



# Subdivision Application

## City of Park Ridge

Department of Community Preservation and Development . 505 Butler Place . Park Ridge, IL . 60068  
Phone: (847) 318-5291 . Fax: (847) 318-6411 . Web Site: www.parkridge.us

**Type of Subdivision:** (Check one)

- Administrative Subdivision
- Minor Subdivision
- Preliminary Plat of Subdivision
- Final Plat of Subdivision

**Case Number:** \_\_\_\_\_

**Name of Subdivision:** \_\_\_\_\_

**Subject Property Information:**

Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Current Legal Description (include Lots and Blocks and existing Subdivision): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Owner Information:** (If different)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Proposed Subdivision Information:**

Total Number of Proposed Lots: \_\_\_\_\_

Total Area of Subdivision: \_\_\_\_\_ (Square Feet/Acres)

Land Dedicated for Open Space: \_\_\_\_\_ (Square Feet)

Amount of New Streets: \_\_\_\_\_ (Linear Feet)

Estimated Cost of Public Improvements: \_\_\_\_\_

I hereby certify, as the undersigned applicant, that the above statements and attached documentation are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Minimum Filing Requirements for All Subdivisions

All Subdivision applications must be accompanied by the following documentation.

1. **Subdivision Application** shall contain all required information and the appropriate signature.
2. **Proof of ownership** for the subject property or properties, consisting of a warranty deed, title certificate or title insurance verification (photocopy acceptable). If the applicant is not the owner, a signed statement by the owner must be submitted certifying that the owner acknowledges the application.
3. **Plat of Survey** of the parcel or parcels of land comprising the subject property. The Plat should be to scale, show the actual dimensions of the property boundaries, show all existing structures, show all parcels or lots contained within, and drawn in accordance with the recorded plat of such land.
4. **Survey of front yard setbacks** along the same block as the property, which is to be performed and certified by a surveyor. The average setback of the block is determined by calculating all the setbacks on the block, except for that of the subject property.
5. **Plat of Subdivision** prepared in accordance with the Subdivision Regulations. One copy should be to scale and another copy should be reduced to 8 ½ inches x 11 inches. Administrative and Minor Subdivisions require only a Final Plat of Resubdivision (and not a Preliminary Plat) to be prepared in accordance with Final Plat Data Requirements (Subdivision Regulations, Section 2.F.1, 2 and 3).

Submit only an unsigned black or blue line copy at this time. Instructions will be given as to when the mylar or velum shall be signed and submitted.

6. **Fees** are \$250.00 for the first proposed lot and \$50 for each additional lot. Fees apply to Administrative Subdivisions, Minor Subdivisions and Preliminary Plats. No fee is required for Final Plats.
7. Any other information or documentation as may be required by the Department.
8. **Copies** - the following number of copies are to be submitted:

Administrative Subdivisions: one (1) copy of all required documents.

Minor Plats, Preliminary Plats and Final Plats: seventeen (17) copies of all required documents.