

# City of Byron Developer Information Packet



Revised July 2023

## Contact

<b>Name/Title</b>	<b>Office Phone</b>	<b>Cell Phone</b>
Aaron Szeto, City Attorney	815-900-7272	
Mayor John Rickard	815-978-8145	
Brian Brooks, City Administrator	815-234-2762	
Aaron Vincer, Director of Public Works	815-234-5261	
Jason Stoll, City Engineer	815-562-9087	
Emily Gerdes, CSC Chairman	815-234-2762	

## Helpful Contact Numbers

<b>Name/Title</b>	<b>Office Phone</b>
Ogle County Planning & Development	815-732-1190
Illinois Department of Transportation (IDOT)	815-284-2271
J.U.L.I.E.	800-892-0123
Ogle County Clerk's/Recorders Office	815-732-1110
Robert Goelitz—Tax Assessor	815-234-4080

## Meeting Schedules

<b>Type of Meeting</b>	<b>When Held</b>
Zoning Board of Appeals	2nd Thursday every Month (when items require discussion)
City Council Meetings	1st & 3rd Wednesday every Month
Community Services Committee (Planning)	1st Wednesday every Month
Public Hearings	Require 15 day Notice in Paper

# **Subdivision Approval Process**

## **Summary & Checklist**

### **Concept Plan Stage**

- ☐ Submit Concept Plan to City Staff. (TAS Committee)
- ☐ Pay Concept Plan Application fee (\$500 ).
- ☐ Review Concept Plan Checklist (Appendix A) use this as a guideline for necessary information needed for submittal.
- ☐ Properly address needed information that may be deficient in the submittal after preliminary review.
- ☐ Review of plan by Community Services Committee.
- ☐ Concept Plan Submitted to CSC.
- ☐ Public Hearing Scheduled (within 30 days of approval).
- ☐ Publish newspaper notice of hearing. (by city)
- ☐ Notice to IDNR, Soil Conservation District, and IDOT. (by city)
- ☐ Notices to abutting land owners and all taxing districts by certified mail (by sub-divider).
- ☐ Approval of Concept Plan by CSC.
- ☐ Disapproval of plan / appeal to City Council. (process defined in 16.60)

### **Tentative Plat Stage**

- ☐ Tentative Plat submitted to TAS for review. (within 60 days of concept approval)
- ☐ Plat to include information as detailed in section 16.15.020 of the Subdivision Ordinance.
- ☐ Non-refundable fee paid upon submittal—\$500.00 per lot for first 10 lots and \$125 for each additional lot.
- ☐ Review of the Tentative Plat by TAS.
- ☐ TAS report submitted to Community Services Committee
- ☐ Sub-divider to address comments from review.
- ☐ Deviations or variations from ordinance defined by sub-divider.
- ☐ Approval / Disapproval by Community Services Committee
- ☐ Re-submittal of Plat if disapproved (must be done within 6 months).
- ☐ City Council Approval of Tentative

# **Subdivision Approval Process**

## **Summary & Checklist (continued)**

### **Pre-Application Conference**

- ☐ There will be no charge for the first 3 hours of initial consultation.
- ☐ Any meetings exceeding the initial time, and prior to the submittal of a Concept Plan, will be charged at an hourly rate of \$300 per hour for the full TAS Committee or \$90 per hour with an individual staff member.

### **Final Plat Stage**

- ☐ Submit Final Plat to City Engineer
- ☐ Engineer's report submitted to Community Services Committee (CSC)
- ☐ CSC recommendation submitted to City Council.
- ☐ All contingencies or variations defined as conditions of approval.
- ☐ City Council to review within 60 days of Engineer's findings and CSC recommendation.
- ☐ City Council approval.

### **Before Construction Begins:**

- ☐ Pay Final Plat Fee. (4.0% of cost of construction.)
- ☐ Submittal of three copies of the Final Plat, with signatures, three copies of approved construction drawings, and one digital copy for GIS mapping.
- ☐ Executed IEPA Water and Sewer Permits as required.
- ☐ Bond in the amount of 110 % of the construction costs.
- ☐ Copy of the Recorder Final Plat for City records.
- ☐ City Engineers o.k. to start construction.

# **Single Site Development Fees Summary**

## **Single Site Development Definition**

A development on a single parcel that does not require subdividing or re-platting of the parcel and does not result in the creation of any new streets and does not require the extension of a water main and/or sanitary sewer main more than two hundred feet (200').

## **Pre-Application Conference**

- ☐ There will be no charge for the first 3 hours of initial consultation.
- ☐ Any meetings exceeding the initial time, and prior to the submittal of a Concept Plan, will be charged at an hourly rate of \$300 per hour for the full TAS committee or \$90 per hour with an individual staff member.

## **Annexation and/or Development Agreements**

- ☐ There shall be no charge to the applicant for an initial draft of an Annexation Agreement or Development Agreement. However, any modification or changes made to the Agreement by the applicant shall be charged at the rate of \$150 per hour.

## **Single Lot Sites (SLS) & Planned Unit Developments (PUD)**

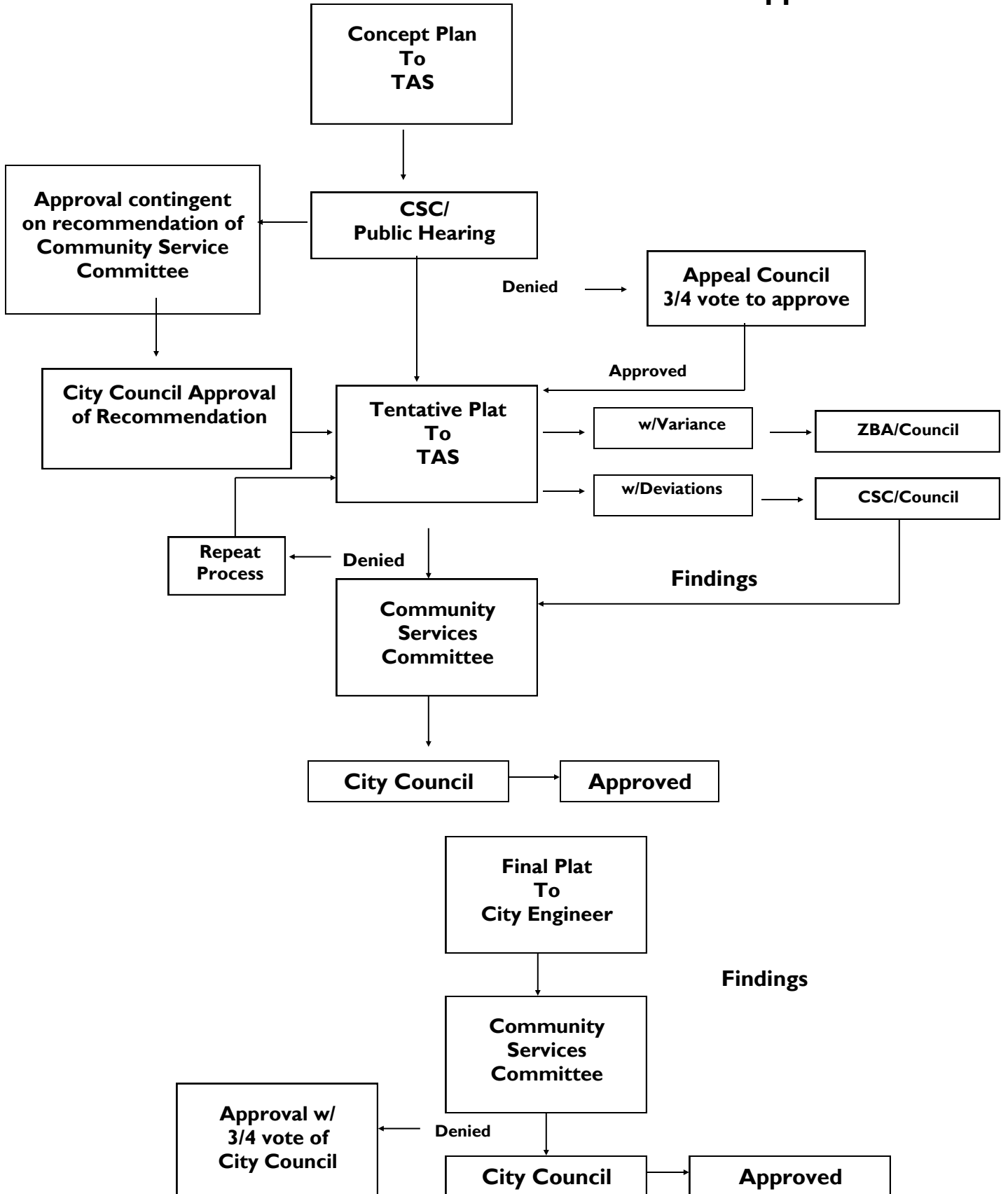
**\*Includes Redevelopment Sites**

- ☐ A fee of \$1000 shall be submitted with the Concept Plan for any development up to two acres. Any development exceeding two acres shall submit a fee of an additional \$250 per acre.
- ☐ A fee of \$1500 shall be submitted for the Site Plan Review for developments up to one acre. For sites exceeding one acre, the Site Plan Review fee shall be an additional \$250 per acre.

## **Construction Inspection Fees**

- ☐ A final inspection shall be performed to insure compliance with the submitted plans, zoning codes, drainage ordinances and all other application ordinances of the City. A set of "as built" or "record drawings" shall be submitted upon completion of the project to the City's Building & Zoning Administrator. Any inspections performed under this Section shall be charged at the rate of \$90.00 per hour.

# City of Byron Plat Approval Process



***By signing below you are acknowledging the receipt of the following information :***

- City of Byron Developers Packet
- City of Byron Development Control Ordinance
- Copy of all ordinances that may pertain to your development including but not limited to, zoning district information, sign ordinances, permits applications, zoning application if necessary.
- TIF information if development is within TIF District.

I have requested and received the above information and agree to abide by the code and ordinances the pertain to my project unless a variance is requested and granted.

\_\_\_\_\_

Owner or authorized representative

Date: \_\_\_\_\_

\_\_\_\_\_

City of Byron

Date: \_\_\_\_\_

## APPENDIX A

### CONCEPT PLAN CHECKLIST

Project Name (if applicable): \_\_\_\_\_

Parcel Identification Number (s): \_\_\_\_\_

Location (1/4 Section, Township, Range): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Applicant/Authorized Agent: \_\_\_\_\_

Address/Telephone: \_\_\_\_\_

Surveyor/Engineer: \_\_\_\_\_

Address/Telephone: \_\_\_\_\_



# CONCEPT PLAN CHECKLIST

Ten (10) copies of a “Concept Plan” must be submitted. The “Concept Plan” may be any scale so long as the scale is an increment of ten feet (10’) or one hundred feet (100’), shall be on a not larger than 30” x 36” sheet, folded to approximately nine inches by twelve inches (9” x 12”) and shall contain the following information:

- The boundary and dimensions of the site.
- A note describing the proposed use of the site.
- Existing land use(s).
- Areas shown on the Ogle County, Illinois *Flood Insurance Rate Maps* as being in “Zone A” or “Zone AE”.
- Low areas subject to occasional over-flow flooding, sheet flooding, ponding or flood hazard areas.
- Wetlands (refer to the U.S.D.A. *Preliminary Wetlands Inventory* available from the Ogle County Field Office of the U.S.D.A., Natural Resources Conservation Service).
- General surface water drainage patterns, drainage divides, and high and low elevation sites.
- Existing structures.
- Names of adjacent subdivisions and owners of adjacent property.
- Zoning on adjacent property.
- Existing and proposed zoning of subject property.
- Existing interior and adjacent road/street rights-of-way, railroad rights-of-way, and/or easements of any kind.
- A notation indicating whether or not the site is located within 1.5 miles of an incorporated city or village.
- Any political boundaries on or adjacent to the subject site (i.e. corporate, township, school district, etc. boundaries) and a list of all known taxing districts the parcel falls under.
- Parks, preserves and/or public open spaces within 200 feet of the site.
- Any proposed dedications/reservations for open space, natural area, historic building(s)/structure(s), and storm water management facilities.
- Proposed sketch layout of roads/streets (with right-of-way widths).
- Proposal for water source and sewage disposal.

The Concept Plan shall be accompanied by the following supporting documents/information:

- Evidence of ownership, or proof of legal interest in, the subject property.
- Evidence that a “Resource Report” application has been submitted to the Ogle County Soil & Water Conservation District, if applicable.
- A completed “Concept Plan Checklist”.
- A completed map amendment or special use permit application.
- Any other information requested by the Community Services Committee.

I, \_\_\_\_\_, certify that all of the information presented herewith is complete and accurate.

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Signature of Applicant

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Date

Notice to Applicants:

The intent of the “Concept Plan” is to provide information to help both the applicant and the Byron Community Services Committee to review the feasibility of a proposed land use change according to development plans, policies, existing and projected development activities, and zoning and/or subdivision regulations.

The “Concept Plan” should encourage the discussion of basic problems and questions related to the proposed land use change prior to approval and expenditure of funds for detailed development plans by the applicant.

The information required of a “Concept Plan” is such that applicants may prepare a “Concept Plan” at little or no cost. If technical assistance is needed by an applicant in preparing a “Concept Plan”, an appointment may be scheduled with a Community Services Committee member. Applicants may also choose to have a “Concept Plan” prepared by a surveyor, engineer, land planner or architect.

# APPENDIX C

## SCHEDULE OF MINIMUM DESIGN REQUIREMENTS FOR SUBDIVISION STREET

The following minimum design requirements shall apply to subdivision streets in the City.

### Schedule of Minimum Design requirements for Subdivision Streets Curb and Gutter Sections

Access	Collector	Local	Minor	Business & Industrial Access
Right-of-way	70'	66'	66'	70'
Horizontal Alignment (Centerline Radius)	46.7'	250'	250'	467'
Vertical Alignment (Max./Min.)	8%/.5%	8%/.5%	8%/.5%	6%/.5%
Pavement Width (Face to Face)	39'	36'	30'	39'
Pavement Width Structure	-8" BBC base, 3" Class 1 surface (1-1/2" binder, 1-1/2" surface) 4" aggregate sub-Base or -17" aggregate base course, Type B (100% crushed) 3" Class 1 surface, (1-1/2" binder, 1-1/2" surface) or -8" PC concrete with wire fabric and 4" aggregate subbase	8" BBC base, 2" Class 1 surface  or 12" aggregate base,  Type B (100% crushed), 2-1/2" Class 1 surface (1-1/2" binder and 1" surface)	8" BBC base, 2" Class 1 surface,  or 10" aggregate base,  Type B (100% crushed), 2-1/2" Class 1 surface (1-1/2" binder and 1" surface)	-12" BBC base, 3" Class 1 surface (1-1/2" binder, 1-1/2" surface) 4" aggregate subbase or  -8" PC concrete with wire fabric and 4" aggregate subbase
Curb & Gutter	M-6.18; B-6.18	M-6.18; B-6.18	M-6.18; B-6.18	M-6.18; B-6.18
Sidewalk	5' wide	5' wide	5' wide	5' wide
Cul-de-sacs	Not allowed	Not allowed	140' diameter right-of-way, 100' pavement diameter	Not allowed
Parking	Not allowed	One side 8'	Not allowed	Not allowed

# APPENDIX D

## Water Main Materials List

Ductile iron pipe, Class 52 in accordance with *AWWA Standard C-151, C-111 and C-10-J*, as manufactured by Clow Water Systems or the following:

4"-12" SOR 18 C-900 PVC pipe with 12 gauge copper wire or 14" and larger SOR 18 C-909 PVC pipe with 12 gauge copper wire.

Gate valves shall be cast iron in accordance with *AWWA Standard C-509*, and as manufactured by Mueller Company Model No. A 2360-20. Alternates allowed: American Flow Control, Kennedy Valve.

Butterfly valves shall be cast iron in accordance with *AWWA Standard C-504*, and as manufactured by Mueller Company Model No. B 3211-20. No alternates allowed.

Precast reinforced concrete, in accordance with *Article 602.02 and 743.01* of the *Standard Specifications for Water and Sewer*.

In accordance with *Section 604* of the *Standard Specifications for Water and Sewer* and as manufactured by Neenah Foundry Co. (R-1712) or East Jordan Iron Works, Inc. (No. 1050) cover marked "Water."

In accordance with *Section 604* of the *Standard Specifications for Water and Sewer* and as manufactured by Neenah Foundry Co. (R-1772) or East Jordan Iron Works, Inc. (No. 1022) cover marked "Water."

Fire hydrants shall be cast iron in accordance with *AWWA Standard C-502*, and as manufactured by Mueller Company Model No. A423 Centurion. Alternates allowed: Waterous Pacer and Kennedy K81. Hydrants shall be fitted with Storz Connections on the steamer port.

Water main fittings shall be ductile iron mechanical joint in accordance with *AWWA Standard C-153*, and shall be manufactured in the United States.

Water services shall be SDR-9 Poly tubing, 1"-2" diameter, and be installed with 12-gauge tracer wire.

Corporation stops shall be brass, copper outlet, as manufactured by Mueller Company Model No. H-15008 (1" diameter) or Model No. 1-1-15013 (1-1/2" and 2" diameter). Alternates allowed: AY McDonald. Direct tapping is preferred on ductile iron 1" taps.

Water service saddles shall be manufactured by Smith Blair Model No. 317. No alternates allowed. Tapping PVC water main shall use all Bronze Saddle as manufactured by Mueller Company, H-1300 series or approved equal by the Water Superintendent.

Curb valves shall be brass, as manufactured by Mueller Company Model No. *H 150-J-2* (1" diameter) or Model No. *B-25 I55* (1-1/2" and 2" diameter). Alternates allowed: AY McDonald

Curb boxes shall be cast iron, 6' bury and with a 3/4" rod, as manufactured by Mueller Company Model No. H-10306 (1-1/4" diameter) or Model No. H-10386 (1-1/2" and 2" diameter). Alternates allowed: AY McDonald

Tapping sleeves shall be cast iron and mechanical joint, as manufactured by Mueller Company Model No. H615. No alternates allowed.

Tapping valves shall be cast iron as manufactured by Mueller Company Model No. H687 or A2360-16 (resilient wedge valve). No alternates allowed.

Meter pits shall be Mueller/McCullough Thermacoil Meter Pit No. 8F.1.

# APPENDIX E

## **Sanitary Sewer Approved Material List**

### Sanitary Service Fittings

PVC SDR 26, in accordance with ASTM D-3034 or PVC “Ultra Rib” as manufactured by Extrusion Technologies, Inc. in accordance with ASTM F-794-89a or approved equal by Water Superintendent.

Precast reinforced concrete, in accordance with *Article 602.02* and *743.01* of the *Standard Specifications for Water and Sewer*.

In accordance with *Section 604* of the *Standard Specifications for Water and Sewer* and as manufactured by Neenah Foundry Co. (R-17 12) or East Jordan Iron Works, Inc. (No. 1050), lids marked “Sanitary.”

In accordance with *Section 604* of the *Standard Specifications for Water and Sewer* as manufactured by Neenah Foundry Co. (R-1772) or East Jordan Iron Works, Inc. (No. 1022), lids marked “Sanitary.”

All sanitary manholes shall receive a manufactured internal adaptor frame/chimney seal, INTERNAL ADAPTOR SEAL RING (LAS Ring) made by Adaptor Inc., Oak Creek, Wisconsin, or approved equal by Water and Sewer Superintendent.

D3034 gasketed wyes with 45 degree bend. Services deeper than 6’ shall use risers and riser adaptors.

# APPENDIX F

## PLAT CERTIFICATES AND DEED OF DEDICATION

The following forms shall be used in plats:

### CSC Certificate for Tentative Approval

UNDER AUTHORITY PROVIDED BY THE ILLINOIS MUNICIPAL CODE, 65LCS 5/11-12-5, ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ILLINOIS, AND ALL ACTS AMENDATORY THERETO, AND AN ORDINANCE ADOPTED BY THE CITY COUNCIL OF BYRON, ILLINOIS, THIS PLAT WAS GIVEN TENTATIVE APPROVAL BY THE BYRON COMMUNITY SERVICE COMMITTEE AT A MEETING HELD ON (date) \_\_\_\_\_.

BYRON COMMUNITY SERVICE COMMITTEE

(seal) \_\_\_\_\_  
Chairman Secretary

### CSC Certificate for Final Approval

UNDER AUTHORITY PROVIDED BY THE ILLINOIS MUNICIPAL CODE, 65LCS 5/11-12-5, ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ILLINOIS, AND ALL ACTS AMENDATORY THERETO, AND AN ORDINANCE ADOPTED BY THE CITY COUNCIL OF BYRON, ILLINOIS, THIS PLAT WAS GIVEN FINAL APPROVAL BY THE BYRON COMMUNITY SERVICE COMMITTEE AT A MEETING HELD ON (date) \_\_\_\_\_.

BYRON COMMUNITY SERVICE COMMITTEE

(seal) \_\_\_\_\_  
Chairman Secretary

**SURVEYOR'S CERTIFICATE** (A similar certificate shall also be provided for any work on a plat prepared by a registered professional engineer.)

I, \_\_\_\_\_ (name), HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED IN COMPLIANCE WITH THE LAWS OF THE STATE OF ILLINOIS. I FURTHER CERTIFY THAT THIS PLAT CORRECTLY REPRESENTS A SURVEY COMPLETED BY ME ON \_\_\_\_\_ (date) THAT ALL THE MARKERS SHOWN THEREON ACTUALLY EXIST AND THAT ALL OTHER REQUIREMENTS SPECIFIED HEREIN, DONE BY ME, HAVE BEEN MET. I FURTHER CERTIFY THAT ACCORDING TO THE \_\_\_\_\_ (date) \_\_\_\_\_ (maps) THE WITHIN DESCRIBED LAND IS NOT IN THE FLOOD HAZARD AREA, ZONE A, COMMUNITY PANEL NO. \_\_\_\_\_

(Seal)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**City Council Certificate**

THIS PLAT WAS GIVEN APPROVAL BY THE CITY COUNCIL OF THE CITY OF BYRON ILLINOIS,  
AT A MEETING HELD ON THE \_\_\_\_\_ DAY OF THIS YEAR

\_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



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