



## Petition Form for Subdivision

### **For Office Use Only**

First Submittal Date: \_\_\_\_\_

Dept. Acceptance Date: \_\_\_\_\_

Common Name: \_\_\_\_\_

Docket Number: \_\_\_\_\_

### **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: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Petitioner's Name:**

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

\_\_\_\_\_  
(Address City, State)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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 water mains.

### **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 \_\_\_\_\_

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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.

Examples  
For the Purpose of:

- *Special Use* –
- *Automotive Repair*
- *Resubdivision* –
- *Multi-lot*
- *Rezoning* – I3 to B3

**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

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.

