



VILLAGE OF SCHAUMBURG

**Community Development Department
PLAT OF SUBDIVISION PROCEDURES**

101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4430 (Fax) 847.923.4474

The following instructions are presented to help you in preparing your petition in the most complete form possible for presentation at a meeting before the Plan Commission. In preparing the petition for Plat of Subdivision review, the petitioner should consult the Village's Subdivision and Land Development Ordinance, Zoning Ordinance, and Comprehensive Plan to insure conformity with intent and compliance with all regulatory requirements. These can be found on the [Village's website](#). Questions regarding these documents or comments contained therein should be directed to the Community Development Department.

The petition for Plat of Subdivision involves a three-phase procedure which first requires Staff review of the petition, followed by review and recommendation by the Plan Commission at a public meeting and, ultimately, Village Board review and approval. The process generally can be expected to require six to eight weeks from the time of initial application to Village Board determination. Procedurally, the Plat of Subdivision process involves the following:

1. Preapplication meeting.

Although this first step is optional, it is highly recommended that the petitioner schedule a meeting with the Community Development Department to discuss the feasibility of the proposal and become familiar with Village requirements and procedures.

2. Submittal of petition.

See attached checklist for submittal requirements.

3. Staff review.

Upon receipt of the complete petition for Plat of Subdivision as required herein, the proposal will be scheduled for review by the Village Project Review Group (PRG), an interdepartmental staff reviewing body coordinated by the Community Development Department, consisting of input from all applicable Village departments. Petitioners will be invited to meet with the Project Review Group. After it has completed its review, written comments will be sent to the petitioner. Upon receipt of the comments, the petitioner is responsible for making the necessary changes or revisions and/or submitting any additional materials requested by Village Staff. When all of the necessary information has been submitted and found to be acceptable, a date will be scheduled for review by the Plan Commission or Zoning Board of Appeals. A Project Review Group Report will be prepared and forwarded to the Plan Commission or Zoning Board of Appeals for their review.

4. Plan Commission.

At a regularly scheduled meeting, the Plan Commission will conduct a public review of the petition. All persons desiring to be heard will be given the opportunity to be heard. Upon the conclusion of its review, the Plan Commission, upon the majority vote of its entire membership, will submit a recommendation to the Village Board to grant, deny, wholly or in part, or modify the petition. The Plan Commission may require such special conditions

in the approval of the petition as it deems necessary to insure conformity with the intent of all established Village policies and ordinances. Note that Zoning Board of Appeals review will be required if a variation to the Zoning Ordinance or a rezoning is requested.

5. Village Board.

Upon receipt of the Plan Commission recommendation, the Village Board, upon the majority vote of its entire membership, will then grant, deny, wholly or in part, or modify the petition as it determines appropriate. The Village Board may require such special conditions with the approval of the petition as it may deem necessary to ensure conformity with the intent of all comprehensive plan elements, established Village policies, and applicable Village ordinances.

6. Recording of Final Plat.

Upon Village Board of Trustees' approval of the Final Plat, the Community Development Department will then have the Final Plat recorded in the Office of the Recorder of Deeds of Cook County or DuPage County, Illinois. The petitioner is responsible for payment of the necessary fees for recording purposes. Payment must be made to the Community Development Department prior to the Plat being taken to the Recorder's Office. Upon recording, the Engineering Department will maintain the original Mylar Plat on file with a copy of the recorded Plat on file with the Community Development Department for purview by the general public. In addition, a copy of the recorded Final Plat will be sent to the petitioner.

Please note: *The recommendations and technical assistance provided by Village staff during the review process is purely advisory in nature. The authority to approve or deny a petition lies solely with the Village Board of Trustees.*

SUBMISSION REQUIREMENTS – PLAT OF SUBDIVISION APPLICATION

All required items, with the exception of the Mylar, shall be FOLDED not to exceed 8 1/2" by 14" in area and shall prominently indicate the following basic information:

1. The name of the proposed subdivision
2. The name of the preparer
3. The date of preparation and any subsequent revisions
4. If applicable, a scale of one (1) inch to forty (40) feet or larger
5. A north arrow

UNFOLDED PLANS WILL BE RETURNED TO THE PETITIONER.

REQUIREMENTS – PRELIMINARY PLAT

1. Original, fully executed *Petition for Plat of Subdivision* _____
2. Applicable zoning fee, payable to the Village of Schaumburg _____
3. Location Map _____
4. One copy of paid receipt of the most recent tax bill for the parcel _____
5. One copy of document indicating proof of ownership or intent to purchase _____
6. Required plans (see chart below)
 - a. Preliminary Plat of Subdivision (scale of one inch to 50 feet or larger) _____
 - b. Preliminary Engineering Plans _____
 - c. Plat of Survey (signed and stamped by registered land surveyor) _____
7. Thirteen (13) copies of traffic and other impact studies, if determined necessary by the Community Development Department _____
8. Density - Provide information on the gross area of each land use sub-area.
 - d. i.e., single family, multi family, commercial, etc. For residential sub-areas, the number of dwelling units and gross density contained therein, the sub-area boundaries are to be clearly delineated. Floor area ratio should be provided for all units over 30 feet in height. _____
9. Other information as may be determined to be necessary by the Community Development Department to complete the evaluation of the petition. _____

Project Type	Number of Copies for PRG Review	Number of Copies for Board Review
<ul style="list-style-type: none"> • Preliminary Plat 	<ul style="list-style-type: none"> • 2 scaled plans – no larger than 24" x 36" • 2 reduced plans – no smaller than 11" x 17" • 	<ul style="list-style-type: none"> • 3 scaled plans – no larger than 24" x 36" • 13 reduced plans – no smaller than 11" x 17" • One copy of a letter responding to comments from PRG letter

REQUIREMENTS – FINAL PLAT

1. Original, fully executed *Petition for Plat of Subdivision* _____
2. Applicable zoning fee, payable to the Village of Schaumburg _____
3. Location Map _____
4. One copy of paid receipt of the most recent tax bill for the parcel _____
5. One copy of document indicating proof of ownership or intent to purchase _____
6. Required plans (see chart below)
 - a. Plat of Subdivision (scale of one inch to 50 feet or larger) _____

- b. Final Engineering Plans (including Subdivision Improvement Security as Specified in the Subdivision Control Ordinance _____)
- 7. Other information as may be determined to be necessary by the Community Development Department to complete the evaluation of the petition. _____

Project Type	Number of Copies for PRG Review	Number of Copies for Board Review
<ul style="list-style-type: none"> • Final Plat 	<ul style="list-style-type: none"> • 2 scaled plans – no larger than 24” x 36” • 2 reduced plans – no smaller than 11” x 17” 	<ul style="list-style-type: none"> • 3 scaled plans – no larger than 24” x 36” • 13 reduced plans – no smaller than 11” x 17” • 1 original mylar copy (following approval of Village Board) • One copy of a letter responding to comments from PRG letter

In addition to the aforementioned basic information, each required item must include the following information:

- 1) Preliminary Plat of Subdivision
 - a. Title under which the proposed subdivision is to be recorded.
 - b. Legal description of property platted and total included.
 - c. Date, scale, and north arrow.
 - d. Name and address of the owner, subdivider, engineer, and land surveyor preparing the plat.
 - e. The location, widths, and other dimensions of proposed streets, alleys, easements, parks, playgrounds, and other open spaces proposed to be dedicated for public use.
 - f. The blocks and lots, and building setback lines and dimensions into which the project is proposed to be subdivided in sufficient detail to determine the character of the development.
 - g. Location, dimensions and acreage of any site to be reserved or dedicated for parks, playgrounds, drainageways, or other public use.
 - h. The following information shall be provided as part of the preliminary plat submittal. This information should be represented in such a manner as to overlay the preliminary plat.
 - i. The character of the immediately contiguous lands to the proposed subdivision to a minimum distance of 200 feet showing the subdivision thereof, if subdivided, and the location and dimensions of public streets, alleys, public utility easements, street pavements, sanitary sewer mains, storm water mains, retention and detention areas, water supply mains, if any, adjoining the proposed subdivision.
 - ii. A large scale information map showing location of preliminary plat area.
 - iii. The zoning classification under the Village of Schaumburg, Cook County, or abutting municipalities, the zoning of all surrounding land indicating whether it is in the Village of Schaumburg, Cook County or other municipality.
 - iv. The location within the proposed subdivision, or any existing public streets, alleys, public utility easements, street pavements, sanitary sewer mains, storm sewer mains, water supply mains, water courses, bridges, culverts, and similar facilities, the location of existing buildings, if any.
 - v. Complete pedestrian access and circulation plan, including locations of all sidewalks and/or bikepaths.
 - vi. Location of existing corporate boundary lines at or near the proposed subdivision.
 - vii. Existing and proposed ground elevations on and within 50 feet of the tract. All elevations are to be in USGS datum.
 - viii. Flood plain limits are to be shown according to the current Village of Schaumburg Flood Control Ordinance, Chapter 150 of the Municipal Code, as amended from time to time.

- ix. Location of existing trees as required in Title 15, Chapter 154, Section 154.135 of the Municipal Code, as may be amended from time to time.
 - x. Landscaping and tree planting plan for parkways and public areas or other areas as required by Section 154.135 (C) (3) of the Municipal Code, as may be amended from time to time.
 - xi. Proposed building envelopes.
- 2) Preliminary Engineering
- a. Sufficient detail will be required to convey the general basis of design for the sanitary sewer, watermain, stormwater runoff control, and flood control facilities roadway cross-sections, and street lighting needed.
- 3) Final Plat of Subdivision
- a. The plat must be Mylar sepia of clear or light background or inked or plotted Mylar and good quality print so as to be suitable for recording with the County Recorder of Deeds at a scale of one inch equals 50 feet, or larger if required by the Department of Community Development. No mylars produced with xerographic methods or linens will be accepted.
 - a. The name of the subdivision.
 - b. The name and signature of the owner of record of the property.
 - c. The name, signature, and seal of the registered land surveyor who prepared the plat and the date thereof.
 - d. The name, signature and seal of a Notary Public.
 - e. The legal description of the property subdivided.
 - f. All measurements, dimensions, date monuments, angular and linear dimensions, and certificates shall be in accordance with chapter 109, PLATS, of the Illinois Revised Statutes.
 - g. All easements required for the installation of utilities (electric, water, wastewater, gas, telephone, etc.) along with a statement that dedicates the easements as approved by the Village of Schaumburg.
 - h. All scenic or access easements along with a statement that dedicates the easements as approved by the Village of Schaumburg.
 - i. Exact location, width and name of all streets within and adjoining the plat, and the exact location and widths of all pedestrian ways.
 - j. True angles and distances to the nearest established street lines or official monuments (not less than three), which shall be accurately described in the plat.
 - k. Municipal, township, county, or section lines accurately tied to the lines of the subdivision by distances and angles.
 - l. Radii, internal angles, points, and curvatures, tangent bearings, and lengths of arcs.
 - m. All lot numbers and lines, with accurate dimensions in feet and hundredths.
 - n. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated or reserved for public use, indicated thereon, and of any area to be reserved by deed covenants for common uses of all property owners.
 - o. PIN # of existing parcels or lots.
 - p. At least two monuments with Village of Schaumburg caps.

REQUIRED SIGNATURES

The certificates on the plat of subdivision shall be in the following form with the signature of the President of the Board of Cook County Commissioners, or the President of the Board of DuPage County Commissioners if applicable, and the County Clerk to be necessary only where the plat covers land in the unincorporated one and one-half mile fringe area:

(A) Under the authority provided by the Illinois Compiled Statutes, enacted by the Legislature of the State of Illinois and ordinance adopted by the Village President and Board of Trustees of the Village of Schaumburg, Illinois, this plat was given approval by the Village of Schaumburg.

Approved by the Plan Commission (or Zoning Board of Appeals where applicable) at a meeting held on _____.

Chairman

Secretary

Approved by the Village Board at a meeting held on _____.

Village President

Village Clerk

Approved by the County Board of Commissioners of Cook County, Illinois (DuPage County where applicable) at a meeting held _____.

President

County Clerk

(B) An Amendment of “An Act to Revise the Law in Relation to Records”, required that Illinois Registered Land Surveyors file documents relative to flood hazards:

(1) For a subdivision or development situated within 500 feet of a water course, serving a tributary area of 640 acres or more, the plat shall be worded as follows:

“Part of the property covered by this plat of subdivision is situated within 500 feet of any surface drain or water course serving a tributary area of 640 acres or more.”

Such a plat shall not be recorded until the Illinois Department of Natural Resources Office of Water Resources reviews the plat. The submittals required are as follows:

(a) In the early stages of subdivision development, two copies of the boundary plat, together with two copies of the following form:

**ILLINOIS DEPARTMENT OF NATURAL RESOURCES
OFFICE OF WATER RESOURCES**

Request for Report of Flood Hazard Potential as specified in “An Act to Revise the Law In Relation to Records”, approved March 9, 1974, as amended.

Name of Subdivision _____

Name of Subdivider _____

Address _____

Name of Surveyor _____

Address _____

- (1) Location: _____ ¼ of the _____ ¼ of Section _____, Township 41 North, Range _____, East of the Third Principal Meridian, in _____ County, Illinois.
- (2) Legal description of subdivision with ties to section lines so that subdivision can be located without reference to any other subdivision; (unless noted on the plat at time of initial request.)
- (3) Normal water surface elevation of water course adjacent to subdivision
- (4) Elevation of top of water course to closest point of subdivision
- (5) Elevation of lowest topography within subdivision
- (6) Distance from principal water course to closest point of the subdivision
- (7) High water elevation, if known
- (8) Comments that would have a bearing on the floor hazard potential of the subdivision

Forwarded by
Address

(2) For a subdivision not situated within 500 feet of a water course, serving a tributary area of 640 acres or more, information indicating same should be placed upon the plat in the form of certification. The certificate should be worded as follows:

“No part of the proposed covered by this plat or subdivision is situated within 500 feet of any surface drain or water serving a tributary area of 640 acres or more.”

(3) The subdivision or development shall comply with the requirements of Chapter 150, entitled “Flood Control” of the Village Code.

(C) Each plat of subdivision shall also carry a certificate signed by an Illinois Registered Professional Engineer or by the property owner’s Attorney:

STATE OF ILLINOIS)
) SS
COUNTY OF COOK (DU PAGE))

To the best of our knowledge and belief, the drainage of surface waters will not be changed by the construction of such subdivision or any part thereof, or, that if such surface water drainage will be changed, adequate provision has been made for collection and diversion of such surface waters into public areas, or drains which the subdivider has the right to use and that such surface waters will not be deposited on the property of adjoining land owners in such concentrations as may cause damage to the adjoining property because of the construction of the subdivision.

Dated this _____ day of _____, _____.

ENGINEER

OWNER OR ATTORNEY

(D) Each final plat submitted to the Village of Schaumburg for approval shall also carry a certificate signed by an Illinois Registered Land Surveyor in substantially the following form:

“I, Name , hereby certify that I am an Illinois Registered Land Surveyor in compliance with the laws of the State of Illinois and that this plat correctly represents a survey completed by me on (Date) ; that all monuments shown thereon actually exist and materials are accurately shown”.

SEAL:
Signature
Illinois Land Surveyor No.

(E) Each plat of subdivision shall carry a deed of dedication in substantially the following form:

“We, the undersigned, (Name) , do hereby certify that we are the owners of the real estate shown and described herein and do hereby lay off, plat and subdivide said real estate in accordance with this plat. This subdivision shall be known and designated as (name) , an addition to the Village of Schaumburg, Counties of Cook and DuPage, State of Illinois. All public rights of way and public open spaces shown and not heretofore dedicated, are hereby dedicated to the public. There are strips of ground, (No.) feet in width, as shown on this plat and marked “Easement” reserved for the use of public utilities for the installation of water and sewer mains, poles, ducts, lines, and wires subject at all times to the proper authorities and to the easement herein reserved. No permanent or other structures are to be erected or maintained upon said strips of land, but owners of lots in this subdivision shall take their titles subject to the rights of the public utilities and to the rights of the owners of other lots in this subdivision.

(Additional dedication and protective covenants or private restrictions would be inserted hereupon the subdivider’s initiative or the recommendation of the Plan Commission, the Zoning Board of Appeals, or the Village Board; important provisions are those specifying the use to be made of property and, in the case of residential use, the minimum habitable flood area, the dedication of public utilities, public grounds, and other restrictions imposed by the subdivider or required by the Village.)

The foregoing covenants (or restrictions) are to run with the land and shall be binding on all parties and all persons claiming under them until January 1,_____, at which time said covenants (or restrictions) shall be automatically extended for successive periods of 10 years unless indicated otherwise by negative vote of a majority of the then owners of the building sites covered by these covenants or restrictions, in whole or in part, which said vote will be evidenced by a petition in writing, signed by the owners and duly recorded. Invalidation of any one of the foregoing covenants or restrictions by judgment or court order shall in no way affect any of the other various covenants or restrictions which shall remain in full force and effect.

The right to enforce these provisions by injunction together with the right to cause removal, by due process of law, of any structure or part thereof erected or maintained in violation thereof, is hereby dedicated to the public and reserved to the several owners of the several lots in this subdivision and be their heirs and assigns.”

WITNESS our hands and Seals this _____ day of _____, _____.

STATE OF ILLINOIS)
) SS
COUNTY OF COOK (DU PAGE))

Before me, the undersigned Notary Public, in and for the County and State, personally appeared (name) and (name) and each separately and severally acknowledged the execution of the foregoing instrument and his or her voluntary act and deed for the purposed therein expressed.

WITNESS by Hand and Notarial Seal this _____ day of _____, _____.

Notary Public

(F) Each final plat shall include a school district statement which states that “ to the best knowledge of the owner, the property is located within School District(s) _____” This statement must be notarized per State of Illinois Statute.

(G) Each final plat shall include a statement which reads “Upon recording, mail to Village of Schaumburg, 101 Schaumburg Court, Schaumburg, IL 60193”

(H) Each final plat shall include a statement which reads “Send tax bill to (fill in owner’s name)”

(I) If the property is located along a right of way of the Illinois Department of Transportation or Cook County, the plat shall include a statement signed by the Illinois Department of transportation or the Cook County Highway Department in the form required by that agency.

(J) Such other certificates, affidavits, endorsements, or dedications as may be required by the Schaumburg Plan Commission, Zoning Board of Appeals, or the Village Board in these enforcement regulations.