

APPLICATION FOR VACATION OF PUBLIC PROPERTY

For Office Use Only

Project Name: _____ Project Number: _____ Date Received: _____

PART I. REQUIRED DOCUMENTATION

- Completed and signed copy of the APPLICATION FOR VACATION OF PUBLIC PROPERTY
- Signed STAFF/CONSULTANT REIMBURSEMENT ACKNOWLEDGEMENT Form
- Signed CONSENT TO ON-SITE INSPECTION Form
- VACATION OF PUBLIC PROPERTY APPLICATION FEE **\$300**
- DEVELOPER REIMBURSABLE FEES **TBD during pre-application meeting**
- Plat of Vacation (5 copies)
- Proof of Ownership or Option (1 copy)
- Legal Description of Property
- Property's Plat of Survey (2 copies)

PART II. APPLICANT INFORMATION

APPLICANT (print or type)

Name: _____

Contact Person: _____

Address: _____

Phone: (____) ____ - ____ Fax: (____) ____ - ____ Email: _____

OWNER (If different from Applicant)

Name: _____

Address: _____

Phone: (____) ____ - ____ 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.)

APPLICANT'S EXPERTS *(Include name, address, telephone, email and fax numbers)*

Attorney: _____

Engineer: _____

Land Planner: _____

Architect: _____

Landscape Architect: _____

Surveyor: _____

Other: _____

PART III. PROPERTY INFORMATION

ADDRESS OF PROPERTY: _____

SUBDIVISION: _____ LOT NUMBER: _____

PARCEL INDEX NUMBER(S): _____

AREA OF PARCEL (ACRES): _____

LEGAL DESCRIPTION: A legal description must be attached to this application.

PART IV. DESCRIPTION OF PROJECT

I, _____, hereby apply for review and approval of this application and represent that the application, requirements thereof, and supporting information have been completed in accordance with the Village of South Elgin Ordinances.

Signature of Applicant

Date

If you have any questions or comments, please call Community Development at **(847) 741-3894**. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.

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. The amount is determined 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.