









# MINOR SUBDIVISION CHECKLIST

Minor Subdivisions are the division or resubdivision of land into not more than three parts for the purpose whether immediate or future, of transfer of ownership or building development, public streets, alleys, ways for public service facilities, parks, playgrounds, school grounds or other public grounds, and all the tracts, parcels, lots or blocks and numbering all such lots, blocks, or parcels by progressive number, giving their precise dimension; **OR** the division or resubdivision of land into not more than three parts, provided that such division or resubdivision does not involve any street or utility extensions, or require any other public improvements, and does not require any variations.

Date Received

- \_\_\_\_\_  Completed and signed application with application fee of \$ 300 and Developer Reimbursable fee \_\_\_\_\_ as determined by the Zoning Administrator.
- \_\_\_\_\_  Plat of Survey (2 copies)
- \_\_\_\_\_  Final Plat of Subdivision (5 FULL-SIZED copies) with "Final Plat of Subdivision" clearly stated on the plat with appropriate certifications.
- \_\_\_\_\_  Final Engineering Plans (5 FULL-SIZED copies).
- \_\_\_\_\_  Tree Preservation/ Removal Plan and Landscape Plan (5 FULL-SIZED copies): If applicable.
- \_\_\_\_\_  An agreement executed by the owner and subdivider to make and install the improvements provided in accordance with the plans and specifications accompanying the final plat.
- \_\_\_\_\_  A certificate from the Kane County Assessors office that there are no delinquent taxes and all special assessments constituting a lien have been paid.
- \_\_\_\_\_  Applicant shall notify, in writing, by first-class mail or hand delivery, all adjacent property owners, including property owners immediately across streets and other rights-of-way, no less than 15 days or more than 30 days in advance of the scheduled Planning and Zoning Commission meeting where the application is to be considered. The notice shall, at a minimum, contain the following information:
  1. Street address, legal description or detailed location description of the property that is the subject of the application;
  2. Brief statement describing name of the minor subdivision and number of lots proposed;
  3. Name and address of applicant;
  4. Name and address of the owner, including any beneficial and legal title owners, of the subject property, if different than applicant; and
  5. Date, time and location of the Planning and Zoning Commission meeting.
- \_\_\_\_\_  Applicant shall present an affidavit or other evidence satisfactory to the Planning and Zoning Commission that the notice provisions of this division have been satisfied.
- \_\_\_\_\_  General subdivision information should describe or outline the existing conditions of the site and the proposed development as necessary to supplement the drawings. The information may include data on existing covenants, land characteristics, and available community facilities and utilities; and information describing the subdivision proposal such

as number of residential lots, typical lot width and depth, price range, business areas, playground, park areas, and other public areas, proposed protective covenants and proposed utilities and street improvements.

- Sketch plan on topographic survey, should show in simple sketch form the proposed layout of streets, lots, and other features in relation to existing conditions. The sketch plan may be a free-hand pencil sketch made directly on a print of the topographic survey. The sketch plan should include the existing topographic data.
- Where an applicant is fronted by substandard right-of-way, or that is served by substandard village utilities, or both, the applicant shall be required to:
  - 1) Pay \$95 per lineal foot of the property's right-of-way frontage, as appropriate, for future improvement of the substandard right-of-way;
  - 2) Pay \$70 per lineal foot of the property's right-of-way frontage, as appropriate for future improvement of the substandard village utilities as per Section 153.018.
- A draft of the protective covenants, whereby the subdivider propose to regulate land use and otherwise protect the proposed development

**FOR THE PLANNING AND ZONING COMMISSION MEETING:**

Due by **12 noon** on the date stated for “*Final Submittal Date for all PZC Meeting Attachments*” on the submittal calendar.

This deadline is **NOT FLEXIBLE**. Any material submitted after this deadline will be scheduled on the next available Planning and Zoning Commission meeting.

- \_\_\_\_\_  18 Copies of Complete 11” x 17” Plans:  
    \_\_\_ Black & white Preliminary of Final Plat of Subdivision  
    \_\_\_ Black & white Site Landscape Plan, if applicable  
    \_\_\_ Black & white Tree Preservation and Removal Plan, if applicable

**FOR THE VILLAGE BOARD MEETING:**

Due by **12 noon** on the date stated for “*Village Board Presentation for Discussion*” on the submittal calendar

This deadline is **NOT FLEXIBLE**. Any material submitted after this deadline will be scheduled on the next available Village Board meeting.

- \_\_\_\_\_  1 .pdf Copy of Complete 11” x 17” Plans:  
    \_\_\_ Black & white Preliminary of Final Plat of Subdivision  
    \_\_\_ Black & white Preliminary or Final Engineering Plans  
    \_\_\_ Black & white Site Landscape Plan, if applicable  
    \_\_\_ Black & white Tree Preservation and Removal Plan, if applicable

**You must obtain a Zoning Certificate from the Community Development Department prior to applying for a Building Permit.**