

Development Application

Minor 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

This page is intentionally blank

What is a Minor Subdivision?

A minor subdivision is an expedited procedure that is specifically intended for projects which do not require any public improvements such as the construction of new roads (installation of sidewalks and street trees and burial of aerial utilities are not considered public improvements).

This application is intended for the processing of “minor subdivisions”. To determine if you have this type of subdivision, follow the decision matrix below...

QUESTION		CIRCLE ANSWER	
1.	Is the proposed development a subdivision of land into 10-lots or less?	 YES	NO
2.	Is the development comprised of only one phase?	 YES	NO
3.	The subdivision will not require any public improvements such as installation of a roadway (not including installation of sidewalks and street trees and burial of aerial utilities)	 YES	NO

If you answered **YES** to all three questions above, continue to use this application. If you answered **NO** to any of the questions, your application cannot be processed as a minor subdivision. Please obtain the application for a major subdivision or contact the Planning and Economic Development Department at 815.356.3615 for further information.

Minor Subdivision Approval Process

1. Submit your completed application, including all the materials outlined in the submittal checklist included in this application (see page 11). Once the completed application is accepted, a case number will be assigned.
2. Upon receipt, your application will be forwarded to the appropriate City Departments for review and comment. Copies of any comments including required revisions will be forwarded to you.
3. Your complete application will be scheduled on a Planning and Zoning Commission (PZC) agenda. If any variations are necessary, the appropriate notification requirements must be completed at least 15-days (and not more than 30-days) prior to the PZC hearing. The PZC will make a recommendation on your application to the City Council. The City Council will then make the final decision on your application at a regularly scheduled Council meeting.
4. After the City Council approval, you will be required to submit (to the City) a Mylar of the subdivision plat for signatures. This mylar must be recorded at the McHenry County Recorder's office and four blackline copies and one mylar copy of the recorded plat must be submitted to the City before any building permits can be issued for the subdivided lots.

Application for Minor 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	Telephone Number

III. Development Team (if applicable)

Attorney	Telephone Number	Fax Number
Address		E-mail 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: _____

a. 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 a waiver from the requirement to:

a. Install sidewalk _____ YES _____ NO

b. Burial of Aerial Utilities _____ YES _____ NO

7. List any controlling Ordinances and agreements for this property (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): _____

V. Signatures

PETITIONER: Print and Sign name (if different from owner)

Date

As owner of the property in question, I hereby authorize the seeking of the above requested action.

OWNER: Print and Sign name

Date

NOTE: If the property is held in trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust (see page 9).

This page is intentionally blank

DISCLOSURE OF BENEFICIARIES

1. Applicant: _____
Address: _____

2. Nature of Benefit sought: Minor Subdivision

3. Nature of Applicant (Please check one):
- a. Natural Person
 - b. Corporation
 - c. Land Trust/ Trustee
 - d. Trust/Trustee
 - e. Partnership
 - f. Joint Venture

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

This page is intentionally blank

SUBMITTAL CHECKLIST

Item	Submittal Requirements	Comments
Completed Application	22 Copies	
Disclosures of Beneficiaries	1 Original (signed and notarized), Plus 1 Copy	If applicable
Ownership Information	1 copy	Title insurance, warranty deed, most recent tax bill etc.
Plat of Survey	22 Copies	
Plat of Subdivision	22 Copies (8 Large Copies - 24" x 36" [folded to 9' x 12"] <u>AND</u> 14 Reduced Copy - 8.5" x 11" are acceptable)	The Final Plat of Subdivision must meet the requirements of Article 5-200 G 3b of the Unified Development Ordinance (Requirements attached)
List of property owners within 200-feet excluding rights-of-way	1 copy	<i>Required only when variations are requested.</i> Information can be obtained from the County Assessor's Office. See contact information below.
Fees	≤2 acres = \$300, >2 acres = \$300+\$50/additional acre or portion thereof	

McHenry County Assessor's Office

Mailing Address:
Office of Assessments
2200 North Seminary Avenue
Woodstock, IL 60098

Office Location:
667 Ware Road, Room 106
Woodstock, IL 60098
Phone: (815)334-4290
Fax: (815)338-8522
E-mail: assessments@co.mchenry.il.us

FINAL PLAT REQUIREMENTS

The Final Plat shall contain:

1. Name of Subdivision;
2. Location by township, section, town and range, or by other legal description;
3. Names of owners and certification by a licensed surveyor;
4. Scale 1 inch to 100 feet or larger (shown geographically);
5. Date;
6. North point;
7. Boundary of plat, based on an accurate traverse, with angular and lineal dimensions;
8. Exact location, width and name of all streets within and adjoining the plat, notation as to whether previously dedicated, dedicated in this plat, or private, and the exact location and widths of all cross-walkways. Proposed street names shall be checked with proper City officials. Where street direction changes of more than 90° are provided, names of such streets shall change;
9. True angles and distances to the nearest established street lines or official monuments (not less than 2) which shall be accurately described in the plat;
10. Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles;
11. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs;
12. All easements for rights-of-way provided for public services and utilities, and a statement of purpose for each indicated thereon;
13. All lot numbers (numbered consecutively) and lines, with accurate dimensions in feet and hundredths, and area of each lot indicated on each lot or in a key on the plat;
14. Accurate location of at least two monuments, which shall be concrete 6 inches by 6 inches by 30 inches with metal pipe or rod case in center. Permanent stone or concrete monuments shall be set at two corners or angles on the outside boundary. Pipes or other physical markers shall be placed at each intersection of street center lines. All United States, state, county, or other official bench marks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position;
15. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purpose indicated thereon, and of any area to be reserved by deed covenant for common uses of all property owners;
16. Building setback lines accurately shown by dimensions;
17. Protective covenants which meet with the approval of the Planning and Zoning Commission shall be made a part of the final plat and filed on record with the County Recorder. Existence of other covenants or declarations pertaining to common responsibilities of individual owners shall be cited by reference on the plat;
18. Certification by a registered surveyor to the effect that the plat represents a survey made by him/her and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct;

19. Notarized certification, by owner or owners, or by any mortgage holder on record, of the adoption of the plat and the dedication of streets and other public areas;
20. Notarized statement indicating, to the best of the owner's knowledge, the school district in which each tract, parcel, lot, or block lies.
21. Certifications showing that all taxes and special assessments due on the property to be subdivided have been paid in full;
22. Proper form for the approval of the City Council with space for signature;
23. Approval by signature of City, county, and state officials concerned with the specification of utility installations and road access pursuant to the State Plat Act (765 ILCS 205/0.01 et seq.) and a drainage certificate by a registered professional engineer;
24. Approval by signature of the Planning and Zoning Commission.

The approval of the final plat shall not be deemed to constitute or affect an acceptance by the public of the dedication of any street or other proposed public way or space shown on the plat.

Mayor

Attest: City Clerk

Surveyor's Certificate

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

This is to certify that I, _____ have surveyed and subdivided the property as described and shown by the plat, which is a correct representation of said survey and subdivision. All distances are shown in feet and decimals thereof. Dimensions shown along curves are arc distances unless otherwise noted.

LEGAL DESCRIPTION

I further certify that this professional service conforms to the current Illinois minimum standards for a boundary survey, and that concrete monuments at opposing subdivision corners and 5/8" iron bars at all lot corners and point of change in alignment will be set as required by the Plat Act (Illinois Revised Statutes 2005, 765ILCS 205/1)

I further certify that the above described property is located in Zone "X" areas determined to be outside 500-year floodplain, as identified by the Federal Emergency Management Agency, Flood Insurance Rate Map Community Panel _____ dated _____, 20__.

I further certify that thus Subdivision lies within the corporate limits of the City of Crystal Lake, Illinois.

Given under my hand and seal this ___ day of _____, 20__

Recorder's Certificate

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

This instrument filed for record in the Recorder's office of McHenry County, Illinois on this ___ day of _____, 20__, A.D. at ___ o'clock __.M. and recorded as document number _____.

McHenry County Recorder

This Plat presented for recording by: _____

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 setback, a variation is required. Upon demonstration of a hardship, variations are approved by the City Council following recommendations from the Planning and Zoning Commission.