



MINOR SUBDIVISION APPLICATION

A. APPLICANT INFORMATION

1. Petitioner _____
Mailing Address _____
Telephone _____ Cell _____
Email _____
2. Property Owner _____
Mailing Address _____
Telephone _____ Cell _____
Email _____
3. Land Surveyor _____
Mailing Address _____
Telephone _____ Cell _____
Email _____
4. Engineer _____
Mailing Address _____
Telephone _____ Cell _____
Email _____

B. GENERAL INFORMATION

1. Subdivision Name _____
2. Parcel #(s) and Legal Description(s) – If necessary, briefly describe here and reference the full legal description on the plat _____

3. Street Address or Common Location _____
4. Size (sq. ft. or acres of the total area being subdivided) _____
5. Proposed Number of Lots _____
6. Existing Zoning District _____

C. CHECKLIST

This checklist (shown on next page) is of items considered to be the minimum necessary to properly process your application. Each item must be checked by the applicant to signify that it is provided on this application form or on any other attached and/or supporting documentation. Failure to submit all required information will result in delays in the City's consideration of this application [UDO 15.07 (1)].

Check (X)	Item	If not applicable, please indicate N/A and explain
_____	1. Filing Fee: \$300.00	_____
_____	2. Six (6) copies of Minor Subdivision Plat document	_____
_____	3. One (1) copy of any private restrictions, covenants, etc. if such is not provided on the plat document	_____
_____	4. One (1) copy of Statement on Maintenance, Operation, Restriction, etc. of any common land, open space, etc. if such is not provided for on the plat document	_____
_____	5. Six (6) copies of Engineering Plans for all public improvements, detention areas, etc.	_____
_____	6. Six (6) copies of Drainage Overlay (per Chapter 109 III. Rev. Statutes), if not provided within Engineering Plans	_____
_____	7. General Information	
_____	a. Name of Subdivision on Plat	_____
_____	b. Legal Description	_____
_____	c. Map Key	_____
_____	d. Points of Compass, Scale	_____
_____	e. Acreage of Tract to be Subdivided (to 0.01 acre)	_____
_____	f. Surveyor's Certification	_____
_____	g. Utility Easement Grant and Reservation Statement	_____
_____	h. Name and address of owner(s) of the land to be subdivided	_____
_____	i. School District Information	_____
_____	8. Signature Blocks on the Plat Document	
_____	a. Owners	_____
_____	b. Planning and Zoning Commission Chair	_____
_____	c. Mayor	_____
_____	d. City Clerk	_____
_____	e. DeKalb County Clerk	_____
_____	f. DeKalb County Recorder	_____
_____	9. Reference to and distance and direction from the nearest known permanent monument	_____
_____	10. Identification system for all lots and blocks along with street names	_____
_____	11. Dimensions, bearings, angles, radii, etc. of all lot lines, boundary lines, and rights-of-way expressed in feet and decimals of a foot.	_____
_____	12. Dimensions and widths of all building setback lines, easements, utility easements, and rights-of-way	_____



Check (X)	Item	If not applicable, please indicate N/A and explain
_____	13. Description of the material and location of all survey monuments, benchmarks, reference corners, etc.	_____
_____	14. Notation of the size of each lot, in square feet or to 0.01 acres	_____
_____	15. Public Utility Concurrence Statements	_____
_____	a. Kishwaukee Water Reclamation District	_____
_____	b. ComEd	_____
_____	c. Nicor Gas	_____
_____	d. Frontier Communications	_____
_____	e. Comcast Xfinity	_____
_____	16. Public Agency Concurrence Statement	_____
_____	a. Illinois Department of Transportation	_____
_____	b. DeKalb County Highway Department	_____
_____	c. Applicable Drainage District	_____
_____	d. DeKalb Comm. Unit School District No. 428	_____
_____	e. DeKalb Park District	_____
_____	f. DeKalb County Health Department	_____

D. The applicant hereby agrees that this application and plat will be placed on a Planning and Zoning Commission agenda only after it is completed in full and reviewed by City staff.

E. The applicant has read and completed all of the above information and affirms that it is true and correct.

Petitioner Signature

Date

Subscribed and sworn to before me

This _____ day of _____, 20 .

stamp

Notary Public Signature

I hereby affirm that I am the legal owner (or authorized agent or representative – proof attached) of the subject property and authorize the applicant to pursue this request as described above (applicant must sign if he/she is the owner).

Owner Signature

Date

Subscribed and sworn to before me

This _____ day of _____, 20 .

stamp

Notary Public Signature