideration in plan design elements shall be given to any existing general area plan on file in the secretary's office for an area within two thousand (2,000) feet of the boundary of the general area plan to be prepared. When a general area plan is required, the secretary shall notify the developer of any existing general area plans within two thousand (2,000) feet of the boundary of the plan to be prepared and shall make copies of said plans available for the developer's inspection.~~

~~(A)(E) (4) Relationship of a general area plan to a preliminary plat of major development. of a General Area Plan to a Preliminary Plat of a Major Development. A general area plan may be prepared either separately from, or in combination with, a preliminary plat of a major development. If a GAP and a preliminary plat of a major development are to be are combined in a single drawing, the portion(s) or phase(s) of which the preliminary plat for which approval is sought shall meet the requirements of Section 21-14(g). 225 Preliminary Plat of a Major Development. The remainder of the area covered in the drawing shall meet the requirements of this subsection. Section 21-210 General Area Plan. The boundaries of the area sought for preliminary plat approval shall be clearly indicated. If a general area plan is to be drawn separately from a preliminary plat of major development, only the requirements of this subsection must be met.~~

~~(B)(F) (5) Submission requirements. General Requirements. The developer shall submit general area plan prints, whether the plan is prepared in combination or separate from a preliminary plat of major development, shall be submitted to the secretary in the same manner as prescribed for a preliminary plat of a major development, in accordance with section 21-14(a). 225 of this chapter.~~

~~(C)(G) (6) Plan eCommission. The plan commission shall determine whether the general area plan conforms to the design requirements of this subsection, and on that basis, approve, approve subject to conditions, or deny approval of the general area plan. GAP. Such approval may precede, but may not follow, approval of a preliminary plat of a major development. The plan commission shall consider a general area plan GAP a statement of intent of future development. It is possible and likely that subsequent Subsequent development of the parcel may require the plan to be altered. When changes are considered to proposed either to the general area plan GAP or the preliminary plat, continuity of planned improvements throughout the remainder of the general area plan GAP boundaries shall be considered. by the commission. If the administrative review committee determines that such changes are not in substantial~~

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conformance with the previously approved ~~general area plan~~GAP, such changes shall constitute an amendment to the ~~general area plan~~GAP and require plan commission approval.

~~(f) Traffic impact analysis. The purpose of this subsection is to provide a method to assess traffic related impacts of developments of significant size and when necessary, recommend appropriate actions for the safe and efficient flow of traffic.~~

~~A traffic impact analysis is a study that provides information on the projected traffic a development will generate and to assess the impact on the operation and efficiency of either new or existing streets, driveways and intersections within the development and in the immediate proximity of a proposed development.~~

~~(1) Threshold conditions requiring a traffic impact analysis:~~

~~a. Arterial and collector streets:~~

~~1. For existing or proposed streets with pavement width of forty four (44) feet or wider:~~

~~The normal traffic operating level of the street is fourteen thousand (14,000) vehicle trips per day. Traffic volumes in excess of twenty four thousand (24,000) vehicle trips per day is considered undesirable. A traffic impact analysis is required if all the following threshold conditions are foreseen:~~

~~(i) The proposed development is expected to generate in excess of two thousand (2,000) vehicle trips per day (above and beyond any existing on-site land uses); and~~

~~(ii) With the additional traffic the proposed development generates, the traffic volume on the street will exceed nineteen thousand (19,000) vehicle trips per day.~~

~~2. For existing and proposed streets with pavement ranging from forty (40) feet to less than forty four (44) feet: The normal traffic operating level of the street is ten thousand (10,000) vehicle trips per day. Traffic volume in excess of eighteen thousand (18,000) vehicle trips per day is considered undesirable. A traffic impact analysis is required if all the following threshold conditions are foreseen:~~

~~(i) The proposed development is expected to generate vehicle trips in excess of one thousand five hundred (1,500) vehicle~~

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~~trips per day (above and beyond any existing on-site land uses); and~~

~~(ii) With the additional traffic the proposed development generates the traffic volume on the street would exceed fourteen thousand (14,000) vehicle trips per day.~~

~~3. For existing and proposed streets with pavement width ranging from thirty (30) feet to less than forty (40) feet:~~

~~The normal traffic operating level of the street is eight thousand (8,000) vehicle trips per day. Traffic volumes in excess of twelve thousand (12,000) vehicle trips per day are considered undesirable. A traffic impact analysis is required if all the following threshold conditions are foreseen:~~

~~(i) The proposed development is expected to generate vehicle trips in excess of one thousand two hundred (1,200) vehicle trips per day (above and beyond any existing on-site land uses); and~~

~~(ii) With the additional traffic the proposed development generates, the traffic volume on the street would exceed ten thousand (10,000) vehicle trips per day.~~

~~4. For existing or proposed streets with pavement width ranging from twenty four (24) feet to less than thirty (30) feet:~~

~~The normal traffic operating level of the street is six thousand three hundred (6,300) vehicle trips per day. Traffic volumes in excess of ten thousand (10,000) vehicle trips per day are considered undesirable. A traffic impact analysis is required if all the following threshold conditions are foreseen:~~

~~(i) The proposed development is expected to generate vehicle trips in excess of one thousand (1,000) vehicle trips per day (above and beyond any existing on-site land uses); and~~

~~(ii) With the additional traffic the proposed development generates, the traffic volume on the street would exceed eight thousand (8,000) vehicle trips per day.~~

~~b. Minor streets:~~



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~~1. For existing or proposed streets with pavement width ranging from twenty-four (24) feet to less than thirty (30) feet:~~

~~The normal traffic operating level of the street is six hundred (600) vehicle trips per day. Traffic volumes in excess of one thousand two hundred (1,200) per day are considered undesirable. A traffic impact analysis is required if all the following threshold conditions are foreseen:~~

### Sec. 21-215. Minor Development

(A) Purpose. The minor development approval procedure is designed to expedite the platting of developments which have no required public improvements associated with a development proposal, and five (5) or fewer buildable lots. A minor development, by definition, will have minor impacts on existing public improvements and thus will not require the plan commission or corporate authorities to make policy decisions. As such, an administrative review and platting process is designed to minimize cost and time required for approval, while providing assurance that a minor development proposal meets the requirements of this chapter.

(B) Approval Procedure. Approval of a minor development requires unanimous agreement by the administrative review committee. Approval shall include affirmative findings that:

(1) The minor development complies with the Zoning Ordinance and the regulations of this chapter;

(2) All improvements, with the exception of sidewalks or multi-use paths, bikeways, street trees, street lights, and service connections, as this chapter requires, exist at the development site except that, if said existing improvements do not meet the design standards of this chapter, the administrative review committee, upon favorable findings of the facts listed in subsection B(4), of this section, may defer the requirement to upgrade the existing improvements to the design standards of this chapter.

(3) If sidewalks or multi-use paths do not already exist, a provision shall be made for sidewalk improvements in one of the following ways:

(a) Sidewalks immediately necessary. If the administrative review committee finds that sidewalks are immediately necessary, the developer either shall immediately construct the sidewalks as required herein or file a surety bond with the city engineer, payable to the city, in the penal sum equal to at least 100% of the estimated cost of the required sidewalks. The city

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attorney shall approve the form and surety of said bond. The city engineer shall approve the developer's engineer's estimate of the cost of sidewalk improvements. The condition of the bond shall be that the sidewalks be constructed in conformance with the approved plans and specifications within six months from the date of the filing of the bond.

- (b) Sidewalks not immediately necessary. If the administrative review committee finds that there is no immediate need for sidewalks, the developer shall file a signed and acknowledged statement that shall be recorded with the development plat, stating that the developer or subsequent owner(s) of the property affected will construct the sidewalk at the developer's or subsequent owner's expense within six months of written notice by the city engineer that they are required to do so, and that, failing to do so, the city will construct and charge the then owners and/or the developer as applicable. The following statement shall appear on the face of the recorded plat:

"The construction of sidewalks is deferred until the City Engineer determines there is a need for them on the subject property. The developer or subsequent owner(s) shall construct sidewalks on the subject property at the developer's or subsequent owner(s)' expense within six months of written notice by the City Engineer that they are required to do so. The City of Urbana has the authority to construct the sidewalk and charge the then owner(s) for the construction if the owner(s) fail(s) to install the sidewalks as required. The developer agrees that this obligation shall be a covenant running with the land."

- (4) The proposed development will not:

- (a) Impede the future use of the remainder of the property under the same ownership;
- (b) Adversely affect the dimensions of such other existing or potential future minimum lot sizes or frontages as specified in the Zoning Ordinance;
- ~~(a)~~(c) Make any existing lot or structure nonconforming;
- (d) Impede access to any remainder or adjoining land;
- (e) Conflict with the comprehensive plan;
- (f) Violate Chapter 5, Article XI, of this Code; or

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(g) Significantly increase the impact on public streets, utilities, sanitary sewers, storm sewers or other public improvements beyond the existing conditions.

(C) Submission Requirements and Review Deadlines. All required items must be submitted to the secretary of the plan commission, who will distribute each application to the administrative review committee. The review and decision shall be completed no later than twenty (20) working days after submission.

(D) Required Items. The developer shall submit the following items:

- (1) One (1) full-sized print, one reduced-size print (11" x 17") and one digital copy in PDF format; or the size and number of plat prints the secretary requests.
- (2) Any engineering plans required to detail the service connections to storm sewer and/or sanitary systems;
- (3) The original plat plus attachments, if any;
- (4) Original notarized signed owner's certificate which shall include any and all covenants affecting the development;
- (5) Original signed and sealed county clerk's tax certificate paid in accordance with Appendix B of the Manual of Practice;
- (6) Original signed and notarized school district statement in accordance with Appendix B of the Manual of Practice;
- (7) A completed application form;
- (8) Fee, as established in section 14-7 of this Code;
- (9) Stormwater management plan, if required by section 21-430(B) of this chapter;
- (10) Calculated fire flow analysis as required in section 21-450 of this chapter, insofar as it references Chapters 1, 2, and 26 of the Manual of Practice;
- (11) A Champaign County Soil and Water Conservation District Natural Resource Inventory (EcoCAT review) when appropriate.
- (12) Any documents that may be required by state agencies prior to development, such as an Illinois Department of Natural Resources (IDNR) impact statement or an Illinois Historic Preservation Act (IHPA) statement.

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### (E) Minor Development Plat Requirements.

(1) Drafting. ~~is expected to generate vehicle trips in excess of~~ The plat shall be prepared in ink and presented at a scale no larger than one (1) inch to one hundred (100) vehicle trips per day (above and beyond ~~feet,~~ except as the city engineer otherwise approves. One (1) set of digital computer aided drafting files formatted in accordance with section 1.12 of the Manual of Practice shall also be required.

(2) Information Required. The required content to be included either on the face of the plat or supporting documents shall be the same as required in Chapter 4 of the Manual of Practice.

~~(A)~~ (F) Administrative Review Committee Approval. Each member of the administrative review committee shall sign the plat indicating approval. Failure of any existing on-site land uses); and of these signatures to appear on the face of the plat shall constitute plat denial.

(G) Notification of Applicant. The secretary shall notify the applicant of the outcome of the review within five (5) working days after the review is completed. All decisions of the administrative review committee shall be maintained as public records at the office of the secretary.

(H) Recording of Minor Development Plat. The secretary shall cause the signed plat of a minor development, along with the owner's certificate, county clerk's tax certificate and school district statement to be recorded with the county recorder within ninety (90) days of the last dated signature of the administrative review committee's approval. The secretary will notify the city clerk's office of the recording. Copies of the signed plat will be kept at the city engineer's office, the city clerk's office and the secretary's office. The secretary shall send a signed copy of the plat to the Champaign County Zoning Administrator if the plat is within the city's extraterritorial jurisdiction. The secretary shall also send a copy of the plat to any township road commissioner if the plat dedicates public right-of-way to a township. In all cases, a copy of the plat shall be sent to the appropriate township assessor.

(I) Limitation on Minor Development Plat Approval. The city shall not issue a building or zoning use permit until the minor development plat is recorded. The plat will become void if it has not been recorded in accordance with subsection (H) of this section.

Appeals of Minor Development Plat Decisions. The applicant may appeal the decision of the administrative review committee to deny a proposed minor development plat to the plan commission within ten (10) days of the secretary's written notification of the administrative review committee's decision to deny. Such

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request for appeal shall be made in writing to the secretary. ~~—————(ii)—————~~ ~~With the additional traffic the proposed development generates, the traffic volume on the street would exceed one thousand (1,000) vehicle trips per day.~~

(J) ———(2)——— Following such written request for approval and subsequent application for appeal, in a form to be provided by the secretary, and upon payment of the appropriate fee in accordance with section 14-7 of this Code, the secretary shall schedule the appeal request before the plan commission at its next regularly-scheduled meeting. The plan commission shall recommend approval or denial of the plat, in accordance with the requirements of this chapter, and shall forward its recommendation to the corporate authorities for consideration at the next regularly-scheduled meeting of the committee of the whole as required by section 21-230(E) of this chapter. The corporate authorities shall approve or deny the plat in accordance with the requirements for a final plat contained in section 21-230(E) of this chapter.

### Sec. 21-220. Traffic Impact Analysis

(A) *Purposes.* The purposes of this section are to secure necessary assessment of traffic-related impacts for significant developments and to incorporate appropriate actions for the safe and efficient flow of traffic as part of the development.

(B) *Requirements and responsible parties.* For any developments meeting the threshold conditions specified in Chapter 9 of the Manual of Practice, and not exempt under subsection (G) of this section, the developer shall prepare a traffic impact analysis at the developer's expense and under the supervision of an engineer experienced in traffic engineering.

*Determination of ~~expected vehicle trips and existing on-street volumes~~ Expected Vehicle Trips and Existing On-Street Volumes.* Estimates of the average number of vehicle trips per day the proposed development is expected to generate shall be based on approximate trip generation data in the latest edition of the Trip Generation Manual ~~published by the Institute of Transportation Engineers~~ or other sources acceptable to the city engineer. ~~A copy of the Trip Generation Manual is available for public inspection at the office of the city engineer.~~

~~(A)~~(C) Traffic volumes on existing streets may be those volumes as shown in the most recent publication of the Champaign-Urbana and Vicinity Traffic Map prepared by the Illinois Department of Transportation or any other source deemed acceptable by the city engineer. ~~A copy of the Champaign-Urbana and Vicinity Traffic Map is available for public inspection at the office of the city engineer.~~

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~~(B)(D)~~ ~~(3)~~ ~~Geographic boundaries of the study area~~ Study Area. The city engineer shall establish the geographic boundaries of the study area to be considered under the traffic impact analysis.

~~(4)~~ ~~Elements of the analysis~~. The ~~city engineer~~ developer shall ~~determine which of use~~ the following ~~principal~~ elements ~~should be included~~ of analysis identified in the traffic impact analysis.

~~a.~~ ~~Data on existing peak hour traffic volume and conditions.~~

~~b.~~ ~~Directional distribution estimates~~ Chapter 9 of ~~added~~ traffic.

~~(C)(E)~~ ~~c.~~ ~~Projections~~ the Manual of ~~added~~ traffic volumes for all of the appropriate ~~critical hours~~. Practice.

~~d.~~ ~~Capacity analysis at access drives and at the critical intersections with existing traffic volume and conditions.~~

~~e.~~ ~~Capacity analysis at access drives and at critical intersections to calculate the change in level that would be produced by the added development traffic.~~

~~f.~~ ~~Determination of needed improvements, controls, access drive locations and their designs.~~

~~g.~~ ~~Identification of any need for additional rights-of-way.~~

~~h.~~ ~~Final capacity analysis at access drives and at the critical intersections with the needed improvements and controls.~~

~~(5)~~ ~~Responsibility for preparation of the traffic impact analysis~~. When required, ~~a traffic impact analysis shall be prepared at the expense of the developer under the supervision of an Illinois Registered Professional Engineer experienced in traffic engineering.~~

~~Submittals~~. The ~~analysis shall be completed and submitted to the secretary not less than seven (7) calendar days prior to the date on which the development is scheduled for consideration by the plan commission.~~

~~(D)(F)~~ ~~However, when it is determined that any proposed development will likely generate an average daily traffic volume of five thousand (5,000) vehicle trips per day or more, the developer shall bear the expense for preparation of the traffic impact analysis. The impact analysis shall be prepared under the supervision of an Illinois~~

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~~registered professional engineer experienced in traffic engineering. The developer or the developer's~~ or the developer's engineer shall be responsible for submitting five ~~(5)~~ copies of the traffic impact analysis report to the city engineer for review at least twenty (20) days prior to the date on which the development is scheduled for consideration by the plan commission. Further, the developer's ~~'s~~ engineer shall prepare an executive summary of the findings found in the traffic impact analysis to be submitted with the traffic impact analysis report.

~~(E)(G)~~ (G) ~~(6)~~ (6) ~~Actions based on the findings of the traffic impact analysis~~ Traffic Impact Analysis. When the findings of a traffic impact analysis demonstrate that the proposed development may create unsafe conditions, for reasons that are, specifically and uniquely attributable to the proposed development, the city engineer may require corrective measures through modification to the plan or plat which may include one or ~~both~~ more of the following ~~and more~~:

~~(1)~~ (1) ~~a.~~ a. Rerouting of traffic and/or relocation of proposed ingress and egress points serving the proposed development.

~~(2)~~ (2) ~~b.~~ b. Reorganizing and rerouting internal traffic flow within the boundaries of the development.

~~(7)~~ (3) ~~(3)~~ (3) ~~Addition of turn lanes and/or traffic signals or modification of existing traffic signals either on or off-site.~~

(4) ~~(4)~~ Installation of, or modifications to, pedestrian, bicycle, and transit facilities.

~~(F)(H)~~ (H) ~~Development exempted from the requirements of this subsection.~~ These traffic impact analysis requirements shall not apply to the following:

~~(1)~~ (1) ~~a.~~ a. Restoration within a twelve- ~~(12)~~ month period of any building which has been damaged by fire, explosion, flood, tornado, etc.

~~(2)~~ (2) ~~b.~~ b. Restoration of building(s) with a local, state, or national historic designation.

~~(3)~~ (3) ~~c.~~ c. ~~The~~ Cases in which the administrative review committee ~~may~~, by unanimous decision, waives the traffic impact analysis requirement where conditions other than those anticipated by the capacity thresholds in ~~subsection (1) above~~ Chapter 9 of the Manual of Practice indicate there is no need to prepare said analysis. Waiver of this requirement need not be initiated with ~~developer's~~ the developer's request. The ~~administrative review~~ committee may independently determine that a traffic impact analysis is not required. The decision of the ~~administrative review~~ committee to waive the traffic impact analysis requirement shall be made either at the pre-application

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conference or within ~~five (5)~~ten (10) days following the pre-application conference. Whenever the ~~administrative review~~ committee waives the traffic impact analysis requirement, the committee shall notify the developer ~~shall be notified of such decision~~ in writing.

~~{Ord. No. 8889 33, 11 21 88; Ord. No. 9192 44, §§ 6, 7, 10 21 91; Ord. No. 9293 110, § 2, 5 6 93; Ord. No. 9798 113, §§ 3, 8, 9, 5 18 98}~~

### Sec. 21-~~14225~~. Preliminary ~~p~~Plat of a ~~major development~~.Major Development

(A) ~~(a) — Submission. The developer shall cause to be prepared a~~ Concurrently with the preliminary plat ~~and supporting documents as required by this chapter. The~~ of a major development, the developer shall submit to the secretary:

(1) One (1) ~~— For developments within the corporate limits of the City of Urbana: Twenty five (25) full sized plat prints or three (3) full sized prints and twenty two (22) print, one (1) reduced prints (eleven (11) inches by seventeen (17) inches or the number of plat prints the secretary requests.~~ and one (1) digital copy (PDF) of the plat; or the size and number of plat prints the secretary requests.

~~(2) — For extraterritorial developments: Thirty (30) full sized prints or three (3) full sized plat prints and twenty seven (27) reduced prints (eleven (11) inches by seventeen (17) inches or the number of plat prints the secretary requests.~~

~~(3) — All notes and dimensions on the face of all full sized plats shall be legible. Simultaneously with the plat, the developer shall submit, in writing, all requests for waivers of these regulations. The secretary of the plan commission is authorized to receive the preliminary plat and waiver requests when the developer has satisfied the pre-application requirements, has submitted a completed application form, and has paid a development fee in accordance with the fee schedule established by the city council in section 14-7 of the Urbana Code of Ordinances.~~

(2) (b) — All written requests for waivers or deferrals of these regulations.

(B) *Distribution.* Upon receipt of the preliminary plat and waiver requests, the secretary shall transmit one (1) copy of each to the officials specified in ~~A-1~~Chapter 2 of the ~~Appendix~~Manual of Practice. The secretary shall request that these officials submit their written responses within ten (10) working days of the day ~~of the mailing of the plat.~~ is transmitted. The secretary may notify additional agencies as necessary and may require the developer to submit additional plats for those agencies. ~~All agencies shall be notified by first class mail, unless a faster delivery is necessary. It shall be assumed that if~~ a



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reviewer fails to submit comments within the time specified, the reviewer will be deemed to have had no negative comments.

- (C) ~~(c) — Review and eComments.~~ The secretary shall review the preliminary plat and waiver request(s) for conformity with the ~~official~~ comprehensive plan, ~~or parts thereof~~, any applicable general area plan(s), applicable zoning regulations, and the provisions of these regulations and shall make recommendations thereon. The city engineer shall review the preliminary plat and waiver request(s) for conformity to these regulations, other applicable regulations, and generally accepted engineering practices, particularly as these apply to storm drainage and sewer facilities, and shall make recommendations thereon. The city engineer shall forward a report of review in writing to the secretary. The city engineer or the ~~director of community and economic development services~~ secretary shall review the plat for conformity to ~~the City Chapter 5, Article XI, of Urbana's Flood Hazard Areas Ordinance~~ this Code and ~~forward~~ prepare a ~~copy of said~~ written report ~~in writing to the secretary~~ of review.

- (D) ~~(d) — Plan eCommission.~~

The secretary shall schedule a meeting for the preliminary plat review by the plan commission and so notify the city engineer, developer, and the ~~developer's engineer. The secretary shall also request that the developer present the preliminary plat original at the scheduled meeting for possible plan commission chairperson's signature.~~

- (1) ~~——~~ developer's engineer. In the event that the owner of the land is a land trust, those holding beneficial interests in the trust and their percentage interests shall be disclosed to the secretary in accordance with the Illinois ~~Revised~~ Compiled Statutes.
- (2) The plan commission shall approve, approve with conditions, or deny the preliminary plat and make a recommendation on all waiver requests within sixty (60) days from the date ~~of submission of~~ the commission first considers the preliminary plat, unless the ~~plan~~ commission and developer mutually agree to extend such time. If the ~~plan~~ commission denies said plat, the secretary ~~of the commission~~ shall, within five (5) working days, notify the developer, in writing, that the plat has been denied and the reasons for the denial.
- (3) If no waivers are sought and the plan commission approves the preliminary plat, the developer may then submit the final plat to the ~~plan~~ commission. ~~City council approval~~ Approval by the corporate authorities is not required on preliminary plats with no waiver requests. Preliminary plat approval shall not qualify the plat for recording.
- (E) ~~(e) — City council.~~ Corporate Authorities. If waivers are sought in the preliminary plat, the secretary shall forward the preliminary plat with the plan commission's

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recommendation on waivers or deferrals to the ~~city council~~corporate authorities. The ~~council~~corporate authorities shall approve or deny said plat, including requests for waiver(s) or deferral(s), within thirty (30) days after the ~~city council's next regularly scheduled~~corporate authorities' first meeting to consider the case following the action of the plan commission unless the ~~city council~~corporate authorities and developer mutually extend such time. In all cases of denial, the ~~council~~corporate authorities shall state the reasons for denial of the plat or waiver or deferral request(s). The secretary shall furnish to the developer, in writing, a statement of ~~city council~~the corporate authorities' approval or denial. Said written statement shall be furnished to the developer within five (5) working days of the date of ~~council~~corporate authorities' action.

~~(f) Preliminary plat drafting requirements. The full-sized plat original shall be drawn in ink on dimensionally stable translucent drafting material, not to exceed twenty-four (24) inches by thirty-six (36) inches and presented in a scale not larger than one inch to one hundred (100) feet, except as the city engineer otherwise approves.~~

(F) (g) Preliminary Plat Drafting Requirements. Preliminary plats shall conform to the drafting requirements of Chapter 2 of the Manual of Practice.

~~Required Content of a preliminary plat~~Preliminary Plat and ~~supporting documents. The drawings~~Supporting Documents. Preliminary plats must at a minimum contain the following information ~~on the face~~required in Chapter 2 of the plat, ~~or in the supporting documents as appropriate or required~~Manual of Practice, as amended, including the application form:

~~(1) General descriptions.~~

~~a. Name of the subdivision, development or replat;~~

~~b. Legal descriptions of all property included in the preliminary plat, including its location by section, township and range, and reference by dimension and bearing to a City of Urbana Horizontal Control Monument.~~

~~c. Name, address and phone number of the owner(s) of record of all property within the preliminary plat;~~

~~d. Name, address and phone number of the developer of the~~general requirements, existing conditions, and proposed development;

~~e. Name, address, phone number of the engineering firm preparing the preliminary plat;~~

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- ~~f. Name, address and phone number of the registered land surveyor and/or the registered professional engineer preparing any part of the preliminary plat or supporting material;~~
  - ~~g. Name, address and phone number of attorney(s) representing the owner(s) and/or developer(s);~~
  - ~~h. The source of all topographical data;~~
  - ~~i. Total acreage in the preliminary plat;~~
  - ~~j. Graphic scale, north arrow, and date of preparation;~~
  - ~~k. Development boundaries clearly indicated;~~
  - ~~l. Appropriate signature blocks to appear on the plat in accordance with A-2 of the Appendix;~~
  - ~~m. A Champaign County Soil and Water Conservation District Report (except for any replat) when the site is currently vacant or in agricultural use;~~
  - ~~n. A General Area Plan, if required;~~
  - ~~o. Stormwater management plan, if required by section 21-42(b).~~
  - ~~p. The names of all adjacent property owners or the names of adjacent subdivisions.~~
- ~~(2) Existing conditions:~~
- ~~a. The location and size of all existing sanitary sewers, water and gas mains, storm drainage facilities (including farm land drain tiles) and all related rights-of-way and easements within or abutting the proposed development.~~
  - ~~b. The topography by contour intervals of not more than two (2) feet related to the North American Vertical Datum. At least one bench mark for this datum must be shown on the face of the plat.~~
  - ~~c. The location and identification of buildings, railroads, overhead power and telephone transmission lines, pipelines, bridges, culverts and related items within or abutting the proposed development.~~
  - ~~d. Specific identification, location and dimensions, if applicable, of the following located within the proposed development and within one hundred (100) feet of the area to be included within the plat:~~

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- ~~1. Rights of way and pavement widths;~~
  - ~~2. Name, street pavements, and surface types of public and private streets;~~
  - ~~3. Drainage ways, improved, or unimproved;~~
  - ~~4. Walkways or sidewalks;~~
  - ~~5. Public or private easements;~~
  - ~~6. Railroad rights of way;~~
  - ~~7. Corporate limit lines;~~
  - ~~8. Parks, schools, or other public lands;~~
  - ~~9. Approximate locations and size of existing buildings and structures;~~
  - ~~10. Existing zoning district lines and classifications.~~
- ~~e. The drainage district or districts within which the proposed development lies or the district to which the development is contiguous; or if the development is not located in or contiguous to a drainage district, so state.~~
  - ~~f. The existing zoning of the tract and any proposed zoning of the tract.~~
  - ~~g. Delineation of commons or public area(s), if any.~~
  - ~~h. The location of flood hazard and floodway boundaries and the base flood elevation for each building site, if any.~~
  - ~~i. The acreage and identification of the upstream drainage basin(s).~~
  - ~~j. Determine and document the fire flow from the closest hydrant to the proposed development.~~
- ~~(F)(G) (3) Proposed conditions:~~
- ~~a. The names, locations, rights of way, and pavement width of proposed streets and alleys.~~

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- ~~b. The location and width of sidewalk and mid-block sidewalk pavements and rights-of-way or easements.~~
  - ~~c. All lots and outlots (consecutively numbered).~~
  - ~~d. Front yard setback lines.~~
  - ~~e. Proposed location, size and course of sanitary sewage disposal lines and related rights-of-way or easements.~~
  - ~~f. Proposed stormwater drainage systems including location of inlets and related rights-of-way or easements.~~
  - ~~g. The location of proposed water courses or impoundments, including stream relocations, showing normal water elevations and direction of flow.~~
  - ~~h. The locations of all proposed water service lines, their sizes and related rights-of-way or easements.~~
  - ~~i. The location of all proposed fire hydrants and calculated fire flows for those hydrants shall be approved by the fire chief of the City of Urbana, or his/her designee. In no case shall there be greater than 500-foot distance between any two (2) fire hydrants on a street, measured radially in any direction from each proposed hydrant.~~
  - ~~j. The location of all proposed gas mains, electrical transmission lines, telephone lines, cable television lines and related rights-of-way or easements, if available.~~
  - ~~k. Estimated minimum floor elevations for that portion of the development within a flood hazard boundary.~~
  - ~~l. State whether the lot(s) will be subdivided for common lot-line dwelling units.~~
- ~~(G)~~(H) ~~(h)~~ Limitation on ~~preliminary plat approval~~ Preliminary Plat Approval.

- (1) Application for approval of a final plat shall be made not later than ~~one (1) year~~two (2) years after preliminary approval has been granted by the plan commission (if no waivers or deferrals are requested) or ~~by the city council~~corporate authorities (if waivers or deferrals are requested.) The developer may request final plat approval of a part of the plat which received preliminary approval, and may delay application for approval of other parts until a later date with the approval of the ~~city council~~corporate authorities, provided

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all facilities required to serve the part or parts for which final approval is sought have been or are to be provided.

- (2) The administrative review committee may extend the period for final approval of a preliminary plat ~~for~~ in annual increments of up to two (2) years under the following conditions:
- (a) ~~\_\_\_\_\_ a. \_\_\_\_\_~~ The subdivider must submit a written request to extend the validity of the preliminary plat;
  - (b) ~~\_\_\_\_\_ b. \_\_\_\_\_~~ No new waivers or deferrals from the ordinance are requested;
  - (c) ~~\_\_\_\_\_ c. \_\_\_\_\_~~ The facts upon which any waivers or deferrals were approved have not changed substantially and are not likely to change during the period for which the extension is granted;
  - (d) ~~\_\_\_\_\_ d. \_\_\_\_\_~~ No new regulations have been adopted by the city since the plat was originally approved by the ~~city council~~ corporate authorities which would affect the configuration of the subdivision, unless the plans as previously approved do not adversely affect the public health, safety, and general welfare.
  - (e) ~~\_\_\_\_\_ e. \_\_\_\_\_~~ The secretary of the ~~Urbana Plan Commission~~ plan commission shall notify the developer, in writing, of approval or denial of the requested extension within ten (10) days of the receipt of the request. ~~Failure to notify the subdivider within this time frame shall be deemed as denial of the request.~~

~~(Ord. No. 8889-33, 11-21-88; Ord. No. 9192-44, §§ 8-12, 10-21-91; Ord. No. 9293-110, § 3, 5-6-93; Ord. No. 9798-113, §§ 10, 11, 5-18-98)~~

### (l) Supporting Documents to be Provided by the Developer

- (1) Traffic impact analysis, if required by section 21-220 of this chapter;
- (2) General area plan, if required by section 21-210 of this chapter; and
- ~~(1)~~ (3) Stormwater management plan, if required by section 21-430(B) of this chapter.

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### Sec. 21-~~15~~230. Final ~~p~~lat of a ~~major development~~.Major Development

- (A) ~~(a)~~ Submission. The developer shall ~~cause to be prepared~~ have a final plat and a ~~subsidiary drainage plat and~~ supporting documents prepared as required by this chapter. The developer shall submit to the secretary:
- (1) The following plat prints for all developments: ~~Twenty-two (22)~~ one (1) full-sized ~~prints or four (4) full-sized prints and eighteen (18)~~ print, one (1) reduced ~~prints (eleven-size print (11) inches by seventeen (" x 17) inches)"~~ and one (1) digital copy in PDF format; or the size and number of plat prints the secretary requests;
  - (2) Two (2) copies of any subsidiary drainage plat prints and supporting materials containing the information required in Chapter 3 of the Manual of Practice;
  - (3) ~~One copy of all supporting materials prepared and submitted in accordance with section 21-25.~~
    - ~~(4)~~ A copy of all new waiver or deferral requests in writing and presented in the manner required for preliminary plats;
    - ~~(5)~~ A county ~~clerk's~~ clerk's tax certificate substantially in the form set forth in ~~A-3 of the~~ Appendix B of the Manual of Practice;
    - A school district statement substantially in the form set forth in Appendix B of the Manual of Practice;
    - (6) A construction bond, if required (~~See by~~ section 21-~~29~~; ~~Construction Bonds~~); 310 of this chapter;
    - (7) ~~Three (3)~~ Five (5) complete sets of prints of construction and engineering plans required to be prepared under sections 21-~~25~~300 and 21-~~42(b)~~.430(B) of this chapter;
    - (8) ~~A soil erosion and sedimentation control plan, if required.~~
      - ~~(9)~~ ~~Perpetual maintenance of common property.~~ The perpetual maintenance of any common areas shall be provided for by ~~a declarant legal~~ an entity established for the purpose of maintaining said common areas for the benefit and use of the owners and residents of the development. Prior to final approval of the development, the plan commission must approve the developer's selected method of perpetual maintenance. The developer shall make no change in the approved method unless the ~~plan~~ commission and ~~city council~~ corporate authorities approve.

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- (a) ~~\_\_\_\_\_ a. Homeowner's association.~~ Homeowner's Association. If a homeowner's association is to be (or is) formed, the articles of incorporation must minimally contain the following provisions:
1. Legal description which geographically defines the area owned and controlled by the homeowner's association.
  2. ~~That~~ Notice that all owners of property within the development shall automatically become members of the homeowner's association and shall be required to incur all costs necessary to maintain any facility or common facility of the association.
- (b) ~~\_\_\_\_\_ b. Single ownership or other.~~ In the event that the entire development is to remain under ~~a~~ single ownership, trust, or other ~~form of ownership,~~ form of ownership, the developer shall ~~then~~ file a deed restriction (covenant) between the owner and the ~~City of Urbana~~ city with the ~~Champaign County Recorder~~ county recorder providing for a legal entity, to be responsible for the maintenance of all common ~~property areas.~~
- (c) ~~\_\_\_\_\_ c.~~ Any method for maintenance of common facilities shall require that no common open space within the development be converted to any other use unless the owners of all property within the development, the plan commission, and city council authorize such change.

~~(10) An owner's~~ (9) Owners Certificate. An owner's certificate stating that the applicant/developer holds sole or joint title to the property being developed and that the property has been surveyed. The owner's certificate shall be acknowledged before a notary, shall contain dedications to the public and any proposed covenants to run with the property, and shall be dated and signed by the owner or the owner's designee. Where land is proposed to be subdivided for common-lot-line dwelling units, the applicant/developer shall include a notation in the owner's certificate indicating such intent, and the owner's certificate shall provide for the requirements stated in section 21-~~19(d),~~ 250(D) of this chapter.

~~(10)~~ The appropriate fee in accordance with ~~the fee schedule established by city council under~~ section 14-7 of the is Code ~~of Ordinances.~~

(11) A Champaign County Soil and Water Conservation District Natural Resource Inventory (EcoCAT review) (except for any replat) when the site is currently vacant or in agricultural use;



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- (12) [An Illinois Department of Natural Resources \(IDNR\) impact statement;](#)
- (13) [An Illinois Historic Preservation Act \(IHPA\) statement; and](#)
- (14) A completed application form.
- (B) ~~(b) Distribution~~ *Prior to Approval*. Upon receipt of the final plat and any additional waiver [or deferral](#) requests, the secretary shall transmit copies of the final plat prints as set forth ~~under A-4 in Chapter 3 of the Appendix~~ [Manual of Practice](#).
- (C) ~~(c) Review and Comment~~. The administrative review committee shall review the final plat for any additional detail and for adherence to the approved preliminary plat. The ~~administrative review~~ committee shall forward its comments to the secretary in writing within twenty (20) working days of the committee's receipt of the plat.
- (1) If (a) the final plat of a major development substantially differs from the previously approved preliminary plat of the site; ~~or if petitioner is requesting,~~ (b) [the developer requests](#) new ~~and~~ [or](#) different waivers [or deferrals](#) than those included with the preliminary plat approval, ~~the preliminary~~ [then the secretary shall submit the final](#) plat ~~shall be submitted~~ to the plan commission for review.
- (2) If the final plat substantially conforms to the previously approved preliminary plat and no new waivers [or deferrals](#) are requested, the [secretary shall submit the final plat](#) ~~shall be submitted~~ directly to the ~~city council~~ [corporate authorities](#) for approval.
- (D) ~~(d) Plan commission. The Commission. In the event the case must be returned to plan commission per subsection (C)(1) of this section, then upon receipt of comments from the administrative review committee, the secretary shall transmit~~ [docket the final plat and related items to case at the next regularly-scheduled plan commission within twenty \(20\) working days of receipt of the final plat, supporting materials or additional waiver requests, whichever is last received. The plan](#) [meeting](#). The commission shall recommend approval or denial of the final plat and all waiver [or deferral](#) requests within forty-five (45) days from the date of submission to the ~~plan~~ commission of the final plat and all supporting material (including waiver [or deferral](#) requests). The ~~plan~~ commission may recommend denial if the final plat deviates substantially from the approved preliminary plat. If the ~~plan~~ commission recommends denial of said plat, the secretary shall furnish a written statement to the developer within five (5) working days noting that the plat has been recommended for denial and the reasons for denial.
- (E) ~~(e) City council. Corporate Authorities~~. The secretary shall forward the plan commission memoranda, minutes, and recommendation to the [committee of the whole, which shall consider the recommendation as its next regularly-scheduled meeting and shall forward its recommendation to](#) city council. ~~The city~~ [City](#) council shall approve or

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deny said final plat including request(s) for waiver(s) within thirty (30) days of the ~~city council's next regularly scheduled~~ corporate authorities' first meeting to consider the case following the action of the plan commission, unless the ~~city council~~ corporate authorities and developer mutually agree to extend such time. In all cases of denial, ~~the council of a plat or waiver or deferral request, the corporate authorities~~ shall state the reasons for such denial ~~of a plat or waiver request~~. If a plat or waiver or deferral request is denied, the secretary shall furnish to the developer, in writing, a statement of ~~city council~~ the corporate authorities' denial. Said written statement shall be furnished to the developer within ten (10) days of the ~~council~~ corporate authorities' action. Approval of said final plat shall constitute ~~absolute~~ acceptance by the ~~city council~~ corporate authorities of all dedications of public rights-of-way and permanent easements within such final plat unless otherwise stated.

(F) ~~(f)~~ Recording. The secretary shall retain the plat original and supporting documents and certificates for recording. Within one hundred eighty (180) days of the date the ordinance approving the final plat is signed by the mayor, the secretary shall ~~cause the recording of record~~ the final plat and required supporting documents. Recording shall take place only after required improvements are made or bonds have been posted in accordance with subsection (A) of this section ~~21-29(a)~~. The developer shall pay the recording fee as the county recorder establishes at the time of recording. Upon recording, the secretary shall notify the city clerk's office that the plat original has been recorded.

~~(G)~~ ~~(g)~~ Extension of Approval and Recording Period. The secretary may extend the approval of a final plat, and such plat may be recorded, for a period of up to one (1) additional year after the automatic one hundred eighty-day (180) period. Such approval may be given, in the sole discretion of the secretary, if such extension does not negatively impact the construction of infrastructures necessary for development on neighboring tracts or within the city's growth areas, and if it is in the public's best interest.

~~(G)~~ ~~(H)~~ Distribution following approval. Following Approval. The secretary shall transmit copies of the final plat as set forth ~~under A-5 in Chapter 3~~ of the ~~Appendix~~ Manual of Practice.

~~(H)~~ ~~(I)~~ ~~(h)~~ Limitation on final plat approval. Final Plat Approval. The city ~~or county~~ shall not issue a building or zoning permit until the final plat is recorded. If the final plat has not been recorded within the time ~~stipulated above~~ specified in subsection ~~(f)~~ F of this section, final plat approval shall become void unless during the one hundred and eighty (180-) day period the ~~council approves~~ corporate authorities approve a written application for an extension of time.

~~(i)~~ Final plat and subsidiary drainage plat drafting requirements. ~~The full-sized plat original shall be drawn in ink on dimensionally stable translucent drafting material, not to exceed twenty four (24) inches by thirty six (36) inches and presented in a scale not~~

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~~larger than one (1) inch to one hundred (100) feet, except the city engineer approves otherwise.~~

~~(J) (j) Final Plat and Subsidiary Drainage Plat Drafting Requirements. Drafting requirements shall conform to Chapter 3 of the Manual of Practice, including submission of digital copies as required by section 3.04 of the Manual of Practice.~~

~~Required content of a final plat and supporting documents. The final plat shall show reasonable conformity to the approved preliminary plat. The city council may deny approval of a final plat if it deviates substantially from the approved preliminary plat.~~

~~(1) The drawing Content of a Final Plat and Supporting Documents. Final plats must at a minimum contain the following on the face of the plat:~~

~~a. Subdivision, development or replat name.~~

~~b. Graphic scale, north arrow and date of preparation.~~

~~c. The location and position of the subdivision indicated in one or more of the following ways:~~

~~1. By quarter section (or part thereof), section, township, range, median, city, county, and state.~~

~~(1)(K) 2. By a written legal metes and bounds description information required in Chapter 3 of the perimeter Manual of the subdivision. Practice.~~

~~3. By reference to a corner or corners established in the United States Public Land Survey System with distances and bearings from an assumed or astronomic north.~~

~~4. In the case of a replat, by reference to a lot(s) in a previously approved and recorded development.~~

~~d. Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced; a minimum of two (2) corners of the subdivision boundary shall be tied by course and distance to a City of Urbana Horizontal Control Monument.~~

~~e. Survey data sufficient to reproduce any line or reestablish any survey monument in the development.~~

~~f. All highways, streets, alleys, blocks, lots, parcels, public grounds, easements, and rights-of-way.~~

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- ~~g. The length of boundary lines of all streets, alleys, blocks, lots, public grounds, easements, and rights of way. Where a boundary line is the arc of a circle, the radius, the length of the arc, the chord and chord bearing shall be shown. All dimensions shall be shown to hundredths of a foot, except in the case of riparian boundaries which may be shown with less precision.~~
- ~~h. The width of all rights of way and easements.~~
- ~~i. All lots and outlots, consecutively numbered.~~
- ~~j. Abutting street lines of existing platted developments as shown by dashed lines.~~
- ~~k. Easements dedicated or to be dedicated to the public by the plat.~~
- ~~l. One of the following notations depending on applicability:
  - ~~1. "The property developed is situated within the corporate limits of the City of Urbana"; or,~~
  - ~~2. "The property developed is within one and one half (1 1/2) miles of the corporate limits of the City of Urbana."~~~~
- ~~m. Names and signatures of the owners and Illinois registered land surveyor.~~
- ~~n. A notation outlining any waivers, conditions or restrictions or a notation that such exist and are recorded as separate recording documents.~~
- ~~o. The surveyor's certificate prepared in accordance with Illinois Revised Statutes, Chapter 109, as amended and as may hereafter be amended, including the surveyor's seal and statement that all monuments are set as shown.~~
- ~~p. The engineer's certificate of drainage proposed in accordance with the Illinois Revised Statutes, Chapter 109, including the engineer's seal.~~
- ~~q. Appropriate signature blocks to appear on the plat in accordance with A 6 of the Appendix.~~
- ~~r. A statement by the Illinois Department of Transportation with respect to roadway access where such access is to a state highway or by the relevant local highway authority with respect to all other highway access.~~
- ~~s. The boundary of the special flood hazard area (SFHA), if applicable.~~

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~~t. The boundary of the floodway, if applicable.~~

~~u. The base flood elevation (BFE) for each building site, if applicable.~~

~~(k) Required content of a subsidiary drainage plat and supporting documents.~~

~~(1) The developer's engineer shall prepare a subsidiary drainage plat study in accordance with the Illinois Revised Statutes Chapter 109 as amended and as may hereafter be amended.~~

~~(2) The subsidiary drainage plat shall include finished yard grades at building setback lines. Generally, finished yard grades at building setback lines shall be a minimum of twelve (12) inches and a maximum of thirty-six (36) inches above the top of the street or street curb. Should topography and/or parcel configuration characteristics make this rule impractical, a greater degree of variance may be permitted only as authorized by the city engineer.~~

~~(3) The subsidiary drainage plat shall include:~~

~~a. Typical lot drainage, details to show the manner in which drainage will be accommodated between lots.~~

~~b. The boundary of the special flood hazard area (SFHA), if applicable.~~

~~c. The boundary of the floodway, if applicable.~~

~~d. The base flood elevation (BFE) for each building site, if applicable.~~

~~e. The location of natural vegetation to be maintained and protected.~~

~~(4) The subsidiary drainage plat shall be subject to the approval of the city engineer.~~

~~(Ord. No. 8889-33, 11-21-88; Ord. No. 9192-44, §§ 13, 14, 10-21-91; Ord. No. 9293-110, § 4, 5-6-93; Ord. No. 9495-62, § 1, 12-19-94; Ord. No. 9798-113, §§ 12, 18, 5-18-98)~~

[Cross reference — Stormwater Management; Storm Sewers and Other Drainage Facilities, § 21-430.](#)

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### Sec. 21-235. Concurrent Preliminary/Final Plat Procedure for a Major Development.

#### ~~(A) Sec. 21-16. Combination preliminary/final plat of a major development.~~

- (a) *Eligibility.* At the developer's discretion, an application may be made for a combined concurrent preliminary and final plat approval procedure.
- (b) *Submission.* The developer shall cause to be prepared a preliminary plat and supporting material as prescribed in sections 21-14(a), (f) 225(A), (F), and (g) G and a final plat and supporting material as prescribed in sections 21-15(a), (i) 230(A), (J) and (j) K of this chapter. The developer shall submit the appropriate number of plat prints as required by sections 21-14(a) 225(A) and 21-15(a) 230(A) of this chapter.
- (c) *Distribution ~~prior to approval~~ Prior To Approval.* The secretary shall distribute material to the appropriate reviewing authorities as prescribed in sections 21-14(b) 225(B) and 21-15(b) 230(B) of this chapter.
- (d) *Review and eComments.* The reviewing officers shall conduct their reviews as prescribed in sections 21-14(e) 225(C) and 21-15(e) 230(C) of this chapter.
- (e) *Plan eCommission.* The plan commission shall recommend approval or disapproval of the preliminary/final plat as prescribed in sections 21-14(d) 225(D) and 21-15(d) 230(D) of this chapter.
- ~~(f) *City council. The city council*~~ (F) *Corporate Authorities. The corporate authorities* shall review the recommendation of the plan commission on the preliminary/final plat as prescribed in sections 21-14(e) 225(E) and 21-15(e) 230(E) of this chapter.
- (g) *Recording.* The final plat and required supporting documents if approved shall be recorded as prescribed in section 21-15(f) 230(F) of this chapter.
- (h) *Distribution ~~following approval~~ Following Approval.* The secretary shall distribute copies of the signed final plat as prescribed in section 21-15(g) 230(G) of this chapter.
- (i) *Limitation on ~~final plat approval~~ Final Plat Approval.* The granting of permits for, and restrictions on recording of the final plat shall be as specified in section 21-15(h) 230(H) of this chapter.

~~(Ord. No. 8889-33, 11-21-88)~~

~~-17. Minor development.~~

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- ~~(a) — Purpose. The minor development approval procedure is designed to expedite the platting of developments which have little or no required improvements associated with a development proposal. A minor development, by definition, will have little effect on existing public improvements and thus does not require the plan commission or city council to make policy decisions. As such, an administrative review and platting process is designed to minimize cost and time toward approval, while at the same time, provide assurance that a minor development proposal meets the requirements of this chapter.~~
- ~~(b) — Approval procedure. Unanimous approval must be given by the administrative review committee. Approval must include affirmative findings that:~~
- ~~(1) — The minor development complies with Article VI (Development Regulations) of the Urbana Zoning Ordinance within the city or with Section 5.3 (Schedule of Area, Height, and Placement Regulations by District) of the Champaign County Zoning Ordinance if within the mile and one-half extraterritorial area, and with the regulations of this chapter.~~
- ~~(2) — All improvements, with the exception of sidewalks and service connections, as this chapter requires, exist at the development site except that if said existing improvements do not meet the design standards of this chapter, the administrative review committee, upon favorable findings of the facts listed in section 21-17(b)(4) below, may waive the requirement to upgrade the existing improvements to the design standards of this chapter.~~
- ~~(3) — If sidewalks do not already exist, provision shall be made for sidewalk improvements in one of the following ways:~~
- ~~a. — If the administrative review committee finds that sidewalks are immediately necessary, the developer shall either immediately construct the sidewalks as required herein, or the developer shall file a surety bond with the city clerk payable to the City of Urbana in the penal sum equal to at least one hundred (100) per cent of the estimated cost of the required sidewalks. The Legal Division shall approve the form and surety of said bond. The city engineer shall approve the developer's engineer's estimate of the cost of sidewalk improvements. The condition of the bond shall be that the sidewalks be constructed in conformance with the approved plans and specifications within six (6) months from the date of the filing of the bond.~~
- ~~b. — If the administrative review committee finds that there is no immediate need for sidewalks, the developer shall file a signed and acknowledged statement that shall be recorded with the development plat, stating that the developer or subsequent owner(s) of the property affected will construct the sidewalk at the developer's or subsequent owner's expense within six~~

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~~(6) months of passage of a city council resolution to do so or the city will construct and charge the then owners and/or the developer as applicable. The developer will record with the plat, a covenant running with the land that states:~~

~~"If the developer does not install or pay for the installation of sidewalks, then the City of Urbana has the authority to request the property owners to install sidewalks on the subject property within six (6) months of passage by the city council of Urbana of a resolution to so do. The city has the authority to construct the sidewalks and charge the then owners for the construction if the then owners do not install the sidewalks as requested. It is agreed by the developer that this obligation shall be a covenant running with the land."~~

~~(4) The proposed development will not:~~

~~a. Impede the future use of the remainder of the property under the same ownership; or~~

~~b. Adversely affect the dimensions of such other existing or potential future minimum lot sizes or frontages as specified in Article VI of the Urbana Zoning Ordinance or the Champaign County Zoning Ordinance, whichever is applicable; or~~

~~c. Make any existing lot or structure nonconforming; or~~

~~d. Impede access to any remainder or adjoining land; or~~

~~e. Conflict with the Urbana Official Comprehensive Plan; or~~

~~f. Violate the Urbana Flood Hazard Areas Ordinance.~~

~~(b)(a) g. Significantly increase the impact on public streets, utilities, sanitary sewers, storm sewers or other public improvements beyond the existing conditions.~~

~~(c) Submission requirements and review deadlines. All required documents must be submitted to the secretary of the plan commission, who will distribute the necessary documents to the administrative review committee. The review and decision shall be completed no later than twenty (20) working days after submission.~~

~~(d) Required documents:~~



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- ~~(1) The following plat prints for all developments: twenty-two (22) full-sized prints or four (4) full-sized prints and eighteen (18) reduced prints (eleven (11) inches by seventeen (17) inches) or the number of plat prints the secretary requests.~~
- ~~(2) Any engineering plans required to detail the service connections to storm sewer or sanitary systems.~~
- ~~(3) The original plat plus attachments, if any.~~
- ~~(4) Original notarized signed owner's certificate which shall include any and all covenants affecting the development.~~
- ~~(5) Original signed and sealed county clerk's certificate of taxes paid in accordance with Appendix A-3.~~
- ~~(6) A completed application form.~~
- ~~(7) Fee as established in section 14-7 of this Code.~~
- ~~(8) Stormwater management plan, if required by section 21-42(b).~~
- ~~(9) Calculated fire flow analysis as required in section 21-14.~~
- ~~(e) Minor development plat requirements:~~
  - ~~(1) *Drafting*—The plat shall be drawn in ink on dimensionally stable translucent drafting material and presented at a scale not numerically larger than one inch to one hundred (100) feet, except as the city engineer otherwise approves.~~
  - ~~(2) *Information required*. The required content to be included either on the face of the plat or supporting documents shall be the same as required for the final plat of major development, section 21-15(j), (1)a through q inclusively; except that for purposes of this section:
    - ~~a. Subparagraph n shall not apply and,~~
    - ~~b. Subparagraph q shall reference Appendix A-7 instead of Appendix A-6.~~~~
- ~~(f) *Administrative review committee approval*. Each member of this administrative review committee shall sign the plat indicating approval. Failure of any of these signatures to appear on the face of the plat shall constitute plat denial.~~
- ~~(g) *Notification of applicant*. The secretary shall notify the applicant in writing of the outcome of the review. In the event of either denial or approval, the secretary shall~~

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~~notify the applicant in writing and furnish the reasons for denial or approval to the applicant within five (5) working days after the review is completed. In the event of a favorable review, the secretary will make an appointment with the applicant to record the plat. All decisions of the administrative review committee shall be maintained as a public record at the office of the secretary.~~

### ~~(h)~~ Sec. 21-240. Certificate of eExemption in lLieu of a plat for lot line adjustments. Plat

- (A) The administrative review committee may determine that submission of a plat is not required for minor lot line adjustments.
- (B) The administrative review committee may issue a certificate of exemption in lieu of a plat provided the lot line adjustment meets the following requirements:
- (1) ~~\_\_\_\_\_ (1) \_\_\_\_\_~~ The lot line adjustment will not result in a change ~~of any lot length, width, or frontage~~ exceeding twenty-five (25) feet; of any lot width;
  - (2) ~~\_\_\_\_\_ (2) \_\_\_\_\_~~ The sum of the area(s) transferred from one (1) lot to another may not exceed ten thousand (10,000) square feet; and
  - (3) ~~\_\_\_\_\_ (3) \_\_\_\_\_~~ The lot line adjustment may not change the total number of lots, nor create any nonconforming lots or structures according to the minimum standards of the ~~Urbana Zoning Ordinance or the Champaign County Zoning Ordinance, if applicable.~~
- (C) ~~(i) \_\_\_\_\_~~ Required dDocuments for a eCertificate of eExemption in lLieu of pPlat. The ~~owner~~ owners of all affected lots shall submit ~~an~~ signed affidavit for a certificate of exemption in lieu of a plat ~~that shall be signed by the owners of all affected lots and shall state~~ stating that the proposed lot line adjustment(s) meets all requirements for a certificate of exemption. The affidavit shall be accompanied by the following:
- (1) ~~\_\_\_\_\_ (1) \_\_\_\_\_~~ A sketch plan which details the proposed lot line adjustment(s); to be transmitted for review by pertinent government entities and utility companies. Said sketch plan need not be prepared by or approved by a surveyor;
  - (2) ~~\_\_\_\_\_ (2) \_\_\_\_\_~~ A complete legal description of all lots subject to the proposed lot line adjustment(s) and a legal description of the lots after the proposed adjustment(s); Said legal description shall be prepared by a surveyor.
  - (3) ~~\_\_\_\_\_ (3) \_\_\_\_\_~~ Permanent index numbers for all lots affected by the proposed adjustment(s);

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~~(4)~~ — Written approval of the lot line adjustment, as depicted by the sketch plan and legal descriptions, from all utilities or governmental units having roads, sewers, drains, easements or other public services adjacent to the proposed lot line adjustment;

(4) — ~~(5)~~ — Original notarized, signed owner's certificate which shall include any and all covenants affecting the development. Reference to an existing owner's certificate for the existing subdivision shall suffice to meet this requirement;

(5) — ~~(6)~~ — A completed application form;

(6) — ~~(7)~~ — Fee, as established for a minor development plat in section 14-7 of this Code.

~~(j)~~ — *Recording of minor development plats.* The secretary shall cause the signed plat of a minor development and the owner's and county clerk's certificates to be recorded with the county recorder of deeds within ninety (90) days of the last dated signature of the administrative review committee's approval. The secretary will notify the city clerk's office of the recording. Copies of the signed plat will be kept at the city engineer's office, the city clerk's office and the secretary's office. The secretary shall send a signed copy of the plat to the Champaign County Zoning Administrator if the plat is within the city's one and one-half (1 1/2) mile extraterritorial jurisdiction and in all cases, a copy of the plat to the appropriate township assessor.

~~(k)~~ — *Limitation on minor development plat approval.* The city or county shall not issue a building or zoning use permit until the minor development plat is recorded. The plat shall become void if the plat has not been recorded in accordance with section 21-17(j), above.

(7) (l) — Recording of the certificate of exemption. When applicable, Where the subject location is in the city's extraterritorial jurisdiction, no certificate of exemption shall be recorded until such time as Champaign County has given final zoning approval in accordance with the Champaign County Zoning Ordinance.

(D) Nothing in this section shall be construed to mean that zoning approval by Champaign County will release the developer from meeting the requirements of this section and chapter.

~~(D)~~ (E) Recording the Certificate of Exemption. The secretary or their designee shall record an approved certificate of exemption in lieu of a plat ~~shall be recorded, but only~~ contemporaneously with ~~deeds~~ the deed which ~~shall document~~ documents the transfer of the parts of the existing lots. The certificate of exemption shall contain ~~the~~ reference

## Exhibit D. Proposed Chapter 21 - Articles I and II (Legal Blackline Version)

to the existing subdivision, the name of the ~~minor development~~ property owners, complete legal descriptions of the affected lots before and after the lot line adjustment(s), ~~a list of reasons~~ the criteria for the exemption from the platting requirement, and the signatures of all members of the administrative review committee. The secretary or their designee shall record the certificate, and the applicant shall pay all associated fees.

~~(m) Appeals of minor development decisions. The applicant may appeal the decision of the administrative review committee to deny a proposed minor development plat to the plan commission within ten (10) days of the secretary's written notification of the administrative review committee's decision to deny. Such request for appeal shall be made in writing to the secretary. Following such written request for approval and subsequent application for appeal, in a form to be provided by the secretary, and payment of the appropriate fee in accordance with section 14-7 of this Code, the secretary shall schedule the appeal request before the plan commission at its next regularly scheduled meeting. The plan commission shall recommend to approve or deny the plat, in accordance with the requirements of this chapter, and shall forward their recommendation to the city council for consideration at the next regularly scheduled meeting of the council as required by section 21-15(d). The city council shall approve or deny the plat in accordance with the requirements for a final plat, section 21-15(e).~~

~~(Ord. No. 8889-33, 11-21-88; Ord. No. 9192-44, §§ 15, 16, 10-21-91; Ord. No. 9798-113, §§ 7, 13, 15, 19, 5-18-98)~~

### Sec. 21-245. Planned Unit Development (PUD) Approval in the City's Extraterritorial Jurisdiction (ETJ).

~~(A) Sec. 21-18. Approval as to certain elements of planned unit developments (P.U.D.'s) within the city's extraterritorial jurisdiction.~~

~~(a)~~ (a) *Applicability.* For those proposed ~~P.U.D.'s~~ PUDs which lie wholly or in part within the ~~city's one and one-half (1 1/2) mile~~ city's extraterritorial jurisdiction, for which Champaign County must give zoning approval, the developer shall obtain approval of the ~~Urbana City Council~~ corporate authorities as to matters set forth in this ~~section~~ chapter prior to commencing any required improvements. ~~P.U.D.'s~~ PUDs within the ~~corporate limits of the City of Urbana~~ city must meet the requirements of this ~~C~~ chapter and the ~~Urbana~~ Zoning Ordinance. For purposes of this chapter, a ~~P.U.D.~~ PUD shall constitute a major development, as herein defined.

~~(b)~~ (b) *Pre-application conference required.* Application Conference Required. A pre-application conference with the administrative review committee as prescribed ~~under~~ in section 21-~~13~~ 200 of this chapter shall be required. For planning coordination purposes, such a pre-

## Exhibit D. Proposed Chapter 21 - Articles I and II (Legal Blackline Version)

application conference may be jointly held with the developer, the administrative review committee and those Champaign County ~~O~~officials required to hold their own preliminary conference as ~~stipulated~~specified in the Champaign County Zoning Ordinance.

(~~e~~C) *Application and ~~procedural requirements~~Procedural Requirements:*

- (1) Upon submission of a ~~P.U.D.~~PUD preliminary application to the Champaign County Zoning Administrator's office, as required in the Champaign County Zoning Ordinance, the developer shall concurrently submit the following to the ~~S~~ecretary of the ~~Urbana Plan Commission~~plan commission:
  - (a) ~~\_\_\_\_\_ a. \_\_\_\_\_~~ Prints of the planned unit development plan which the applicant has filed with Champaign County. The number of prints to be submitted shall be the same as the number required for a preliminary plat of a major development, in accordance with section 21-~~14,~~225 of this chapter; and,
  - (b) ~~\_\_\_\_\_ b. \_\_\_\_\_~~ A preliminary plat of a major development in accordance with section 21-~~14~~225 of this chapter.
- (2) The plan commission and ~~city council~~corporate authorities shall review the proposed preliminary plat subject to the procedures and requirements for a preliminary plat, except that:
  - (a) ~~\_\_\_\_\_ a. \_\_\_\_\_~~ ~~City council~~The corporate authorities must consider and approve or deny such plat, in accordance with section 21-~~14(e~~225(E) of this chapter; and
  - (b) ~~\_\_\_\_\_ b. \_\_\_\_\_~~ ~~Section 21-14(h) Limitation on plat approval, requiring application for final plat approval to be made no later than one year following city council approval of the preliminary plat, for purposes of this section, is amended to require that~~The application for final plat approval shall ~~occur~~be made within six (6) months following ~~city council~~the corporate authorities' approval of the preliminary plat, notwithstanding the two (2) year requirement contained in section 21-225(H) of this chapter.
- (3) Upon submission of a ~~P.U.D.~~PUD final application to the Champaign County Zoning ~~Administrator's Office~~Administrator's office, as required in the Champaign County Zoning Ordinance, the developer shall concurrently submit to the secretary ~~of the Urbana Plan Commission~~:

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(a) ~~a.~~ Prints of the planned unit development plan that the applicant has filed with Champaign County. The number of prints to be submitted shall be the same as the number required for a final plat of a major development, in accordance with section 21-~~15~~230 of this chapter; and,

(b) ~~b.~~ A final plat of a major development, in accordance with section 21-~~15~~230 of this chapter.

~~(d)~~ D (1) Special ~~e~~Conditions on ~~final plat recording~~Final Plat Recording. A final plat of a PUD shall be recorded as required in section 21-~~15~~230(F) of this chapter. However, no final plat ~~of a P.U.D.~~ shall be recorded until such time as Champaign County has given final zoning approval in accordance with the Champaign County Zoning Ordinance. ~~Such~~The city clerk shall record, at the developer's expense, such final plat and accompanying ~~P.U.D.~~PUD supporting materials ~~shall be recorded~~ within one hundred and twenty (120) days of the date the ordinance approving the final plat is signed by the mayor; if it is not so recorded within such one hundred and twenty (120) days, the approval thereof shall become void.

(2) Nothing in this section shall be construed to mean that zoning approval by Champaign County will release the developer from meeting the requirements of this ~~sub~~section and chapter.

~~(e)~~

(E) Standards and ~~requirements~~.

~~(1)~~ Requirements. Unless the plan commission expressly recommends approval of any proposed waivers, the corporate authorities shall review the proposed ~~P.U.D. shall be reviewed~~PUD in accordance with the requirements of this chapter relating to the design and construction of required improvements, as applicable.

~~(Ord. No. 8889-33, 11-21-88)~~

### Sec. 21-~~19~~250. ~~Common-lot-line subdivisions.~~ Lot-Line Subdivisions

~~(a)~~ A Applicability. The subdivision of land into lots for common-lot-line dwelling units, as defined and regulated in the ~~Urbana~~ Zoning Ordinance, shall conform to all requirements of this chapter.

~~(b)~~ B Formal ~~s~~Statement of ~~i~~Intent. Where land is proposed to be subdivided for common-lot-line dwelling units, the sketch plan, the minor development plat, the preliminary plat, and/or the final plat shall bear the following notation indicating such intent: "This subdivision was approved as a common-lot-line development and, as such, complies with all provisions of the Urbana Subdivision and Land Development Code."

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(~~C~~) *Application and ~~procedural requirements~~ Procedural Requirements.* The subdivision and development of lots for common-lot-line dwelling units shall conform to the application and procedural requirements found in Article III of this ~~C~~ chapter.

(~~D~~) *Required ~~maintenance agreement~~ Maintenance Agreement.* A request for approval of a subdivision for common-lot-line dwelling units shall be accompanied by a form of agreement by and between the owner(s) and future owner(s) to own, use, maintain, rent, or otherwise occupy the common-lot-line dwelling units. This maintenance agreement shall provide for the following:

- (1) All appropriate signatures and certificates with signature of notary;
- (2) Rules and regulations regarding the maintenance, upkeep and repair of the building(s) or structure(s), all common areas (if any), roof and all areas of pavement surfaces including sidewalks, drives and off-street parking facilities and similar improvements;
- (3) Party wall easements for all common walls located between the common-lot-line dwelling units;
- (4) Repair and maintenance of any common service sewers providing for necessary easements of ingress and egress for any existing common lot line subdivisions;
- (5) Insurance to cover the structure(s) and, if desired, homeowner's insurance for each individual dwelling unit or public liability insurance;
- (6) For townhouse or rowhouse units, the establishment of a governing board, and dues and assessments, for the preservation and maintenance of all common or other facilities which may be perfected by a lien on individual dwelling units of the structure(s) if the same remain unpaid;
- (7) Covenants to assure the repair and reconstruction of any damaged common-lot-line dwelling unit(s) to a condition and style consistent with the architectural style of the other common-lot-line dwelling unit(s) remaining in the structure;
- (8) ~~— (8) —~~ Covenants and/or easements providing for reasonable ingress and egress for general repairs, utility connection and repairs, and maintenance; and
- (9) A statement requiring replacement of any common sanitary sewer service with separate sanitary sewer service connections and vacation of any easements devoted solely to the common sewer service upon its failure.

***Secs. 21-~~20~~—251 through 21-24299. Reserved.***

# **MANUAL OF PRACTICE**

**AN INTEGRAL PART OF  
THE URBANA CITY CODE,  
CHAPTER 21, SUBDIVISION CODE  
CITY OF URBANA, ILLINOIS**

**ORDINANCE NO. XX**

**ADOPTED XX XX, 2019**



# Exhibit E. Proposed Manual of Practice

## Manual of Practice

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### FOREWORD

The Manual of Practice is an administrative document. This allows the City Engineer or Community Development Services Department Director (as appropriate) to revise items in the Manual administratively if certain burdens of proof are met. It also allows a Developer or a Developer's Engineer to request a waiver to an item in the Manual, which may be approved by the City Engineer or Community Development Services Department Director (as appropriate) if certain burdens of proof are met. Section 1.10 of the Manual contains information on requesting waivers. A form is included in Appendix K to request revisions to the Manual. Excluding emergency items, revision requests will be filed and processed once per year.

Changes to the Manual of Practice will be posted on the City website.

The Manual of Practice is an integral part of Urbana City Code Chapter 21, the Subdivision Code.

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### CHAPTER 1: ADMINISTRATIVE PROCEDURES

- 1.00 Introduction
- 1.01 Definitions of Terms
- 1.02 Scope
- 1.03 Pre-Design Conference
- 1.04 Design Computation Requirements
- 1.05 Other Permit Applications and Approvals
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- 1.07 Revisions to Approved Public Improvement Engineering Plans
- 1.08 Record Drawings
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- 1.10 Waiver of Manual Requirements
- 1.11 Ties to Control Points and Establishing New Control Points
- 1.12 Electronic Drafting File Standards

# Exhibit E. Proposed Manual of Practice

## Manual of Practice

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### 1.00 INTRODUCTION

A major portion of publicly-owned improvements is initially designed and constructed by private interests. This Manual of Practice has been prepared to ensure that such improvements result in construction meeting City requirements. It is authorized by Urbana City Code Section 21-120(J).

This chapter explains the processing requirements and procedures required by the Urbana City Code. The chapter includes the various documents required prior to, during and after construction in order to accomplish these purposes. The Manual also intends to provide uniform design criteria for facilities designed for or by the City.

### 1.01 DEFINITIONS OF TERMS

The words and terms, whenever they occur in the Manual of Practice (Manual), are defined herein. Definitions in the Subdivision and Land Development Code (Subdivision Code) also apply to this Manual.

**AASHTO:** American Association of State Highway and Transportation Officials.

**ADAAG/ADA:** Americans with Disabilities Act Accessibility Guidelines.

**ADT:** Average daily traffic is the total traffic volume during a given time period, ranging from 2 to 364 consecutive days, divided by the number of days in that time period, and expressed in vpd (vehicles per day).

**American National Standard Practice for Roadway Lighting:** The “American National Standard Practice for Roadway Lighting” prepared by the American National Standards Institute, published by the Illuminating Engineering Society, and Dark Sky Association most recent edition.

**Approved Species List:** The list of trees, shrubs and groundcover accepted by the City Arborist for use as street trees or screening required by the Urbana City Code as a condition of waiver or by agreement (refer to Chapter 24 of this Manual).

**ASTM:** American Society for Testing and Materials.

**Base Flood Elevation:** The elevation in relation to mean sea level of the crest of the base flood.

**City Engineer:** The person who holds the position of City Engineer for the City of Urbana or employees of the City Engineering Division who report to the City Engineer and are designated to perform the duty referred to.

**City of Urbana (City):** the City of Urbana, Illinois.

**Community Development Director (Director):** The person who holds the position of Community Development Services Department Director for the City or employees of the City Community Development Services Department who report to the Director and are designated to perform the duty referred to.

**CUUATS:** Champaign-Urbana Urbanized Area Transportation Study.

**Developer:** the legal or beneficial owner or owners of any lot or any land included in a proposed development, including the holder of an option or contract to purchase, or any person with beneficial interest in a land trust, or other persons having enforceable proprietary interest in such land.

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**Developer's Engineer:** The engineer of record, responsible for the preparation of the project plans. The experience and credentials of the Developer's Engineer relative to the given project shall conform to the State of Illinois Professional Engineering Practice Act of 1989.

**Development:** As defined in the Subdivision Code, means any activity causing a change to be made in the legal rights or physical state of the real estate such that the activity:

- A. Meets the threshold of section 21-430(B) of this chapter and requires a stormwater management plan; or
- B. Creates a substantial use demand for new sanitary sewage service, collection and treatment or requires the extension of a sanitary sewer system collector or interceptor, or the installation and capping of sanitary sewer lines, in accordance with section 21-425 of this chapter; or
- C. Constitutes any mining, quarrying, or other excavations related thereto; or
- D. Constitutes the creation or change of a subdivision or a resubdivision or lot-line adjustment; or
- E. Constitutes the creation or a change of a mobile home park; or
- F. Constitutes the creation or change of a planned unit development.

A list of activities considered *not* to constitute a development can be found in the Subdivision Code.

**Development Sketch Plan:** A conceptual sketch of a proposed development inclusive of property lines, proposed streets/drives, available utilities, etc., to be used for discussion purposes at a pre-application conference. See Appendix C, Illustration 2, "Development Sketch Plan" in this Manual.

**Erosion and Sediment Control Ordinance:** Urbana City Code Chapter 6.5, Article II, as amended.

**Erosion Control Plan:** Plans and specifications prepared by the Developer's Engineer, which explain how erosion will be minimized during any soil disturbing process.

**Extraterritorial Jurisdiction (ETJ):** The unincorporated territory lying within one and one-half (1½) miles of the corporate limits of the City where the City has subdivision authority, excluding the areas located within the subdivision jurisdiction of another municipality.

**FEMA:** Federal Emergency Management Agency.

**Flood Routing:** The area where water flows when in excess of the capacity in the storm drainage system.

**Floodway:** The channel of a river or other watercourse and adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one-tenth (0.1) of one foot.

**GIS:** Geographic Information System.

**IDOT:** Illinois Department of Transportation.

**IDOT Construction Manual:** The "Construction Manual" published by IDOT, most recent edition.

**IDOT Design Manual(s):** The "Design Manual" published by IDOT, Bureau of Design, most recent edition. Refer to the Bureau of Design and Environment (BDE) and/or the Bureau of Local Roads (BLR) administration and design manuals as applicable.

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**IDOT Drainage Manual:** The “Drainage Manual” published by IDOT, Bureau of Design, most recent edition.

**IEPA:** Illinois Environmental Protection Agency.

**Illinois Highway Standards for Traffic Control (Highway Standards):** The “Highway Standards” published by IDOT, most recent edition.

**Internal Circulation System:** An internal system of streets or drives which is located in and designed to serve a development.

**ISPEZ:** Illinois State Plane East Zone Coordinate System.

**ITE:** Institute of Transportation Engineers.

**Manual of Practice (Manual):** this Manual, as amended.

**MUTCD:** The “Manual of Uniform Traffic Control Devices” published by the U.S. Department of Transportation, Federal Highway Administration, including the Illinois Supplement, most recent edition.

**NATCO:** National Association of City Transportation Officials.

**Plan Commission:** the Plan Commission of the City.

**Portable Document Format (PDF):** a file format that provides an electronic image of text or text and graphics that looks like a printed document and can be viewed, printed, and electronically transmitted.

**PROWAG:** Public Rights-of-Way Accessibility Guidelines.

**Secretary of the Plan Commission (or Secretary):** the City Planner of the City, or the City Planner’s designee.

**ROW:** Right-of-way of a public street.

**Special Flood Hazard Area:** Those lands within the jurisdiction of the City the extraterritorial jurisdiction (ETJ) of the City or that may be annexed into the City, that are subject to inundation by the base flood. The floodplains of the City are generally identified as such on panel numbers 313, 314, 318, 325, 426, 427, 429, 431, and 450 of the countywide Flood Insurance Rate Map of Champaign County prepared by FEMA and effective October 2, 2013, as amended. Floodplain also includes those areas of known flooding as identified by the community.

**Standard Specifications for Road and Bridge Construction:** The “Standard Specifications for Road and Bridge Construction” published by IDOT, Bureau of Design, most recent edition.

**Standard Specifications for Water and Sewer Main Construction in Illinois (SSWSMC):** The “Standard Specifications for Water and Sewer Main Construction in Illinois” published jointly by the Illinois Society of Professional Engineers, Consulting Engineers Council of Illinois, Illinois Chapter of the American Public Works Association, Illinois Municipal League and the Associated General Contractors of Illinois, most recent edition.

**Subdivision and Land Development Code (Subdivision Code):** Urbana City Code Chapter 21, as amended

**Street Tree:** Any tree located within a ROW that is owned by the City and maintained by the Public Works Department.

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**Traffic Impact Analysis (TIA):** A plan prepared by an engineer which calculates the anticipated on- or off-site traffic impact of a particular development and determines what traffic regulatory improvements, if any, are required to mitigate these impacts.

**UCSD:** The Urbana & Champaign Sanitary District.

### 1.02 SCOPE

The review and approval of plans, specifications and contract documents for certain types of improvements is also the legal responsibility of various other public agencies in addition to the City. This Manual is not intended as a substitute for the requirements of such other public agencies. The Developer's Engineer is responsible for ensuring that the proposed plans, specifications and contract documents meet the legal requirements of all other public agencies and that any permits and bonds required by such agencies are secured.

The City Engineer and Community Development Director shall periodically review this Manual. Revisions shall be incorporated through the process detailed in the Foreword of this Manual. The City Engineer and Community Development Director shall have final joint administrative authority for the Manual, with the City Engineer having primary authority for the technical standards contained in Chapters 6 through 26.

### 1.03 PRE-DESIGN CONFERENCE

The Developer's Engineer may request a pre-design conference in addition to the pre-application conference described in Section 21-200 of the Subdivision Code.

An Engineering Site Plan Review Checklist is available on-line at [http://urbanaininois.us/Site\\_Plan\\_Review](http://urbanaininois.us/Site_Plan_Review) that identifies items that the Developer's Engineer must submit to the City as part of the site development review process.

### 1.04 DESIGN COMPUTATION REQUIREMENTS

The Developer's Engineer shall make design computations for all phases of the project when this Manual requires such computations or when requested by the City Engineer. The City Engineer may request design computations to ensure adequacy and stability of the work and conformance with appropriate standards. Said computations shall be neat and legible and in a form required by this Manual. The computations shall be clear and prepared using generally accepted formats. Detailed design calculations submitted with site engineering plans must include (but not necessarily be limited to) the following, if applicable:

- A. Detention basin design
- B. Storm sewer system design
- C. Sanitary sewer design
- D. Flood routing and waterway design
- E. Bridge, culvert, or drainage way design
- F. Structural design data for arterial and commercial/industrial collector street pavements
- G. Fire flow analysis

### 1.05 OTHER PERMIT APPLICATIONS AND APPROVALS

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Other governmental agencies may review and approve all or certain parts of the work included in a project and may require a permit or application for a permit for such work. They may also require that such a permit or application for a permit be executed by the City. When such a permit or permit application is required, it shall be prepared by the Developer's Engineer, including being made ready for signatures, and containing all required supporting documentation, with sufficient copies for the City to retain one.

### **1.06 APPROVAL PERIOD**

- A. Approval of the public improvement engineering plans and specifications by the City Engineer shall be valid for 365 days. Construction shall not begin until the City Engineer has approved the engineering plans. City Engineer approval does not constitute a guarantee that all design errors or discrepancies have been determined.
- B. If construction is not commenced within said period, the approval will be void. Reactivation of such voided approvals will require a written request for extension and must include any new requirements that may be established by the City in the interim.

### **1.07 REVISIONS TO APPROVED PUBLIC IMPROVEMENT ENGINEERING PLANS**

Any deviations from approved plans or specifications affecting capacity, stability or operation of the improvements shall be approved in writing by the City Engineer before such changes are made. Minor changes not affecting capacity, stability or operation of the improvements will not require formal approval, but must be verbally approved by the City Engineer and documented on the as-built drawings. If a change is verbally approved, then a memorandum of record must be sent to the City Engineer by the Developer's Engineer within one week of the verbal approval. The memorandum of record shall briefly describe the change, when it was approved and by whom.

### **1.08 RECORD DRAWINGS**

The Developer's Engineer shall submit to the City Engineer, record drawings of the entire set of engineering plans depicting the improvements as actually constructed. Final release of subdivision bonds will not be made until the City Engineer has received the record drawings. A paper copy of the record drawings shall be provided to the City Engineer in accordance with Section 7.02 B.2 of the Manual along with an electronic submission in accordance with Section 1.12 of this Manual.

### **1.09 PROJECT COMPLETION AND FINAL ACCEPTANCE**

The City Engineer, in cooperation with the Developer's Engineer, shall make a jointly attended final inspection of the completed work prior to accepting the project for maintenance. The City Engineer shall prepare a final punch list, itemizing all items not meeting the requirements of the approved plans. The Developer, or Developer's Engineer, shall notify the City Engineer of the completion of the punch list items. If the City Engineer agrees that the items have been satisfactorily completed, she/he shall notify the Developer or the Developer's Engineer, in writing, that the project has been accepted.

### **1.10 WAIVER OF MANUAL REQUIREMENTS**

Subject to Section 1.02 of this chapter, the City Engineer and the Community Development Director may administratively waive any of the requirements of this Manual, upon written request by the Developer. No waiver is available to a Developer as a matter of right. The burden of proving that a waiver is justified is on the Developer.



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- A. General Standard for Waiver Approval:** The waiver shall not be approved unless the City Engineer and the Community Development Director (as appropriate) find that the waiver is justified according to each of the following standards:
1. There is substantial hardship in complying with these regulations provided that the spirit and intent of these regulations shall be substantially observed, and the public welfare and safety be assured.
  2. The granting of the waiver will not be detrimental to the public safety, health, or welfare or injurious to other property located in the vicinity of the property in question.
  3. The cost or difficulty of complying with the requirements of these regulations is great compared to the gain such compliance provides to the public safety, health, and welfare.
- B. Specific Considerations:** In deciding whether to approve a waiver of these regulations, the following criteria may be considered:
1. Whether the condition upon which the request for a waiver is based is unique to the property, but not generally applicable to other properties.
  2. Whether the property to be subdivided will be used only for low intensity uses.
  3. Whether conditions may be imposed which mitigate the harm to the public caused by the failure to comply with these regulations.

### 1.11 TIES TO CONTROL POINTS AND ESTABLISHING NEW CONTROL POINTS

Unless specific projects explicitly call for different requirements, each subdivision drawing should have at least two State Plane Coordinate control points at distances no greater than 3,000 feet from the nearest perimeter property point. These control points should be included as separate objects stored in their designated layer as point features and annotated with the actual x, y coordinates in US survey feet. These coordinates should be provided in the ISPEZ coordinate system utilizing the datum currently in use by the Champaign County Geographical Information System (GIS) Consortium. The points' coordinate location should be determined using a Geographic Positioning System (GPS) survey technique that ensures a local horizontal accuracy of two centimeters or better.

### 1.12 ELECTRONIC DRAFTING FILE STANDARDS

- A. Electronic Files:** Electronic files are required when submitting final copies of:
1. Annexation plats: parcel boundary information only.
  2. Final plats: to minimally include a geographical information drawing showing property and tract boundaries and adjacent ROW.
  3. Engineering site plans.
  4. Record drawings of engineering site plans.
- B. Submittal:** Electronic drafting files shall be submitted by the Developer or the Developer's Engineer to the City's online document portal or by other means approved by the City Engineer.
- C. Submittal Format:** Files shall be AutoCAD-compatible or GIS-compatible (shapefile or feature class). Unused blocks, layers, linestyles, etc., shall be purged from AutoCAD files. Reference files used shall be in the same subdirectory as the active design file. See Appendix A.

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- D. Layer Requirements:** Design elements and symbols on electronically submitted files shall be in accordance with Appendix A. The minimum requirement shall be that drawing elements not listed in Appendix A shall be purged from the submitted drawing

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### CHAPTER 2: PRELIMINARY PLAT

- 2.00 Introduction
- 2.01 Administrative Procedures
- 2.02 Required Information
- 2.03 Distribution of Preliminary Plats
- 2.04 Electronic Drafting File Standards

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### 2.00 INTRODUCTION

A preliminary plat document depicts the proposed layout of a subdivision or development, in sufficient detail to provide an adequate basis for the City to determine if it meets the requirements of the Subdivision Code. It establishes the basic developmental design concepts and public improvements required to be approved by the final plat. Preliminary plats indicate the proposed public infrastructure, including streets, storm sewers, sanitary sewers, grading and stormwater detention facilities, and generally depict existing adjacent topography, infrastructure, along with the proposed lot configurations. Unlike final plats, preliminary plats are not recorded and are not the legal document used for sale of lots, but rather are used to allow for a comprehensive review of the proposed development by all affected agencies. These plats are sent for outside review to several agencies and require the approval of the Plan Commission and the City Council. Significant changes to a preliminary plat must be approved through resubmitting a modified preliminary plat. In some cases, the requirement to prepare a preliminary plat may be waived, if the subdivision is classified as a minor development and involves little or no public infrastructure. An example of a preliminary plat of a major development and general plan not requiring any waivers or waiver requests of regulations is shown in Appendix C, Illustration 3A, with an example of a contour map to accompany a preliminary plat of a major development shown by Illustration 3B.

The following information includes instructions for the preparation of a preliminary plat, the associated application, and a summary of the review and approval process.

### 2.01 ADMINISTRATIVE PROCEDURES

Preliminary plat administrative procedures are provided in Section 21-225 of the Subdivision Code.

### 2.02 REQUIRED INFORMATION

A preliminary plat shall include, but not be limited to, the following information:

#### A. Format:

1. Sheet Size: Plan set shall be full-sized (22 inches x 34 inches – ANSI D) and reduced-sized (11 inches x 17 inches – ANSI B). Variations in dimensions may be approved by the City Engineer, if requested prior to submission of plans.
2. Plan scale shall be at a minimum of one inch = 100 feet.
3. Precision: All distances shall be shown to the nearest 0.01-foot and elevations shall be shown to the nearest 0.1-foot.
4. Electronic copy: The plan set shall also be submitted in PDF format.

#### B. Required Preliminary Plat Requirements:

1. Subdivision, development, or replat name.
2. North arrow.
3. Date of preparation, including most recent revision.
4. The location of the property expressed in each of the following ways:
  - a. By quarter-section (or part thereof), section, township, range, meridian, city, county and state;

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- b. By distances and bearings from the astronomic or assumed north with reference to a corner or corners established in the United States Public Land Survey System; and
  - c. By a graphic depiction and a written legal description of the exterior boundaries of the subdivision.
5. The description and location of all survey monuments.
  6. Survey data sufficient to reproduce any line or re-establish any monument in the subdivision.
  7. Location and description of cardinal points to which all dimensions, angles, bearings, and similar data on the plat shall be referenced; a minimum of two (2) corners of the subdivision boundary shall be tied by course and distance to a City horizontal control monument.
  8. Names, signatures, phone numbers and addresses of the property owner, Developer, Developer's Engineer, Developer's attorney, and land surveyor.
  9. The source of all topographical data.
  10. Total acreage in the preliminary plat.
  11. Development boundaries clearly indicated.
  12. The names of all adjacent property owners or the names of adjacent subdivisions.
  13. A preliminary plat of a major development shall also include the following signature block:

If no waivers are sought, the following signature block is to appear on the face of the plat:

APPROVED BY: The Urbana Plan Commission of the City of Urbana, Illinois.

Date: \_\_\_\_\_ Chairperson: \_\_\_\_\_

If waivers are sought, the following signature block is to appear on the face of the plat:

APPROVED BY: The Urbana Plan Commission of the City of Urbana, Illinois.

Date: \_\_\_\_\_ Chairperson: \_\_\_\_\_

APPROVED BY: The City Council of the City of Urbana, Illinois, in accordance with Ordinance No. \_\_\_\_\_

Date: \_\_\_\_\_ by \_\_\_\_\_, Mayor

ATTEST: \_\_\_\_\_, City Clerk

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### **C. Preliminary Plat Existing Conditions Requirements:**

1. The location and size of all existing sanitary sewers, fiber optic cable, water and gas mains, storm drainage facilities (including farm land drain tiles), existing fire hydrants and all related ROW and easements within or abutting the proposed development.
2. The topography by contour intervals of not more than two feet related to the North American Vertical Datum. At least one benchmark for this datum must be shown on the face of the plat.
3. The location and identification of buildings, railroads, overhead power and telephone transmission lines, pipelines, bridges, culverts and related items within or abutting the proposed development; and the sizes of existing buildings and structures.
4. Street names, surface pavement types, ROW widths and pavement widths for all public and private streets and alleys.
5. Improved or unimproved drainageways.
6. Walkways or sidewalks.
7. Public or private easements.
8. Railroad ROW.
9. Corporate limit lines.
10. Parks, schools, or other public lands.
11. Existing zoning of the tract, any proposed zoning of the tract, and existing zoning district lines and classifications.
12. The drainage district(s) within which the proposed development lies or the district to which the development is contiguous; or if the development is not located in or contiguous to a drainage district, so state.
13. Delineation of commons or public area(s), if any.
14. The location of flood hazard and floodway boundaries and the base flood elevation for each building site, if any.
15. The acreage and identification of the upstream drainage basin(s).
16. The fire flow from the closest hydrant to the proposed development.
17. Approximate locations of active or abandoned wells.
18. Approximate locations of existing septic tanks.

### **D. Preliminary Plat Proposed Conditions Requirements:**

1. The names, locations, ROW and pavement width of proposed streets and alleys.
2. The location and width of sidewalk and mid-block sidewalk pavements and ROW or easements.
3. All lots and outlots (consecutively numbered).

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4. Front yard setback lines.
5. Proposed location, size and course of sanitary sewage disposal lines and related ROW or easements.
6. Proposed stormwater drainage systems including location of inlets and related ROW or easements.
7. The location of proposed watercourses or impoundments, including stream relocations, showing normal water elevations and direction of flow.
8. The locations of all proposed water service lines, their sizes and related ROW or easements.
9. The location of all proposed fire hydrants and calculated fire flows for those hydrants shall be approved by the City Fire Chief or her/his designee. In no case shall there be a distance greater than 500 feet between any two fire hydrants on a street, measured radially in any direction from each proposed hydrant.
10. The location of all proposed gas mains, electrical transmission lines, telephone lines, cable television lines and related ROW or easements, if available.
11. Estimated minimum floor elevations for that portion of the development within a flood hazard boundary.
12. State whether the lot(s) will be subdivided for common-lot-line dwelling units.

### 2.03 DISTRIBUTION OF PRELIMINARY PLATS

As required by Sec. 21-225 of the Subdivision Code, the Developer shall cause to be prepared a preliminary plat and supporting documents. The Developer shall submit to the Secretary of the Plan Commission: one (1) full-sized print (22 inches x 34 inches – ANSI D), one (1) reduced-sized print (11 inches x 17 inches – ANSI B) and one digital copy in PDF format; or the number of plat prints the Secretary requests.

#### A. Distribution of Plat Prints Prior to Approval:

*Number of plat prints required (Developer to provide).* If the proposed development lies within the corporate limits of the City, the Secretary may require the following reduced-sized plat prints (11 inches x 17 inches):

Mayor (1)  
City Council (7) – only if waivers are requested  
Plan Commission (9)  
Secretary of the Plan Commission (1)  
City Engineer (1)  
Director of Community Development Services (1)  
Fire Chief (1)  
Ameren Illinois (1)  
Illinois American Water (1)  
Drainage District (1)  
Urbana-Champaign Sanitary District (1)

Total = (25) prints, or (18) prints if waivers are not requested

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- B. If the proposed development lies within the City's 1½-mile extraterritorial jurisdiction (ETJ), then the following plat prints shall be provided in addition to those required above:

Soil and Water Conservation District (1)  
Champaign County Highway Engineer (1)  
Champaign County Zoning Administrator (1)  
Township Road Commissioner (1)

Total = (4) prints

Mile-and-one-half total = (29) prints

### **2.04 ELECTRONIC DRAFTING FILE STANDARDS**

Electronic Files: Electronic files are required when submitting final copies of preliminary plats. Electronic drafting files shall be in accordance with Section 1.12 of this Manual.



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### CHAPTER 3: FINAL PLAT

- 3.00 Introduction
- 3.01 Administrative Procedures
- 3.02 Required Information
- 3.03 Distribution of Final Plats
- 3.04 Electronic Drafting File Standards

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### 3.00 INTRODUCTION

The final plat document is the legal document that is recorded with the Champaign County Recorder of Deeds. Upon this recording, the sale of lots may proceed. The final plat shall not be recorded until the requirements of these regulations are met. The primary purposes of the final plat are to delineate property boundaries and to describe and dedicate ROW and easements. Public improvements are not shown on the face of the final plat but are submitted through separate design documents (site engineering plans, stormwater management plans, subsidiary drainage plats, etc.). These separate design documents and bonding must be approved by the City Engineer prior to approval of the final plat. If a final plat does not differ substantially from the previously approved preliminary plat and if no new or different waivers are requested, then the final plat may be reviewed by the Administrative Review Committee and sent directly to the City Council for approval. If a final plat differs substantially from the preliminary plat and/or if additional or revised waivers are requested, then it must first be reviewed by the Plan Commission prior to City Council approval. An example of a final plat of major development is shown in Appendix C, Illustration 4.

### 3.01 ADMINISTRATIVE PROCEDURES

Final plat administrative procedures are provided in Section 21-230 of the Subdivision Code.

### 3.02 REQUIRED INFORMATION

A final plat shall include, but not be limited to, the following information:

#### A. Format:

1. Sheet Size: Plan set shall be full-sized (22 inches x 34 inches – ANSI D) and reduced-sized (11 inches x 17 inches – ANSI B). Variations in dimensions may be approved by the City Engineer, if requested prior to submission of plans.
2. Plan scale shall be at a minimum of one (1) inch = 100 feet.
3. Precision: All distances shall be shown to the nearest 0.01-foot and elevations shall be shown to the nearest 0.1-foot.
4. Electronic copy: The plan set shall also be submitted in PDF format.

#### B. Final Plat Requirements:

1. Subdivision, development, or replat name.
2. North arrow.
3. Date of preparation, including most recent revision.
4. The location of the subdivision expressed in each of the following ways:
  - a. By quarter-section (or part thereof), section, township, range, meridian, city, county and state; and
  - b. By distances and bearings from the astronomic or assumed north with reference to a corner or corners established in the United States Public Land Survey System; and
  - c. By a graphic depiction and a written legal description of the exterior boundaries of the subdivision; and

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- d. In the case of a replat, by reference to (a) lot(s) in a previously approved and recorded development.
5. The description and location of all survey monuments.
6. Survey data sufficient to reproduce any line or re-establish any monument in the subdivision.
7. Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced; a minimum of two (2) corners of the subdivision boundary shall be tied by course and distance to a City horizontal control monument.
8. All highways, streets, alleys, blocks, lots, parcels, public grounds, easements and ROW within, or adjacent to, the subdivision and all required access control zones. Abutting street lines of existing platted developments shall be shown as dashed lines. Proposed street names shall be coordinated with the City Engineering Division.
9. Sufficient angles, bearings or azimuths, linear dimensions and curve data must be shown on the plat to provide a mathematically closed figure for the exterior of the survey. Where record angular dimensions, bearings or azimuths, linear dimensions or curve data exist, such data shall be shown on the plat and distinguished from measured dimensions or data. The length of all boundary lines of all streets, blocks, lots, public grounds, easements, ROW and information sufficient to derive the length of these lines shall be shown. Where the boundary line is an arc of a circle, sufficient curve data to define the arc shall be shown. All dimensions shall be shown to hundredths of a foot, except in the case of riparian boundaries, which may be shown to the nearest foot.
10. Easements or lands dedicated to the public by the plat.
11. The width of all ROW and easements adjacent to, impacting or serving the subdivision and all detention basins within an adequate distance, as defined by the City Engineer.
12. All lots and outlots shall be numbered, and numbers shall be consecutive, with alphabetic extensions as necessary, in subdivisions that contain more than one phase.
13. The following notations:
  - a. "No part of the property covered by this plat is in the special flood hazard area as identified by FEMA." If in a special flood hazard area, the FEMA sheet number showing the area shall be identified.
  - b. "The property subdivided is within the corporate limits of the City of Urbana," or "The property subdivided is within 1½ miles of the corporate limits of the City of Urbana."
14. Boundary of the special flood hazard area.
15. Boundary of the floodway, if shown on available flood boundary floodway map and flood insurance rate maps.
16. Base flood elevation for all lots and building sites.
17. Names, signatures and addresses of the property owner, Developer, Developer's Engineer, and land surveyor.

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18. If the owner is a land trust, then the beneficial owners and their percentage interests shall be disclosed in accordance with state statutes. This information must be submitted with the application but does not have to appear on the face of the plat.
19. A three-inch by five-inch (3" x 5") vertical blank space shall be provided in the upper-right hand corner of all subdivision plats that are to be recorded, i.e., final plats, minor plats, replats, etc.
20. The Surveyor's Certificate prepared in accordance with 765 ILCS 205/2, as amended, including the surveyor's seal and statement that all monuments are set as shown. The Surveyor's Certificate shall be shown on the face of the plat.
21. The owner's and Developer's Engineer's certificate of drainage proposed in accordance with 765 ILCS 205/2, as amended, including the engineer's seal.
22. The location of all public improvements required by the regulations and a statement that the improvements meet current design standards, or if they do not, the extent to which the improvements do not meet current design standards.
23. A notation outlining any waivers, conditions, or restrictions, or a notation that such exist and are recorded as separate recording documents.
24. A statement by IDOT with respect to roadway access where such access is to a state highway or by the relevant local highway authority with respect to all other highway access.
25. Any additional documentation as required by the Plat Act.
26. The plat of major development shall also include the following signature block:

APPROVED BY: The Urbana Plan Commission of the City of Urbana, Illinois.

Date: \_\_\_\_\_ Chairperson: \_\_\_\_\_

APPROVED BY: The City Council of the City of Urbana, Illinois, in accordance with Ordinance No. \_\_\_\_\_

Date: \_\_\_\_\_ by \_\_\_\_\_, Mayor

ATTEST: \_\_\_\_\_, City Clerk

### C. Subsidiary Drainage Plat Requirements:

1. The Developer's Engineer shall prepare a subsidiary drainage plat study in accordance with the Illinois Compiled Statutes, 765 ILCS, as amended.
2. The subsidiary drainage plat shall include finished yard grades at building setback lines.
3. The subsidiary drainage plat shall include:
  - a. Typical lot drainage details to show the manner in which drainage will be accommodated between lots.
  - b. The boundary of the special flood hazard area, if applicable.

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- c. The boundary of the floodway, if applicable.
  - d. The base flood elevation for each building site, if applicable.
  - e. The location of natural vegetation to be maintained and protected.
- 4. The subsidiary drainage plat shall be subject to the approval of the City Engineer.
  - 5. See Section 6.02.D of this Manual for additional subsidiary drainage plat requirements.

### 3.03 DISTRIBUTION OF FINAL PLATS

As required by Sec. 21-230 of the Subdivision Code, the Developer shall cause to be prepared a final plat, a subsidiary drainage plat, and supporting documents. The Developer shall submit to the Secretary of the Plan Commission: one (1) full-sized print (22 inches x 34 inches – ANSI D), one (1) reduced-sized print (11 inches x 17 inches – ANSI B), and one digital copy in PDF format; or the number of plat prints the Secretary requests.

#### A. Distribution of Plat Prints Prior to Approval:

*Number of plat prints required (Developer to provide).* The following plat prints shall be submitted to the Secretary of the Plan Commission at the time of an application for approval of a final plat of major development:

Mayor (1)  
City Council (7)  
Plan Commission (9)  
Secretary of the Plan Commission (1)  
City Engineer (1)  
Director of Community Development Services (1)

Total = (20) prints

#### B. Distribution of Plat Prints Following Approval:

*Number of plat prints required (Developer to provide).* If the development lies within the corporate limits of the City, the Secretary shall distribute copies of the signed final plat as follows:

Developer (1)  
City Engineer (2)  
Township Assessor (1)  
Urbana Plan Commission Case File (1)  
City Clerk (2)

Total = (7) prints

If the development lies within the City's 1½-mile extraterritorial jurisdiction, then the Secretary shall distribute the following copies of the signed plats in addition to those required above:

Champaign County Zoning Administrator (1)  
Champaign County Highway Engineer (1)  
Township Road Commissioner (1)

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Total = (3) prints

Mile-and-one-half total = (10) prints

### **3.04 ELECTRONIC DRAFTING FILE STANDARDS**

Electronic Files: Electronic files are required when submitting final copies of final plats. Electronic drafting files shall be in accordance with Section 1.12 of this Manual.

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### CHAPTER 4: MINOR PLAT

4.01 Introduction

4.02 Administrative Procedures

4.03 Required Information

4.04 Distribution of Minor Plats

4.05 Electronic Drafting File Standards

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### 4.02 INTRODUCTION

The plat of a minor development or minor plat document is used when a development qualifies as a minor development per the Subdivision Code, creating five (5) or fewer lots and involving little or no public improvements. A minor plat may also be prepared where there are simple lot lines adjustments to be made to an existing subdivision via a replatting process. Lot line adjustments of less than 25 feet or involving transfer of less than 10,000 square feet from one lot to another may be eligible for a certificate of exemption in lieu of a plat.

### 4.01 ADMINISTRATIVE PROCEDURES

Minor plat administrative procedures are provided in Section 21-215 of the Subdivision Code.

### 4.02 REQUIRED INFORMATION

A Minor plat shall include, but not be limited to, the following information:

#### A. Format:

1. Sheet Size: Plan set shall be one (1) full-sized (22 inches x 34 inches – ANSI D) set and one (1) reduced-sized (11 inches x 17 inches – ANSI B) set. Variations in dimensions may be approved by the City Engineer, if requested prior to submission of plans.
2. Plan scale shall be at a minimum of one (1) inch = 100 feet.
3. Precision: All distances shall be shown to the nearest 0.01-foot and elevations shall be shown to the nearest 0.1-foot.
4. Electronic copy: The plan set shall also be submitted in PDF format.

#### B. Required Minor Plat Requirements:

1. Subdivision, development, or replat name.
2. North arrow.
3. Date of preparation, including most recent revision.
4. The location of the subdivision expressed in each of the following ways:
  - a. By quarter-section (or part thereof), section, township, range, meridian, city, county and state; and
  - b. By distances and bearings from the astronomic or assumed north with reference to a corner or corners established in the United States Public Land Survey System; and
  - c. By a graphically-depicted and a written legal description of the exterior boundaries of the subdivision; and
  - d. In the case of a replat, by reference to (a) lot(s) in a previously approved and recorded development.
5. The description and location of all survey monuments.
6. Survey data sufficient to reproduce any line or re-establish any monument in the subdivision.



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7. Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced; a minimum of two (2) corners of the subdivision boundary shall be tied by course and distance to a City horizontal control monument.
8. All highways, streets, alleys, blocks, lots, parcels, public grounds, easements and ROW within, or adjacent to, the subdivision and all required access control zones. Abutting street lines of existing platted developments shall be shown as dashed lines. Proposed street names shall be coordinated with the City Engineering Division.
9. Sufficient angles, bearings or azimuths, linear dimensions and curve data must be shown on the plat to provide a mathematically closed figure for the exterior of the survey. Where record angular dimensions, bearings or azimuths, linear dimensions or curve data exist, such data shall be shown on the plat and distinguished from measured dimensions or data. The length of all boundary lines of all streets, blocks, lots, public grounds, easements, ROW and information sufficient to derive the length of these lines shall be shown. Where the boundary line is an arc of a circle, sufficient curve data to define the arc shall be shown. All dimensions shall be shown to hundredths of a foot, except in the case of riparian boundaries, which may be shown to the nearest foot.
10. Easements or lands dedicated to the public by the plat.
11. The width of all ROW and easements adjacent to, impacting or serving the subdivision and all detention basins within an adequate distance, as defined by the City Engineer.
12. All lots and outlots shall be numbered, and numbers shall be consecutive and contain a minimum of three digits, with alphabetic extensions as necessary, in subdivisions that contain more than one phase.
13. The following notations:
  - a. "No part of the property covered by this plat is in the special flood hazard area as identified by FEMA." If in a special flood hazard area, the FEMA sheet number showing the area shall be identified.
  - b. "The property subdivided is within the corporate limits of the City of Urbana," or "The property subdivided is within 1½ miles of the corporate limits of the City of Urbana."
14. Boundary of the special flood hazard area.
15. Boundary of the floodway, if shown on available flood boundary floodway map and flood insurance rate maps.
16. Base flood elevation for all lots and building sites.
17. Names, signatures and addresses of the property owner, Developer, Developer's Engineer, and land surveyor.
18. If the owner is a land trust, then the beneficial owners and their percentage interests shall be disclosed in accordance with state statutes. This information must be submitted with the application, but does not have to appear on the face of the plat.
19. A three-inch by five-inch (3" x 5") vertical blank space shall be provided in the upper-right hand corner of all subdivision plats that are to be recorded, i.e., final plats, minor plats, replats, etc.

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20. The Surveyor's Certificate prepared in accordance with 765 ILCS 205/2, as amended, including the surveyor's seal and statement that all monuments are set as shown. The Surveyor's Certificate shall be shown on the face of the plat.
21. The owner's and engineer's certificate of drainage proposed in accordance with 765 ILCS 205/2, as amended, including the engineer's seal.
22. The location of all public improvements required by the regulations and a statement that the improvements do meet current design standards, or if they do not, the extent to which the improvements do not meet current design standards.
23. The minor subdivision plat shall also include the following signature block:

APPROVED:

Approval of the minor subdivision plat is hereby recommended under the authority of:

Date: \_\_\_\_\_ By: \_\_\_\_\_  
City Engineer

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Director, Community Development Services Department

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Secretary, Urbana Plan Commission

ATTEST: \_\_\_\_\_ City Clerk, \_\_\_\_\_ Date

- C. In the event any decision of the Administrative Review Committee is appealed in accordance with 21-215(J) of the Urbana Subdivision Code, the signature block on the face of the plat shall be changed to conform to the signature block requirement for a final plat of major development contained in Chapter 3 of this Manual.

### 4.02 DISTRIBUTION OF MINOR PLATS

As required by Sec. 21-215 of the Subdivision Code, the Developer shall cause to be prepared a minor plat and supporting documents. The Developer shall submit to the Secretary of the Plan Commission: one (1) full-sized print (22 inches x 34 inches – ANSI D), one (1) reduced-sized print (11 inches x 17 inches – ANSI B), and one digital copy in PDF format; or the number of plat prints the Secretary requests.

#### C. Distribution of Plat Prints Prior to Approval:

*Number of plat prints required (Developer to provide).* The following plat prints shall be submitted to the Secretary of the Plan Commission at the time of an application for approval of a final plat of minor development:

Secretary of the Plan Commission (1)  
City Engineer (1)  
Director of Community Development Services (1)

Total = (3) prints

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### 4.03 ELECTRONIC DRAFTING FILE STANDARDS

Electronic Files: Electronic files are required when submitting final copies of minor plats. Electronic drafting files shall be in accordance with Section 1.12 of this Manual.

**CHAPTER 5: RURAL SUBDIVISION PLAT**

**RESERVED**