



Petition Form for Subdivision

To Be Completed By Petitioner

Address of Subject Property:

For Office Use Only

Docket Number: _____

Date Received:

To the Petitioner:

Anyone who intends to subdivide land, construct a planned unit development, or construct public facilities in the Village must first complete this form. All such improvements must conform to the applicable Village ordinances. The contents of this form are as follows:

- General procedures
- Documentation of location
- Proposed use
- Ownership and contacts
- Proof of ownership
- Procedures for Plats of Subdivision

Please read the entire form and complete every section as thoroughly as possible. If you have any questions, please call the Village Manager's Office at (847) 347-4010.



Location:

Address or location of subject property: _____

Proposed Use:

Existing use and zoning of property: _____

Proposed use and zoning of property: _____

Ownership and Contacts:

Owners of Record:

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

(Address City, State)

Phone: _____ Email: _____

Petitioner's Name:

Print Name: _____ Signature: _____

Business/Organization: _____

Title: _____

(Address City, State)

Phone: _____ Email: _____



Proof of Ownership

The petitioner is required to submit 15 packets of the following documentation and information with this form:

- The petitioner must submit a Letter of Transmittal. The Letter of Transmittal shall include, but not necessarily be limited to the existing and intended use of the property, purpose of the subdivision, property alterations, variations requested, or any information of note that may be beneficial for staff and Plan Commission review.
- If legal title is held by an individual, corporation or partnership, and such individual, corporation or partnership is petitioner:
 - One copy of the most recently recorded deed.
- If legal title is held by a land trust:
 - One certified copy of deed in trust; and
 - Certified copy of trust agreement and of all amendments thereto and assignments thereunder; and
 - Affidavit disclosing identities of all present beneficiaries and their respective percentage interests.
- If petitioner is a lessee or tenant:
 - If petitioner occupies the property under a written lease, one copy of petitioner's lease; and
 - One copy of most recent recorded deed for the property to owner or other instrument by which the owner holds the title.
- If petitioner is contract purchaser or installment purchaser:
 - One copy of petitioner's contract; and
 - One copy of most recently recorded deed to owner or other instrument by which owner hold title.
- For all properties;
 - Complete property survey including all buildings, easements, etc.; and
 - One copy of a title insurance tract search or commitment issued within the last six (6) months by Chicago Title and Trust Company or similar title insurance company; and
 - Copy of all covenants, conditions, restrictions, and easements recorded with respect to or against the subject property.



Elk Grove Village Procedures for Plats of Subdivision

When submitting a plat of subdivision or resubdivision the following procedures shall be followed by the developer:

1. 15 Plats **no smaller than 24” x 36” or larger than 30” x 36”**.
2. The **plat must have drainage and easement provision statements**. Copies of required language are attached.
3. **One copy of the plat checklist (attached) must be completed and submitted** with the plat along with a letter of transmittal identifying the purpose of the subdivision.
4. Transmit a **check** made payable to the Village of Elk Grove Village to meet the following: \$200.00 plus \$10.00 per lot and recording fees as required by the County Recorders of Cook and DuPage Counties. The petitioner is responsible for payments in excess of these fees, should the amount be insufficient to cover actual costs.
5. **Surveyor’s Authorization for Recording the Final Plat**.
6. 15 sets of **Photographs** of the area.
7. Plat must have appropriate **Approval & Signature certificates**. Copies of required language are attached.
8. Once the subdivision has been approved, a **Linen or Mylar** must be submitted.

A subdivision consisting of one lot will be reviewed by Village Staff.

A two or more lot subdivision and plat of street dedication must, in addition to the above, be approved by the Village Plan Commission.

If the plat consists of two (2) or more acres and the property has not previously been reviewed by the North Cook County and/or Kane, DuPage Soil and Water Conservation District, the developer shall submit an application to them. A fee is charged for their review.

After the plat is recommended for approval by Village Staff and the Plan Commission (if two or more lots) the plat will be forwarded to the Village Board for consideration at a regular meeting. A resolution will be adopted by the Board and will be kept on file in the Village Clerk’s Office.

The Clerk will then notify the developer that the plat has been approved and can be acquired in order to obtain all necessary signatures on the plat.

The developer must submit to the Village Clerk a copy of the most recent tax bill, showing payment of the bill. The County Recorder’s Office will not permit the plat to be recorded unless all past and current taxes are paid.

The plat will then be returned to the Village Clerk for recording. The Village Clerk will record the plat with the County Clerk, and the recorded plat will be on file in the Clerk’s Office.



NOTICE

All plats of subdivision consisting of two (2) or more acres must have a natural resource opinion report submitted to the Village before final approval of the plat will be given by staff.

For property located in Cook County, please call the following for an application and fee schedule:

Street and Mailing Address:

Northern Cook County Soil and Water Conservation District
640 Cosman Road
Elk Grove Village, IL 60007
(224) 875-7580

For property located in DuPage County:

Street and Mailing Address:

Kane-DuPage Soil and Water Conservation District
2315 Dean Street, Suite 100
St. Charles, IL 60175
(630) 584-7960 Ext. 3



Easement Provisions

An easement is hereby reserved for and granted to Commonwealth Edison Company, Ameritech Company and cable television franchises, if any, their respective successors and assigns, in, upon, along, and under those parts of the lots hereon indicated by broken lines on this plat and marked “Easement for Underground Public Utilities, Sewer, Water, Drainage, and Cable TV” or marked “Easement for Public Utilities, Sewer, Water, Drainage, and Cable TV” and in, upon, along, and under the streets, roads, boulevards, lanes, drives and public places shown on this plat where necessary to install, construct, lay, maintain, operate, relocate, renew and remove equipment consisting of poles, pole structures, push poles, braces, anchor guys, studs, wires and underground conduits, cables, cable poles, and other necessary electrical facilities for the purpose of servicing the subdivision and residents and owners of property therein, and adjoining property with electric and telephone service, together with the right of ingress and egress thereof and to transmit and distribute by means of said electrical equipment, electricity to be used for heat, light, power, telephone and other purposes, and also to trim and remove from time to time such trees, bushes, and saplings as may be reasonably required incident to the installation and maintenance of such facilities. No permanent buildings shall be placed on said easement but same may be used for gardens, shrubs, landscaping and other purposes that do not interfere with said easement for public utility purposes. Said easement is also hereby reserved for and granted to the Village of Elk Grove Village, to install, lay, construct, renew, operate and maintain sewer and watermains.

Easement Provisions

An easement is hereby reserved for and granted to the

NICOR Gas Company

its successors and assigns, in all streets, roads, boulevards, lanes, drives, and public places shown on this plat and in, upon, along, and under those parts of the lots hereon indicated by broken lines on this plat and marked “Easement for Underground Public Utilities, Sewer, Water, Drainage, and Cable TV” or marked “Easement for Public Utilities, Sewer, Water, Drainage, and Cable TV.” Said easement to be for the installation, maintenance, relocation and removal of gas facilities.

*Please contact the Department of Engineering & Community Development to ensure that you are provided with the most up-to-date Easement Provisions. The Department of Engineering & Community Development can be reached at (847) 357-4220.



State of Illinois)
Counties of Cook & DuPage)ss

Approved and accepted by the Mayor and Board of Trustees of the Village of Elk Grove Village, Illinois this ____ day of _____, __A.D.

By: _____
Mayor

Attest: _____
Village Clerk

STATE OF ILLINOIS)
COUNTIES OF COOK & DUPAGE)ss.

APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF ELK GROVE VILLAGE, ILLINOIS AT A MEETING HELD THIS ____ DAY OF _____, __A.D.

BY: _____
CHAIRMAN

ATTEST: _____
SECRETARY



Site Visit Authorization

I hereby grant employees of the Village of Elk Grove Village, their agents, and members of the Elk Grove Village Plan Commission permission to enter on the property located at the following:

Address: _____

Visual inspection of the site must be accomplished during reasonable hours. This permission is granted in regards to Elk Grove Village Plan Commission Petition for the above-cited property.

Signature of Owner Date

If Owner is a Corporation
Or
Partnership

By _____

Title Date

If property is Leased

Signature of Lessee

If Lessee is a Corporation
Or
A Partnership

By _____

Title Date



FINAL PLATS – CHECKLIST
VILLAGE OF ELK GROVE VILLAGE

APPLICATION INFORMATION (To be completed by the Petitioner)

Name of Subdivision _____

Location _____

Permanent Real Estate Index Number _____

Total Acreage to 1 decimal _____ Number of Lots _____

Date Submitted (with transmittal letter) _____

Owners _____

Address _____

City _____ Telephone _____

Contact Person _____

Address _____

City _____ Telephone _____

TO BE COMPLETED BY THE VILLAGE

Date Plat Received _____ Reviewed by: _____ Date Approved: _____

Received by _____ Admin. Staff (VM) _____

Date Plat reviewed by no. Cook County Soil & _____ E/CD _____

Water Conservation District _____ Fire _____

Date Plat Approved by: _____ Police _____

Plan Commission _____ Public Works _____

Date(s) Plat Resubmitted _____ Finance _____

Final Plat: _____ Plan Commission _____

Approved: _____ JPZ Committee _____

Signed: _____

Recorded: _____ Village Board _____



SAMPLE SIGNAGE FOR A PUBLIC HEARING

- Signage must be posted on each street frontage of the subject property.
- Sign must be constructed of wood or metal.
- Size of the sign must be four feet (4') by eight feet (8') with letters of sufficient size as to be clearly legible to public view.
- Sign must contain at a minimum, the information listed below:
 - a. The nature and purpose of the hearing.
 - b. The common address or location of the property in question.
 - c. The approximate area size of the subject property.
 - d. The time and place of the hearing.

NOTICE OF PUBLIC HEARING

For the Purpose of _____

Location: _____

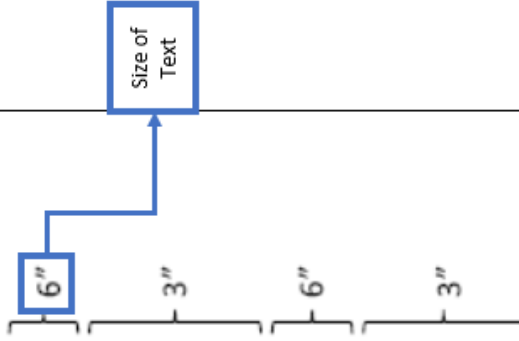
Size of the Property: _____

Date of Public Hearing: _____

Time of Public Hearing: _____

Public Hearing Address: _____

For Details, Please Contact the Village Clerk's Office at (847) 357-4040



- Examples
- For the Purpose of:
- *Special Use* –
 - *Automotive Repair*
 - *Resubdivision* –
 - *Multi-lot*
 - *Rezoning* – I3 to B3

The sign(s) must be posted at least ten (10) consecutive days prior to the public hearing. In addition, the sign(s) must be removed within five days after the public hearing is held.