

## § 151.501 SUBDIVISION APPROVAL PROCESS.

**VILLAGE OF SHILOH  
SUBDIVISION APPROVAL PROCESS**

**PRELIMINARY PLAT**

1. Applicant meets with staff to discuss development requirements and procedures.
2. Preliminary plat prepared by applicant and submitted for staff review and review by the Planning Commission (four copies required). Preliminary plat fee paid. Preliminary plat submittal to be made a minimum of 14 days before the Planning Commission meeting (which is the second Monday of the month).
3. Upon favorable review by the Planning Commission, submission to the Village Board for action.

**CONSTRUCTION PLANS AND SPECIFICATIONS**

4. Construction plans and specifications prepared by applicant along with required data and submitted to the village and other applicable agencies for review. (Four copies required for village use). Calculations for all drainage, storm water management and sediment/erosion items to be sealed by professional engineer licensed in the state. Construction plans and specifications to be submitted a minimum of 14 days prior to the Planning Commission meeting.
5. Village staff and other agencies review plans for completeness and respond to applicant's engineer with comments.
6. Plans and specifications meeting by staff. Review forwarded to the Planning Commission for action.
7. Letter of approval/disapproval forwarded to applicant with appropriate comments and suggestions for the Planning Commission.
8. Upon approval of construction plans, all permits are secured by applicant. Inspection of improvements fee paid.

**CONSTRUCTION AND FINAL PLAT**

9. Construction of improvements initiated by the developer.
10. Construction completed and accepted by the village. (Developer submits one reproducible copy of "as built").
11. Developer furnishes two-year maintenance guarantee bond. Village releases assurance of completion. Requests for final plat approval to be received a minimum of 14 days prior to the Planning Commission meeting.
12. Recommendation of the Planning Commission to accept final plat to the Village Board. Developer pays final plat fee before submittal to the Planning Commission.
13. Village Board accepts final plat at the village's regular Board meeting (first Monday of the month).
14. Developer records final plat and submits three recorded copies to the village. Lots can be sold.

OR

NOTE: This is only applicable for portion of development for which construction plans have been approved.

15. Developer's Engineer prepares estimate of improvement completion signed by the village.
16. Developer posts assurance of completion satisfactory to the village.
17. Repeat of #12, #13 and #14.
18. Repeat of #9, #10 and #11.