

VILLAGE OF LOMBARD
DEPARTMENT OF COMMUNITY DEVELOPMENT

--- MINOR PLAT OF SUBDIVISION ---

PROPOSED SUBDIVISION NAME: _____

ADDRESS OF SUBJECT PROPERTY: _____

P.I.N. NO(S): _____

PETITIONER: _____ PHONE NO.: _____

PETITIONER'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RELATIONSHIP OF PETITIONER TO PROPERTY: _____

OWNER(S) OF PROPERTY: _____ PHONE NO.: _____

OWNER'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EXISTING ZONING: _____ AREA OF PROPERTY (in acres): _____

EXISTING LAND USE(S): _____

EXISTING SITE IMPROVEMENTS: _____

THE ABOVE INFORMATION, TO THE BEST OF MY KNOWLEDGE, IS TRUE AND CORRECT:

(name of petitioner (printed)) (petitioner's title)

(name of owner (printed)) (owner's title)

(signature of petitioner) (date)

(signature of owner) (date)

SUBSCRIBED AND SWORN TO before me this
_____ day of _____, 20____.

SUBSCRIBED AND SWORN TO before me this
_____ day of _____, 20____.

SEAL
HERE

SEAL
HERE

(Notary Public)

(Notary Public)

MINOR PLAT

SUBMISSION REQUIREMENTS

MINOR PLAT OF SUBDIVISION: A subdivision for which the land to be subdivided: is less one acre in area; contains no new streets or easements of access; results in the division of land into four or less lots; and *does not* comply with the Zoning Ordinance or Subdivision and Development Ordinance.

The following documentation must be completed and submitted with each request for final approval of a Major Plat of Subdivision:

_____ Completed, typewritten Application for Minor Plat of Subdivision, notarized and including all information in detail. Attachment of additional narrative description is recommended.

_____ Application fee equal to \$300.00 plus \$50.00 per acre.

_____ Twenty-five (25) copies of a **Final Plat of Subdivision** certified by a land surveyor registered with the State of Illinois, drawn to an engineer's scale of one inch equals fifty feet (1" = 50') or larger, and including:

- a. the name of the proposed subdivision
- b. a legal description of the property being subdivided
- c. date of preparation and all subsequent revisions
- d. scale, north arrow, and name and address of person preparing the plat
- e. boundary lines, dimensions to the nearest hundredth of a foot, lot numbers, and lot areas
- f. the name, location, dimensions, and description of all existing and proposed rights-of-way, common areas, or any other dedications within and/or adjacent to the subdivision
- g. the location, dimensions, and description of all existing and proposed easements within and/or adjacent to the subdivision, with the recorder's number indicated for all recorded easements and "hereby granted" indicated for all new easements
- h. required easement language for all new easements
- i. the applicable parcel numbers (P.I.N.s) of all properties to be subdivided
- j. municipal, township, county, or section lines accurately tied to the proposed subdivision by distance and angles
- k. accurate description of all true angles and distances to the nearest established street lines or official monuments (not less than three)
- l. statement indicating that the property is within the corporate boundaries of the Village of Lombard
- m. statement indicating status of property relative to any special flood hazard area as defined by the Federal Emergency Management Agency (FEMA), Flood Insurance Rate Map (FIRM)
- n. All appropriate signature blocks including: the Community Development Department, Village President and Clerk, Village Collector, Property Owners (with Notary Blocks), County Clerk, County Recorder, and Surveyor

_____ Letter from the Land Surveyor authorizing the Village to record the Subdivision Plat (authorization may be provided on the plat).

_____ Letter from the property owner indicating which school districts are applicable to the property, signed by the property owner and notarized (information and notary block may be provided on the plat).

_____ Copy of completed Kane-Du Page Soil and Water Conservation District Land-Use Opinion Application

_____ Copy of the notification of the Illinois Department of Natural Resources regarding the Endangered Species Consultation Program.

_____ Additional documentation, plans, or surveys as requested by the Department of Community Development.

PLAT COPIES **WILL NOT** BE ACCEPTED UNLESS THEY ARE DRAWN TO A STANDARD ENGINEER'S SCALE (1"=50', 1"=40', 1"=30', 1"=20', OR 1"=10') AND **FOLDED** NOT TO EXCEED 8 ½" X 14" IN AREA; FAILURE TO PROVIDE ALL OF THE ABOVE INFORMATION MAY RESULT IN UNNECESSARY DELAYS.