

**CITY OF GRANITE CITY  
LAND SUBDIVISION PROCEDURE OUTLINE**

Ref. No.

- I. PRELIMINARY PLAT
- A. Pre-Application Conference Meeting with Building and Zoning Administrator and City Engineer
- 16.16.010 B. Preliminary Plat Submission to Recording Secretary of City Planning Commission
1. Distribution (8 copies)
- Planning Commission Chairman
  - City Clerk
  - City Engineer
  - Building and Zoning Administrator
  - School Board President
2. Filing Fee Submitted
- C. Preliminary Plat Distribution by Subdivider
1. Distribution
- Madison County Soil and Water Conservation District, P.O. Box 482, Edwardsville, IL 62025
  - Illinois Department of Conservation, Division of Natural Heritage
  - Madison County Building and Zoning Department (where applicable)
- Responses to be addressed to the City Planning Commission
- 16.08.020 D. Review by Planning Commission
- 16.16.020
- 16.16.040
1. Receive Comments from all above.
2. Comment on any variances requested.
3. Comment on improvement plans.
4. Comment on subdivision plans and compliance with City's master plan.
5. Forward comments received by other to City Council with Planning Commission review comments and recommendations.

- 16.16.040(c) E. Review by City Council
1. City Council's resolution of approval or disapproval of Preliminary Plat
- Distribution:
- City Clerk
  - Administrator
  - Subdivider
- 16.16.030(G) II. IMPROVEMENT PLANS  
(Prior to or with final plat)
- A. Distribution: (8 copies)
    - City Clerk – 1 set
    - Planning Commission – 3 sets
    - City Engineer – 1 set
    - Building and Zoning Administrator – 1 set
  - B. Plans sealed by Subdivider's Engineer
  - C. "As-Built" Records
  - D. Review by Planning Commission prior to Final Plat Approval
  - E. Letter from Subdivider's Engineer
  - F. Final Inspection
- 16.20.020(C) III. COMPLETION ASSURANCE  
(prior to Final Plat Approval)
- A. Amount of Bond or Deposit
- The amount of the performance bond or escrow deposit shall be equal to the Subdivider/Developer engineer's and/or the City Engineer's estimate of the costs of constructing the uncompleted portion of the required improvements plus all required inspection fees. Any escrow deposit may be in the form of:
- 1) cash;
  - 2) an irrevocable letter of credit or commitment from an acceptable lending institution guaranteeing to this municipality the availability of the escrow funds from time to time upon demand; or

- 3) certificates of deposit, treasury bills, or other readily negotiable instruments approved by the City Clerk, and made payable to this municipality.

B. Term of Assurance, Extension

The initial term of any performance bond or escrow agreement shall not exceed two (2) years. If all the required improvements have not been completed by the end of the two-year period, City Council may either extend said bond/escrow agreement for one (1) year only, or may proceed as per Subsection D.

C. Release of Bond/Escrow Deposit

- 1) The City Clerk may release up to ninety percent (90%) of the amount of the performance bond/escrow deposit upon receipt of written authorization from the City Engineer. The amount which the City Engineer authorizes to be released shall be equal to the value of improvements actually completed in accordance with approved plans.
- 2) The balance of the amount of the performance bond/escrow deposit shall not be released until:
  - a) the City Engineer has certified to the Building & Zoning in writing that all required improvements have been satisfactorily completed; and
  - b) said improvements have been accepted by and dedicated to this City or other appropriate entity.

D. Failure to Complete Improvement

If all the required improvements have not been completed by the end of the two-year period (or three-year period, in the case of an extension), the Administrator, with the assistance of the City Attorney, may:

- 1) required the surety to perform on the bond, and to pay to this municipality an equal amount to the cost of completing the required improvements or the amount of the bond not theretofore released, whichever is less; or
- 2) order the City Clerk to retain all escrowed funds needed to complete the required improvements, and to return the balance (if any) of such funds to the subdivider/developer; or

- 3) require the subdivider/developer to submit a new performance bond/escrow deposit in an amount sufficient to cover any increase in the cost of constructing the required improvements.

#### IV. MAINTENANCE OF IMPROVEMENTS

The subdivider/developer shall maintain all the improvements in the subdivision until they have been accepted by the City or other appropriate entity.

#### V. FINAL PLAT AND IMPROVEMENT PLANS (8 Copies)

- A. Submission within 1 year after Preliminary Plat Approval by City Council
- B. Distribution
  - Planning Commission Chairman
  - City Engineering Department
  - Building and Zoning Administrator
  - School Board President
  - City Council