

MAJOR SUBDIVISION APPLICATION

<small>For Office Use Only</small>		
Project Name: _____	Project Number: _____	Date Received: _____

This application is for:

Concept Plan

Preliminary Plat

Final Plat

PART I. REQUIRED DOCUMENTATION

- Completed and signed SUBDIVISION APPLICATION
- Signed STAFF/CONSULTANT REIMBURSEMENT ACKNOWLEDGEMENT Form
- Signed CONSENT TO ON-SITE INSPECTION Form
- APPLICATION FEE **\$300**
- DEVELOPER REIMBURSABLE FEE: **TBD during pre-application meeting**
- Proof of Ownership or Option (1 copy)
- Legal Description of Property and the Property's Plat of Survey (2 copies)
- Preliminary Site/Development Plan (5 copies folded)
- All documents required by the Zoning and Subdivision Ordinances

PART II. APPLICANT INFORMATION

NAME OF PROPOSED DEVELOPMENT: _____

Applicant Name:

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Owner: (if different from Applicant)

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Is the Applicant the owner of the subject property?

YES [] NO []

(If not, a letter from the Owner authorizing the Applicant to file the Application must be attached.)

Is the Applicant and/or Owner a Trustee or a Beneficiary of a land trust?

YES [] NO []

(If yes, a disclosure statement identifying each Beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the Trustee and shall be attached hereto.)

STAFF/CONSULTANT REVIEW REIMBURSEMENT ACKNOWLEDGEMENT

The undersigned hereby acknowledges their obligation to reimburse the Village of South Elgin for the costs incurred by the Village staff and consultants to review the application attached to this Acknowledgement, including all of the supporting documentation and data, plans, specifications, drawings and other information as required by the applicable sections of the South Elgin Unified Development Ordinance. The applicant shall deposit into a specified account with the Village at the time of each application an amount required by the Zoning Administrator.

Further, the undersigned represents themselves as having the authority to incur such obligations on behalf of the owner and/or property.

The undersigned further acknowledges that the Village will deduct from this deposit the costs for reviewing the application by the Village's consultants and Village staff at the rate established for each individual by the Village Board and reimbursable expenses incurred for publication, postage and other actual costs associated with this application.

It is further acknowledged that the Village may demand additional payment(s) if the costs incurred during the review of this application exceed the amount of the deposit accompanying this application and may stay all proceedings thereto until such additional sums are deposited with the Village in accordance with the South Elgin Unified Development Ordinance.

Signature of Applicant or Authorized Agent Date

Name (Please Print or Type)

Company Name

Address

City State Zip Code

Name of Development

Parcel Index Number(s)

*This form must be executed and accompany all Unified Development Ordinance changes.
No Application will be accepted or processed without this completed form.*

Per Section 156.03.B – Subdivision Applications

1. **Applicability.** Approval of a subdivision application shall be required for the subdivision or resubdivision of a lot into two or more lots, the consolidation of two or more lots, or a change in the boundary of one or more lots. An applicant must comply with these regulations in order to divide, consolidate, or alter the boundaries of a lot within the Village or within its extraterritorial jurisdiction. The Village shall not grant any permits for the improvement or occupancy of any lot until the requirements of this Section have been met and the subdivision application has been approved, the final plat has been recorded with the Kane County Recorder of Deeds, and a copy of the recorded document deposited with the Village.
2. **Subdivision Development Standards.** All subdivisions must comply with the development standards established in Section 156.04 (Subdivision Development Standards) and Section 156.06 (Zoning District Regulations).
3. **Plat Act Exceptions.** Properties exempt from Village subdivision approval by the Plat Act (765 ILCS 205/1, et seq.) are exempt from the subdivision procedures of this Article, subject to those properties complying with the applicable Plat Act procedures.
4. **Subdivision Classification.** Subdivisions shall be classified as minor subdivisions or major subdivisions according to the following standards.
 - a. **Minor Subdivision.** A minor subdivision involves any of the following:
 - (1) The division of a single lot into three or fewer lots which front on an existing right-of-way that is not a state or county highway, is served by existing streets and utilities, does not involve the dedication of land for public rights-of-way, parks, or other public purposes, does not require any other public improvements, and does not require any exceptions or variances from this Ordinance.
 - (2) The consolidation of, or change in the boundary between, three or fewer adjoining lots.
 - b. **Major Subdivision.** A major subdivision involves any of the following:
 - (1) The division of a single lot into four or more lots.
 - (2) Any division or consolidation that involves the construction of new rights-of-way, access to a state or county highway, the extension of utilities or rights-of-way, or the dedication or vacation of land for public rights-of-way, parks, or other public purposes.
 - (3) The consolidation of, or change in the boundary between, four or more adjoining lots.
5. **Subdivision Procedure.** This Ordinance classifies subdivision applications as either minor subdivisions approved by the Zoning Administrator, or major subdivisions approved by the Village Board. Applications for minor subdivisions and major subdivisions shall be filed with the Zoning Administrator in accordance with § 156.02.B.2 (Application Procedure).

