

BELVIDERE - BOONE COUNTY PLANNING DEPARTMENT

401 Whitney Blvd. Suite 400 - Belvidere, Illinois 61008 PH(815) 544-5271 FAX(815) 547-9214

APPLICATION FOR PLAT OF SUBDIVISION APPROVAL

(BELVIDERE INSTRUCTIONS)

If you have any questions about this application, please call the Planning Department at (815) 544-5271.

NOTE: Applications can be filed at anytime. Applications will not be processed until all of the required information has been submitted. It is up to the discernment of the Planner processing the case as to which meeting date(s) the case will be presented. See the attached schedule of meeting dates.

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

Plats shall be prepared in accordance with the City of Belvidere Subdivision Code, updated as of December 20, 2004.

After the final plat is approved by the City Council, the applicant has a sixty (60) day deadline to record the plat with the County Recorder. It is advised that the applicant obtain all signatures on the original plat approximately one week prior to the meeting of the City Council, except for the following:

- (1) City Clerk
- (2) Mayor
- (3) Public Works Director
- (4) Planning Commission Chairman
- (5) County Recorder

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

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

City of Belvidere

(Contact people concerning final plat approval signatures)

1. Commonwealth Edison Co.
Tami Wilson
1950 Duncan Place
Woodstock, IL 60098
815-334-3302
2. Verizon
Kalin Hinshaw
112 W. Elm St.
Sycamore, IL 60178
815-895-1515
3. Nicor Gas
Dave Ruffalo
300 W. Terra Cotta Ave.
Crystal Lake, IL 60014
815-455-0271 Ext. 253
4. Department of Public Works
401 Whitney Blvd. Suite 200
Belvidere, IL 61008
544-9256
5. Mayor and City Clerk
401 Whitney Blvd. Suite 100
Belvidere, IL 61008
544-2612
6. Insight Communications
Michael Owens
810 20th St.
Rockford, IL 61108
815-962-4400 Ext. 2212

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Plats shall be prepared in accordance with the Boone County Subdivision Regulations, updated December 31, 2002.

For plats requiring on-site sewage disposal, the project engineer/surveyor must contact the Boone County Soil and Water Conservation District (SWCD), 8101 Appleton Road, Belvidere, IL 61008, (815) 544-2677. Preliminary on-site borings and investigation must be made by the SWCD Soil Scientist prior to the plat being submitted to the Boone County Regional Planning Commission. Preliminary plats must be accompanied with a soil overlay.

After the final plat is approved by the County Board, the applicant has a ninety (90) day deadline to record the plat with the County Recorder. It is advised that the applicant obtain all signatures on the original plat approximately one week prior to the meeting of the County Board, except for the following:

- (1) County Planner
- (2) Planning, Zoning and Building Committee Chairman
- (3) County Board Chairman
- (4) County Clerk and Recorder

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

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Boone County

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Tami Wilson
1950 Duncan Place
Woodstock, IL 60098
815-334-3302
2. Verizon
Kalin Hinshaw
112 W. Elm St.
Sycamore, IL 60178
815-895-1515
3. Northern IL Gas Co.
Dave Ruffalo
300 W. Terra Cotta Ave.
Crystal Lake, IL 60014
815-455-0271 Ext. 253
4. Boone County Highway Department
Richard Lundin
9759 Hwy. Rt. 76
Belvidere, IL 61008
544-2066
5. Insight Communications
Janice Schultz
227 N. Wyman St.
Rockford, IL 61101
962-4400
6. Boone County Health Department
Douglas Beardsley
1204 Logan Avenue
Belvidere, IL 61008
544-2951

Township Road Commissioners (one of the following signatures is required):

Belvidere Township
Richard Lee
8200 Fairgrounds Rd.
Belvidere, IL 61008
544-2029

Bonus Township
Donald Gustafson
9669 Lawrenceville Rd.
Garden Prairie, IL 61038
597-2888

Caledonia Township
Norm Pierce
1250 Candlewick Dr. NW
Poplar Grove, IL 61065
765-0345

Spring Township
Dennis Dovenmuehle
3590 Shattuck Road
Garden Prairie, IL 61038
544-0139

Flora Township
Michael Frank
77 Poole Road
Cherry Valley, IL 61016
332-4853

Poplar Grove Township
Wayne Wares
117 Parkway
Poplar Grove, IL 61065
765-3603

Boone Township
Tom Anderson
15132 Russellville Rd
Capron, IL 61012
569-2040

Manchester Township
Joel Nussbaum
2259 Manchester Rd.
S. Beloit, IL 61080
389-2139

Leroy Township
James Richardson
7789 Coon Trail Rd.
Capron, IL 61012
737-8226

(Additional contact people concerning Candlewick Lake replat approval signatures)

1. Consumer Illinois Water Co.
5301 East State Street, Ste. 217
Rockford, IL 61108
229-6601
2. Candlewick Lake Association
13400 Hwy Rt. 76
Poplar Grove, IL 61065
765-2827