

SUBDIVISION APPLICATION



City of Elmhurst

Community Development Department

209 N. York Street • Elmhurst, Illinois 60126 • (630) 530-6019 (p) • (630)530-3127 (f)

DATE APPLICATION FILED: _____

A. APPLICANT INFORMATION

Applicant Name: _____

Applicant Organization: _____

Applicant Address: _____

Applicant City / State / Zip Code: _____

Applicant Phone: Work: (____) _____ Home: (____) _____

Mobile / Other: (____) _____

Applicant Fax: Work:(____) _____ Home:(____) _____

Applicant Email: _____

Applicant Relationship to Property Owner: _____

Applicant Signature: _____

B. PROPERTY OWNER INFORMATION *(IF DIFFERENT FROM APPLICANT)*

Owner Name: _____

Owner Address: _____

Owner City / State / Zip Code: _____

Owner Phone: Work: (____) _____ Home: (____) _____

Mobile / Other: (____) _____

Owner Fax: Work:(____) _____ Home:(____) _____

Owner Email: _____

Printed Name and Title (if not individual owner): _____

Owner Signature: _____

C. PROPERTY INFORMATION

Common Address of Property: _____

Property Identification Number (PIN): _____

Legal Description (*Attach additional sheets as necessary*):

D. APPLICANT'S REQUEST (Attach additional sheets as necessary)

1. Applicant is requesting a Subdivision for _____ (property address), which contains _____ (sq ft/acres). The Applicant is proposing to subdivide the subject property into _____ (# of lots), which is zoned _____ (zoning district). The dimensions for each proposed lot is shown on the submitted tentative / final plat of subdivision.

2. Please provide a detailed Project Impact Statement, which addresses:

- ✓ Intentions as to the development of the land;
- ✓ The character of the lands immediately adjoining and within 200 feet of the proposed subdivision;
- ✓ A general description of the type, kind, character and extent of required improvements proposed to be constructed or installed;

- ✓ Summary of all restrictions intended to be imposed by the final plat by declarations or by deeds of conveyance as to the use of all property within the subdivision, including area of buildings, if any; and
- ✓ Such other information or data that may be required for the full and complete consideration of the proposed plat of subdivision.

E. CHECKLIST

The applicant must submit a complete application to the Community Development Department to start the Variation process. The application can either be submitted electronically or on paper. Applications should be submitted at least 45 days prior to the expected public hearing date.

- _____ Completed Subdivision application with authorized signatures

- _____ Evidence of ownership such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust

- _____ Current plat of survey showing lot lines, legal description and Property Index Number (PIN) of the subject property and any buildings on the property (if paper submittal 1 folded copy no smaller than 11" x 17")

- _____ Preliminary Plat of Subdivision/Resubdivision (if paper submittal 1 folded copy no smaller than 11" x 17")

- _____ Final Plat of Subdivision/Resubdivision (if paper submittal 1 folded copy no smaller than 11" x 17")

- _____ Project Impact Statement

- _____ Check for \$1,500.00 Subdivision application fee, made payable to the City of Elmhurst

	Single Family	Town Home	Multi-Family
School District Contribution	\$6,500 per unit	\$1,000 per unit	\$500 per unit
Park District Contribution	\$1,250 per unit	\$1,000 per unit	\$900 per unit