

VILLAGE OF MOUNT PROSPECT PLAT APPLICATION PACKET

COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 818-5328
Fax: (847) 818-5329



Revised January 2015

Typical Plat Review Process

The Plat review process involves staff review of the application, and approval of the plat by either the Director of Community Development or the Village Board of Trustees. Before applying, you are strongly encouraged to meet with Village Staff to allow staff the opportunity to explain the process and avoid any unnecessary delays. The following provides a brief overview of the Plat review and approval process.

What the applicant does:

1. Have the plat prepared by a licensed surveyor or engineer.
2. Submit all of the required documents. See submission requirements checklist herein.
3. Revise the plat to address staff's review comments and submit 5 copies of the revised plat.
4. Once the Planning Division notifies you the revised plat is acceptable, obtain all non-Village signatures on a Mylar copy. The Planning Division will provide a list of contacts for the utility companies.
5. Submit the original Mylar with all non-Village signatures.
6. If the plat requires Village Board approval, submit 20 copies of the signed Mylar at least 15 days before the Planning and Zoning Commission Hearing. Copies shall not exceed 11"x17".
7. Attend the Planning and Zoning Commission (P&Z) Hearing. The commission meets the fourth Thursday of the month at 7:30 pm 50 S. Emerson Street (Village Hall).
8. Attend the Village Board Meeting. The board meets the first and third Tuesday of the month at 7:00 pm 50 S. Emerson Street.

What the Village staff does:

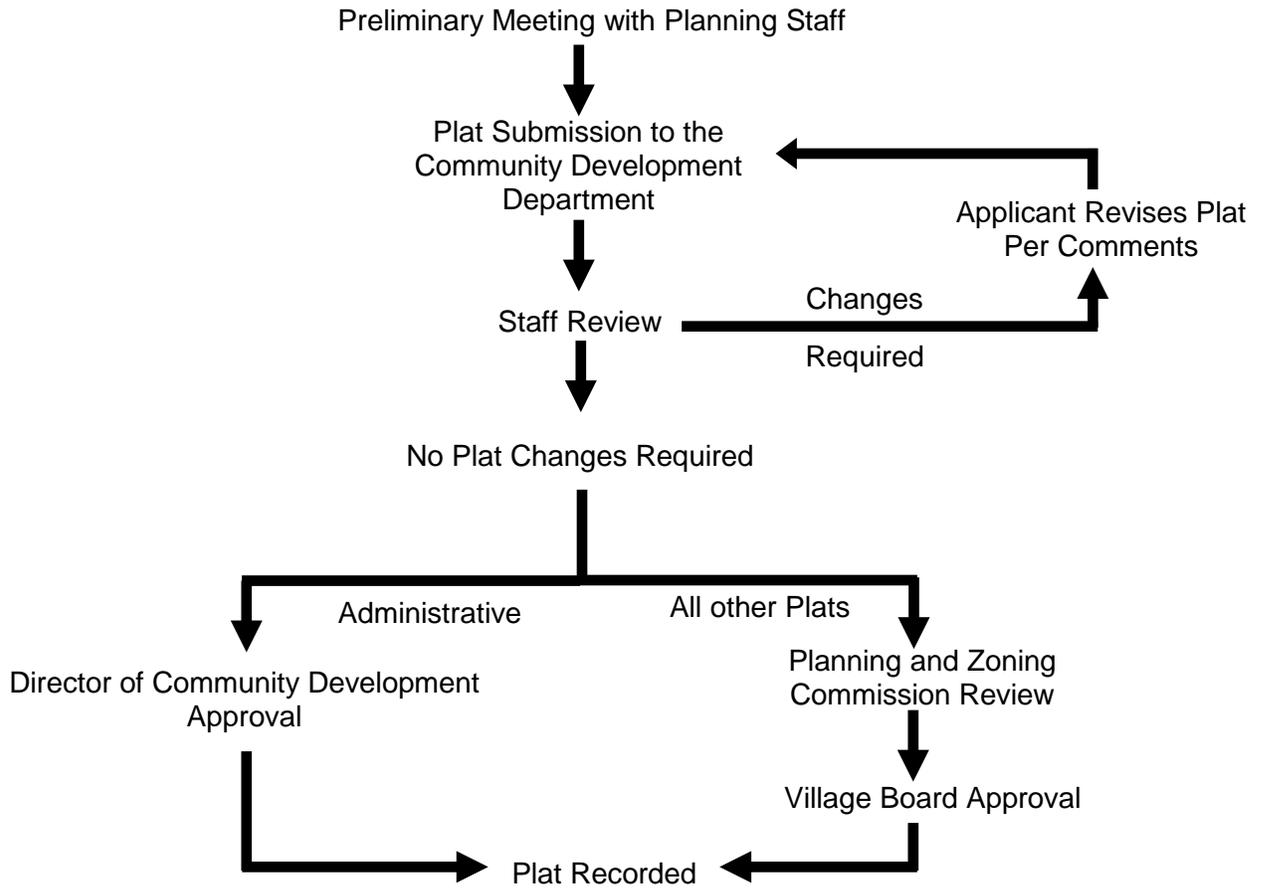
1. Staff reviews the plat for Village Code requirements. The review takes at least two weeks.
2. Staff will notify the applicant of any changes required.
3. Once the plat is revised to address all of Staff's review comments, staff will request a Mylar copy with all-Village signatures and present the Mylar to the Director of Community Development Department (if administrative review) or the Planning & Zoning Commission for consideration.
4. Director of Community Development approves the plat or the Planning & Zoning Commission makes a recommendation.
5. Staff will present the plat to the Village Board for review and obtain the remaining Village Staff signatures upon approval.
6. The Village coordinates recording of the plat with the Cook County Recorder's office.

What the boards and commissions do:

1. The Planning and Zoning Commission will review the plat and make a recommendation to approve or disapprove the plat to the Village Board.
2. The Village Board reviews and passes a resolution if plat approved.

Please Note – *The recommendations and technical assistance provided by Village staff during the course of the review process is purely advisory in nature. The authority to approve or deny a petition lies with the Village Board of Trustees or the Director of the Community Development Department for administrative review plats.*

Plat Review Process



Plat Information Checklist

Staff reviews go quicker when a plat fulfills all the necessary requirements. The following is a list of commonly overlooked items that are required to be on a plat. For a complete description, please refer to the Village Code. The Village Code is available online at www.mountprospect.org. Paper copies are available for purchase in the Village Clerk's Office, third level of Village Hall. If you have any questions or need further information please do not hesitate to contact the Community Development Department at (847) 818-5328.

	ITEM
<input type="checkbox"/>	1. Title of Plat-Include address(s)
<input type="checkbox"/>	2. Signature Blocks: <ul style="list-style-type: none"> a) Property Owner(s) b) Surveyor, affixed with Seal, w/ language that they authorize the Village of Mt. Prospect or its attorneys to record the proposed plat c) Notary, affixed with Seal d) Director of Community Development (only if administrative review plat) e) Planning & Zoning Commission – Chair and Vice Chair (omit if administrative review plat) f) Village President – Village Clerk (omit if administrative review plat) g) Village Collector h) Village Engineer i) Utilities – Electric, Gas, Phone, Cable (on all plats) j) Illinois Department of Transportation, if property abuts a state route or right of way k) Cook County Highway Department, if property abuts a county highway
<input type="checkbox"/>	3. Date of preparation, north point, and scale of drawing
<input type="checkbox"/>	4. Current Address, PIN, acreage, square footage
<input type="checkbox"/>	5. School Districts
<input type="checkbox"/>	6. Name and address of where the future Tax Bill should be mailed
<input type="checkbox"/>	7. Required building setback lines – check the Zoning Code for code measurements
<input type="checkbox"/>	8. Legal description
<input type="checkbox"/>	9. "Technical" information (Lot and block lines and numbers)
<input type="checkbox"/>	10. Lot numbers and lines, with accurate dimensions in feet and hundredths
<input type="checkbox"/>	11. Radii, internal angles, points, and curvatures, tangent bearing, and lengths of arcs
<input type="checkbox"/>	12. Corner Concrete or Iron Pipes setting boundaries – each must be noted as found or set
<input type="checkbox"/>	13. Easements – typically 5' side easements, 10' rear easements <ul style="list-style-type: none"> a) All easements must be drawn on the plat and include a description of the provisions of the easements (purpose/use of the easement, who has rights to the easement, etc...)
<input type="checkbox"/>	14. Federal Emergency Management Agency (example below): <ul style="list-style-type: none"> Community Number: 170129 Map Number: 1703C0208 J Panel Number: 208 Effective Date: August 19, 2008 Flood Zone: X
<input type="checkbox"/>	15. Plat exempt clause (only applies to consolidation plats with no new streets or easements of access): <ul style="list-style-type: none"> a) To be inserted in owner's signature block.

11. “After Recording Return Plat to:”

After Recording Return Plat to:
Recorder’s Box 324

12. Completed “Send Future Tax Bill to:”

13. Additional Items:

- “See Resolution No. _____ passed and approved on _____ recorded simultaneously with this Plat”.
- A certificate signed and acknowledged by all parties having any interest in the land consenting to the preparation and recording of the said plat and consenting to the required easements improvements, and dedications for any public use.
- Certification by all public utilities and cable TV franchisee agreeing with easements and provision of utilities.
- The appropriate floodplain certification and designation as identified by the federal emergency management agency (FEMA).
- Certification by the Illinois Department of Transportation (IDOT) and/or Cook County Highway Department only when the plat seeks to create, modify or remove access onto a State of Illinois or Cook County roadway.
- Such other certificates, affidavits, endorsements, or dedications as may be required by the Village of Mount Prospect.

Variation Standards

The Planning & Zoning Commission is guided by seven standards listed in Zoning Code Section 15.109. Those standards relate to conditions applicable to the property for which the Variation is requested, the owner's motives for requesting the Variation and potential effects on nearby properties. The standards for Variations are:

1. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a specific hardship to the owner would result, as distinguished from a mere inconvenience if the strict letter of the regulations was to be applied;
2. The conditions upon which an application for a variation are based are unique to the property for which the variation is sought and are not generally applicable to other property within the same zoning classification;
3. The purpose of the variation is not based primarily upon a desire to increase financial gain;
4. The alleged difficulty or hardship is caused by this Chapter and has not been created by any person presently having an interest in the property;
5. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
6. The granting of the variation will not alter the essential character of the neighborhood; and
7. The proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion of the public streets, or increase the danger of fire, or impair natural drainage or create drainage problems on adjacent properties, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

Submission Requirements Checklist

Please note that the application will not be reviewed until this petition has been fully completed and all required documentation has been satisfactorily submitted to the Community Development Department's Planning Division. Incomplete submittals will not be accepted. It is strongly suggested that the petitioner schedule an appointment with the appropriate Village staff to discuss the review process and review materials for accuracy and completeness at the time of submittal.

	ITEM	QUANTITY
<input type="checkbox"/>	1. Plat Application (pages 9-10)	5 (Must include original application)
<input type="checkbox"/>	2. Application Fee(s) a) Preliminary Plat - \$250.00 b) Final Plat - \$250.00 c) Resubdivision, which consolidates existing lots - \$150 d) Vacation Plat - \$200.00 e) Plat of Easement - \$200.00 f) Site Plan Review - \$250.00 plus \$25/acre g) Appeal - \$350.00 h) Development Code Exception (per site plan) - \$250.00	1 - Check made payable to the Village of Mount Prospect
<input type="checkbox"/>	3. Proof of Ownership (e.g. warranty deed, etc...)	1
<input type="checkbox"/>	4. Affidavit of Ownership (page 11)	1 - Original
<input type="checkbox"/>	5. Paid receipt of the most recent tax bill	1
<input type="checkbox"/>	6. Responses to variation standards (page 7) if seeking a Variation or code exception	5
<input type="checkbox"/>	7. Plat of Survey dated within six months of submission	5
<input type="checkbox"/>	8. Proposed Plat (drawn to scale):	5
	9. Legal Description and PIN typed on 8 ½" x 11"	1
<input type="checkbox"/>	10. Compact Disc (CD) or USB with all items listed above saved in electronic format (PDF)	1
IMPORTANT INFORMATION FOR SUBMISSION		
<input type="checkbox"/>	All required items, including plans, shall be folded not to exceed 8 ½" x 11" in area.	
<input type="checkbox"/>	All required plans/drawings shall indicate the following basic information: a) Title of the Plat; b) Property address; c) Name of preparer; d) Date of preparation and any subsequent revisions; e) Scale, both in numerals and graphic. Scale shall be no less than 1" = 100'; and f) North arrow.	
<input type="checkbox"/>	All items requiring 5 copies should be collated and secured into complete packets prior to submittal.	

VILLAGE OF MOUNT PROSPECT

COMMUNITY DEVELOPMENT DEPARTMENT – Planning Division

50 S. Emerson Street

Mount Prospect, Illinois 60056

Phone: (847) 818-5328

Fax: (847) 818-5329



Plat Request Application

OFFICIAL USE ONLY (To be completed by Village Staff)

Case Number: P&Z - _____ - _____ Date of Submission: _____ Hearing Date: _____

Plat Name/Address: _____

I. SUBJECT PROPERTY

Address(es) _____

Parcel Index Number(s) (PIN): _____

II. EXISTING SITE INFORMATION

Acres: _____

Square Feet: _____

Number of Lots: _____

Zoning: _____

Land Use: _____

III. PROPOSED SITE INFORMATION

Acres: _____

Square Feet: _____

Number of Lots: _____

Zoning: _____

Land Use: _____

IV. TYPE OF PLAT AND TITLE

Subdivision/Resubdivision _____

If Residential: No. of Dwelling Units: _____ Single-Family: _____ Multi-Family: _____ Townhouses: _____

Consolidation _____

Easement _____

Dedication _____

Vacation _____

Annexation _____

Condominium _____

Other: _____

V. SUMMARY OF REQUESTED ACTION

VI. VARIATION(S)
If requesting an exception to the Zoning Ordinance or Subdivision Code requirements, list Code Section(s), request and explain why it is necessary:
Village Code Section(s):
Request:

IV. APPLICANT (all correspondence will be sent to the applicant)
Name: _____ Corporation: _____
Interest In Property: _____ (e.g. owner, buyer, developer, architect, attorney, etc...)
Address: _____
Work Phone: _____ Cell Phone: _____
Email: _____ Fax: _____

V. PROPERTY OWNER
<input type="checkbox"/> Check if Same as Applicant
Name: _____ Corporation: _____
Address: _____
Work Phone: _____ Cell Phone: _____
Email: _____ Fax: _____

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to this request. The applicant is the owner or authorized representative of the owner of the property. The petitioner and the owner of the property grant employees of the Village of Mount Prospect and their agent's permission to enter on the property during reasonable hours for visual inspection of the subject property.

I hereby affirm that all information provided herein and in all materials submitted in association with this application are true and accurate to the best of my knowledge.

Applicant: _____ Date: _____
 (Signature)

 (Print Name)

If applicant is not property owner:

I hereby designate the applicant to act as my agent for the purpose of seeking the zoning request(s) described in this application and the associated supporting material.

Property Owner: _____ Date: _____
 (Signature)

 (Print Name)

