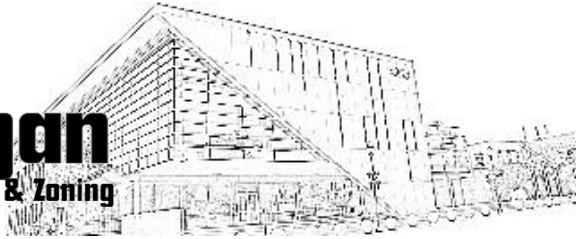




City of
Waukegan
Department of Planning & Zoning
(847) 625-6878



MINOR SUBDIVISION APPLICATION

Application is hereby made by:

Full Name of Petitioner:

Full Name of Property Owner:

Street Address:

Street Address:

City, State and Zip:

City, State and Zip:

Phone Number with Area Code:

Phone Number with Area Code:

E-mail Address:

E-mail Address:

Property Information

Street Address or nearest intersection:

FULL legal description of property (MUST BE TYPED HERE. CANNOT BE ATTACHED):

Lake County Parcel Identification Number(s) (PIN)(List all):

Full name of proposed subdivision:

MINOR SUBDIVISION APPLICATION

Zoning and Use Information

1. Zoning of the property:

2. Proposed use of the property that warrants this application for a subdivision:

A sale or exchange of small parcels of land to or between adjoining property owners, where such sale or exchange does not create additional lots or create any lot which is not in full conformance with the Waukegan Zoning Ordinance, and the resulting combined parcel of land would not be separated by any right-of-way or access easement and any other easement which would have the effect of creating two separate parcels of land.

The division of land into three or less parcels for sale or donation of at least one such parcel to a not-for-profit corporation whose sole purpose and objective is to acquire and maintain lands in a natural state as a nature preserve or for open space, provided, however, that any such division shall not create any lot which is not in full conformance with the Waukegan Zoning Ordinance, and further provided that such not-for-profit corporation place a conservation easement on the land to be retained as open space or a nature preserve, which easement shall be in the form of a recordable document satisfactory to the Corporation Counsel of the City of Waukegan. Such easement shall be recorded and a copy provided to the City. In the event the said land is later proposed to be developed, the requirements of this Subdivision Ordinance shall be complied with, and a formal request for subdivision shall be submitted to the City.

The division of land into three or less parcels for sale or donation of at least one parcel to the City of Waukegan, the Waukegan Park District, or Waukegan School District 60, for the purpose and objective of acquiring additional land for public purpose.

Lot line adjustment between two lots to make a lot conforming with respect to lot size or lot width.

3. If the proposed subdivision is approved, what improvements or construction is planned? (An accurate site plan is required to establish that the proposed improvements can meet the minimum zoning and subdivision requirements)

4. **Size of Subdivision:** Square Feet: Acres:

5. Number of developable lots in subdivision:

6. **Number of Outlots:** **Total number of Lots and Outlots:**

7. **Range of Developable Lot Size:** Minimum: Square Feet

 Maximum: Square Feet Average: Square Feet

8. Use and Dedication of Outlots (list each outlot separately):

MINOR SUBDIVISION APPLICATION

9. Are there any existing covenants or restrictions on the property proposed for subdivision?

Yes

No

If Yes, describe:

10. Is ANY part of the proposed subdivision in a:

Floodplain

Yes

No

Wetland

Yes

No

MINOR SUBDIVISION APPLICATION

Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

Signature of Applicant and Date

Name of Property Owner

Signature of Property Owner and Date

SIGNATURE BY THE PROPERTY OWNER GRANTS ACCESS TO THE PROPERTY IN QUESTION TO THE CITY OF WAUKEGAN, ITS STAFF, COMMISSION AND CITY COUNCIL MEMBERS.

NOTARY

STATE OF _____)

) SS.

COUNTY OF _____)

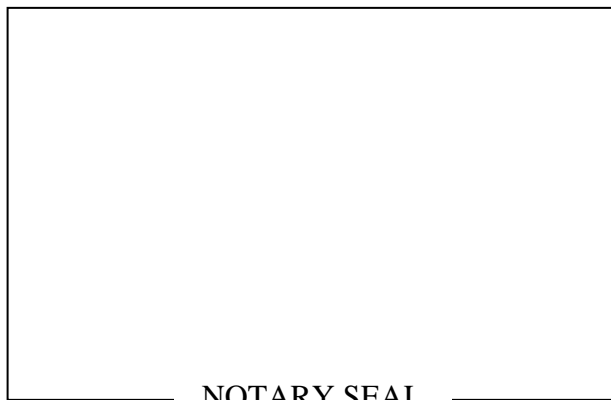
I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

(NAME OF APPLICANT)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day of _____, 20____.

Signature of Notary Public



MINOR SUBDIVISION APPLICATION

PROCEDURES

1. Pre-Application Meeting. A pre-application meeting with the City Engineer and Plat Administrator is required prior to considering submitting an application for administrative review and approval of a minor subdivision. The purpose of such conference is to allow the applicant to present a general concept of his proposed minor subdivision for administrative approval prior to the preparation of this application. The scheduling of a pre-application meeting does not guarantee approval.
2. A request for administrative review and approval typically takes one to two weeks.
3. If there are any CC & R's and/or Homeowners Association proposed, if the proposed subdivision will contain any new rights-of-way to be dedicated, or if this proposed subdivision will require any variances from requirements of the Zoning Ordinance or Subdivision Ordinance, this Minor Subdivision application is not applicable. A regular Subdivision application must be completed, along with a public hearing before the Development Commission and approval by the City Council.
4. Applications will not be accepted if there is anything missing from the Attachment Checklist below.

ATTACHMENT CHECKLIST

Three (3) hard copies of the following:

This application.

Plat of Survey of subject property prepared by an Illinois Registered Land Surveyor showing all existing improvements on the subject property, such as buildings, shed, driveway, patio, and fence.

Proposed Plat of Subdivision.

Deed or title insurance policy that provides proof of parcel ownership.

One (1) electronic copy of the following:

This application.

Plat of Survey of subject property prepared by an Illinois Registered Land Surveyor showing all existing improvements on the subject property, such as buildings, shed, driveway, patio, and fence.

Proposed Plat of Subdivision.

PLAT REQUIREMENTS FOR MINOR SUBDIVISION

1. All Certificates as outlined in the Lake County Recorder of Deeds' "Plat Guidelines" are required, **EXCEPT** for the following:
 - a. Plan Commission Certificate
 - b. City Council Certificate
 - c. City Clerk Certificate
2. An ADDITIONAL certificate is required. That certificate language is as follows:

ZONING ADMINISTRATOR CERTIFICATE

*STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.*

*APPROVED ADMINISTRATIVELY AS A MINOR SUBDIVISION PER SECTION
7.3-7 OF THE CITY OF WAUKEGAN SUBDIVISION ORDINANCE*

DATED THIS _____ DAY OF _____, 20__.

ZONING ADMINISTRATOR

ATTEST:

*CITY CLERK
CITY OF WAUKEGAN*

3. City Seal must be embossed on the plat, attesting the Zoning Administrator's signature.