

Subdivision and Plat Application Packet

Submit completed application with all required documents and fees to the Village Office.

I. Applicant Information

Applicant Name: _____

Company Name (if applicable): _____

Address: _____

Phone: _____ **Email:** _____

Property Owner (if different): _____

Address: _____

Phone: _____ **Email:** _____

II. Property Information

Proposed Subdivision Name: _____

Location / Address of Property: _____

Parcel Identification Number (PIN): _____

Total Acreage of Site: _____ Acres

Zoning District: _____

Proposed Use (e.g., Residential, Commercial): _____



III. Submittal Checklist

Submit **two (2)** hard copies and **one (1)** digital copy of the following:

Required Documentation:

- ☐ Completed Application Form
- ☐ Plat of Survey and Legal Description
- ☐ Preliminary Plat
- ☐ Final Plat (for Final Review Phase)
- ☐ Engineering and Plat Drawings
- ☐ Detailed Construction Plans
- ☐ Base Flood Elevation and Floodplain Boundary
- ☐ Drainage Certification (per Plat Act)
- ☐ Stormwater Management Documentation
- ☐ Easements and Rights-of-Way Documentation
- ☐ Sewer Tap Locations and Inspection Details

Required Environmental Reviews:

- ☐ Natural Resource Inventory from Champaign County Soil and Water Conservation District
- ☐ EcoCAT Report from Illinois Department of Natural Resources (IDNR)
- ☐ SHPO Review (State Historic Preservation Office)

Notices and Public Process:

- ☐ List and Map of All Property Owners Within 250 Feet of the Subject Property
- ☐ Proof of Notification to Adjacent Entities per 65 ILCS 5/11-4-2(C) (30 days notice)



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- ☐ Authorization for Village to Publish Public Hearing Notice
(Published in paper of record no fewer than 15 days and no more than 30 days before
Planning & Zoning Commission meeting)
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IV. Requested Actions (Check all that apply):

- ☐ Preliminary Plat Approval
- ☐ Final Plat Approval
- ☐ Minor Subdivision
- ☐ Zoning Amendment (e.g., R-1 to R-2)
Proposed Classification Change: _____
- ☐ Stormwater Management Plan Review
- ☐ Other (Specify): _____
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V. Fees (Payable to Village of St. Joseph)

Description	Fee
Final Plat or Minor Subdivision	\$50.00/acre (minimum \$500)
Stormwater Management – Medium Site (6–24 acres)	\$1,000
Stormwater Management – Large Site (25+ acres)	\$2,000
Zoning Amendment Application	\$300
Public Hearing Publication	Actual cost (invoiced)
Recording Fees	County fee (varies)
Individual Building Permits	\$1.50 per \$1,000 value (minimum \$300 per permit)
Sewer Tap + Inspections	Per structure (varies)

Total Acres: _____

Stormwater Management Tier (circle one):

☒ Medium (6–24 acres) ☒ Large (25+ acres)

Estimated Total Fees Due at Submission: \$ _____



VI. Signatures

I hereby certify that the information provided in this application is true and correct to the best of my knowledge. I understand that additional fees may apply during review and construction phases.

Applicant Signature: _____

Date: _____

Property Owner Signature (if different): _____

Date: _____

VII. Official Use Only

Date Received: _____

Received By: _____

Fee Payment Received: \$ _____

☒ Check # _____ ☒ Cash ☒ Credit Card

Village Engineer Review Date: _____

Planning & Zoning Meeting Date: _____

Board of Trustees Meeting Date (if applicable): _____

Notes: _____