



**CITY OF ELMHURST**

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## Subdivision Application Packet

Revised: September 2022

## **PROCESS OVERVIEW**

These procedures apply to subdivisions and resubdivisions that involve a land area equal to or greater than one acre. Subdivisions involving less than an acre may obtain administrative approval by the Zoning Administrator.

A request for a Subdivision typically takes three to five months for review. The process includes a pre-application conference, submittal of the application and associated documentation, submittal of tentative subdivision plat, subdivision of final plat, a comprehensive review of plans by all City Departments, posting of public meeting sign and the notification period.

The Zoning and Planning Commission will conduct a public meeting for all Subdivision requests. A subsequent meeting of the Zoning and Planning Commission is held to deliberate and recommend approval or denial of the Subdivision application.

The Development, Planning and Zoning Committee (DPZ) of the City Council then considers the Zoning and Planning Commission recommendation. The DPZ composes a separate recommendation to the City Council.

Finally, the request will go before the full City Council for consideration of the DPZ report and an ordinance to grant the request. This overview is provided only as a summary of the Subdivision process. This full packet contains specific information about requirements and expectations for each step in the Subdivision process.

## **APPLICANT RESPONSIBILITIES FOR A SUBDIVISION**

- The applicant and property owner must be present at the public meeting of the Zoning and Planning Commission, the Zoning and Planning Commission deliberation, the DPZ Committee meeting, and the initial City Council final approval meeting.
- The applicant must submit a completed application with appropriate exhibits for processing.
- The applicant must respond to requests for additional information or clarification from City Staff.
- It is strongly recommended that the applicant speak to the owner of each property that is adjacent to the subject property prior to filing the application.
- The applicant must arrange for the installation of the public meeting sign and the submittal of an affidavit verifying installation within the required notice period.
- At the public meeting of the Zoning and Planning Commission, the applicant must present their case to the Commission.
- At the public meeting of the Zoning and Planning Commission, the applicant must speak before the Commission (for the official transcript) addressing the Subdivision request.
- Again, the applicant and property owner must be present at the public meeting of the Zoning and Planning Commission, the Zoning and Planning Commission deliberation, the DPZ

Committee meeting, and the initial City Council final approval meeting to respond to any questions or issues regarding the subject case.

### **PRE-APPLICATION MEETING**

Applicants are required to consult with City of Elmhurst staff on proposed requests for Subdivisions before submitting an application. Staff is available by appointment at the Community Development Department Monday through Friday from 8:30 a.m. to 5:00 p.m.

This conference will provide the applicant with an opportunity to present a general concept to staff of the Subdivision to be requested. This will also allow the Community Development Department staff to determine what items will be required for submittal of the formal application, and to suggest any necessary adjustments to the request. This step is very important in order to save time, effort, and expense throughout the rest of the process.

The applicant should prepare a general outline of their proposal to present at the pre-application meeting, including, but not limited to:

- Sketch plans and ideas regarding land use, street and lot arrangement, and tentative lot sizes.
- Tentative proposals regarding water supply, sewage disposal, surface drainage, and street improvements.
- Identification of flood plain, soil deficiency, topographic and other possible site limitations.

### **COMPLETE APPLICATION SUBMITTAL**

The applicant must submit a complete application to the Community Development Department to start the Variation process. The application can either be submitted electronically or on paper. Applications should be submitted at least 45 days prior to the expected public hearing date.

The following items and information are a part of the Subdivision application:

- 1) Completed application with authorized signatures
- 2) Evidence of ownership, such as an affidavit, contract purchase, or disclosure of beneficial trust
- 3) Legal description and common address for the property
- 4) Current plat of survey showing lot lines and any buildings on the property (if paper submittal 1 folded copy no smaller than 11 x 17)
- 5) Tentative Plat of Subdivision
- 6) Final Plat of Subdivision, if applicable

- 7) Accompanying plans for elevations, site plans, landscaping, parking, etc., where applicable (if paper submittal 1 folded copy no smaller than 11 x 17)
- 8) Photographs, traffic study, parking study or other materials as requested by City Staff
- 9) Project impact statement describing the reasons for the Subdivision, to include the following:
  - ✓ Intentions as to development of the land;
  - ✓ The character of the lands immediately adjoining and within 200 (or so) feet of the proposed subdivision;
  - ✓ A general description of the type, kind, character and extent of required improvements proposed to be constructed or installed;
  - ✓ Summary of all restrictions intended to be imposed by the final plat by declarations or by deeds of conveyance as to the use of all property within the subdivision, including area of buildings, if any; and
  - ✓ Such other information or data that may be required for the full and complete consideration of the proposed plan of subdivision.
- 10) Check for \$1,500.00 Subdivision application fee, made payable to the City of Elmhurst
- 11) School & Park District Contributions, due at time of final plat of subdivision, final planned development plan, the filing of any assessment plat in the Office of the DuPage County Recorder or the issuance of a Certificate of Occupancy, whichever shall first occur, where the same creates additional dwelling units or single-family lots.

The applicant must submit 1 digital copy and 1 hard copy of each document for processing. Additional copies may be required at any time during the review process.

Each Subdivision application is distributed to various City Departments: Building, Engineering, Fire, Police and Public Works for comment. The Community Development Department staff will forward any comments to the applicant generated from this review.

The applicant is responsible for responding to any and all issues derived from the City's review. This internal process is intended to allow City Staff the ability to review, discuss and resolve site problems and more directly communicate the City's requirements to developers, residents and others. By identifying the applicable codes and ordinances through this process, costly delays from oversights or incomplete applications may be avoided.

After the application has been submitted and all City issues, if any, have been addressed the case will be placed on the next available Zoning & Planning Commission agenda.

### **TENTATIVE PLAT SUBMITTAL**

The Applicant shall prepare a tentative plat, including a proposal for the installation of improvements and intended dedication or reservation of public lands, to be filed with the

Planning and Zoning Administrator. The tentative plat shall be prepared by a qualified professional surveyor with name and seal affixed, trained and experienced in the layout of subdivisions.

Requirements for tentative plats are listed in Section 8.2-1 of the Subdivision Ordinance.

## **PUBLIC NOTIFICATION**

### ▪ **Public Hearing Sign**

A sign must be posted on the property by 9:00 a.m. at least 15 days before the public hearing. The applicant must remove the sign within ten days of any final action. Installation and cost of the sign is the responsibility of the Applicant. City Staff recommends using a local sign company familiar with the specifications of the public hearing sign. The Applicant must also provide an affidavit stating that the sign has been posted. The sign must meet the following requirements:

#### *Appearance of Sign:*

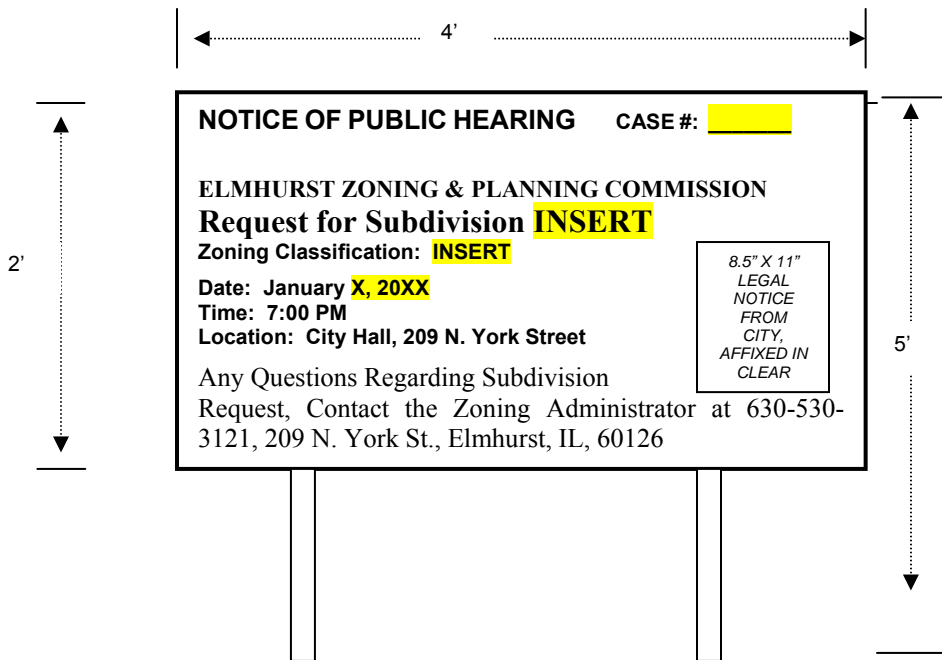
- ✓ Free-standing ground sign, no higher than five feet in overall height
- ✓ Sign face no larger than eight square feet, with no dimension smaller than two feet in length
- ✓ White background with black lettering in bold print, the lettering to be not less than one inch in height.
- ✓ Setback no less than 12' from property line and no closer than 10' from any structure on lot

#### *Sign Content Information:*

- ✓ Requested number of lots in the subdivision and proposed use thereof;
- ✓ Date, time and place of the first meeting of the Zoning and Planning Commission relative to this subdivision request;
- ✓ This statement: QUESTIONS REGARDING THE REQUESTED SUBDIVISION SHOULD BE DIRECTED TO ZONING ADMINISTRATOR, 209 N. YORK ST., ELMHURST, IL 60126, (630) 530-3121
- ✓ 8½ inch x 11-inch copy of the legal notice from the City of Elmhurst attached to the sign in a clear plastic cover

**NOTE:**

**THE PUBLIC HEARING SIGN MUST REMAIN POSTED UNTIL THE CITY COUNCIL HAS TAKEN FINAL ACTION. THE SIGN MUST BE REMOVED WITHIN TEN (10) DAYS OF SUCH FINAL ACTION.**



**VARIATIONS**

If the Applicant is requesting a variation from the zoning or subdivision ordinance, the Variation process, as described in Section 22.23 of the Elmhurst Zoning Ordinance, must be followed in addition to the subdivision process.

**ZONING & PLANNING COMMISSION**

The public meeting is an opportunity for the Zoning & Planning Commission to hear and assemble a record of testimony from the applicant and other concerned parties regarding the requested Subdivision. The Zoning and Planning Commission shall, after review and consideration of the proposed plan of subdivision and the reports thereon from City staff, and evaluation of all variations, approve or disapprove the tentative plat as a whole and with respect to each specific variation, if any.

At the public meeting of the Zoning and Planning Commission:

- The applicant and owner must be present. The applicant and owner of the subject property must be present at the public meeting of the Zoning & Planning Commission in order to answer any questions or to respond to requests for further information.
- A court reporter will be present to record all verbal testimony provided at the public meeting, ultimately producing a transcript for each case.
- The applicant must speak before the Commission (for the official transcript) addressing the requested proposal.
- Issues to be addressed to the Commission are as follows:
  - ✓ The Applicant's intentions as to development of the land;
  - ✓ The character of the lands immediately adjoining and within 200 feet of the proposed subdivision;
  - ✓ A general description of the type, kind, character and extent of required improvements proposed to be constructed or installed;
  - ✓ Summary of all restrictions intended to be imposed by the final plat by declarations or by deeds of conveyance as to the use of all property within the subdivision, including area of buildings, if any;
  - ✓ Such other information or data that may be required for the full and complete consideration of the proposed plan of subdivision;
- The applicant may have to respond to questions from Commission members and/or interested parties in the audience. All communications and responses to questions or issues should be addressed to the Zoning & Planning Commission.

Typically, the Commission members will place the subject case on their next agenda for deliberation and may request further information from the staff and/or applicant. At their next meeting the Zoning & Planning Commission will deliberate on the case and vote to recommend either approval or disapproval of the request to City Council.

### **DEVELOPMENT, PLANNING AND ZONING COMMITTEE (DPZ)**

The recommendation of the Zoning & Planning Commission will be forwarded to the Development, Planning and Zoning Committee. The Committee will consider the information in the Zoning & Planning Commission report and the transcript of the public meeting, as well as any other information the members of the Committee consider relevant in order to develop a recommendation for the full City Council. The Development, Planning and Zoning Committee will forward their recommendation to the full City Council.

The applicant is required to attend the Development, Planning and Zoning Committee meeting, which is held the second and fourth Mondays of each month. The Planning and Zoning staff will inform you when you will be placed on the DPZ agenda.

## CITY COUNCIL

In this final step, the City Council will take into consideration all of the information compiled thus far in the process. At the first of the two City Council meetings for each case, they will vote to accept or not accept the report of the Development, Planning & Zoning Committee. It is expected that the applicant attend this meeting, which are held the first and third Mondays of each month.

At the next regularly scheduled Council meeting, the Council will make a decision to either approve or disapprove an ordinance that would allow the requested Subdivision. After the ordinance is approved and signed by the Mayor and the City Clerk, the applicant must remove the public notice sign from the property.

## FINAL PLAT SUBMITTAL

After approval by the City Council of the Tentative plat, the owner shall, within one year thereafter, submit to the Planning and Zoning Administrator a final plat of the subdivision, in final form for recording, which shall be in strict accordance with the tentative plat, as approved.

Requirements for final plats are listed in Section 8.3 of the Subdivision Ordinance. The applicant must follow the same approval process, as noted above for the tentative plat, for the final plat of subdivision.

When and if the City Council is satisfied with the final plat and with all improvements, conditions and documents pertaining to the subdivision, the Council shall by resolution approve the same and authorize and direct the Mayor to sign the final plat for and in the name of the City of Elmhurst and direct the City Clerk to attach thereto the corporate seal and any necessary certificate.

The City shall record the final plat in the office of the Recorder of DuPage County, Illinois. The supporting documents transmitted with said final plat to the City Council shall be filed in the office of the City Clerk. The final plat, after recording, shall remain on file in the office of the City Clerk. A print or copy of the final plat, with copy of the approval thereof by the City Council, and one copy of all supporting documents, shall be made available to the owner.

***If the proposed subdivision meets the submittal requirements of Sections 8.2 & 8.3 of the City of Elmhurst Subdivision Ordinance, tentative and final plats may be processed simultaneously.***

## SCHOOL DISTRICT & PARK DISTRICT CONTRIBUTIONS

As a condition of approval for subdivisions / resubdivisions, the following fees must be submitted to the City of Elmhurst as School District and Park District Contributions for each newly created residential 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

**SUBDIVISION PROCESS**

