

Subdivision Application



SUBJECT PROPERTY INFORMATION	
Property Address(s):	
Proposed Subdivision Name:	Current Zoning:
Reason Subdivision is Proposed:	Does the proposed subdivision include bonded improvements? <input type="checkbox"/> Yes <input type="checkbox"/> No
Legal Description (note if attached):	

FOR INTERNAL USE ONLY
Case #:
Date Received:
Assigned to:
Fee Paid:
Third Party Deposit:

PETITIONER INFORMATION	
Petitioner	
Petitioner's Name:	Phone:
Address (City, State, ZIP):	Email:
Title Holder	
Title Holder's Name and Authorized Representative Name (if applicable):	Phone:
Address (City, State, ZIP):	Email:
Attorney or Representative Counsel	
Contact Name:	Phone:
Address (City, State, ZIP):	Email:
Surveyor/Engineer	
Contact Name:	Phone:
Address (City, State, ZIP):	Email:

PROPERTY OWNER SIGNATURE			
I, <input type="text"/> being the undersigned beneficial owner(s) of the above Property Owner or Authorized Representative Name described property, consent to this application for subdivision.			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Property Owner or Authorized Representative Signature	Date	Petitioner Signature (If Other Than Property Owner)	Date

SUBDIVISION INFORMATION

Current Number of Parcels/Lots:

	Parcel/Lot #1	Parcel/Lot #2	Parcel/Lot #3
Parcel/Lot Area			
Parcel/Lot Depth			
Parcel/Lot Width			

Proposed Number of Parcels/Lots:

	Parcel/Lot #1	Parcel/Lot #2	Parcel/Lot #3
Parcel/Lot Area			
Parcel/Lot Depth			
Parcel/Lot Width			

SUPPLEMENTAL MATERIAL

The following attached items include required forms, templates, and informational material to complete this application.

<ul style="list-style-type: none"> - Cost Recovery Form (page 3) - Affidavit of Title, Covenant, and Warranty Form (page 4) - Authorization to Enter and Traverse Land Form (page 5) 	<ul style="list-style-type: none"> - Subdivision Process Information - City Highland Park Municipal Code, Chapter 151: Subdivision Regulations - Surveyor Information Packet
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APPLICATION CHECKLIST

Please submit the completed application form and all required materials to:

City of Highland Park
 Department of Community Development - Planning Division
 1150 Half Day Road, Highland Park, Illinois 60035

Questions? Contact the Planning Division at 847.432.0867 or visit cityhpl.com.

<ul style="list-style-type: none"> <input type="checkbox"/> Completed Application Form & Fee <ul style="list-style-type: none"> - Complete in its entirety - Make check payable to: City of Highland Park <input type="checkbox"/> Cost Recovery Form & Fee <ul style="list-style-type: none"> - Make check payable to: City of Highland Park <input type="checkbox"/> Affidavit of Title, Covenant, and Warranty <ul style="list-style-type: none"> - Any form of ownership must be accompanied by a notarized affidavit of title citing date of title and/or trust agreement <input type="checkbox"/> Authorization To Enter And Traverse Land <ul style="list-style-type: none"> - To be signed by owner and City representative <input type="checkbox"/> Copy of Title Policy (Include Schedule B) <input type="checkbox"/> Site Context Plan <ul style="list-style-type: none"> - Showing property within 1000-foot radius - One (1) full-sized copy and one (1) digital 	<ul style="list-style-type: none"> <input type="checkbox"/> Three (3) full-sized copies, one (1) 11x17 copy, and one (1) digital copy of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Plat of Survey <input type="checkbox"/> Plat of Subdivision <input type="checkbox"/> Tree Survey and Inventory <input type="checkbox"/> Wetlands Delineation Report <ul style="list-style-type: none"> - Required whenever site contains wetlands <input type="checkbox"/> Topographical Survey <ul style="list-style-type: none"> - If lot to be created will have less than 80% tableland - One (1) full-sized copy and one (1) digital copy <input type="checkbox"/> Tree Preservation Plan* <ul style="list-style-type: none"> - One (1) full-sized copy and one (1) digital copy <input type="checkbox"/> Other Exhibits <ul style="list-style-type: none"> - Photos, letters, reports, requested materials, etc. <input type="checkbox"/> Change/New Address Form (If applicable) <p><i>*Items marked with an asterisk are only required for a Major Subdivision</i></p>
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Cost Recovery Fees

Third Party Cost Recovery

During the course of reviewing and processing development applications the City of Highland Park often incurs expenses for third party consulting costs. In order to efficiently process zoning applications, every filed petition is subject to certain cost recovery fees (“Cost Recovery Fees”) that are placed in a City escrow account (“Cost Recovery Fee Escrow”), as provided in Section 150.306 of “The Highland Park Zoning Code of 1997” as amended. Cost Recovery Fees are in addition to any and all other filing fees and other charges established by the City. Based on their typical complexity and need for third party consulting services, the Cost Recovery Fees for various projects are:

- Application Involving a Special Use: \$1,500
- Application Involving a Special Use w/exceptions: \$2,500
- Application Involving a Planned Unit Development: \$10,000
- Amendment to a PUD \$5,000
- Application Involving a Special Exception to Zoning: \$2,000
- Application Involving a Subdivision: \$750
- Application Involving a Major Subdivision: \$5,000
- Other Projects Not Herein Defined: Determined by Director of Community Development

The following items denote costs incurred by the City in processing a petition that would be deducted from the Cost Recovery Fee Escrow:

- Publication of notices
- Court reporter (if necessary)
- Professional and technical consultant services
- Document recordation Process
- Corporation Counsel, or other City retained attorney or law firm, consultation, meeting attendance, document preparation and review
- Copy reproduction

Process

Every petition must be accompanied by the required petition fee and Cost Recovery Fee. Cost Recovery Fees will be forwarded to the Finance Division and deposited in a Cost Recovery Fee Escrow.

Within 90 days following final action on a petition, a final accounting will be made and any remaining funds in the Cost Recovery Fee Escrow after payment of the total actual costs due will be returned to the owner or petitioner.

In cases where the Cost Recovery Fees exceed the original deposit, Community Development staff will notify the petitioner and request additional funds in increments of \$1,000. Such funds will be forwarded to Finance and added to the Cost Recovery Fee Escrow. The City shall maintain an accurate record of all drawings from the Cost Recovery Fee Escrow.

Failure to pay any portion of the Cost Recovery Fee or replenish the Cost Recovery Fee Escrow within 30 days of the mailing of notice shall be grounds for refusing to process a petition and for denying or revoking any permit.

Petitioner Agreement

By signing below, the owner or petitioner acknowledges that it is subject to all of the provisions contained in Section 150.306 of the Zoning Code and agrees to pay, and to have consented to, (i) the Cost Recovery Fees, (ii) any costs of collection that have not been paid within 30 days following the mailing of a written demand for payment to the owner or petitioner at the address set forth on the petition, and (iii) any additional Cost Recovery Fees assessed. No petition filed shall be considered complete unless and until all fees and deposits have been paid. Every approval granted and every permit issued, whether or not expressly so conditioned, shall be deemed to be conditioned upon payment of Cost Recovery Fees as required pursuant to City ordinance.

Responsible Party Signature: _____ Date: _____

Billing and Refund Information	
This information will be used for all billing and refunds.	
Name:	Phone:
Address	City, State, ZIP:
Email:	

Affidavit of Title, Covenant, and Warranty

STATE OF ILLINOIS
COUNTY OF LAKE

The undersigned affiant, being first duly sworn, on oath says, and also covenants with and warrants to the City of Highland Park:

- 1) That affiant has an interest in the real estate described below:

- 2) The following mortgagees, firms, corporations or persons are holders of liens against the above described real estate:

- 3) That since the title date of _____, _____ in the policy of title insurance issued by _____ affiant has not done or suffered to be done anything that could in any way affect the title to premises, and no proceedings have been filed by or against affiant, nor has any judgment or decree been rendered against affiant, nor is there any judgment note or other instrument that can result in a judgment or decree against affiant within five days from the date hereof.

- 4) That this instrument is made to induce the City of Highland Park to accept for review the affiant's application for a variation request.

- 5) Affiant further states:

Affiant

Subscribed and sworn to before me this _____

Day of _____, 20_____.

Notary Public

(SEAL)

Authorization to Enter and Traverse Land

**AUTHORIZATION TO ENTER AND TRAVERSE LAND
FOR RESEARCH OF REQUESTED ZONING RELIEF
OR OTHER MATTERS**

This Authorization is dated as of the ____ day of _____, 20__ (the “Authorization”) by and between _____, (“Owner”) as Owner of the property located at _____, Highland Park, Illinois (“Subject Property”), and the CITY OF HIGHLAND PARK, an Illinois Municipal Corporation (the “City”).

SECTION ONE. GRANT OF AUTHORIZATION.

A. The Owner grants and conveys to the City, its employees, the City Council, and the members of the Zoning Board of Appeals, Plan Commission, Design Review Commission, Historic Preservation Commission, Lakefront Commission and/or other City Commissions _____ (collectively, “City Representatives”), authorization and a right to enter on, over, across, and upon the Subject Property, for the purpose of researching the requested relief for the Subject Property that is the subject of an application to the City for one or more of the following types of zoning relief: i) variation; ii) special use; iii) special exception; iv) conditional use; v) planned unit development; vi) amendment; vii) sign variance (collectively, “Zoning Relief”), and for other purposes incidental thereto (“Zoning Relief Research”). The Owner also grants the City Representatives with authorization and a right to enter on, over, across, and upon any property owned or controlled by the Owner that is located adjacent to the Subject Property, if any, for the purpose of providing access to the Subject Property for the Zoning Relief Research.

B. The Owner represents that it has the authority and power to grant this Authorization.

C. The Owner shall not take, or cause or permit any other party to take, any action that will impair, prevent, or prohibit the City Representatives’ use of the Subject Property for the purposes stated in this Authorization.

SECTION TWO. DUTY TO WARN.

The Owner shall notify the City Representatives of the presence of any items located on the Subject Property that require protection or may cause injury to the City Representatives.

SECTION THREE. INSURANCE AND INDEMNIFICATION.

The City agrees to indemnify and hold harmless the Owner from all claims, losses, or damages of any kind, including legal and other expenses incidental to the investigation, defense, and settlement of such claims or losses to the extent such claims or losses result on the Subject Property from either the negligent or willful acts or omissions of the City Representatives in performing the Zoning Relief Research.

SECTION FOUR. EXPIRATION.

This Authorization shall expire immediately upon the final action of the City in its consideration of the Zoning Relief requested on the Subject Property.

SECTION FIVE. NO OBLIGATION OF CITY.

The City Representatives shall be under no obligation to exercise any of the rights granted to any of them in this Agreement. The failure of the City Representatives, or any one of them, to exercise at any time any such right shall not be deemed or construed to be a breach of this Authorization, nor shall such failure void or affect the City Representatives’ right, or that of any one of them, to enforce such right or any other right.

2431517_v5

OWNER

By: _____

CITY OF HIGHLAND PARK

By: _____

Director of Community Development or Designee

Surveyor Information Packet

SURVEYOR CHECKLIST FOR MAJOR & MINOR SUBDIVISION

- 1) Preliminary Plat Checklist
- 2) Final Plat Checklist

BLOCK REQUIREMENTS

Per City and Lake County requirements, the following signature blocks must appear on the plat of subdivision (samples of these are included in this packet):

- 1) Easement Blocks
 - a) City of Highland Park drainage and utility easement
 - b) North Shore Gas Company (if easement exists)
 - c) Commonwealth Edison/Phone (if easement exists)
- 2) City of Highland Park Blocks
 - a) City Engineer
 - b) Plan and Design Commission
 - c) City Collector
 - d) City (Mayor)
- 3) Surveyor Blocks
 - a) Permission to record (included on plat)
 - b) Surveyor
 - c) Plat submittal and return to address
- 4) Owner Blocks
 - a) Owner
 - b) School district (if required)
 - c) Owner and school district combined
- 5) County Clerk Block
- 6) Illinois Department of Transportation Block (if needed*)
- 7) Illinois Department of Natural Resources Block (if needed*)

**Please note: If the property borders a state highway or the shoreline of Lake Michigan, you will need the Department of Transportation (IDOT) or Department of Natural Resources (DNR) block text.*

STAFF REVIEW

Please allow the Department of Community Development to review a copy of the plat of subdivision before the mylar is forwarded to our office so any necessary changes can be made. Please feel free to contact the Department of Community Development at (847) 432-0867.

Surveyor Checklist for Major & Minor Subdivisions

PRELIMINARY PLAT

- Submit Three (3) Copies of Tentative Plat

Plat to Show:

- Name of Proposed Subdivision [151.005 (A)(6)]
- Scale of Not Less Than 1" = 50' [151.006 (C)(1)]
- Section, ½ Section, ¼ Section Lines [151.005 (A)(2)]
- Municipal Boundaries – Within or Adjacent to Proposed Subdivision [151.005(A)(3)]
- Existing Streets [151.006 (A)(1)]
- Streets Properly Connected [151.004 (B)(2)]
- Proper Street Right-of-Way Widths [151.004 (B)(1)]
- Street Naming [151.006 (A)(1)]
- Streets Minimum Distance of One Hundred Twenty-Five (125) Feet from Railroad [151.004 (B)(2)(e)]
- Proper Size and Location of Alleys [151.004 (B)]
- Lot Shape [151.004 (A)(1)]
- Lot Depth [151.004 (A)(2)]
 - One Hundred Twenty-Five (125) Feet [151.004(A)(2)]
 - Less Than One Hundred Twenty-Five (125) Feet due to Topography and/or Converging Streets
- Permanent Buildings [151.004 (A)(3)(b)]
- Building Set Back Lines [151.005 (A)(11)]
- Easements for Necessary Utilities [151.005 (A)(7)]
- Dedication of Public Lands on Plat [151.006 (A)(2)]
- Water Courses [151.005 (A)(2)]
- Ravines and Other Pertinent Features [151.005 (A)(2)] (Chapter 155)

Compliance with Zoning Ordinance [151.004 (A)(3)]:

- Lot Area Below Four (4) Feet Above City Datum Excluded from Countable Area [150.706 (C)]
- Variation(s) Required [151.009]
- Streets Excluded in Area Calculations [150.706 (B)]

Conformance with Official Street Plan [151.004 (B)]:

- Connection with Existing Streets [151.004 (B)(2)(b)]
- Adequate Turn Arounds [151.004 (B)(2)(C)]
- Connection with Bike-Trail Plan [151.004 (C)]
- State Permits Required

Required Area of Table Land [151.004 (A)(4)]:

- Lot Contains Twenty Per Cent (20%) Tableland [151.004 (A)(4)]
- Required Topographical Survey [151.005 (C)(7)]

Confirmation of Adequacy of Buildable Areas:

- Flood Plain Requirements: (Chapter 152)
- Flood Plain Limits Shown
- Waterway Easement Shown
- Structures Set Back One Hundred Twenty-Five (125) Feet from Centerline of Drainage

Storm Water Management:

- Detention Facilities Shown
- Detention Facilities Cover No More than Ten Per Cent (10%) of Lot
- Variance on Ten Per Cent (10%) Coverage

Environmental Review:

- Soils Condition
Comments:
- Ravines
Comments:
- Historical
Comments:
- Unusual Environmental Circumstances
Comments:

Surveyor Checklist for Major & Minor Subdivisions

FINAL PLAT

- Submit Final Plat within Ninety (90) Days of Plan Commission Approval of Tentative Plat [151.006 (F)(1)]
 - Accompanied by Five (5) Blueprints and One (1) 11” x 17” Reduction [151.006 (C)(1)]
 - Date of Tentative Plat Approval
 - Date Final Plat Due
 - One Ninety (90) Day Extension [151.006 (F)(1)(a)]
 - Date Extension Granted
 - Revised Final Plat Due Date
 - Time Deadline Not Met – Tentative Approval Automatically Revoked [151.006(F)(1)(b)]
- Final Plat in Accordance with Approved Tentative Plat [151.006 (G)]
- Scale 1” = 50’ [151.006 (C)(1)]
 - Date and North Sign [151.005 (A)(8)]
 - Legal Description [151.005 (A)(9)]
 - Correct Survey [151.005 (C)(2)]
 - Monuments Described and Located [151.005 (A)(10)]
 - Parcel of Two or More Acres Tied into the State Plane Coordinate
 - System [151.005 (A)(9)]
 - All Dimensions Shown including Curve Data [151.005 (A)(5)]
 - Easement Statement [151.005 (A)(7)]
 - Lots and Blocks Numbered [151.005 (A)(4)]
 - Easements for Utilities [151.004 (D)]
 - Certificates, Signatures and Seals as Required [151.006 (F)(2)(a)]
 - Owner (Mortgage Company)
 - Surveyor
 - City Engineer
 - Plan Commission (Chairman & Secretary)
 - Mayor
 - City Clerk
 - City Collector
 - County Clerk
 - Gas, Electric, Telephone Utility Easement Statements [151.005 (A)(7)]
 - City Drainage and Utility Easement
 - School District Acknowledgment
 - IDOT - if subject property abuts IDOT right-of-way
 - IDNR - if subject property is on shoreline

Sample Blocks - Surveyor Blocks

PERMISSION TO RECORD CERTIFICATE

STATE OF ILLINOIS) S.S.
COUNTY OF LAKE)

I, _____, AN ILLINOIS PROFESSIONAL LAND SURVEYOR NO. _____, DO HEREBY GRANT PERMISSION TO THE CITY OF HIGHLAND PARK TO RECORD THIS PLAT.

DATED THIS ____ DAY OF _____, A.D. 20__.

ILLINOIS PROFESSIONAL LAND SURVEYOR

SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS) S.S.
COUNTY OF LAKE)

I, _____, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED AND CONSOLIDATED (OR SUBDIVIDED) THE FOLLOWING DESCRIBED PROPERTY:

LOTS _AND IN SUBDIVISION, BEING A SUBDIVISION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTHEAST FRACTIONAL QUARTER OF SECTION__, TOWN SHIP 43 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT NUMBER_ IN LAKE COUNTY, ILLINOIS.

DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND ARE CORRECT AT DEGREES FAHRENHEIT. PER FLOOD INSURANCE RATE MAP, PANEL __OF__, MAP NUMBER _____ EFFECTIVE DATE SEPTEMBER____, NO PORTION OF THE ABOVE-MENTIONED PROPERTY IS LOCATED WITHIN A FLOOD ZONE.

I FURTHER CERTIFY THAT THIS SUBDIVISION IS LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGHLAND PARK.

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A "BOUNDARY SURVEY."

DATED THIS ____ DAY OF _____, A.D. 20__.

I.R.L.S. # ____ (INCLUDE LICENSE EXPIRATION DATE)

PLAT SUBMITTAL AND RETURN TO ADDRESS:

THIS PLAT SUBMITTED FOR RECORDING BY, AND RETURN TO:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

Sample Blocks - Municipality Blocks

CITY ENGINEER CERTIFICATE

STATE OF ILLINOIS) S.S.
COUNTY OF LAKE)

I, EMMANUEL GOMEZ, CITY ENGINEER OF THE CITY OF HIGHLAND PARK, DO HEREBY APPROVE THIS PLAT WHICH MEETS THE MINIMUM REQUIREMENTS OF THE CITY.

APPROVED BY THE CITY ENGINEER OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS THIS ____ DAY OF _____, A.D. 20__.

CITY ENGINEER

PLAN AND DESIGN COMMISSION CERTIFICATE

STATE OF ILLINOIS) S.S.
COUNTY OF LAKE)

APPROVED BY THE PLAN AND DESIGN COMMISSION OF THE CITY OF HIGHLAND PARK

ON _____, 20__.

BY: _____ (CHAIR)

ATTEST: _____ (SECRETARY)

NAME: _____

NAME: _____

CITY COLLECTOR CERTIFICATE

STATE OF ILLINOIS) S.S.
COUNTY OF LAKE)

I, _____, COLLECTOR OF THE CITY OF HIGHLAND PARK, ILLINOIS, DO HEREBY CERTIFY THAT I FIND NO DEFERRED INSTALLMENTS OF OUTSTANDING UNPAID SPECIAL ASSESSMENTS AGAINST ANY OF THE REAL ESTATE INCLUDED IN THE PLAT HEREON DRAWN.

DATED AT HIGHLAND PARK, ILLINOIS THIS ____ DAY OF _____, A.D. 20__.

CITY COLLECTOR, HIGHLAND PARK, IL

CITY CERTIFICATE

STATE OF ILLINOIS) S.S.
COUNTY OF LAKE)

I, _____, MAYOR OF THE CITY OF HIGHLAND PARK, ILLINOIS, DO HEREBY CERTIFY THAT THE PLAT WAS PRESENTED TO, AND BY RESOLUTION, DULY APPROVED, BY THE CITY COUNCIL AT ITS MEETING HELD ON _____, 20__.

IN WITNESS WHEREOF, I HAVE HERETO SET MY HAND AND THE SEAL OF THE CITY OF HIGHLAND PARK, ILLINOIS, THIS ____ DAY OF _____, A.D. 20__.

BY: _____ (MAYOR)

NAME: _____ (CITY CLERK)

NAME: _____ (SEAL)

COUNTY CLERK CERTIFICATE

STATE OF ILLINOIS) S.S.
COUNTY OF LAKE)

I, ROBIN M. O'CONNOR, COUNTY CLERK OF LAKE COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT GENERAL TAXES, UNPAID CURRENT GENERAL TAXES, DELINQUENT SPECIAL ASSESSMENTS OR UNPAID CURRENT SPECIAL ASSESSMENTS AGAINST ANY OF THE LAND INCLUDED IN THE DESCRIBED PROPERTY. I FURTHER CERTIFY THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE PLAT.

GIVEN UNDER MY HAND AND SEAL OF THE COUNTY CLERK OF LAKE COUNTY, ILLINOIS.

THIS ____ DAY OF _____, A.D. 20__.

LAKE COUNTY CLERK

Sample Blocks - IDOT & DNR

ILLINOIS DEPARTMENT OF TRANSPORTATION CERTIFICATE

“THIS PLAT HAS BEEN APPROVED BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION WITH RESPECT TO ROADWAY ACCESS PURSUANT TO ARTICLE 2 OF “AN ACT TO REVISE THE LAW IN RELATION TO PLATS,” AS AMENDED. A PLAN THAT MEETS THE REQUIREMENTS CONTAINED IN THE DEPARTMENT’S “POLICY ON PERMITS FOR ACCESS DRIVEWAYS TO STATE HIGHWAYS” WILL BE REQUIRED BY THE DEPARTMENT.

THIS ____ DAY OF _____, A.D. 20__.

BY: _____ (DISTRICT ENGINEER)

NAME: _____

DEPARTMENT OF NATURAL RESOURCES CERTIFICATE

STATE OF ILLINOIS) S.S.
COUNTY OF LAKE)

APPROVED BY THE DEPARTMENT OF NATURAL RESOURCES OF THE STATE OF ILLINOIS INSOFAR AS THIS SUBDIVISION PLAT, SHOWING LANDS BORDERING UPON OR INCLUDING PUBLIC WATERS OF THE STATE OF ILLINOIS, RELATES TO THE PROVISIONS OF 615 ICLS 5/7, “AN ACT IN RELATION TO THE REGULATION OF RIVERS, LAKES AND STREAMS OF THE STATE OF ILLINOIS” APPROVED JUNE 10, 1911, AS AMENDED, REQUIRING REVIEW AND APPROVAL BY SAID DEPARTMENT AS TO THE BOUNDARY LINE BETWEEN PRIVATE INTERESTS AND PUBLIC INTERESTS.

DATED AT SPRINGFIELD, ILLINOIS, THIS ____ DAY OF _____, A.D. 20__.

BY: _____ (DIRECTOR)

NAME: _____

IDNR:

Signature block required if the subject property or properties abut the Lake Michigan shoreline. Plats showing all local approvals should be submitted to the IDNR for approval.

Send to:

Attn: Paul Mauer
One Natural Resources Way
Springfield, IL 62702-1271

Use Email as initial contact: paul.mauer@illinois.gov

Direct line: 217-782-4427

IDOT - Illinois Department of Transportation

Region 1 Contact Information
201 West Center Court
Schaumburg, Illinois 60196-1096
(847)705-4401

Region 1 Engineer
Anthony Quigley

Sample Blocks - Easement Provisions

If existing utility easements are impacted by the subdivisions or new easements are proposed, these signature blocks should be added to plat.

EASEMENT PROVISIONS

Easements designated for underground and surface telecommunications, public utilities, and drainage facilities are hereby reserved for, and granted to, the City of Highland Park, and the providers of telecommunications and public utilities, their successors and assigns, in all platted easement areas shown on this plat Said easements shall be for the purpose of installing, extending, constructing, repairing, maintaining, reconstructing, and operating such telecommunications, public utilities and sanitary and storm sewer facilities and related appurtenances, in under, across, along and upon, the so designated easement area in order to serve all areas shown on this plat as well as other real property, whether or not contiguous thereto.

This grant of easement shall include the right of the grantee to enter upon the subdivided property for all such purposes, and the right, without liability, to cut, trim, alter, or remove any vegetation, roots structures, or devices within the designated easement area as may be reasonably required incident to the rights herein given. Without prior written consent of the grantees hereunder, no buildings, structures,” or other obstructions shall be constructed placed, or planted in any such easement areas, nor shall any other use be made thereof which will interfere with the easements reserved and granted hereby.

COMED AND PHONE EASEMENT BLOCK

EASEMENT PROVISIONS

An easement for serving the subdivision and other property with electric and communication service is hereby reserved for and granted to

Commonwealth Edison Company
and

Telephone Company, Grantees,

their respective licensees, successors and assigns jointly and severally, to construct, operate, repair, maintain, modify, reconstruct, replace, supplement, relocate and remove, from time to time, poles, guys, anchors, wires, cables, conduits, manholes, transformers, pedestals, equipment cabinets or other facilities used in connection with overhead and underground transmission and distribution of electricity, communications, sounds and signals in, over, under, across, along and upon the surface of the property shown within the dashed or dotted lines (or similar designation) on the plat and marked “Easement”, “Utility Easement”, “Public Utility Easement”, “P.U.E” (or similar designation), the property designated in the Declaration of Condominium and/or on this plat as “Common Elements”, and the property designated on the plat as “common area or areas”, and the property designated on the plat for streets and alleys, whether public or private, together with the rights to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon., or on adjacent lots, and common area or areas, the right to cut, trim or remove trees, bushes, roots and saplings and to clear obstructions from the surface and subsurface as may be reasonably required incident to the rights herein given, and the right to enter upon the, subdivided property for all such purposes. Obstructions shall not be placed over Grantees’ facilities or in, upon or over the property within the dashed or dotted lines (or similar designation) marked “Easement”, “Utility Easement”, “Public Utility Easement”, “P .U .E” (or similar designation) without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term “Common Elements” shall have the meaning set forth for such term in the “Condominium Property Act”, Chapter 765 ILCS 605/2(c), as amended from time to time.

The term “common area or areas” is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole or as an apportionment to the separately owned lots, parcels or areas within the planned development, even though such be otherwise designated on the plat by terms such as “outlots”, “common elements:.. “open space”, “open area”, “.common ground”, “parking” and “common area”. The term “common area or areas”, and “Common Elements” include real property surfaced -with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District or structures such as a pool, retention pond or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of the Grantor/Lot Owner, upon written request.

NORTH SHORE GAS EASEMENT CERTIFICATE

An easement is hereby reserved for and granted to the
North Shore Gas Company

its successors and assigns, to install, construct, reconstruct, operate, maintain, inspect, repair, renew, replace, alter, remove, change the size of or abandon in place pipelines, gas mains, service pipes, and such drips, valves, valve boxes, fittings, meters, regulators and other equipment and appurtenances as may be necessary or convenient for such operations in, through, under, across and within any areas that are reserved for the purpose of a utility easement and all roads, streets, common areas (if any) within the subdivision together with the right to install required service connections under the surface of each lot to serve improvements thereon and also the right to enter upon the subdivision property for all such operations. No obstructions or structures of any kind shall be placed over Grantee’s facilities without the prior written consent of Grantee, Grantee’s facilities, equipment and appurtenances, when installed, will not interfere with the movement of traffic upon such roads, streets or common areas.

Signature Block Contact Information for Subdivisions

North Shore Gas

Glannie Chan, Supervisory Engineer
3001 Grand Avenue
Waukegan, IL 60085
Jay Hammer (No title provided)
Jay.hammer@northshoregasdelivery.com

847- 263-4687

And

Benjamin Kaplan (No title provided)
Benjamin.kaplan@northshoregasdelivery.com

And Email the Group:

NSG-Engineering-Design@northshoregasdelivery.com

AT&T

Sue Manshum, Manager, ROW
1391 Abbott Court
Buffalo Grove, IL 60089
Sm9231@att.com

847-465-6086

(updated per phone call w/ Ms. Manshum 12/18/18)

ComEd,

Katie Morley
Real Estate Specialist
ComEd Real Estate & Facilities
3 Lincoln Center, 4th Flr
Oakbrook Terrace, IL 60181
T: 630-576-6867
Morley, Katie:(ComEd) Katie.Morley@ComEd.com

Comcast Cable Communications, Inc.

688 Industrial Drive
Elmhurst, IL 60126
Ted Wyman, (No title provided)
Ted_Wyman@cable.comcast.com

224-229-5850

And
Robert Schulter, Director, Construction
(No email provided)

224-229-5861

Illinois Department of Transportation

847-705-4130

Bureau of Traffic

Traffic Permits

Roozbeh Shirani (primary contact)

847-705-4143

201 W. Center Court

Schaumburg, IL 60196

(Note: Office located on 4th Floor)

(Note: IDOT review of preliminary plat can take 90 days; hard copy is required)

Alternate Contact

Charles Saintvil

Permits

Illinois Department of Transportation

charles.saintvil@illinois.gov

847-705-4144

Wetlands – Lake County SMC (Stormwater Management Commission)

Juli E. Crane, PWS, CWS

Principal Wetland Specialist

JCrane@lakecountyil.gov

IDNR – Department of Natural Resources

Paul Mauer, Jr., P.E.

Senior Water Resources Engineer

paul.mauer@illinois.gov

Direct Line: 217-782-4427

Mailing Address:

IDNR

Attn: Paul Mauer

One Natural Resources Way

Springfield, IL 62702-1271

School Districts Certificate

Signature block acknowledges what district(s) the subject property lies within. This is signed by the applicant / property owner, not the School Districts themselves.

Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
cityhpil.com

Change/New of Address Form

Title Owner's Name(s)(Print): _____

Current Property Address: _____

Current Pin Number: _____

Email Address: _____ Phone: _____

Reason for New/Change Address: _____

New Pin Number(s): _____

Please include both the title policy and affidavit of title to verify ownership.

Titleholder(s) Signature(s)

Date

