



APPLICATION FOR PLATTING PROCEDURE

Every subdivision of land within the corporate area of Collinsville shall be shown on a plat and submitted to the City for its approval or disapproval in accordance with the provisions of this chapter. No plat shall be recorded in the office of the County Recorder of Deeds and no lots shall be sold from such plat unless and until it is approved as provided for in this chapter.

I. APPLICATION TYPE

Check (v) one:

- Preliminary Plat                       Boundary Adjustment Plat                       Improvement Plans  
 Final Plat                                       Consolidation                                       Minor Subdivision Plat

Note: Separate fees apply to each application selected

TOTAL CALCULATED FEE: \$

STAFF USE ONLY

II. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to St. Clair/Madison County Tax Assessor's Office:

Name: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(Attach additional sheets as necessary)

Applicant/Agent: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_

Interest in Project:  Contract Purchaser     Lessee     Other  
 (Specify): \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

III. PROPERTY INFORMATION

Project Name: \_\_\_\_\_

Street Address(es): \_\_\_\_\_

Locator Number(s): \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Plat Book/Page: \_\_\_\_\_

Acreage: \_\_\_\_\_ Current Zoning District(s): \_\_\_\_\_  S.U.P.     C.U.P.     P.U.D.     Other

Existing Overlay Districts (Check (v) all that apply):

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees for the reimbursement of costs incurred by the City for consultation with engineers, attorneys, or other professionals related to plan review. APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR AUTHORIZED APPLICANT/AGENT.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

## IV. SUBMITTAL REQUIREMENTS

*Please refer to the Subdivision Ordinance (Municipal Code Chapter 16) for complete submittal and review requirements.*

### **Preliminary, Final, Minor Subdivision, Boundary Adjustment, and Consolidation Plats**

- 1) One (1) copy of a metes and bounds legal description of the property or properties to be established.
- 2) Three (3) hard copies one (1) digital copy in PDF format of the plat prepared in accordance with the provisions of Chapter 16 of the City Code of Ordinances (Land Subdivision Control Regulations of Collinsville, Madison and St. Clair Counties, Illinois).
- 3) For a minor subdivision, an updated title commitment for the property proposed to be subdivided.
- 4) Complete application and fee per Title 4, *Fees*, of the Municipal Code of Ordinances.

### **Public Improvement Plans**

- 1) As specified in [Section 16.12. The Subdivision Process](#) and the City's Infrastructure Design Manual as published on the City's website [www.collinsvilleil.org/departments/public-works](http://www.collinsvilleil.org/departments/public-works).

## V. FEE SCHEDULE

*As established in Title 4, Fees, of the Municipal Code of Ordinances.*

### **Preliminary Plat Review**

- 3 or fewer lots: \$500.00 for up to 3 plan reviews plus \$150.00 for each reviewer thereafter.
- 4 to 20 lots: \$700.00 for up to 3 plan reviews plus \$150.00 for each review thereafter.
- More than 20 lots: \$900.00 for up to 3 plan reviews plus \$150.00 for each review thereafter.

*Note: The above preliminary plat fees are inclusive of the fees for City review of plans for required public improvements such as paving, storm drainage facilities and other improvements to rights-of-way.*

### **Final Plat**

- No subdivision or trust indentures: \$150.00
- With subdivision or trust indentures: \$250.00

*Note: The above final plat fees are inclusive of the fees for City permits and inspections during the installation, by the subdivider, of required public improvements such as paving, storm drainage facilities and other improvements to rights-of-way.*

### **Minor Subdivision/Consolidation/ Boundary Adjustment Plat**

- Residential: \$100.00
- Commercial: \$150.00

*Note: When additional costs are incurred by the City for any subdivision procedure due to consultation with consulting engineers, attorneys, or other professionals reimbursement by the subdivider shall be required. When such costs are anticipated, the City shall require a minimum retainer fee of \$250 based upon projected costs.*

## **APPLICATION PROCEDURE**

- 1) Prior to submitting an application the applicant is urged to meet with the Community Development Director to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines. Incomplete applications, and plats not meeting subdivision regulations, will not be forwarded to the Planning Commission or Council for review.
- 2) Review & Approval
  - a) The Commission will review *Preliminary Plats* and make a recommendation to the City Council. Planning Commission Meetings are held the 2<sup>nd</sup> Thursday of the month at 6:30 pm at City Hall. Notification of the hearing will be sent to surrounding property owners within 250 feet by Mail, and will appear in a newspaper of general circulation at least 15 days prior to the meeting.
  - b) The City Council will review and consider approval of *Preliminary Plats*, after receiving recommendation from the Planning Commission, and *Final Plats* (Planning Commission must review only if major changes are made since Preliminary Plat). If no action is taken by the Commission within 60 days of the filing date or such additional period of time as may be agreed to by the applicant, the application shall proceed to the City Council without consideration

by the Planning Commission. City Council Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month at 6:30 pm at City Hall.

- c) The Community Development Director & City Engineer will review and consider approval of *Minor Subdivision Plats* and *Consolidation Plats*.

*Note: It is the applicant's responsibility to record the plat with the appropriate County Recorder within 60 days of approval and supply the City with three (3) copies of the recorded plat.*

## 2026 PLANNING COMMISSION CALENDAR

FILING DEADLINE (5:00PM)	MEETING DATE (6:30PM)
DECEMBER 1, 2025	JANUARY 8, 2026
JANUARY 1, 2026	FEBRUARY 12, 2026
FEBRUARY 1, 2026	MARCH 12, 2026
MARCH 1, 2026	APRIL 9, 2026
APRIL 1, 2026	MAY 14, 2026
MAY 1, 2026	JUNE 11, 2026
JUNE 1, 2026	JULY 9, 2026
JULY 1, 2026	AUGUST 13, 2026
AUGUST 1, 2026	SEPTEMBER 10, 2026
SEPTEMBER 1, 2026	OCTOBER 8, 2026
OCTOBER 1, 2026	NOVEMBER 12, 2026
NOVEMBER 1, 2026	DECEMBER 10, 2026