



SUBDIVISION APPLICATION INSTRUCTIONS

FLOWCHART

The following steps are designed to guide you through the process of completing the subdivision process. After contacting a local land surveyor to request a plat of subdivision, proceed to Step 1.

STEP 1.

Preliminary Approval

The petitioner shall make a submittal to staff for Preliminary Subdivision Approval.



STEP 2

Resubmittal of Corrected Plat (if required)

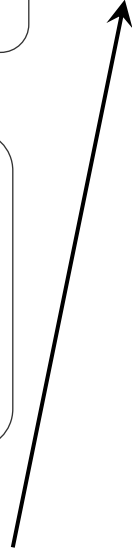
Petitioner will resubmit corrected plat addressing any comments or corrections as a result of staff's preliminary review.



STEP 3

Environmental & Public Services Committee Meeting (2nd Monday)

The EPS will review the plat of subdivision and provide a recommendation to the Village Board.



STEP 4

Village Board Meeting
1st & 3rd Tuesday



STEP 5

Submit Original Plat of Subdivision



STEP 6

Plat Recording

Village Staff records the final plat with the County

of the month. See calendar below. **Please note that failure to submit a completed application by the deadline below will result in delays.**

CALENDAR FOR SUBDIVISIONS

Application Deadline	EPS Comittee Meeting @ 7:30	Village Board Meeting @ 7:30
December 26, 2014	January 12, 2015	January 20, 2015
January 23, 2015	February 9	February 17
February 20	March 9	March 17
March 27	April 13	April 21
April 24	May 11	May 19
May 22	June 8	June 16
June 26	July 13	July 21
July 24	August 10	August 18
August 22	September 14	October 6
September 25	October 12	October 20
October 23	November 9	November 17
November 27	December 14	January 5, 2016

FEE SCHEDULE:

TOTAL = APPLICATION FEE + TAX STATEMENT FEE + RECORDING FEE

Application Fee:

\$600.00 - Staff Review

Tax Statement Fee:

Varies based on County - Collected by the County to search for delinquent or unpaid taxes or assessments on the property.

Recording Fee:

Varies - Recording fees established by Cook and DuPage County

**** FEES FOR RECORDING AND THE TAX STAMP ARE ESTIMATED AND COLLECTED AS PART OF THE APPLICATION FEE. ADDITIONAL FEES MAY BE REQUIRED AND AS SUCH, WILL BE BILLED AND COLLECTED FOLLOWING THE RECORDING OF THE DOCUMENT. ****

CRITERIA FOR PLATS OF SUBDIVISION:

- All original plats must be of linen or mylar. Vellum is not accepted. In addition, plats may be no smaller than 11" x 17", no larger than 30" x 36" **and in all cases, must provide enough room for the**

CRITERIA FOR PLATS OF SUBDIVISION:

- All original plats must be of linen or mylar. Vellum is not accepted. In addition, plats may be no smaller than 8-1/2" x 14" and no larger than 30" x 36".
- All plats of subdivision must show property corners marked by iron pipes and/or concrete monuments. Developments of 2 or more acres, or three or more lots, two points, at diagonal corners shall be designated with State Plane Coordinates.
- Permanent Index Number(s)** of the property being subdivided must appear on the original plat.
- Cook and DuPage Counties request that the name and address of the individual or financial institution to whom the tax bill is to be mailed is indicated on the original plat.

Tax Bill Recipient:
 Example: John Doe
 19 E. Chicago Avenue
 Hinsdale, IL 60521
- The date of preparation or the most recent revision date should be shown in the title block area of the plat.
- The original plat of subdivision must be signed by the owners of the property and notary public prior to submittal of the plat to the Village. The application will be fully processed if initially only the required copies are submitted without the original plat. However, no building permits will be issued until the perfected, original plat has been approved by the Village Board and received by the Village of Hinsdale Community Development Department.
- A tax statement from the Cook/DuPage County Clerk's Office stating there are no delinquent or unpaid taxes or assessments on the property must be affixed to the original plat of subdivision prior to recording with the Cook County Recorder. As a service, **the Village will obtain this tax statement from the County after the finalized original plat has been submitted.** The County collects a fee to complete the tax search. This amount, along with the recording fee, are estimated and collected as part of the application fee. Additional fees may be required and as such, will be billed and collected following the recording of the document. The Village also assumes responsibility for recording the plat as the final step in the subdivision process however the surveyor must provide a letter authorizing the Village to complete the recording as an agent for them.

DRAINAGE EASEMENT LANGUAGE:

The following language must be provided on the plat of subdivision stating accountability for surface drainage alterations:

To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of this Subdivision or any part thereof, or that if such surface water drainage will be changed, reasonable provisions have been made for the collection and diversion of such surface waters into public areas or drains which the Subdivider has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property because of the construction of the Subdivision.

Dated this ____ day of _____, A.D., 20__

Owner or Attorney

Engineer

Specific easement language may be required on subdivision plats and examples of such language are provided below:

All Plats of Subdivisions should contain the following utility easement language:

Easements, designated for overhead, underground, and surface public utilities and drainage, are hereby reserved for, and granted to the Village of Hinsdale, Northern Illinois Gas Company (NICOR), Comcast and/or AT &T Cable, Commonwealth Edison Company and Ameritech, their successors and assigns, in all platted easement areas, streets, and other public ways and places shown on this plat. Said easements shall be for the installation, maintenance, relocation, renewal and removal of public utilities, drainage facilities and related appurtenances, in, over, under, across, along and upon, the so designated property.

It shall include the right to enter the subdivided property for all such purposes, and the right without liability to cut, trim, alter, or remove any vegetation, roots, structures or devices within the designated easement property as may be reasonably required incident to the right herein given. Without prior written consent of grantees, no buildings, structures, or other obstruction shall be constructed, planted, or placed in any such easement areas, streets, or other public ways or places, nor shall any other uses be made thereof which will interfere with the easements reserved and granted hereby.

Such easements shall further be for the purpose of serving all areas shown on this plat as well as other property, whether or not contiguous thereto, with gas, electric, telephone, cable T.V., water mains, sanitary and storm sewers, and shall include the right to overhang all lots with aerial service wires to serve adjacent lots, but such aerial service wire shall not pass through permanent improvements on such lots.

Such easements shall survive the vacation by proper authority of any street and other public way and place shown on this plat, unless otherwise expressly mentioned in an ordinance of vacation.

Easements granted to the Village of Hinsdale for storm water drainage and detention/retention must provide the following language on both the engineering plans and the Plat of Subdivision:

The obligation of maintaining (insert description of detention/retention facility) and the appurtenances thereto as described hereon shall be that of the owner, entity or it's successors and assigns holding title to said (insert description of detention/retention facility). However, the Village of Hinsdale shall have the right pursuant to this grant of easement, but not the obligation, to enter the premises described hereon as (insert description of detention/retention facility) at any time it deems necessary to inspect, repair or maintain detention/retention pond and appurtenances thereto, which the owner or association fails or refuses to maintain, following written notice to do so from the Village. In the event of performance by the Village of Hinsdale or its agents of any such repair or maintenance work, the cost thereof (including both direct and indirect costs) shall be paid by the owner or association or the individual members or share holders of the association and shall constitute a lien upon the above-described (insert description of detention/retention facility) and the adjacent entire real estate which the detention pond and appurtenances serve. Such lien may be enforced by the Village, which may also recover all reasonable costs and attorney's fees in doing so, in the manner provided by law or enforcement and foreclosure of liens.

SAMPLE SIGNATURE BLOCKS:

OWNER'S BLOCK

I/We ____ (OWNER(S)NAME)_____, DO HEREBY CERTIFY THAT I/We AM/ARE THE OWNER(S) OF THE PROPERTY DESCRIBED HEREON AND THAT I HAVE CAUSED THE SAID PROPERTY TO BE SURVEYED AND SUBDIVIDED AS SHOWN HEREON.

OWNER'S SIGNATURE

NOTARY'S BLOCK

STATE OF ILLINOIS }
COUNTY OF COOK }

I, _____(NOTARY'S NAME)_____ A NOTARY PUBLIC IN AND FOR SAID COUNTY IN THE STATE AFORESAID DO HEREBY CERTIFY THAT _____(OWNER'S NAME)_____ PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AS OWNER OF THE PROPERTY DESCRIBED HEREON, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED HE/SHE SIGNED THE SAID INSTRUMENT AS HIS/HER OWN FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____, A.D. 20__.

NOTARY PUBLIC

LAND SURVEYOR'S BLOCK

**STATE OF ILLINOIS }
COUNTY OF COOK }**

I, _____(LAND SURVEYOR'S NAME)_____ AN ILLINOIS LICENSED LAND SURVEYOR DO HEREBY CERTIFY THAT I HAVE SURVEYED AND SUBDIVIDED THE FOLLOWING DESCRIBED PROPERTY:

INSERT LEGAL DESCRIPTION OF PROPERTY PRIOR TO SUBDIVISION

I FURTHER CERTIFY THAT THE PROPERTY SHOWN HEREON IS NOT SITUATED IN A SPECIAL FLOOD HAZARD AREA AS IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AS PER FIRM MAP COMMUNITY PANEL NUMBER _____, (ZONE ____.)

I FURTHER CERTIFY THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY AND SUBDIVISION.

DATED THIS _____ DAY OF _____, A.D. 20__.

ILLINOIS LICENSED LAND SURVEYOR

VILLAGE ENGINEER'S BLOCK

APPROVED BY THE VILLAGE ENGINEER OF THE VILLAGE OF HINSDALE, _____ COUNTY, ILLINOIS, ON THIS _____ DAY OF _____, A.D. 20__.

VILLAGE ENGINEER

BOARD OF TRUSTEES BLOCK

ACCEPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HINSDALE, DUPAGE COUNTY, ILLINOIS AT A MEETING HELD THIS _____ DAY OF _____, A.D. 20__.

BY: _____
PRESIDENT OF THE BOARD OF TRUSTEES

ATTEST: _____
VILLAGE CLERK

SUBDIVISION APPLICATION

TO: ENVIRONMENTAL &
PUBLIC SERVICES COMMITTEE
c/o Engineering Department
19 E. Chicago Avenue
Hinsdale, Illinois 60521
(630) 789-7033

Date Filed: _____, 20____

Subdivision Title: _____

Street Address: _____

Existing Square Footage: _____ Proposed Square Footage: _____ Zoning District

Permanent Index Number(s): _____

Name of Applicant: _____

Address of Applicant: _____

Applicant's Phone/Fax Number: _____

Applicant's E-Mail: _____ @ _____

Applicant's Signature: _____

Property Owner: _____

Owner's Address: _____

Owner's Signature: _____

FOR OFFICE USE ONLY

Accompanying this application are the following:

- Subdivision Application
- 3 Folded Copies of Plat of Subdivision (Do Not Sign Copies) *Applicant Keeps Original*
- Current Folded Plat of Survey
- Proof of Ownership
- Letter Allowing Village to Record Plat of Subdivision
- Letter from the School Districts (or plat block signed by property owner) identifying all school districts
- Processing Fee in the Amount of \$ 600.00