



Madison County Government
Building & Zoning Department

Administrator Chris Doucleff
Madison County Administration Building
157 N. Main Street Suite 254 · Edwardsville, IL 62025-1964
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Kurt Prenzler, CPA
County Board Chairman

PRELIMINARY PLAT APPLICATION

PROJECT INFORMATION

Submittal Date: _____

Project Name: _____

Project Address: _____

Parcel ID: _____

Project Size: _____

Number of Lots: _____

Office Use Only

Intake Clerk: _____

Fee Amount: _____

Cash: _____ Check: _____

Credit Card: _____

File No: _____

CONTACT INFORMATION

Property Owner: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

Contractor / Developer: _____ Contact Name: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

Project Engineer: _____ Contact Name: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

Pre-Application Conference

Before submitting a preliminary plat, the subdivider is encouraged to confer with the Zoning Administrator, Building & Zoning Committee, other county officials of other units of government which would be affected by the proposed subdivision to initiate preplanning activities, and to obtain information and guidance before entering into binding commitments or incurring substantial expense in the preparation of detailed plans, surveys and other data. A sketch plan is extremely useful at this stage. Section 92.45 of the Subdivision Code.

Submittal Requirements

The follow are required for each preliminary plat application:

- Completed application.
- Application fee of \$300.00 plus \$30.00 for each lot.
- Ten (10) folded copies of the signed and sealed plat.
- Information on the plat shall include all items listed in Section 92.46 of the Subdivision Code.
- All utilities shall be shown on the plat, including water, sewer, electric, gas, and cable.
- Copy of current deed.
- Copy of the subdivision covenants.

Review Standards

- All preliminary plat applications are reviewed against the Madison County Zoning Ordinance, Subdivision Ordinance, Stormwater Ordinance, and the Comprehensive Plan.
- Stormwater requirements may require detention calculations in the form of a drainage plan.
- All applications located within 1.5 miles of a municipality will be forwarded to the said municipality for review.
- All easements shall be identified on the plat. Any new access easements require a maintenance agreement as per Section 92.23 of the Subdivision Ordinance.

Review and Approval

After B&Z Department staff determines that minimum code requirements are fulfilled, the plat will be forwarded to the B&Z Committee for review. The B&Z Committee will either approve (with or without modification/conditions) or disapprove said plat.

Following Approval

Approval of a preliminary plat does not constitute the right to being construction immediately. After a preliminary plat is approved, the developer is required to submit Improvement Plans for all public improvements to be reviewed and approved by the Building & Zoning Department, County Highway Department, and respective township.

AUTHORIZED SIGNATURE

By signing this application, the applicant takes responsibility for all activities, any damages caused by these activities, and adherence to the Madison County Code of Ordinances.

Print Name: _____

Signature: _____ Date: _____

A signed copy of this application, a permit card, and, if applicable, a stamped approved copy of the plan. A copy of these items will be kept on file with the Madison County Building & Zoning Department.

For Office Use Only	
Review Date: _____	Permit Issuance Date: _____ Review
Signature: _____	Assigned Site Inspector: _____
Building & Zoning Administrator Signature: _____	