



Requirements for a Plat of Vacation or Plat of Dedication

As set forth in the City of West Chicago Subdivision Regulations Article 8.5:

It is strongly suggested that the petitioner schedule an appointment with 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 Vacation/Dedication

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

- List of all adjacent property owners
- Plat of Vacation/Dedication fee - \$300*

In addition to the application fee, a \$500.00 deposit shall be required for all plat of vacation/dedication 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.

Please note that the approval procedure for plats of vacation/dedication may vary slightly depending on the type of request. Any plat of vacation/dedication involving a public street or alley shall require a public hearing before the Plan Commission/Zoning Board of Appeals. Applicants shall be required to complete two (2) public hearing notifications as detailed on the next page of this application. In addition, any ordinance granting a plat of vacation/dedication which involves public streets or alleys shall require a three-fourths affirmative vote of the City Council.

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 vacation/dedication 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 vacation/dedication 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 vacation/dedication. (if not included on the plat of vacation)
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.

Public Hearing Notification Procedures

Once city staff has determined the public hearing meeting date, the applicant shall be required to complete two (2) required public hearing notifications. The notifications shall be completed no sooner than thirty (30) days and no later than fifteen (15) days prior to the public hearing meeting date. The applicant shall have city staff approve the content of the two (2) public hearing notifications prior to the notifications being released.

1. The applicant shall send a notice of public hearing to the Daily Herald according to the attached example. The notice may be sent to the Daily Herald via e-mail at legals@dailyherald.com or by contacting them at (847) 427-4671 for alternate options.
2. The applicant shall also send by certified mail return receipt a notice of public hearing letter, according to the attached example, to all of the property owners abutting the property to be vacated/dedicated.

At the public hearing meeting, the applicant shall then provide city staff with a copy of the notice of public hearing published in the Daily Herald, a signed copy of the letter sent to the adjacent property owners, all of the certified mail receipts, and the attached sworn affidavit signed and notarized.

APPLICATION FOR A PLAT OF VACATION/DEDICATION

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

Applicant Information

(Name)

(Address)

(Phone #)

(Fax #)

(E-mail Address)

*If multiple applicants are involved in the requested plat of vacation/dedication please attach a separate sheet of paper with the name, address, and signature of each property owner.

Property Information

(General Location of the Property)

Is the property improved? Yes _____ No _____

Character of Surrounding Area

(Zoning to NORTH of site)

(Current Land Use)

(Zoning to SOUTH of site)

(Current Land Use)

(Zoning to EAST of site)

(Current Land Use)

(Zoning to WEST of site)

(Current Land Use)

Reason for Request

State exactly what is intended to be done with the property and why the plat of vacation/dedication is being requested.

Professional Surveyor Information

(Name)

(Address)

(Phone #)

(Fax #)

(Email Address)

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 plat of vacation/dedication.

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 plat of vacation/dedication request.

(Signature of Applicant)

(Date)

Plat of Vacation/Dedication

The plat of vacation/dedication shall be stamped by a licensed professional surveyor and drawn to scale, large enough to clearly show all of the properties adjacent to the property being vacated/dedicated, 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 staff.

List of Adjacent Property Owners

The list shall contain the name and mailing address of the taxpayer of record and Permanent Index Number (P.I.N.) of all properties abutting the property to be vacated/dedicated, including all properties that are separated by a public right-of-way. The required information may be obtained from the Assessor's Office of the township in which the subject property is located.

Wayne Township Assessor's Office
27W031 North Avenue
West Chicago, IL 60185
(630) 231-8900

Winfield Township Assessor's Office
130 Arbor Avenue
West Chicago, IL 60185
(630) 231-3573

Notice of Public Hearing

A public hearing before the City of West Chicago Plan Commission/Zoning Board of Appeals will be held on **(insert the public hearing date)** at 7:00 P.M. at West Chicago City Hall, 475 Main Street, West Chicago, Illinois, to consider the following matter:

Case **(insert the case number)**

(insert the petitioner and/or business name and address), petitions the City of West Chicago for a plat of vacation, pursuant to Section 8.5 of the West Chicago Subdivision Ordinance. The subject property is located at **(insert the property address or general location if the property is vacant)**, in West Chicago, Illinois and is legally described as:

(insert the legal description of the property and the P.I.N.)

All interested persons are invited to attend said hearings and be heard. Written comments will be accepted at these hearings and also at the Community Development Department located in the West Chicago City Hall prior to the hearing date. The application is on file and available for inspection at the Community Development Department, West Chicago, Illinois. This notice is being published by order of the Chairman of the City of West Chicago Plan Commission/Zoning Board of Appeals.

Published in the Daily Herald on **(newspaper will insert the publication date)**

Adjacent Property Owner Public Hearing Notice Letter

(insert today's date)

Dear Property Owner:

A public hearing before the City of West Chicago Plan Commission/Zoning Board of Appeals will be held on (insert the public hearing date) at 7:00 P.M. at West Chicago City Hall, 475 Main Street, West Chicago, Illinois, to consider the following matter:

Case (insert the case number)

(insert the petitioner and/or business name and address), petitions the City of West Chicago for a plat of vacation, pursuant to Section 8.5 of the West Chicago Subdivision Ordinance. The (insert the type of request), if granted, would permit the applicant to (insert the proposed use).

The subject property is located at (insert the property address or general location if the property is vacant), in West Chicago, Illinois and is legally described as:

(insert the legal description of the property and the P.I.N.)

This notice is sent to you as an owner of property affected by this application. The Plan Commission will hold a Public Hearing on this application on (insert the public hearing date) at 7:00 p.m. in the City of West Chicago Council Chambers, 475 Main Street, West Chicago, Illinois, at which time you may express your views in person or by writing to the Board or Council.

Prior to the Public Hearing, you may send comments to the Community Development Department, 475 Main Street, West Chicago, Illinois 60185, or call (630) 293-2200, ext. 141. You may also visit the Community Development Counter at City Hall to examine a copy of the application. You may also contact me at (insert the applicant's phone #).

This notice is sent to you by the applicant by order of the Chairman of the Plan Commission.

Respectfully,

(insert the applicant's signature)

(insert the applicant's printed name)

Sworn Affidavit

I, _____, of
(Print Your Name)

_____,
(Address)

hereby acknowledge that on ____ / ____ / ____ I have either hand-delivered or sent by certified mail "return receipt" the notice of public hearing letter for the plat of vacation. I also acknowledge that on ____ / ____ / ____ I sent the notice of public hearing for the plat of vacation/dedication to the Daily Herald to be published on ____ / ____ / ____.

(Signature)

SUBSCRIBED and SWORN TO before me

this _____ day of _____, 20____

(Notary Public)