

Name of Developer: _____

Proposed Activity: _____

Location of Activity: _____

Tract PIN number(s): _____

Section 1: For the Developer to complete, before requesting a pre-application conference:**Is the proposed activity a “development”?** (LDC 21-115)

	Developer		City
1. Stormwater management plan required? (LDC 21-430(B))	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
2. IEPA sanitary sewer permit required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
3. Traffic impact analysis required? (LDC 21-220)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
4. Mining, quarrying, or related excavation activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
5. Subdivision creation or change, or a lot line adjustment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
6. Mobile home park creation or change?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
7. Planned unit development creation or change?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
8. Exempt by definition of “development”? (LDC 21-115)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur

If the Developer answered “yes” to any of questions 1-7, and there is not an exemption by the definition of “development”, then the proposed activity is probably a development – continue to the next steps in this checklist.

If the proposed activity is not a development, do not continue to the next steps in this checklist. Submit a signed and dated PDF copy of this checklist to planning@urbanaininois.us for verification that the proposed activity is not a development. Determine whether any other permits or licenses are required for the proposed activity (<https://www.urbanaininois.us/permit-forms>).

Is the proposed activity a “minor development”? (LDC 21-215)

	Developer		City
1. Development will comply with Zoning Ordinance and LDC without any requests for variance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
2. Improvements present at the development site, other than the exceptions listed in LDC 21-215(B)(2)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
3. If sidewalks or multi-use paths not present, will a provision be made according to LDC 21-215(B)(3)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
4. Development will not violate any of the prohibitions listed in LDC 21-215(B)(4)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur

If the Developer answered “yes” to all of questions 1-4, then the proposed activity is probably a minor development. If the Developer answered “no” to any of questions 1-4, then the proposed activity is probably a major development.

If the proposed activity is probably a major development:

	Developer		City
1. Is a General Area Plan required? LDC 21-210	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Concur
2. Concurrent Preliminary & Final Plat desired? LDC 21-235	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Name of Developer	Signature	Date

Submit a PDF of each of the following documents by email to planning@urbanainline.us, and request a pre-application conference. LDC 21-200(B)

- Development Pre-Application Checklist, signed and filled out by Developer.
- Development Sketch Plan (LDC 21-200(C) and MOP Appendix C).

Section 2: For the Administrative Review Committee to complete, within 10 working days after the pre-application conference:

For the proposed activity, the Administrative Review Committee has determined that:

The proposed activity is

A stormwater management plan

A traffic impact analysis

A fire flow analysis

A general area plan

Known deficiencies in existing utilities:

Potential impacts to existing public improvements:

Member of the Administrative Review Committee	Signature	Date
City Engineer		
Director of Community Development Services Department		
Secretary of the Plan Commission		