



**SUBDIVISION
APPLICATION**

Please return completed application to:

Community Development Department
Village of Beach Park
11270 W Wadsworth Rd
Beach Park, IL 60099
(847) 746-1770



PROCEDURES FOR SUBDIVISION

The regular meetings of the Plan Commission / Zoning Board of Appeals (PC/ZBA) are held on the first Thursday of the month, except for public holidays. Public hearings are scheduled for the same date or as needed.

A completed application must be submitted a minimum of 30 calendar days prior to public hearing, to provide enough time for review and analysis.

Notice of public hearing will be processed by Village Staff not more than thirty (30) and not less than fifteen (15) days before the hearing date.

Applicant is required to:

1. Complete the appropriate application. Submit to the Village with the following: authorization of the property owner, introductory Project Narrative letter describing the request, a site plan, the application fee per the Village fee schedule, and a plat of survey (must show current extent of subject property, a legal description, dimensions). Depending on the nature of the application, Village Staff may require additional documentation to support the petition.
2. Applicants are required to appear before the PC/ZBA to present their application or petition on the day of the public hearing. Applicants are also advised to appear at the Village Board meeting when the PC/ZBA recommendation on the petition is to be considered.

Village Staff will do the following:

1. Compile a list of all property owners within 250 feet of the subject property for purposes of distribution of notification of public hearing by certified mail. Village Staff will then prepare and distribute the certified notices.
2. Provide notice of public hearing to the newspaper for publishing.
3. Post a public hearing information sign on the subject property.
4. Prepare the official record of the public hearing (called the Findings of Fact) and the recommendation of the PC/ZBA as approved at the time of the public hearing. The Findings of Fact and Recommendation will be submitted to the Village Board of Trustees for consideration at a regularly scheduled Board meeting.



**PETITION FOR
SUBDIVISION**

I. APPLICANT INFORMATION

NAME(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

II. APPLICANT TYPE (Owner authorization required if applicant is not the property owner.)

- ☐ OWNER
- ☐ CONTRACT PURCHASER
- ☐ OPTION HOLDER
- ☐ LESSEE
- ☐ OTHER (SPECIFY): _____

III. LOCATION OF SUBJECT PROPERTY (Please attach additional sheets if necessary.)

A. COMMON DESCRIPTION:

B. PIN(S):

C. LEGAL DESCRIPTION:



IV. USE OF SUBJECT PROPERTY (Please attach additional sheets if necessary.)

A. CURRENT USE(S):

B. PROPOSED USE(S):

C. ZONING AND PARCEL INFORMATION:

CURRENT ZONING: _____ PROPOSED ZONING: _____

PROPOSED NUMBER OF PARCELS: _____

D. PUBLIC IMPROVEMENTS CURRENTLY AVAILABLE TO THE SITE:

- | | | |
|-------------------------------------|---|---------------------------------------|
| ☐ PAVED ROAD | ☐ SIDEWALK/PATHWAY | ☐ STREETLIGHTS |
| ☐ WATER MAIN | ☐ SANITARY SEWER | ☐ STORM SEWER |
| ☐ ELECTRIC | ☐ GAS | ☐ OTHER _____ |

V. OTHER RELEVANT PARTY INFORMATION

A. PROPERTY OWNER

NAME(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____



B. ATTORNEY OR REPRESENTATIVE

NAME(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

C. ENGINEER

NAME(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

I. APPLICANT ACKNOWLEDGEMENT

By my signature below, I hereby attest that the information provided in this application is true, accurate and complete to the best of my knowledge.

Signature

Date

Title



AFFIDAVIT AUTHORIZING PETITION

I/We, _____,
am/are the owner(s) or authorized representative of the owner(s) of certain real property known as
_____, in Beach Park, IL,
with the PIN(s) of _____.

By my signature below, I hereby authorize a petition for the purpose of:

Print Name

Print Name

Owner / Representative Signature

Owner / Representative Signature

Date

Date



PRELIMINARY PLAT OF SUBDIVISION CHECKLIST

NOTICE: PLEASE SUBMIT THIS COMPLETED CHECKLIST TOGETHER WITH YOUR DOCUMENTS.

YES	NO	N/A	1. General Plat Information
☐	☐	☐	(a) All continuous holdings of owner shown on plat
☐	☐	☐	(b) Plat conforms to size requirement (24" x 36" minimum)
☐	☐	☐	(c) Plat conforms to scale requirement (1" = 100' maximum)
☐	☐	☐	(d) Name of proposed subdivision shown on plat
☐	☐	☐	(e) Legal Description appropriately shown on plat
YES	NO	N/A	2. Legal Ownership Information:
☐	☐	☐	(a) Name, address, telephone number
☐	☐	☐	(b) Existing legal rights-of-way or easements affecting proposed subdivision
☐	☐	☐	(c) Existing covenants on proposed subdivision
YES	NO	N/A	3. Design Professional Information:
☐	☐	☐	(a) Planner's name, address, telephone number
☐	☐	☐	(b) Surveyor's name, address, telephone number
☐	☐	☐	(c) Engineer's name, address, telephone number
YES	NO	N/A	4. Property Location Information:
☐	☐	☐	(a) Located by Government Lot, Section, Township, Range
☐	☐	☐	(b) Boundary line of proposed subdivision
☐	☐	☐	(c) Nearby corporate limits, including neighboring municipalities
☐	☐	☐	(d) Adjacent and interior property lines, lot lines, unsubdivided and subdivided lands within 100 feet shown on plat
YES	NO	N/A	5. Street and Parks Information:
☐	☐	☐	(a) Location, names and widths of all existing or previously platted streets or public rights-of-way
☐	☐	☐	(b) Status of streets shown
☐	☐	☐	(c) Railroads
☐	☐	☐	(d) Public utility lands or rights-of-ways
☐	☐	☐	(e) Public and private parks and open space



YES	NO	N/A	6.	Existing Site Improvement Information:
☐	☐	☐	(a)	Buildings or structures shown on plat
☐	☐	☐	(b)	Channels or drainage ways
☐	☐	☐	(c)	Natural and man-made water retention and detention ponds
☐	☐	☐	(d)	Floodplains and wetlands
☐	☐	☐	(e)	Adjacent buildings and structures
☐	☐	☐	(f)	Sanitary sewers with size and elevations
☐	☐	☐	(g)	Storm sewers with size and elevations
☐	☐	☐	(h)	Storm drainage structures with elevations
☐	☐	☐	(i)	Water mains with size
☐	☐	☐	(j)	Fire hydrant locations
☐	☐	☐	(k)	Culverts with size and elevations
☐	☐	☐	(l)	Wells
☐	☐	☐	(m)	Septic systems including absorption field
☐	☐	☐	(n)	Underground and overhead public, municipal, and private utilities
☐	☐	☐	(o)	Trees
☐	☐	☐	(p)	Scenic views, beaches, historic areas or other cultural features
☐	☐	☐	(q)	Zoning and use of subject property and adjacent property

YES	NO	N/A	7.	Proposed Site Improvement Information:
☐	☐	☐	(a)	Widths of proposed streets and approximate location
☐	☐	☐	(b)	Approximate location, dimensions, and area in square feet given for each existing or proposed lot
☐	☐	☐	(c)	Zoning and use of subject property and adjacent property
☐	☐	☐	(d)	Connection to water system
☐	☐	☐	(e)	Connection to sanitary sewer system
☐	☐	☐	(f)	Connection to storm sewer system, detention and/or retention
☐	☐	☐	(g)	Proposed public, municipal and private easements
☐	☐	☐	(h)	Proposed lot numbers
☐	☐	☐	(i)	Proposed building setback lines
☐	☐	☐	(j)	Proposed areas to be dedicated to others with stated purpose
☐	☐	☐	(k)	Proposed covenants, conditions or restrictions
☐	☐	☐	(l)	Benchmarks shown on plat
☐	☐	☐	(m)	Graphic scale, north arrow, and date
☐	☐	☐	(n)	Plan Commission / Zoning Board of Appeals approval certificate