

Names of Surrounding Property Owners

Following are the names and addresses of all surrounding property owners from the property in question for a distance of approximately 250 feet in all directions. **Provide a mailing label for each Property Owner listed.** The number of feet occupied by all public roads, streets, alleys, and public ways has been excluded in computing the 250-foot requirement. Said names are as recorded in the office of the County Recorder of Deeds (or the Registrar of Titles of the County) and as appear from the authentic tax records of this County within 30 days of the filing of this application. (Attach additional sheets if necessary)

NAME OF PROPERTY OWNER	MAILING ADDRESS OF PROPERTY OWNER	PROPERTY ADDRESS	PERMANENT INDEX NUMBER

**NOTICE TO APPLICANT
REFER TO OAK BROOK CODE: TITLE 14 - SUBDIVISION REGULATIONS**

DO NOT SUBMIT ANY proposed plat of subdivision until you are directed to do so. ALL Subdivision application forms, Subdivision plats and engineering plans (if required), and other documents are to be emailed to Cathy at: cchiarelli@oak-brook.org for a preliminary review along with the contact person information who will be making any plat revisions.

After comments and revisions have been completed by the Village Engineer at least 10 days before the Plan Commission meeting, you will be directed to submit, the following: The original Applications must be completed, signed and **accompanied with the following:** Proper fee (payable to the Village of Oak Brook), Two (2) folded copies of the proposed subdivision (**pursuant to the Plat Act maximum sheet size permitted is 30" x 36"**), 2 copies of Plat of Survey with Legal Description, Common Address and P.I.N. noted. Include a PDF of all plats and plans of each, which is to be emailed to cchiarelli@oak-brook.org) Completed Subject Property Verification, Surrounding Property Owners form. If the applicant is NOT the property owner, a Letter of Standing is required with the written consent / authorization from the property owner. **See Submittal Guideline for a complete list of requirements.**

Fees and documents must be received prior to the 2nd to the last Friday of the second preceding month for Planning & Zoning Commission review on the first Wednesday of the each month. An incomplete submittal will NOT be accepted and may be returned to the applicant. Please check all items applicable::

- PRELIMINARY PLAT** _____ \$50.00 per lot or \$750.00 minimum**
 - FINAL PLAT (G-289, 3/24/81)** _____ \$750.00 – NO IMPROVEMENTS** (Plus Plan Review & Inspection Fees, if required)
 - FINAL PLAT – with Improvements** _____ \$750.00 plus plan review fees – See Section 1-14-1-E.3 for amount (G-706 11/2002)
 - AMENDMENT or VARIATION** _____ \$750.00*
 - ASSESSMENT PLAT (12/11/79)** _____ No Charge
 - Public Hearing Signs** _____ \$50.00 per sign – 1 sign required for each Street Frontage/Per Parcel
- *Fees do not include publication costs, which are paid for separately
 ** \$125 fee for each time extension [Fees - Title 1 Chapter 14](#) of this code.

All meetings are held in the Samuel E. Dean Board Room of the Butler Government Center, 1200 Oak Brook Road

DO NOT WRITE IN THIS SPACE BELOW FOR VILLAGE USE ONLY

Date Filed _____ Fee Paid \$ _____ Receipt No. _____ Received By _____

HEARING DATES: Board of Trustees (Referral) _____ P&Z Commission _____ Board of Trustees _____

SIGNED - VILLAGE CLERK _____ Date _____

CERTIFICATION

Surrounding Property Owners

I (we) certify that the names and addresses of all the surrounding property owners including mailing labels submitted with this application are located within a minimum distance of 250 feet in all directions from the perimeter of the subject property and that the number of feet occupied by all public roads, streets, alleys, and public ways has been **excluded** in computing the 250-foot requirement.

Said names and addresses are as recorded in the office of the County Recorder of Deeds (or the Registrar of Titles of the County) and as appear from the authentic tax records of this County. The property owners as listed have been obtained from the Township Assessors office within 30 days of the filing of this application.

The surrounding property owners list as submitted herewith and supporting attachments are true to the best of my (our) knowledge and belief.

I (we) give permission to the Village to install public hearing sign(s) on the lot frontages of the subject property as described in the Village Code. In addition to the required application fees, applicant/owner agrees to reimburse the Village for publication costs, recording fees, and any other associated costs or fees within 30 days of billing.

Printed Name of Property Owner

Printed Name of Applicant

Signature of Owner

Date

Signature of Applicant

Date

BILL TO INFORMATION:

Print Name/Company

Print Contact Person Name

Contact Phone

Address To be Billed

Alternate Phone

NOTE: If the applicant/owner has not complied with these requirements and the Surrounding Property Owners List is incomplete and notification has not been sent to a neighboring property owner within the 250-foot requirement less than 10 days prior to the scheduled Plan Commission meeting, the hearing on this matter will be postponed to the next regular Plan Commission meeting, or until such time as a completed list of all neighbors within the 250-foot requirement has been submitted and have been sent proper notification as noted.

SUBJECT PROPERTY VERIFICATION

(Complete a separate form for each P.I.N.)

1. Permanent Index Number (P.I.N. from Real Estate Tax Bill): _____
2. Common Address: _____
3. Provide the Legal Description for each lot as noted on the Plat of Survey as an attachment.
4. Provide the proposed Legal Description for each lot as an attachment.
5. Email the Current and Proposed Legal Description in a Word document to cchiarelli@oak-brook.org

The Permanent Index Number, Common Address and Legal information provided has been verified as follows:

DuPage County Records/Research Room At: 630-407-5401 Contact Person:

Only First name of Contact is required.

Date called:

I verify that the information provided above is accurate.

Printed Name

Signature

Date

Relationship to Applicant:

SUBDIVISION APPLICATION

DOCUMENT SUBMITTAL GUIDELINE

ALL DOCUMENTS ARE TO BE SUBMITTED IN ELECTRONIC FORMAT (PDF) and EMAILED FOR STAFF REVIEW PRIOR to SUBMITTAL of hard copies. In general, the following documents are required for all Subdivision applications. **(Pursuant to the Plat Act maximum sheet size permitted is 30" x 36")** Please submit "2 copies" of all plats of survey*, photographs, and any other documents* to be included in the petition file that are in color or CANNOT be copied on 8 ½ x 11 paper. All plans, documents larger than 8 ½ x 11 should be **folded** to no larger than 8 ½ x 14.

1. Completed **original APPLICATION**. (Signed Original and 1 copy) Must be signed by the property owner.
2. **SUBJECT PROPERTY VERIFICATION** (Signed Original and 1 copy) Complete one for each P.I.N. located on the Real Estate Tax Bill. Note: Permanent Index No. (P.I.N. – Permanent Index Number on Real Estate Tax bill), Legal Description and Common Address MUST all coincide. See form on how to contact DuPage County to cross-check and verify the accuracy of the PIN number, legal and common address.
3. **LEGAL DESCRIPTION** (Original and 1 copy) Provide the typed Legal Description for the existing lot(s). Provide the current Legal Description for the existing lot(s); include PIN Numbers. Also, **email** the legal description in a **Word Document** to cchiarelli@oak-brook.org
4. **ONE COPY** of the most **CURRENT REAL ESTATE TAX BILL** for each parcel. Provide **ONLY** one copy; this is for office use only. (proof of ownership)
5. List of **SURROUNDING PROPERTY OWNERS** and **CERTIFICATION** (Original and 1 copy) See the forms for requirements – If in doubt regarding whether or not to include a property on this list, it is advised that you include it. Please follow the requirements closely; it could impact the hearing date.

Information needed may be obtained from DuPage County or the Assessor's Office

**York Township
Assessor's Office**
1502 Meyers Road
Lombard, IL 60148
630-627-3354

**Downers Grove Township
Assessor's Office**
4340 Price Street
Downers Grove, IL 60515
630-968-2100

6. One (1) set of **ADDRESS LABELS** include each property owner listed on the SURROUNDING PROPERTY OWNERS form (item #5) above as well as the property owner, contract purchaser, and all representatives including applicant's attorney.
7. **FEES**. Payment of **Application Fees and Public Hearing Signs** – Each street frontage for each parcel of property requires a public hearing sign to be posted. Each sign is \$50.00. These two charges may be combined in one check. (Make check payable to Village of Oak Brook).
8. Current **PLAT OF SURVEY***(maximum sheet size 30"x36") – 2 Copies Showing all improvements on the property with Legal Description, Common Address and Permanent Index Number. 2 reduced sized copy of plat (11" x 17") for case files.
9. Detailed and dimensioned **PRELIMINARY - FINAL PLAT ***(maximum sheet size 30"x36") illustrating the proposed project. 2 copies folded and 1 copy reduced to 8 ½ x 11) (See Subdivision Regulations for Details to be submitted on plans and use required [Village Certificate language Section 14-7-5](#).)
10. Details of all **RETAINING and/or DETENTION WALLS**, including elevations. A description of the material to be used is required as well as any landscape features. (2 copies and PDF or CD)