



# City of West Chicago

Community Development Department  
475 Main Street, West Chicago, IL 60185  
Phone: (630) 293-2200 x 131 / Fax: (630) 293-1257

## Requirements for a Preliminary and/or Final Plat of Subdivision

*As set forth in the City of West Chicago Subdivision Regulations Article 11 and/or 12:*

It is strongly suggested that the petitioner schedule an appointment with the city staff at the time of submittal so that the application submittal documents can be reviewed for accuracy and completeness.

### **Items required with this preliminary subdivision application**

*Submit twelve (12) copies (16 copies if located in a Special Management Area) of each of the following for review.*

- ❑ Completed application
- ❑ Preliminary plat of subdivision
- ❑ Preliminary engineering plan

### **Items required with this final subdivision application**

*Submit twelve (12) copies (16 copies if located in a Special Management Area) of each of the following for review.*

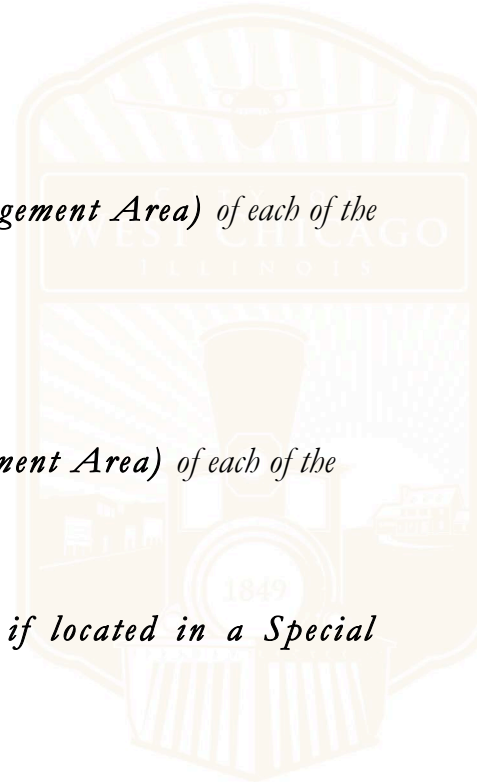
- ❑ Completed application
- ❑ Final plat of subdivision
- ❑ Covenants, conditions, restrictions, and easements
- ❑ Land/cash donation calculation worksheet

*Submit eight (8) copies (12 copies if located in a Special Management Area) of each of the following for review.*

- ❑ Final engineering plan

*Submit three (3) copies of each of the following for review.*

- ❑ DuPage County stormwater management report - *(7 copies if located in a Special Management Area)*
- ❑ Engineer's cost estimate



**Items required with this preliminary and/or final subdivision application**

*Submit one (1) copy of each of the following for review.*

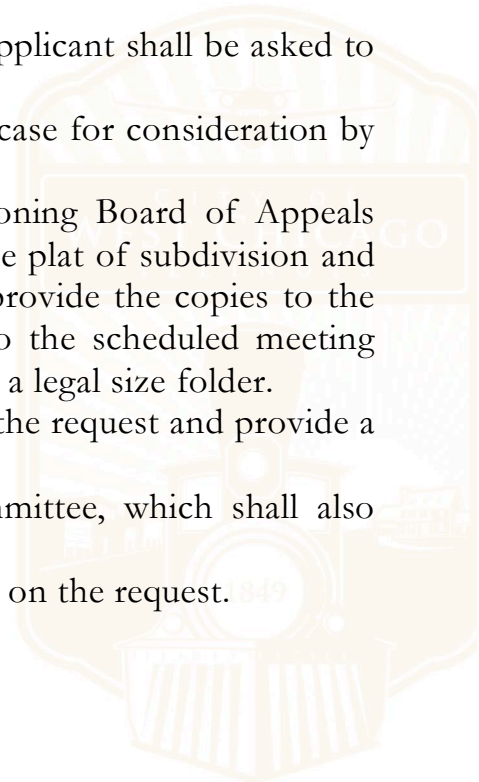
- ❑ Land use opinion report
- ❑ Authorization letter from the property owner (if the applicant is not the property owner)
- ❑ Trust/owner's disclosure certificate (if property is in trust)
- ❑ *Subdivision fee - Preliminary: up to 5 acres, \$700*
  - 5 acres or more, \$850*
  - Final: up to 5 acres, \$400;*
  - 5 acres or more, \$500*
  - Combined: up to 5 acres, \$800;*
  - 5 acres or more, \$1,100*

In addition to the application fee, a \$1,000.00 deposit shall be required for all preliminary and/or final subdivision applications. In the event that multiple applications requiring a deposit are being requested simultaneously, only one deposit, equal to largest deposit required, shall be paid with the application fees. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount, and staff review shall cease until such time as the deposit is replenished. Any remaining balance on a deposit shall be refunded in a timely manner once all fees have been paid.

All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder. Staff may request other documents as deemed necessary.

**Approval Procedure**

1. Applicant files all of the required items.
2. Staff reviews the documents. If corrections are required, the applicant shall be asked to revise and resubmit the documents.
3. When the documents are satisfactory, staff shall schedule the case for consideration by the Plan Commission/Zoning Board of Appeals.
4. Staff shall notify the applicant of the Plan Commission/Zoning Board of Appeals meeting date and request an additional thirty (30) copies of the plat of subdivision and other documents as deemed necessary. The applicant shall provide the copies to the Community Development Department ten (10) days prior to the scheduled meeting date. The copies shall be 11" x 17" in size and folded to fit in a legal size folder.
5. The Plan Commission/Zoning Board of Appeals shall review the request and provide a recommendation to the City Council.
6. The case shall then be reviewed by the Development Committee, which shall also provide a recommendation to the City Council.
7. The City Council shall review both recommendations and vote on the request.



# APPLICATION FOR A PRELIMINARY AND/OR FINAL PLAT OF SUBDIVISION

Date Rec'd \_\_\_/\_\_\_/\_\_\_

Fee Paid? \_\_\_\_\_

Case # \_\_\_\_\_

For office use only

## **Applicant Information**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone #)

\_\_\_\_\_  
(Fax #)

\_\_\_\_\_  
(E-mail Address)

Property Interest of the Applicant:

\_\_\_ Owner \_\_\_ Lessee \_\_\_ Contract Purchaser \_\_\_ Other: \_\_\_\_\_

## **Property Owner Information (if different from the applicant)**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone #)

\_\_\_\_\_  
(Fax #)

\_\_\_\_\_  
(E-mail Address)

## **Professional Engineer Information**

\_\_\_\_\_  
(Name)

\_\_\_\_\_

(Address)

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(Phone #)

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(Fax #)

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(E-mail Address)

**Professional Surveyor Information**

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(Name)

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(Address)

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(Phone #)

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(Fax #)

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(E-mail Address)

**Property Information**

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(General Location of the Subdivision)

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(Permanent Index Number [P.I.N.])

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(Current Zoning)

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(Current Use of the Property)

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(Proposed Use of the Property)

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(Type of Existing Structures on the Property)

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(Type of Existing Features on the Property Relevant to the Subdivision Request)



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(Proposed Subdivision Name)

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(Number of Proposed Lots)

**Signature**

I certify that all the information provided above and the information contained in any documents submitted herewith is true and accurate. I consent to the entry in or upon the property described in this application by any authorized official of the City of West Chicago for the purposes of inspection or review of the site in order to provide information for the formal determination of the preliminary and/or final plat of subdivision.

In addition to the application fee specified above, I agree to reimburse the city for any professional services or costs, including, but not limited to, attorneys, engineers, planners, architects, surveyors, or other consultants fees that are incurred by the city, in its sole and exclusive discretion, that would be associated with the City of West Chicago providing a formal recommendation on the preliminary and/or final plat of subdivision request.

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(Signature of Applicant)

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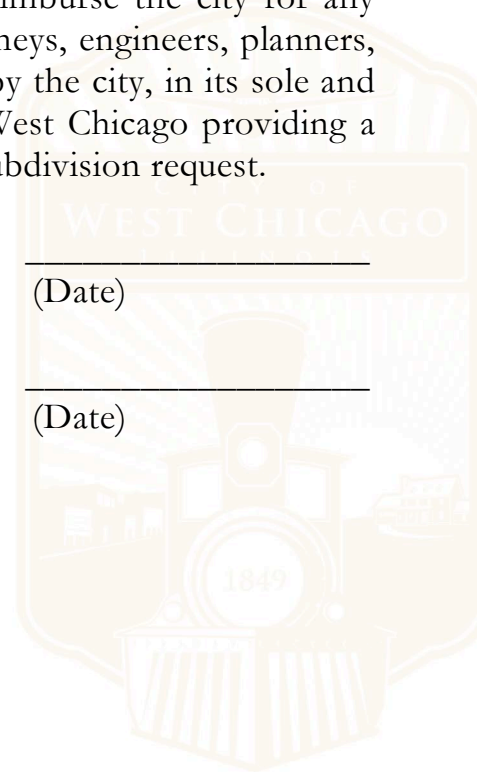
(Date)

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(Signature of Owner, if different from the applicant)

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(Date)



### **Preliminary and/or Final Plat of Subdivision**

The preliminary and/or final plat of subdivision shall be stamped by a licensed professional surveyor and drawn to scale, large enough to clearly show all of the applicable information required per Article 11 and/or 12 of the City of West Chicago Subdivision Regulations or any additional information as may reasonably be required by the staff.

### **Preliminary and/or Final Engineering**

The preliminary and/or final engineering shall be stamped by a licensed professional engineer and drawn to scale, large enough to clearly show all of the applicable information required per the City of West Chicago Subdivision Regulations or any additional information as may reasonably be required by the staff.

### **Covenants, Conditions, Restrictions, and Easements**

The covenants shall include Homeowners' Association bylaws documents in forms acceptable to the corporation counsel, that shall provide for the perpetual use, maintenance and conformity of the development or any additional information as may reasonably be required by the staff.

### **Land/Cash Donation Calculation Worksheet**

The land/cash donation calculation worksheet shall be completed and signed by the applicant. Once city staff has verified that the calculations are correct, the developer shall submit a letter to each taxing district (school, park, library, and fire) requesting written acceptance of the donation. The applicant shall also submit a copy of the request of acceptance letter and a copy of the acceptance letter from each taxing district to the city prior to review of the subdivision by the Plan Commission.

### **Engineer's Cost Estimate**

The engineer's cost estimate shall include a list of all improvements to be completed on the property, the type and quantity of the materials to be used, and the price per unit, total cost per item, and total project cost. The developer shall submit a letter of credit once city staff has verified that the quantities and costs are accurate.

### **DuPage County Stormwater Management Report**

The DuPage County stormwater management report shall be completed and submitted to the city along with the an original copy of the County stormwater management permit application and copies of the Special Management Area documents, if applicable. City staff will submit the documents to the County on behalf of the applicant once staff has verified that all of the necessary documents are complete. The applicant shall provide a copy of the County's approval letter to the city prior to review of the subdivision by the Plan Commission.

### **Land Use Opinion Report**

The land use opinion report application shall be submitted to the Kane-DuPage Soil and Water Conservation District. A copy of the completed application and report generated by the Soil and Water Conservation District shall be submitted to the city.

Kane-DuPage Soil and Water Conservation District  
545 S. Randall Road  
St. Charles, IL 60174-1592  
(630) 584-7961 ext. 3

### **Authorization Letter from the Property Owner**

The authorization letter shall specifically state the preliminary and/or final plat of subdivision being requested and exactly what is intended to be done with the property. The letter shall also specifically indicate that consent is being granted to the applicant to pursue the preliminary and/or final plat of subdivision. The letter shall be dated, signed by the property owner and include the mailing address of the property owner. The original copy of the letter shall be submitted with the preliminary and/or final plat of subdivision application.

### **Trust Disclosure Certificate**

The trust disclosure certificate shall indicate the trust under which the property is held and who is legally responsible for matters pertaining to the trust. The trust holder shall sign the certificate and the trust holder's name shall also be printed on the certificate. The certificate shall be notarized by a state certified notary public and shall be dated. The original copy of the certificate shall be submitted with the preliminary and/or final plat of subdivision application.

