



SUBDIVISION APPLICATION

VILLAGE OF GURNEE COMMUNITY DEVELOPMENT DEPARTMENT

TO BE COMPLETED BY THE APPLICANT:

Date: _____

Application Type (check all that apply):

Preliminary Subdivision Plat

Final Subdivision Plat

Description of Property

PIN Number(s): _____

Address: _____

Existing Use: _____ Existing Zoning: _____

Project Narrative (explain Plat proposal): _____

Contact Information

Applicant Name: _____

Address: _____

Phone Number: _____ Fax: _____ Email: _____

Owner Name (if different than applicant): _____

Owner Address: _____

Phone Number: _____ Fax: _____ Email: _____

Firm Name Preparing Survey (if different from Applicant): _____

Address: _____

Phone Number: _____ Fax: _____ Email: _____

Applicant bears full responsibility for the status and quality of his title in the real estate which is the subject of this application. By processing and approving this application the Village of Gurnee, its officers, agents and employees make no determination of, or representation regarding, the Applicant's status or quality of title to the subject real estate. Should the Applicant have any questions or concerns pertaining to his status or quality of title to the subject real estate, Applicant should seek the advice of an attorney who is competent to render advice in real estate matters before signing this application.

Signature of Applicant

Date

Signature of Owner (if different from the applicant)

Date

Print Name

Date

Print Name (if different from the applicant)

Date

Submission Requirements. Failure to provide any of the following information will delay the review process.

Plat Form. Plat shall be drawn on high quality white bond paper, properly scaled using a minimum 1" = 100' scale, and with the following content:

- Blank 3" x 5" space in the upper right corner
- Name, address, and phone number of the surveyor
- Location map
- North arrow
- Scale and a graphic scale
- Legal description with ¼-¼ section, township, range, county & state
- All boundary information for exterior, including angles or bearings, dimensions, curve data existing or proposed easements for the platted property
- Right-of-way shown as being "hereby dedicated for public right-of-way"
- Label the overall area (SQ. FT.) of the subdivision
- If platted property is located in a flood plain, show the high water or normal water elevation, with dates, for detention, wetlands, and lakes
- Access note required from a County or State Highway
- Tie 2 corners of the subdivision into the state plane coordinate system and note the coordinates on the plat
- Provide a permission to record statement on the plat granting the Village of Gurnee permission from the surveyor to record the document
- Show and label the adjacent subdivisions and lots

Provide the following Certificates, with a printed name line under the certificates of all signatures lines on plat:

- Owner; Notary; Surveyor (including phrase that the subdivision is within corporate limits or otherwise); Village Engineer/Plat Officer; Village Collector; Village Board; Planning and Zoning Board; County Clerk; FEMA statement; IDOT/Lake County Superintendent of Highways (LCDOT); Plat Submittal; School District.

Subdivision Procedure

- 1. Applicant Submittal.** Submit the completed Subdivision application; two (2) full sized copies of the Plat; and an electronic copy (PDF).
- 2. Staff Review.** The Plat will be reviewed by Engineering and Planning & Zoning Divisions, who shall check the plat for compliance with the Subdivision and Zoning Ordinances. Upon conclusion of the staff review, Engineering will forward the Plat to the Planning & Zoning Board (PZB) for review, with a written report recommending approval or disapproval of the Plat. 13 copies of the Plat, reduced to 11"x17", must be submitted seven (7) days before the scheduled meeting.
- 3. PZB Meeting.** At a regularly scheduled meeting, the PZB will conduct a public review of the application and either approve or disapprove the Plat. The PZB meets the first (1st) and third (3rd) Wednesday of each month at 7:30 p.m.
- 4. Village Board Meeting.** Upon receipt of the PZB, the Village Board will act upon the Plat. The Village Board meets the first (1st) and third (3rd) Monday of each month at 7:30 p.m. 15 copies of the Plat, reduced to 11"x17", must be submitted seven (7) days before the scheduled meeting. Prior to the Board meeting, all applicable signatures must be obtained on an original signed bond paper copy.
- 5. Recording.** If approved, the Engineering Division will inform you of the fees due prior to recordation of the Plat with the Office of the Lake County Recorder. A letter of credit may also be required. Recording and review fees are payable by check to 'Village of Gurnee' as follows:

< 1 acre.....	\$350
1<4.99 acres.....	\$400
5<9.99 acres.....	\$425
10<19.99 acres.....	\$475
>20 acres.....	\$575