

Development Application

Administrative Subdivision



City of Crystal Lake ■ Planning and Economic Development Department




Phone: (815) 356-3615 ■ Fax: (815) 479-1647 ■ Web: www.crystallake.org
100 West Woodstock Street ■ P.O. Box 597 ■ Crystal Lake, Illinois 60039-0597

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What is an Administrative Subdivision?

An administrative subdivision is a process for subdividing land or re-arranging lot lines that is limited and only permitted under specific circumstances. In general, administrative subdivisions do not require a meeting before the Crystal Lake Planning and Zoning Commission and the Crystal Lake City Council.

This application is intended for the processing of “administrative subdivisions”. To determine if your proposed subdivision can be reviewed administratively, follow the decision matrix below...

SCENARIO 1.	SCENARIO 2.	SCENARIO 3.
Is the subdivision to create 4 or fewer lots?	Is the subdivision for the transfer of a lot or a portion of a lot between adjoining lots and no additional principal building site is being created?	Is the subdivision for a division of land into cemetery plots?
Is each of the proposed lot at least 5 acres in area?	Do all proposed lots meet the dimensional standards (i.e. lot area, lot width, etc.) for the district they are located in?	
Do all proposed lots meet the dimensional standards (i.e. lot area, lot width, etc.) for the district they are located in?		
 YES NO	 YES NO	 YES NO
If you answered YES to all of the questions in one of the three scenarios listed above, continue to Question 4. below.		

	QUESTION	CIRCLE ANSWER	
4.	The subdivision will not require any public improvements such as installation of a roadway (This does not include installation of sidewalks and street trees or the underground placement of public utilities)	YES	NO
5.	Each proposed lot derives access from a publicly dedicated right-of-way	YES	NO
6.	The subdivision is not a resubdivision of a lot previously created through the administrative subdivision process	YES	NO
If you answered YES to questions 4, 5 and 6, please use this application. If you answered NO to scenarios 1, 2 or 3 or questions 4, 5 or 6 above, your application cannot be processed as an administrative subdivision. Additional notice and Public meetings will be required for approval. Please contact the Planning and Economic Development Department at 815.356.3615 for further information.			

Administrative Subdivision Approval Process

Submit the completed application, including all the materials outlined in the submittal checklist included in this application. Once the completed application is accepted, a case number will be assigned.

Upon receipt, your application will be forwarded to the appropriate City Departments for review, comment and approval. Copies of any comments including required revisions will be forwarded to you.

Once the plat and any related engineering plans have been approved by all appropriate City Departments, Planning and Economic Development staff will contact you.

Upon approval, you will be required to submit a Mylar of the subdivision plat (with all appropriate signatures obtained) for signatures. This mylar must be recorded at the McHenry County Recorder's office and 6 copies of the recorded plat must be submitted to the City before any building permits can be issued for the subdivided lots.

CITY OF CRYSTAL LAKE

Application for Administrative Subdivision Approval

Application Number: _____ **FOR OFFICE USE ONLY**

Development Name: _____

Date of Submission: _____

Date of Resubmission: _____

I. Applicant

Name Corporation

Street

City State Zip Code

Contact Person Relationship to Owner Telephone Number

Fax Number E-mail address

II. Owner of Property

Name

Address

III. Development Team

Attorney Telephone Number Fax Number

Address

Architect Telephone Number Fax Number

Developer Telephone Number Fax Number

Engineer Telephone Number Fax Number

Surveyor Telephone Number Fax Number

IV. Project Data

1. a. Location/Address: _____
b. PIN #: _____
2. General description of site conditions (including existing site improvement, i.e., buildings, parking, landscaping, etc.): _____

3. Existing Zoning: _____
4. Existing Land Use: _____
 - a. Is there an existing home on the property? _____ YES, Go to 4b. _____ NO
 - b. Do you plan to demolish the home prior to plat approval? _____ YES _____ NO
5. Site acreage: _____
6. Are you requesting an administrative waiver from the requirement to:
 - a. Install sidewalk _____ YES _____ NO
 - b. Underground Placement of Overhead Utilities _____ YES _____ NO
7. List any controlling Ordinances and agreements (annexation ordinances, variations, special use, administrative/preliminary/final plats, PUD, etc.): _____

8. Reason for request/Description of proposal (including proposed land use, building addition, type of use, hours of operation, number of parking spaces, as applicable): _____

DISCLOSURE OF BENEFICIARIES

1. Applicant: _____
Address: _____

2. Nature of Benefit sought: Administrative Subdivision

3. Nature of Applicant (Please check one):
- | | | | |
|------------------------|--------------------------|------------------|--------------------------|
| a. Natural Person | <input type="checkbox"/> | d. Trust/Trustee | <input type="checkbox"/> |
| b. Corporation | <input type="checkbox"/> | e. Partnership | <input type="checkbox"/> |
| c. Land Trust/ Trustee | <input type="checkbox"/> | f. Joint Venture | <input type="checkbox"/> |

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:

5. If in your answer to Section 3 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

6. Name, address and capacity of person making this disclosure on behalf of the applicant:

IMPORTANT NOTE: In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.

VERIFICATION

I, _____, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature: _____

Subscribed and Sworn to before me this _____ day of _____, 200_.

Notary Public

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SUBMITTAL CHECKLIST

Item	Submittal Requirements	Comments
Completed Application	8 Copies	
Disclosures of Beneficiaries	1 Original (signed and notarized), Plus 1 Copy	
Plat of Subdivision	8 Large Copies – 24” x 36” [folded to 9’ x 12”] <u>AND</u> 1 Reduced Copy - 8.5” x 11”	<p>An administrative plat shall contain all information required for a final plat, as prescribed by Article 5 of the Unified Development Ordinance, provided, however, that the signature block for the Planning and Zoning Commission and the City Council shall not be required. The following signature shall, however, appear on the administrative plat:</p> <p>“On the _____ day of _____, 20____, this administrative plat was approved by the City Manager or Designee.</p> <p>Signed: _____</p> <p>City Manager or Designee”</p>
Fees	\$175	

FREQUENTLY ASKED QUESTIONS

How can I obtain a new plat of subdivision?

You need to hire a surveyor. The city does not provide this service, nor does the city recommend particular surveyors. To find a surveyor consult your area telephone / internet directory.

How do I determine the zoning of my property?

To determine the zoning of your property, visit the Zoning Map page on-line at <http://www.crystallake.org> (On the home page, select Residents, Maps and then Zoning Map). You can also contact the Planning and Economic Development Department at (815) 356-3615 to request this information.

Is it possible to deviate from the recorded building setback/front building line?

Many lots in the City have “setback lines” that were recorded with the original plat. These “setback lines” (or “building lines” as they are sometimes referred) were applied uniformly to blocks and neighborhoods. Given that many of these lines were established before the City’s current Unified Development Ordinance, these lines may differ from current Crystal Lake requirements.

To determine the setback for your property, please contact the Planning and Economic Development Department at (815) 356-3615.

If you wish to deviate from a required minimum front setback, a variation is required. As a result, your plat will require review and approval of the Planning and Zoning Commission and City Council. Due to this additional requirement, your application must be processed as a “Minor Subdivision”, rather than an “Administrative Subdivision.”