

Village of Wilmette

Plan Commission Handbook

Subdivisions/Consolidations

The following instructions are presented to help you in preparing your application for hearing before the Plan Commission for a resubdivision or consolidation of property. Delay in scheduling your hearing can be minimized by complete and timely submittal of all required information and documents. In preparing your application, you should consult the Wilmette Subdivision and Zoning Ordinances. Questions regarding these ordinances or your application should be directed to the Community Development Department at (847) 853-7550.

❑ PREAPPLICATION MEETING

Although this step is optional, it is highly recommended that you schedule a meeting with the Department of Community Development to discuss your proposal and familiarize yourself with Village requirements and procedures.

❑ APPLICATION SUBMISSION

The following items must be submitted to the Department. Upon receipt of all required submittals, a public hearing will be scheduled.

1. Application. An application form is attached to the end of this booklet.
2. Filing Fee. Please consult the department fee schedule. Also, the petitioner must pay for county tax stamp and recording fees for the final plat.
3. Evidence of Title. Suitable evidence of title, such as a copy of your deed, title insurance policy, or real estate tax bill. If you are not the owner, a copy of the contract to purchase and a letter of authorization from the owner is required.
4. Preliminary Plat. A preliminary plat of subdivision or consolidation must be submitted and must include the information listed below. One full size copy and one copy no larger than 11" x 17" should be submitted.
 - Name, signature and address of the person who prepared the plat.
 - Title under which the proposed subdivision or consolidation is to be recorded.
 - Legal description of the site.
 - Boundary lines, dimensions, lot numbers, and area of the site.
 - Location and dimensions of all existing structures, easements, parking lots and drives, sidewalks, and other freestanding structural features as determined appropriate by the Department.
 - Name and location of all immediately adjacent streets and rights-of-way.
 - Location and dimensions of all building setbacks.
 - Flood plain lines.
 - Date, scale, and north point.
 - Dedication of land (if required).

- Municipal boundaries (if appropriate).
- Survey stakes and/or monuments.
- Note to return the original recorded plat to the Village of Wilmette, 1200 Wilmette Avenue, Wilmette, Illinois, 60091.
- Signature blocks shall be provided as shown below:

VILLAGE CERTIFICATE

STATE OF ILLINOIS)
 COUNTY OF COOK) SS.

APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILMETTE, ILLINOIS, THIS ____ DAY OF _____, 20 ____.

BY: _____
 PRESIDENT

ATTEST: _____
 VILLAGE CLERK

PLAN COMMISSION CERTIFICATE

STATE OF ILLINOIS)
 COUNTY OF COOK) SS.

RECOMMENDED BY THE PLAN COMMISSION OF THE VILLAGE OF WILMETTE, ILLINOIS, AT A MEETING HELD THIS ____ DAY OF _____, 20 ____.

BY: _____
 CHAIRMAN

ATTEST: _____
 SECRETARY

TREASURER

STATE OF ILLINOIS)
 COUNTY OF COOK) SS.

I HEREBY CERTIFY THAT THERE ARE NO UNPAID SPECIAL ASSESSMENTS ON THE ABOVE DESCRIBED PROPERTY.

DATED THIS ____ DAY OF _____, 20 ____.

 TREASURER VILLAGE OF WILMETTE, ILLINOIS

VILLAGE ENGINEER

STATE OF ILLINOIS)
COUNTY OF COOK) SS.

APPROVED BY THE VILLAGE ENGINEER OF THE VILLAGE OF WILMETTE, COOK
COUNTY, ILLINOIS, THIS ____ DAY OF _____, 20 ____.

VILLAGE ENGINEER

5. Plat of Survey. A recent plat of survey drawn by a Registered Land Surveyor must be submitted for all properties involved in the request.
6. Letter to the Plan Commission. The letter should contain a brief description of the request and state how the request conforms to the standards of the Subdivision and Zoning Ordinances.
7. Illinois Department of Conservation Form. Please fill out the attached form.

For new addresses:

8. Letter to Director of Engineering. If you are proposing to change an existing address or will need new addresses for a newly subdivided property, you must submit a written request to the Director of Engineering. The Engineering Department will review your request and notify the Wilmette Post Office and other entities. The Post Office can not deliver your mail unless an address has been approved. The Director of Engineering will respond in writing with the approved address(es).

Although this request is not required for the Plan Commission application, it is an integral part of the permit process.

☐ NOTICE OF HEARING

Upon completion of the application, the Department of Community Development will assign a date for public hearing before the Plan Commission. Public notice of the hearing is required and will be given in the following manners:

1. Publication Notice. The Department will place a legal notice in a publication of general circulation in Wilmette (currently the Wilmette Life). The notice shall be placed not less than 15 nor more than 30 days in advance of the hearing date and must state the nature of the hearing, the address of the property, the name of the applicant, and the date, time and place of the hearing.
2. Property Site Notice. The Department will post a notice on the property not less than 15 days nor more than 30 days prior to the hearing. The notice will state the nature of the case, the case number, and the date, time and place of the hearing.

3. Personal Notice. The applicant is responsible for delivering or mailing notice of the hearing, as follows:

- Persons to be Notified. You are required to provide personal notice to the person to whom the current real estate tax bills are sent for any property that has a part that lies within a 250 foot radius of the property lines of the lot for which an application has been filed. You are also required to notify the occupants of all of these same properties.

The Department will furnish you a Sidwell Tax Map showing all properties within 250 feet that are to receive notice of the hearing, as well as a list of the relevant property index numbers (P.I.N.). You may obtain the names and addresses of the property owners from the Cook County Treasurer's office web site at www.cookcountytreasurer.com. Once on the web site, you can search under Payment Status by PIN number.

- Notice Documents. The Department will provide you sufficient copies of the notice to be distributed.
- Method of Notification. Personal notice is to be given by hand delivery or by first class mail.

Notices which are hand delivered shall be handed to:

- the person entitled to notice or a member of the person's immediate family over the age of thirteen
- to any officer or registered agent, in the case of a corporation
- to any general partner, in the case of a general partnership.

Notices that are sent by mail shall be sent by first class mail, properly addressed with postage prepaid.

Notices mailed to occupants, not owners, may be sent by first class mail addressed simply to "occupant" at the appropriate address. Notices sent by mail in this manner shall be deemed to have been delivered at the time when they are deposited in the U.S. Mail.

- Time for Notification. All such notices shall be delivered or mailed not more than 30 days nor less than 15 days in advance of the date of the hearing.
- Evidence of Notification. The Department will provide you with an Affidavit of compliance for completion. This affidavit is your sworn statement of the complete list of names and last known addresses of the persons entitled to notice served, and the method of service. Such affidavit shall be notarized and returned to the Department at least seven days before the hearing.

❑ **STAFF REPORT**

Approximately one week prior to the hearing, the Department will prepare a written report summarizing the facts of the case and including all relevant documents. The report is mailed to you and to the members of the Plan Commission several days prior to the hearing.

❑ **WHAT TO EXPECT AT THE HEARING**

Procedure

The hearing is conducted by the Chairman and members of the Plan Commission. Anyone who wishes to address the Plan Commission is allowed to do so. Generally, you should begin by briefly stating your request, and then provide information to show why those standards have been met.

You may elect, but are not required, to bring expert witnesses to the hearing. You need not be represented by an attorney.

Members of the Plan Commission will wish to question you and your witnesses. After you have presented your case, other parties will be given the opportunity to address the Plan Commission upon receiving proper recognition from the Chairman.

Applicants wishing to present materials electronically (such as a PowerPoint presentation) should contact the Village staff as soon as possible to ensure this aspect of the case proceeds smoothly.

Recommendation

The Plan Commission can take one of three actions on a case:

1. Vote to recommend approval of your request,
2. Vote to recommend denial of your request, or
3. Vote to continue the case in the event that the Commission requires or you wish to present additional information. The vote to grant or deny this decision is an advisory recommendation of the Plan Commission to the Board of Trustees, which makes the final decision.

❑ **PLAN COMMISSION REPORT**

Following the hearing, the Department prepares a report that contains the pertinent documents presented, outlines testimony at the hearing and states the recommendation of the Plan Commission. The case is placed on the agenda of the next available meeting of the Village Board of Trustees. The report of the Plan Commission is forwarded to the Village Board and to you shortly before the Village Board meeting.

❑ **THE VILLAGE BOARD OF TRUSTEES**

The Village Board of Trustees approves or denies the recommendation of the Plan Commission of Appeals, and their decision is final, however, the Village Board cannot act until after the petitioner's hearing before the Plan Commission. Applicants and other interested parties are welcome to address the Village Board at their meeting to consider the Plan Commission's

recommendations. While the Village Board relies on the Plan Commission hearing for all evidence on the application, it cannot accept any new information. The Village Board meets on the second and fourth Tuesday of each month at 7:30 p.m.

☐ THE VILLAGE BOARD

Submittals

Upon completion of the hearing(s) before the Plan Commission, a report on your case, including the recommendation of the Plan Commission, will be forwarded to the Village Board of Trustees for final action.

Decision

The Village Board may take one of three actions on a subdivision or consolidation request:

1. Vote to grant your request, or
2. Vote to deny your request, or
3. Vote to refer the case back to the Plan Commission for further consideration.

After a vote granting the request, the Village Board formally approves the request for preliminary plat approval by adoption of a motion.

☐ APPROVAL OF FINAL PLAN OF SUBDIVISION OR CONSOLIDATION

Assuming that the Board of Trustees grants approval to the preliminary plat, the applicant has one year to provide the Village with a final Plat of Subdivision or Consolidation. The final plat must include required statements per the Illinois Plats Act and local ordinance, engineering drawings for required public improvements, and a performance bond to ensure proper installation of said improvements.

Upon a report from the Village Engineer that all requirements have been met, the request is returned to the Board of Trustees for final approval. Following final approval, the petitioner must record the plat at the Cook County Recorder's Office. The original plat will be kept in the Village Engineer's office after recording.

No building permit may be issued until the plat has been approved and recorded.

☐ OTHER VILLAGE BOARDS AND COMMISSIONS

- Proposals that include zoning relief, such as lot width or lot area variations or variations for structures that will become nonconforming upon subdivision require approval through the Zoning Board of Appeals process.

☐ OTHER STAFF REVIEW

- Proposed projects approved through the Plan Commission process may also be subject to grading and drainage review and approval.

Applicants are encouraged to check with the Community Development staff to determine what approvals are necessary for their proposal.

**PLAN COMMISSION
VILLAGE OF WILMETTE
Application For A Public Hearing**

1. PETITIONER AND OWNER INFORMATION

Petitioner's Name: _____

Property Address: _____

Mailing Address (if different from above): _____

Daytime Phone: _____ Eve Phone: _____

Email: _____

Petitioner's Signature

Date

Are you the legal owner of the property? YES NO

If not, state the owner's name, address and phone number and submit his/her signature here or in a letter of authorization.

Owner's Name: _____

Owner's Address: _____

Daytime Phone: _____ Eve Phone: _____

Email: _____

Owner's Signature

Date

Letter of Authorization Attached

2. PROPERTY DESCRIPTION

General location of petitioned property (cross streets and nearby landmarks):

Legal Description of the property (as shown on the Plat of Survey):

Present Use: _____

3. DESCRIPTION OF REQUEST

Application for: Subdivision Consolidation Vacation

Briefly describe the request: _____

Please attach a separate letter addressed to the Plan Commission stating how this request conforms to the standards of review as set forth in the Village of Wilmette Zoning Ordinance and Village of Wilmette Subdivision Code.

4. CHECKLIST OF COMPLETE SUBMITTALS

Please check off those attachments being submitted with this application. *Please note: applications are scheduled in order of filing date, with complete applications being scheduled first.*

Required Submittals

- Filing Fee
- Evidence of Ownership
- Preliminary Plat
- Plat of Survey of Existing Property/Properties
- Letter to the Plan Commission

All correspondence should be addressed to the Community Development Department, Village of Wilmette, 1200 Wilmette Avenue, Wilmette, IL 60091.