



## Requirements for a Minor Subdivision or Plat of Consolidation

*As set forth in the City of West Chicago Subdivision Regulations Article 8.7:*

A minor subdivision (resubdivision) or consolidation involves the division or consolidation of one or more lots that do not contain any rights-of-way or easements to be dedicated or vacated or contain any new public improvements. If the City Engineer determines that public improvements would be necessary, you shall be required to apply for a preliminary and final plat of subdivision instead.

It is strongly suggested that the petitioner schedule an appointment with the city staff at the time of submittal so that the application submittal documents can be reviewed for accuracy and completeness.

### **Items required with this application**

*Submit ten (10) copies of each of the following for review.*

- Completed application
- Plat of survey of the property
- Plat of resubdivision/consolidation

*Submit one (1) copy of each of the following for review:*

- Authorization letter from the property owner (if the applicant is not the property owner)
- Trust/owner's disclosure certificate (if property is in trust)
- Plat of consolidation fee - \$300*
- Resubdivision fee (up to 5 acres) - \$300*
- Resubdivision fee (greater than 5 acres) - \$500*

In addition to the application fee, a \$500.00 deposit shall be required for all consolidation or resubdivision applications. In the event that multiple applications requiring a deposit are being requested simultaneously, only one deposit, equal to largest deposit required, shall be paid with the application fees. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount, and staff review shall cease until such time as the deposit is replenished. Any remaining balance on a deposit shall be refunded in a timely manner once all fees have been paid.

All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder. Staff may request other documents as deemed necessary.

### **Approval Procedure**

1. Applicant files all of the required items.
2. Staff reviews the documents. If corrections are required, the applicant shall be asked to revise and resubmit the documents.
3. When the documents are satisfactory, staff shall schedule the case for consideration by the Plan Commission/Zoning Board of Appeals.
4. Staff shall notify the applicant of the Plan Commission/Zoning Board of Appeals meeting date and request an additional thirty (30) copies of the plat of resubdivision/consolidation and other documents as deemed necessary. The applicant shall provide the copies to the Community Development Department ten (10) days prior to the scheduled meeting date. The copies shall be 11" x 17" in size and folded to fit in a legal size folder.
5. The Plan Commission/Zoning Board of Appeals shall review the request and provide a recommendation to the City Council.
6. The case shall then be reviewed by the Development Committee, which shall also provide a recommendation to the City Council.
7. The applicant shall submit the following:
  - a. A full size mylar copy of the plat of resubdivision/consolidation complete with all required signatures, except those required by the City of West Chicago and DuPage County.
  - b. A letter from the surveyor granting the City of West Chicago permission to record the plat of resubdivision/consolidation. (if not included on the plat)
8. When the requested documents have been received, staff shall schedule the request for consideration by the City Council.
9. The City Council shall review both recommendations and vote on the request.

# APPLICATION FOR A RESUBDIVISION/CONSOLIDATION

Date Rec'd ___/___/___
Fee Paid? _____
Case # _____
For office use only

## **Applicant Information**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone #)

\_\_\_\_\_  
(Fax #)

\_\_\_\_\_  
(E-mail Address)

Property Interest of the Applicant:

\_\_\_ Owner \_\_\_ Lessee \_\_\_ Contract Purchaser \_\_\_ Other: \_\_\_\_\_

## **Property Owner Information (if different from the applicant)**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone #)

\_\_\_\_\_  
(Fax #)

\_\_\_\_\_  
(E-mail Address)

## **Professional Surveyor Information**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

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(Phone #)

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(Fax #)

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(Email Address)

**Property Information**

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(Street Address or General Location of the Property)

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(Permanent Index Number [P.I.N.])

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(Current Zoning)

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(Current Use of the Property)

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(Type of Existing Structures on the Property)

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(Type of Existing Features on the Property Relevant to the Subdivision/Consolidation Request)

**Signature**

I certify that all the information provided above and the information contained in any documents submitted herewith is true and accurate. I consent to the entry in or upon the property described in this application by any authorized official of the City of West Chicago for the purposes of inspection or review of the site in order to provide information for the formal determination of the subdivision/consolidation.

In addition to the application fee specified above, I agree to reimburse the city for any professional services or costs, including, but not limited to, attorneys, engineers, planners, architects, surveyors, or other consultants fees that are incurred by the city, in its sole and exclusive discretion, that would be associated with the City of West Chicago providing a formal recommendation on the subdivision/consolidation request.

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(Signature of Applicant)

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(Date)

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(Signature of Owner, if different from the applicant)

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(Date)

### **Plat of Resubdivision/Consolidation**

The plat of resubdivision/consolidation shall be stamped by a licensed professional surveyor and drawn to scale, large enough to clearly show all of the applicable information required per Article 12 of the City of West Chicago Subdivision Regulations or any additional information as may reasonably be required by the staff.

### **Authorization Letter from the Property Owner**

The authorization letter shall specifically state the resubdivision/consolidation being requested and exactly what is intended to be done with the property. The letter shall also specifically indicate that consent is being granted to the applicant to pursue the resubdivision/consolidation. The letter shall be dated, signed by the property owner and include the mailing address of the property owner. The original copy of the letter shall be submitted with the resubdivision/consolidation application.

### **Trust Disclosure Certificate**

The trust disclosure certificate shall indicate the trust under which the property is held and who is legally responsible for matters pertaining to the trust. The trust holder shall sign the certificate and the trust holder's name shall also be printed on the certificate. The certificate shall be notarized by a state certified notary public and shall be dated. The original copy of the certificate shall be submitted with the resubdivision/consolidation application.