



Department of Planning & Zoning
200 E. Wood Street • Palatine, IL • 60067-5339
Telephone: (847) 359-9047 • Fax (847) 963-6247
www.palatine.il.us

RE: PRELIMINARY PLAT OF SUBDIVISION

Dear Petitioner:

It is the responsibility of the Planning and Zoning Department to assist you with the preparation of a complete petition that meets all of the standards of the Village of Palatine. Submitting a complete application allows your petition to proceed through the review process smoothly and in a timely manner. The attached information and application packet provides an explanation of the review process, a checklist of the required items and the required forms to be completed.

The review process requires actions of both you and the assigned Project Staff Planner. Staff will work diligently to review your application, making sure that all requirements have been met and ask that you, as the petitioner, work hard by supplying all the required materials.

Upon submittal of a complete application, the assigned Project Staff Planner will gather any comments and/or concern from other department or division staff members. These comments and/or concerns will be returned to you within ten (10) working days from the date of receiving a complete submittal. To efficiently move forward in the review process, it is recommended that staff comments and/or concerns be satisfactorily addressed.

If you have any questions or concerns regarding your petition or the review process, please contact us at 847-359-9047.

Sincerely,

Department of Planning & Zoning
Village of Palatine

PETITION REVIEW PROCESS PRELIMINARY PLAT OF SUBDIVISION

The Village of Palatine's seven (7) step review process is outlined below:

Step 1: Pre-Application Meeting

Although this first step is optional, it is highly recommended that the petitioner schedule a meeting with the Planner to discuss the feasibility of the proposal and to become familiar with the Village requirements and procedures. Pre-application meetings can be scheduled by contacting the Planning and Zoning Division at (847) 359-9047.

Step 2: Submittal of Petition

This step involves the submittal of a complete application package that includes all applicable plans, plats, supporting documentation and required fees. The Project Planner will identify which materials are required for a complete submittal. Be advised additional materials may be determined to be required during the review process.

Step 3: Staff Review

Upon receipt of a complete submittal, the assigned Project Planner will coordinate an inter-departmental review of the submittal. The plans are reviewed for compliance with all Village codes and ordinances. Once a review has been completed, the assigned Project Planner gathers the comments and sends a review letter to the Petitioner or the authorized agent of the Petitioner. Subsequent reviews continue until all deficiencies in the plan have been corrected. Once a petition has been satisfactorily reviewed, it will proceed to the next step in the process.

Step 4: Notification

The Project Planner will notify the petitioner of the scheduled meeting date for review before the Plan Commission. In order to keep a scheduled meeting date, proper public notice must be completed as follows:

A public hearing is required for this proposal.

- 1) The Village is responsible for publishing a notice in the local newspaper. The notice explains the petition and provides the legal description and location of the property and the name of the petitioner. Note: Illinois laws require that the notice appear in the paper at least 15 days prior to the public hearing.
- 2) The Petitioner is responsible for placing a notification sign on the subject property, and to mail notification letters via certified mail to all surrounding property owners within 250 feet of the subject property no later than 15 days prior to the hearing (the letters and sign are prepared by the Project Planner). A \$125 deposit per sign is required, and is refunded within 4-6 weeks of the conclusion of the petition review process. The Petitioner must submit an affidavit to the Village no later than 7 days prior to the hearing which indicates they have completed the items listed prior.
- 3) Lastly, the Village will send written notification of the public hearing to all residents within 250 feet of the subject property 15 days prior to the hearing.

To receive a list of the surrounding property owners within 250 feet of the subject property, please contact the Palatine Township Assessor's Office by visiting their office at 721 S. Quentin Road, calling their office at 847-358-6700 or emailing dgamboa@palatinetownship.com

Step 5: Action by the Plan Commission

Note: One (1) week prior to the date of the public meeting, the petitioner will be responsible for providing 13 full size copies and three 11" x 17" copies of all plans to the assigned Project Planner. All plans and plats should be folded.

The Plan Commission listens to input from the Village staff, the petitioner, and any objectors or supporters. Upon review of the petition, the Plan Commission will submit a recommendation to the Committee of the Whole of the Village Council. The Plan Commission may require special conditions it deems necessary to insure conformity with the intent of all applicable Village codes and ordinances and established Village policies.

Step 6: Action by the Committee of the Whole of the Village Council

The petition is forwarded to the Committee of the Whole of the Village Council (COTW) with a recommendation from the Plan Commission. The COTW is a committee consisting of the Mayor and all elected members of the Village Council. The COTW will consider the recommendation from the Plan Commission and may ask for input from the petitioner or objectors. A recommendation is forwarded from the COTW to the Village Council for official action.

Step 7: Action by the Village Council

The Village Council makes the final decision regarding the petition. The Village Council can vote to approve the petition, approve the petition with modifications, or deny the petition. If approved, a resolution approving the plat is signed during the Village Council meeting. The petitioner is mailed a copy of the resolution within three (3) business days of the Village Council approval.

Note: The process generally takes up to eight (8) weeks from the time a complete application package is submitted. However, projects can take longer to process depending on the response time of the petitioner and complexity of the proposal.

In order to do justice to each petition, the Plan Commission will consider a limited number of petitions at each meeting. For this reason, submitting a petition before a deadline does not guarantee a place on the agenda. A petitioner will receive notice of the scheduled meeting date.

PRELIMINARY PLAT OF SUBDIVISION

Submittal Requirements

REQUIRED MATERIALS FOR ALL SUBMITTALS

1. Application fees – see current fee schedule.
2. Application for Hearing (attached)
3. Plat of Survey. The plat must include a legal description and be certified by a surveyor.
4. Real Estate Interest Disclosure Form (attached).
5. Proof of ownership (Title Insurance Policy, or Deed) and/or a copy of the contract to purchase.
6. Preliminary Plat of Subdivision (# determined by the Administrator)
7. Jurisdictional statement from the US Army Corp of Engineers. (if applicable)
8. Illinois Department of Natural Resources Endangered Species Consultation Program Agency Action Report (EcoCAT).
9. Receipt from the North Cook County Soil and Water Conservation District (if over 1 acre). Additional information can be found at <http://www.northcookswcd.org/> and <http://www.northcookswcd.org/pdfs/forms/NRI-Application-Guidelines3-17.pdf>

THE FOLLOWING MATERIALS MAY BE REQUIRED BY THE VILLAGE AS PART OF THE SUBMITTAL OR AS A CONDITION OF APPROVAL

10. Existing Conditions of the property
11. Final sealed engineering plans including location and sizes of sewers and storm drains, utility connections, utility mains, grading plan, final detention calculations
12. Site data information, including total acreage, number of lots, lot sizes, number of dwelling units, and gross/net density, amount of parking spaces required/provided, etc. (To be presented in table form on the site plan).
13. Preliminary Architectural Plans
14. A copy of Declarations or Covenants, Conditions and Restrictions
15. Preliminary Landscape Plan
16. Preliminary Lighting Plan
17. Preliminary Site Plan
18. Marketing Materials
19. Economic Impact Analysis

20. Engineer's Cost Estimate of the Costs of Project Improvements
21. Traffic and other impact studies.
22. Tree Preservation Plan
23. Surrounding property conditions
24. Any other information deemed necessary by the Administrator

ALL PLANS AND PLATS SHALL BE FOLDED

- Detailed information which must be shown on the final plat of subdivision is attached.
- Additional copies of plats and plans will be requested prior to the scheduled meeting/hearing date.
- Note that Final Plat of Subdivision approval is required prior to the Plat being recorded



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Department of Planning & Zoning

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CONTACT INFORMATION WORKSHEET

Petitioner(s)		Business Name (if applicable)	
Address		City/State/Zip Code	
Telephone	Fax	Email	
Subject Property Address			
Authorized Agent (if applicable)		Business Name (if applicable)	
Address		City/State/Zip Code	
Telephone	Fax	Email	

I swear that the information contained herein and in any accompanying documents is accurate to the best of my knowledge.

Signature

Date



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Office Use Only	Project Planner	Zoning Case #
	Filing Fee	Notification Deadline
	PC Public Hearing Date	Village Council Date

date received

PLEASE TYPE OR PRINT IN INK:

1. Name of Petitioner(s): _____
2. Authorized Agent of Petitioner (if different):
 Name: _____
 Address: _____
 Telephone No. _____ Business No. _____
 Email: _____
 Relationship to Petitioner: _____
3. Property Interest of Petitioner(s): _____
 Owner, Lessee, Contract Purchaser, etc.
4. Address of the property for which this application is being filed:

5. All existing land use(s) on the property are:
6. Current zoning of property: _____ Size of the property: _____ acres
7. State the specific action requested.

8. The petitioner's signature below indicates that the information contained in this application and on any accompanying documents is true and correct to the best of his/her knowledge.

Signature: _____

Date: _____

State of Illinois County
of Cook

This instrument was acknowledged before me on _____, 20 ____ by

Notary Public

(Seal)



Real Estate Interest Disclosure Form

Name of Disclosing Party (individual, business, etc.)		
Relationship to Petitioner (check one)		
<input type="checkbox"/> Petitioner <input type="checkbox"/> Legal Entity holding an Interest (i.e. realtor, attorney, etc.) <input type="checkbox"/> Legal Entity Holding a Right of Control (i.e. landlord, etc.)		
Address of Disclosing Party		City/State/Zip Code
Telephone	Fax	Email
Address of Subject Property		City/State/Zip Code
Legal Description of Subject Property (see plat of survey or title)		
List All Persons Deriving an Interest in Subject Property (i.e. owner, lessee, etc.)		
Name	Address	Legal Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

<p>I affirm that there are no other persons deriving any interest from or through me or from or through any other person or entities above set forth in the property which is the subject of the contract or application for which I am filing this disclosure notice whom I have not disclosed.</p> <p>I understand that if there are any changes in the interest disclosed in this disclosure notice during the terms of the subject contract or before the Village has taken final action on the matter for which this disclosure notice is filed, I shall file a subsequent disclosure notice disclosing such changes.</p>	
_____ Signature	_____ Date
SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20___.	
_____ Notary Public Signature	

Project Planner	Zoning Case #
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LANGUAGE TO BE INCLUDED ON THE PLAT OF SUBDIVISION

OWNER'S CERTIFICATE

State of Illinois)
County of Cook) S.S.

This is to certify that _____ are the property owners of the property described hereon and that they have caused the said property to be surveyed and consolidated as shown hereon, for the uses and purposes therein set forth, and do hereby acknowledge and adopt the same under the title hereon indicated.

Dated this _____ day of _____, A.D., 2____

NOTARY CERTIFICATE

State of Illinois)
County of Cook) S.S.

I, _____ a notary public in and for said county in the state aforesaid, do hereby certify that _____ are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such owners, appeared before me this day in person and acknowledged that they signed and delivered said instrument of their own free and voluntary act and as the free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____, A.D., 2____

Notary Public

My commission expires on: _____

MORTGAGOR'S CERTIFICATE (if applicable)

State of _____)
County of _____) S.S.

This is to certify that _____ hereby consents to the plat shown hereon for the uses and purposes therein set forth, and does hereby acknowledge and adopt the same under the title hereon indicated.

Dated this _____ day of _____, A.D., 2____

By: _____

Title: _____

Attest: _____

Title: _____

NOTARY CERTIFICATE

I, _____ a notary public in and for said county in the state aforesaid, do hereby certify that _____ and _____ of _____ are personally known to me to be the same persons whose names are subscribed to the foregoing instrument such officers, appeared before me this day in person and acknowledged that they signed and delivered said instrument of their own free and voluntary act and as the free and voluntary act of said corporation for the uses and purposes therein set forth, and that the said _____ did also then and there acknowledge that he/she, as custodian of the corporate seal of said corporation, did affix said seal to said instrument as his/her own free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____, A.D., 2_____

Notary Public

My commission expires on: _____

PLAN COMMISSION

Approved by the Plan Commission of the Village of Palatine, Cook County, Illinois, this _____ day of _____, 2_____.

Signed: _____
Chairman

Attest: _____
Secretary

VILLAGE COUNCIL

Approved by the Village Council of the Village of Palatine, Cook County, Illinois, this _____ day of _____, 2_____.

Signed: _____
Mayor

Attest: _____
Village Clerk

VILLAGE ENGINEER

State of Illinois)
County of Cook) S.S.

This plat has been checked for conformance to the Village of Palatine standards and requirements, and working drawings and specifications for improvements have been prepared in conformance with the Village standards and requirements, and engineering fees due to the Village of Palatine has been paid.

Dated this _____ day of _____, A.D., 2_____.

Signed: _____
Village Engineer

VILLAGE COLLECTOR

I do hereby certify that there are no deferred special assessments or unpaid current assessments due against the land included in the above plat.

Dated this _____ day of _____, A.D., 2_____.

By: _____
Village Collector

SURFACE WATER DRAINAGE CERTIFICATE

State of Illinois)
County of Cook) S.S.

We hereby certify to the best of our knowledge and belief that adequate provisions have been made for the diversion and detention of surface waters into public areas or drains within the rights of the subdivider and that such surface waters will not be deposited on adjacent land owners property in such concentration as may cause damage by erosion or sedimentation to such property because of construction of the subdivision.

By: _____
Owner

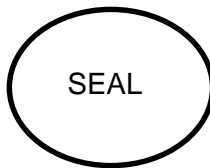
Dated: _____

By: _____
Illinois Professional Engineer

Dated: _____

SURVEYOR'S CERTIFICATE

State of Illinois)
County of Cook) S.S.



SCHOOL DISTRICT CERTIFICATE

Elementary School District # _____

High School District # _____

SEND THE NEXT TAX BILL TO:

(Name)

(Address)

PROPERTY INDEX NUMBER(S): Township-Section-Block-Parcel

4" x 2" area for Cook County
Authorities

4" x 2" area for IDOT
Approval (if required)

EASEMENT PROVISIONS:

As indicated in the attached document

**Blanket Easements for Single Family Developments or
Multi-Family Developments with Common Areas**

An easement for serving the subdivision and other property with electrical and communications services, gas, cable television, storm water drainage and sanitary sewers is hereby reserved for and granted to

**Commonwealth Edison Company
and
Ameritech
and
Northern Illinois Gas Company
and
Any Cable Communications Firm or Company Granted
a Cable Communications Franchise by the Village of Palatine
and
The Village of Palatine, Grantees**

their respective successors and assigns, jointly and severally, for the placement, installation, use, operation, maintenance, repair, relocation, replacement and removal of watermains, storm sewers, sanitary sewers, drainage ditches and swales, retention ponds, gas mains, electrical lines, telephone lines, facilities used in connection with underground transmission and distribution of electricity and sounds and signals, including but not limited to television, data and radio signals, together with all braces, guys, anchors, manholes, valves and all other equipment and appurtenances necessary in connection upon and under the subdivision in, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked easement, and the property designated on the Plat as a common area or areas, and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon or on adjacent lots, common area or areas, the right to cut, trim, or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over the grantees' facilities or in, upon or over the property within the dotted lines marked "easement" without the prior written consent of grantees, except garden, shrubs and landscaping may be placed over any sub surface facilities that do not unreasonably interfere with the safety, usefulness of unreasonably restrict to, or prevent the prompt maintenance of repair of any such sub surface facilities. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "common area or areas" is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole as an appurtenance to the separately owned lots, parcels or areas within the planned development, even though such may be otherwise designated on the plat by terms such as "out lots", "open space", "open area", "common ground", "parking and common area". The term "common area or areas" includes real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District or structures such as a pool or retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

The granting of the foregoing easement confers no obligation on the Village of Palatine to maintain, repair, replace, relocate or remove any of the foregoing utilities. The easement provision is subject to the terms and conditions of the Declaration of Covenants and Restrictions recorded herewith as Document Number .

(e) Blanket easement provisions for Single Family Developments without common areas shall be provided by clearly indicating on the plat the following language or as approved by the administrator.

Blanket Easements for Single Family Developments,
Without Common Areas

An easement for serving the subdivision and other property with electrical and communications services, gas, cable television, storm water drainage and sanitary sewers is hereby reserved for and granted to

Commonwealth Edison Company
and
Ameritech
and
Northern Illinois Gas Company
and
Any Cable Communications Firm or Company Granted
a Cable Communications Franchise by the Village of Palatine
and
The Village of Palatine, Grantees

their respective successors and assigns, jointly and severally, for the placement, installation, use, operation, maintenance, repair, relocation, replacement and removal of watermains, storm sewers, sanitary sewers, drainage ditches and swales, retention ponds, gas mains, electrical lines, telephone lines, facilities used in connection with underground transmission and distribution of electricity and sounds and signals, including but not limited to television, data and radio signals, together with all braces, guys, anchors, manholes, valves and all other equipment and appurtenances necessary in connection upon and under the subdivision in, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "easement", and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot to serve improvements thereon or on adjacent lots, the right to cut, trim, or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over the grantees' facilities or in, upon or over the property within the dotted lines marked "easement" without the prior written consent of grantees, except garden, shrubs and landscaping may be placed over any sub surface facilities that do not unreasonably interfere with the safety, usefulness of unreasonably restrict to, or prevent the prompt maintenance of repair of any such sub surface facilities. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

The granting of the foregoing easement confers no obligation on the Village of Palatine to maintain, repair, replace, relocate or remove any of the foregoing utilities. The easement provision is subject to the terms and conditions of the Declaration of Covenants and Restrictions recorded herewith as Document Number .

(f) Easements for Condominium Developments shall be provided by clearly indicating on the plat the following language or as approved by the administrator.

Blanket Easements for Condominium Developments

An easement for serving the subdivision and other property with electrical and communications services, gas, cable television, storm water drainage and sanitary sewers is hereby reserved for and granted to

**Commonwealth Edison Company
and
Ameritech
and
Northern Illinois Gas Company
and
Any Cable Communications Firm or Company Granted
a Cable Communications Franchise by the Village of Palatine
and
The Village of Palatine, Grantees**

their respective successors and assigns, jointly and severally, for the placement, installation, use, operation, maintenance, repair, relocation, replacement and removal of watermains, storm sewers, sanitary sewers, drainage ditches and swales, retention ponds, gas mains, electrical lines, telephone lines, facilities used in connection with underground transmission and distribution of electricity and sounds and signals, including but not limited to television, data and radio signals, together with all braces, guys, anchors, manholes, valves and all other equipment and appurtenances necessary in connection upon and under the subdivision in, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "easement", the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot and Common Elements or areas to serve improvements thereon or on adjacent lots, or Common Elements, the right to cut, trim, or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over the grantees' facilities or in, upon or over the property within the dotted lines marked "easement" without the prior written consent of grantees, except garden, shrubs and landscaping may be placed over any sub surface facilities that do not unreasonably interfere with the safety, usefulness of unreasonably restrict to, or prevent the prompt maintenance of repair of any such sub surface facilities. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth in the "Condominium Property Act", Chapter 765 ILCS 605/2(c) as amended from time to time. "Common elements" also includes real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District or structures such as a pool or retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

The granting of the foregoing easement confers no obligation on the Village of Palatine to maintain, repair, replace, relocate or remove any of the foregoing utilities. The easement provision is subject to the terms and conditions of the Declaration of Covenants and Restrictions for the _____ Condominiums recorded herewith as Document Number _____.

Illinois Department of Natural Resources Endangered Species Consultation Program Agency Action Report (EcoCAT)

Pursuant to the *Illinois Endangered Species Protection Act* and the *Illinois Natural Areas Preservation Act*, an ecological compliance assessment report must be completed for any of the following proposals.

- construction
- discharge of pollutants or application of chemicals into the air, water, or land
- dredging any naturally occurring materials
- re-zoning between classifications
- subdivision and other development plats
- infrastructure alterations (utilities, roads, sewers)
- land management
- alteration, removal, excavation or plowing of non-farmed, non-cultivated areas
- altering existing topography
- annexations
- parks, stream, or lake modifications

You will find the required application and additional information at the Department of Natural Resource's website <http://dnr.illinois.gov/EcoPublic/>

Complete the required questionnaire including General Information, Applicant Information, Project Information, and Location Information sections and submit it to the IDNR. They will ask for contact information for the Village. This is as follows:

Department of Planning and Zoning
200 E. Wood Street
Palatine, IL 60067
847-359-9047

Additional Information can be found at <https://www.dnr.illinois.gov>