



## FINAL PLAT PROCESS

All property within the City of El Paso must be platted prior to developing the property or obtaining any building permit. There are two types of plats – a preliminary plat and a final plat, both of which must be approved by the City.

A final plat determines the following:

- Area and boundary of lots
- Relationship between existing and future streets
- Location of proposed public improvements
- Land dedicated for public purposes
- Private access and utility easements

Final plats may be approved by City staff if no right-of-way or public easements are dedicated to the City as part of the final plat, although denial of a final plat can be appealed to the City Council. If dedications are required, then the final plat must be approved by the City Council. Staff shall approve the final plat if the following requirements are met:

## **Step 1 - Pre-Application Meeting**

Prior to submitting an application for a final plat, the applicant or property owner is required to meet with City staff and discuss the project. The purpose of the meeting is to allow staff to review the concept the applicant intends to submit and provide general feedback. Staff will discuss the overall process required for approval and answer any questions the applicant may have including final plat requirements.

The pre-application meeting is designed to achieve the following:

- Acquaint the applicant with the procedural requirements of the City of El Paso;
- Provide for an exchange of information regarding the applicant's proposed development and the regulations, restrictions and requirements, the Comprehensive Plan, the Zoning Ordinance and other development requirements;
- Advise the applicant of any public sources of information that may aid the application, identify policies and regulations that create opportunities or pose significant restraints for the proposed development;
- Review proposed concept plans and provide the applicant with opportunities to modify the final plat so as to mitigate any undesirable project consequences;
- Review the compatibility with adjacent developments, either proposed or existing; and
- Provide general assistance by City staff on the overall design of the proposed development.

Depending on the complexity of the project, additional pre-application meetings may be required to address outstanding issues before the applicant may submit a formal application.

The pre-application meeting is required for most projects and the applicant is typically required to meet with staff in person. For some projects, staff may

conduct the meeting by telephone or may waive the meeting requirement at the discretion of the City Administrator.

The following information should be submitted prior to the pre-application meeting:

| <b>Pre-Application Meeting Checklist</b>                                                                                                                                       | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| A final plat showing proposed layout of the property including lot lines, setbacks, and dimensions.                                                                            |            |           |            |
| 100 year floodplain information                                                                                                                                                |            |           |            |
| Location and vicinity map                                                                                                                                                      |            |           |            |
| Existing uses, structures, activities and influences on site and adjacent properties within 400 feet.                                                                          |            |           |            |
| Description of any street adjacent to the property or extend through the site. This should include the width of the existing surface and the width of the street right-of-way. |            |           |            |
| Location and type of existing and proposed utilities.                                                                                                                          |            |           |            |

If the applicant does not have all items listed on the Pre-Application Meeting Checklist, the applicant may still meet with City staff but a second meeting will be required to discuss these items. Once the pre-application meeting has concluded and all checklist items have been discussed with staff, the applicant may submit an application for final plat review.

## **Step 2 – Filing an Application**

An application for a final plat must be completed and submitted to the City of El Paso with the proper filing fee, payable to the City of El Paso. An application may be withdrawn at any time upon written request; however, no refund will be made after the application has been accepted. A complete application consists of all items identified in the Submittal Requirements checklist. (See attached pages)

**Final plat applications must include all items required on the final plat requirement checklist. All additional, supporting information must be submitted with the application. Failure to meet the application submittal requirements checklist may delay the review and approval of the rezoning request.**

### Final plat Requirement Checklist

| <b>Submittal Requirement</b>                                                                         | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
|------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| Completed application form with names and addresses of developer, owner, engineer and/or architect.  |            |           |            |
| Legal description of the property in print and on CD (Microsoft Word).                               |            |           |            |
| Application Fee                                                                                      |            |           |            |
| One 11"x17" reduction of each sheet of the final plat.                                               |            |           |            |
| Digital files for all plans and all required studies and reports (8.5"x11" reductions in pdf format) |            |           |            |
| Four (4) full scale folded copies of final plat and supplemental attachments (if applicable).        |            |           |            |
| All studies as may reasonably be required by the City Engineer or City Administrator.                |            |           |            |

**Applications missing any of the required items will not be processed**

**FINAL PLAT APPLICATION  
CITY OF EL PASO, ILLINOIS**

**USE REQUESTED FOR PLATTING:** \_\_\_\_\_

**LOCATION OR PROPERTY ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_

**TAX PARCEL ID:** \_\_\_\_\_

**AREA OF SUBJECT PROPERTY (ACRES/SQ.FT):** \_\_\_\_\_

**ZONING OF PROPERTY:** \_\_\_\_\_ **CURRENT LAND USE:** \_\_\_\_\_

**PROPERTY OWNER'S NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**EMAIL ADDRESS:** \_\_\_\_\_

**APPLICANT/AGENT'S NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**EMAIL ADDRESS:** \_\_\_\_\_

**ENGINEER/ARCHITECT'S NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**EMAIL ADDRESS:** \_\_\_\_\_

- FOUR (4) COPIES OF THE PLANS MUST BE SUBMITTED FOR STAFF REVIEW.
- ONE (1) REDUCED COPY (11" X 17") MUST ALSO BE SUBMITTED WITH THE APPLICATION.
- PLEASE SUBMIT THE LEGAL DESCRIPTION OF THE PROPERTY IN PRINT, ON A CD (MICROSOFT WORD) AND A DIGITAL COPY OF THE SITE PLAN OR PLAT (PDF).
- AFTER STAFF REVIEW, TWELVE (12) COPIES WILL BE REQUIRED FOR DISTRIBUTION TO THE BOARD OF ZONING APPEALS AND CITY COUNCIL.

**OWNER/AGENT SIGNATURE:** \_\_\_\_\_

### **Step 3 – Staff Review**

Every application shall be reviewed in detail by staff. All plans will be reviewed by the City Administrator/City Planner, City Engineer, Public Works Director, Utilities Director, and other staff members as needed to ensure the plans are in conformance with adopted codes and policies. Following staff review, written comments will be prepared and sent to all parties listed on the application form (via fax or email). Staff shall have ten (10) days from the date of submittal to review the plans and forward comments to the applicant.

The comments prepared by staff are intended to be a complete list of changes required by the applicant prior to approval of the final plat. However, some circumstances may warrant additional staff comments following the applicant meeting to ensure compliance with City codes and ordinances. For example, if a change is requested by City staff and the solution presented by the applicant creates an unforeseen issue, staff may provide additional comments to correct the problem. Also, if the applicant submits revised plans based on staff's comments and those plans are still deficient, then a second round of comments will be provided to the applicant.

### **Step 4 – Applicant Resubmittal of Plans**

Once staff has sent comments to the applicant for the submitted plans, the applicant shall make appropriate changes to those plans and resubmit four (4) additional copies of all plan sets and revised digital copies for final review and approval by staff. If the final plat is required to be approved by the City Council, then twelve (12) copies of all plan sets shall be submitted. The contact information for all staff members will be included in the comments provided to the applicant and the applicant should contact staff if he/she has any questions or needs clarification. As stated in Step 3, if staff comments have not been addressed in the plan submittal, then additional comments may be warranted and a second set of revised plans must be submitted.

### **Step 5A – Plan Approval by Staff**

If staff determines that all requirements are met for the final plat review, the plans will be approved.

### **Step 5B – Plan Approval by City Council**

Final plat requests that require the City to accept public right-of-way or public easements shall be approved by the City Council, which typically meets on the first and third Monday of each month in the Council Chambers of City Hall located at 125 W. Front Street at 7:00 p.m. The City Council can approve the final plat, approve with conditions, or deny the final plat.

### **Step 6 – Document Recording**

Following approval of a final plat by City staff or the City Council, the document must be recorded with the Woodford County Clerk's Office within sixty (60) days of the date of approval. If the final plat is not recorded within this time period, then the document shall be rendered null and void and a new final plat shall be submitted before any building permits can be processed.

### **Step 7 – Site Plan and Building Permit Review**

For non-residential, multifamily, and some single-family projects, a site plan review may be required following the platting process. A site plan can be submitted and reviewed concurrently with the final plat and applicants are encouraged to submit both applications and plans together to expedite the review process.

A building permit is required for all new construction and must be submitted prior to construction.