



# VILLAGE OF GURNEE

## COMMUNITY DEVELOPMENT DEPARTMENT

### Application for Consolidation of Parcels

Application/Recording Fee: \$150

Owner(s) of Record: \_\_\_\_\_

Owner Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

PIN Numbers for lots to be consolidated:

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

Subject Property Common Address: \_\_\_\_\_

\_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Numbers: \_\_\_\_\_

Recorded Date: \_\_\_\_\_ Document Number: \_\_\_\_\_

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.

\_\_\_\_\_  
Owner or Agent Signature

\_\_\_\_\_  
Date

**Please attach Legal Description, ALTA Survey or Plat of Survey for each individual parcel.**

# Administrative Procedure for Filing Plats of Consolidation

## Applicant will:

- Complete & file Village Application with Village of Gurnee
  - Include legal description / Existing plats of survey

## Village Staff will:

- Complete Declaration
  - Declaration of Covenant for meets & bounds on un-subdivided land
  - Declaration of Partial Vacation of Plat for subdivided land
- Check for easements or other public right of way

## Applicant will then:

- Provide sworn and notarized Affidavit of Ownership
  - Sign and Notarize Covenant
  - Must include all owners and PIN (s)
- Pay application / recording fee of \$150.00

## Village Staff will then:

- Sign and file with Lake County Recorder
- Village pays recording fee directly to county
- Adjust local GIS maps to reflect lot consolidation
- Maintain permanent record in subdivision file

## Note: Consolidation process is not required for:

- Projects that do not require building permits or consist of ongoing maintenance/replacement.
- Certificates of Occupancy for change in tenancy.

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(For Office Use)

### Distribution Procedure

Two Originals to Recorder's Office

- ✓ Owner
- ✓ Project and/or Lateral File

### Copies to:

- GIS Coordinator
- Building/Zoning File
- Building Official
- Zoning Official