



Village of Mount Prospect  
 Community Development Department  
 50 S. Emerson Street  
 Mount Prospect, Illinois 60056  
 Phone: (847) 818-5328

## Plat 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) \_\_\_\_\_ Property Area (Sq.Ft./ Acres): \_\_\_\_\_  
 Parcel Index Number(s) (PIN(s): \_\_\_\_\_

### II. Plat Information

Type(s):  Subdivision/Resubdivision  Consolidation  Dedication  Vacation  
 Easement  Annexation  Condominium  Other: \_\_\_\_\_

Title(s): \_\_\_\_\_

Summary of Plat(s) and any Variation/Code Exception(s) requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### III. Applicant (all correspondence will be sent to the applicant)

Name/Corporation: \_\_\_\_\_ Interest in Property: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

In consideration of the information contained in this petition and 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 subject 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. Applicant hereby affirms that all information provided herein and in all materials submitted in association with this application are true and accurate.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### IV. Property Owner Check if Same as Applicant

Name/Corporation \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Submission Requirements Checklist

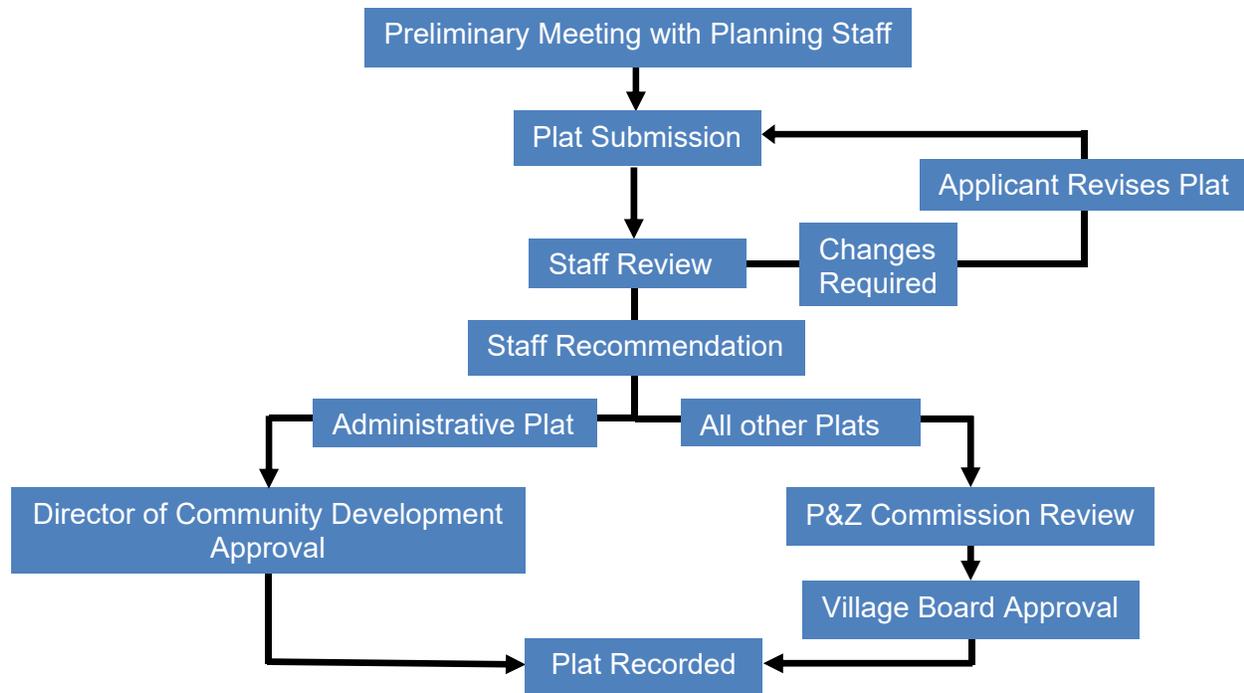
Submit one original (1) set of the information listed below:

ITEM	
<input type="checkbox"/>	1. Plat Application (page 1)
<input type="checkbox"/>	2. Affidavit of Ownership (page 2)
<input type="checkbox"/>	3. Proposed Plat (drawn to scale)
<input type="checkbox"/>	4. Plat of Survey that accurately reflects current conditions
<input type="checkbox"/>	5. Responses to variation standards (page 8) if seeking code exception
<input type="checkbox"/>	6. 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
<input type="checkbox"/>	7. Proof of Ownership (e.g. warranty deed, etc...)
<input type="checkbox"/>	8. Paid receipt of the most recent tax bill
<input type="checkbox"/>	9. Legal Description saved as a Microsoft Word file
<input type="checkbox"/>	10. USB or compact disc (CD) with all items listed above
IMPORTANT INFORMATION FOR SUBMISSION	
<input type="checkbox"/>	All required items, including plans, shall be folded not to exceed 8 ½" x11" 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.

Please note that the application will not be reviewed until a complete petition has been satisfactorily submitted to the Community Development Department. 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.

## Typical Plat Review Process

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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. Submit all of the required documents (see submission requirements checklist herein).
2. Have the plat prepared by a licensed surveyor or engineer.
3. Revise the plat to address staff's review comments and submit revised plat.
4. Once revised plat is acceptable, submit the original Mylar with all non-Village signatures.
5. If plat requires Village Board approval, attend the Planning and Zoning Commission (P&Z) hearing and Village Board meeting.

### What the Village staff does:

1. Staff reviews the plat for compliance with Village Code requirements and request a revised plat.
2. Once a revised plat is submitted and meets review comments, staff will request a Mylar copy with all-Village signatures and will present the Mylar to either the Director of Community Development Department (if administrative review) or the P&Z and Village Board.
3. Upon approval, Village Staff obtains remaining signatures and records the plat with the Cook County Recorder's office.

### What the boards and commissions do:

1. P&Z will review the plat and make a recommendation 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 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](http://www.mountprospect.org). 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"> <li>a) Property Owner(s)</li> <li>b) Surveyor, affixed with Seal, w/ language that they authorize the Village of Mount Prospect or its attorneys to record the proposed plat</li> <li>c) Notary, affixed with Seal</li> <li>d) Director of Community Development (only if administrative review plat)</li> <li>e) Planning &amp; Zoning Commission – Chair and Vice Chair (omit if administrative review plat)</li> <li>f) Village President – Village Clerk (omit if administrative review plat)</li> <li>g) Village Collector</li> <li>h) Village Engineer</li> <li>i) Utilities – Electric, Gas, Phone, Cable (on all plats)</li> <li>j) Illinois Department of Transportation, if property abuts a state route or right of way</li> <li>k) Cook County Highway Department, if property abuts a county highway</li> </ul>
<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"> <li>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...)</li> </ul>
<input type="checkbox"/>	14. Federal Emergency Management Agency (example below): <ul style="list-style-type: none"> <li>Community Number: 170129</li> <li>Map Number: 1703C0208 J</li> <li>Panel Number: 208</li> <li>Effective Date: August 19, 2008</li> <li>Flood Zone: X</li> </ul>
<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"> <li>a) To be inserted in owner’s signature block.</li> </ul>

# Required Signature Blocks/Information

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The following signature blocks are required:

**1) The Director of Community Development Department (only if administrative review):**

This administrative Subdivision is hereby approved by The Director of Community Development as authorized by Section 15.310 and 16.202 of the Mount Prospect Village Code.

\_\_\_\_\_  
Director of Community Development

\_\_\_\_\_  
Attest: Village Clerk

**2) The Planning and Zoning Commission (not required if administrative review):**

State of Illinois )  
                          ) SS  
County of Cook)

Approved by the Planning and Zoning Commission of the Village of Mount Prospect, Cook County, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Attest: Vice Chairperson

**3) The President and Board of Trustees (not required if administrative review):**

State of Illinois )  
                          ) SS  
County of Cook)

Approved by the President and Board of Trustees of the Village of Mount Prospect, Cook County, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Attest: Village Clerk

**4) Village Engineer:**

State of Illinois )  
                          ) SS  
County of Cook)

Approved by the Village Engineer of the Village of Mount Prospect, Cook County, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Village Engineer



**13) Additional Items to include in plat:**

- “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**

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**The Planning & Zoning Commission is guided by seven standards listed in Zoning Code Section 15.109. A variation shall not be granted or recommended for approval unless findings of fact based on evidence are made in each specific case that affirm the following standards:**

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.