



CITY OF ELMHURST

Administrative Subdivision Packet

PROCESS OVERVIEW

These procedures apply to subdivisions and resubdivisions that involve land area of less than one acre. Subdivisions and resubdivisions of land area less than one acre that meet the Elmhurst Subdivision Ordinance and the Elmhurst Zoning Ordinance without any variation may obtain administrative approval through City of Elmhurst staff. A request for an Administrative Subdivision typically takes three to six weeks.

PRE-APPLICATION MEETING

Applicants are encouraged to consult with City of Elmhurst staff on proposed requests for subdivisions / resubdivisions before submitting an application. Staff is available by appointment at the Community Development Department Monday through Friday from 8:30 AM to 5:00 PM. This conference will provide the petitioner with an opportunity to present a general concept to staff of the subdivision / resubdivision to be requested. At the consultation, City staff will inspect the proposal, determine whether it is appropriate and eligible for an administrative subdivision and will direct the applicant to consult with the proper governmental bodies and utilities if necessary. This step is very important in order to save time, effort, and expense throughout the rest of the process.

APPLICATION FOR AN ADMINISTRATIVE SUBDIVISION / RESUBDIVISION

Before a request for subdivision / resubdivision will be considered, the applicant must submit a completed application to the Community Development Department. The following items and information are a part of the application:

1. Completed application with authorized signatures
2. Evidence of ownership, such as an affidavit, contract purchase, or disclosure of beneficial trust
3. One (1) proposed plat of subdivision on mylar including PIN, common address, legal description and all applicable title blocks with notary (see attached title block sheet for reference), in addition to three (3) paper copies (preliminary plat may be submitted for review electronically)
4. Non-refundable Administrative Subdivision fee of \$450, made payable to the City of Elmhurst
5. School District Contribution check (where applicable)
6. Park District Contribution check (where applicable)
7. If the request is for a subdivision as opposed to a re-subdivision, the surveyor must issue a recording letter to the City of Elmhurst

SCHOOL DISTRICT & PARK DISTRICT CONTRIBUTIONS

As a condition of approval for an administrative subdivision, the following fees must be submitted to the City of Elmhurst as School District and Park District Contributions for each newly created lot or dwelling unit:

	Single Family	Town Home	Multi-Family
School District Contribution	\$6,500 per unit	\$1,000 per unit	\$500 per unit
Park District Contribution	\$1,250 per unit	\$1,000 per unit	\$900 per unit

CITY STAFF REVIEW

Once the required materials are received, the City of Elmhurst staff will review the plat, collect the required signatures, and record the plat with the County Recorder’s Office. The City of Elmhurst will retain the original copy of the subdivision / resubdivision plat. A copy of the executed plat will be provided to the applicant and/or property owner.