



## VILLAGE OF MORTON GROVE

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# **Subdivision Application Packet**

Village of Morton Grove  
Department of Community and Economic Development  
6101 Capulina Avenue  
Morton Grove, Illinois 60053  
[commdev@mortongroveil.org](mailto:commdev@mortongroveil.org)  
(phone) 847.470.5231  
(fax) 847.965.4162

### **PROCESS OVERVIEW**

A Subdivision request typically takes three to four months for review. The process usually includes submittal of the application and associated documents, public meetings with the Traffic Safety and Appearance Commissions, a complete review of plans by all Village Departments, a Staff-Applicant conference, legal notice, public notice sign posting, notification period, and applicant submittal of revised plans and documents. The Plan Commission will then conduct a public hearing for all Subdivision requests, including determining whether to recommend for or against the application, or to continue the request for further review.

The Village Board then considers the Plan Commission recommendation over a two-meeting period. At the first meeting, the application is presented with a summary report. At the second meeting, the Board votes on an ordinance to grant the request.

***This overview is provided only as a summary of the Subdivision request process. This full packet contains specific information about requirements and expectations for each step in the process.***

Requests for signs are processed separately; see Village Staff for more information or go to the Village website <http://www.mortongroveil.org/government/departments/FormsPermits.asp> for the sign application.

### **APPLICANT / PETITIONER RESPONSIBILITIES FOR A SUBDIVISION**

- The applicant is required to attend the public hearing of the Plan Commission and the Village Board meetings where the application is reviewed. The owner should also attend these meetings. If the owner cannot be present, then written authorization allowing the applicant to act on the owner's behalf must be provided. The applicant's attendance is needed to respond to any questions or issues regarding the application.
- The applicant is required to attend the Traffic Safety Commission and Appearance Commission meetings, if they are required for the application. The applicant must present their request to these respective commissions.
- The applicant must submit a completed application with appropriate exhibits for processing.
- The applicant must respond to requests for additional information, revised information or clarifications from Village Staff.
- The applicant and property owner must allow the Village to place a public hearing sign on the subject property. The applicant and property owner must also allow Village Staff, Plan Commissioners, and Village Board members to visit the property in preparation for their review of the case.
- At the public hearing of the Plan Commission, the applicant must present their case to the Commission.

- The applicant/petitioner shall be responsible for the required land dedications and impact fees as noted in Chapter 13 of the Unified Development Code, as applicable.

#### **PRE-APPLICATION MEETING**

Applicants are encouraged to contact and meet with the Village's Director of Community Development (the "Director") on proposed Subdivision requests before submitting an application. Staff is available by appointment at the Village Hall typically Monday through Friday from 8:30 a.m. to 5:00 p.m.

This initial meeting will provide the applicant with an opportunity to present a general concept to the Village on the Subdivision to be requested. This will also allow the Director to determine what items will be required for submitting the application, and to suggest any necessary adjustments to the request. This step is important in order to save time, effort, and expense throughout the rest of the process!

#### **COMPLETE APPLICATION SUBMITTAL**

The applicant must submit a complete application to the Director to start the Subdivision process, including 5 copies of each document for processing. **Additional and/or revised copies may be required at any time during the review process.** Once the application is determined to be complete, it will follow the Village's Procedural Control Schedule, which is provided in this application package.

The items and information identified in the Checklist section below are a part of the Subdivision application, unless otherwise specified by the Director, along with the following:

(Each sheet larger than 11" X 17" shall have one 11" x 17" copy with it.)

- 1) Completed Subdivision application with authorized signatures.
- 2) Evidence of ownership such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust (1 copy may be submitted)
- 3) Written authorization from the property owner to file application and accept conditions of approval regarding the project and the property.
- 4) List of property owners and addresses of all contiguous and adjacent properties within 250 feet of the subject property's boundaries.
- 5) Current plat of survey by a registered land surveyor, showing lot lines, all existing buildings and physical features including paved areas, utility lines, easements, right of way, and other property interests.
- 6) Site plan (to scale) for proposed development, including the following:
  - a. Building location(s)
  - b. Traffic access and circulation (*traffic movement onto and around site*)

- c. Parking (*stall and aisle dimensions; required parking calculations; handicapped parking identified; total parking provided on site*)
  - d. Site area, building area, and floor area ratio (FAR).
  - e. Impervious surface area/percentage of site area (*for new projects or as required by the Village*).
  - f. For new residential, numbers of units and composition.
  - g. Landscaping (*detailed planting plans and plant list*)
  - h. Lighting (*location, type of light head, wattage, and photometric analysis*).
  - i. Fire lanes.
  - j. Loading dock or loading area (*if applicable*).
  - k. Site environs (*showing locations and distances of all structures on adjacent properties, and uses of existing properties*).
- 7) Building elevations (*if required by Village; typically necessary for new construction, redevelopment, and/or building renovations*).
- 8) Floor plans.
- 9) Engineering Data (*if required by Village; typically necessary for new construction, redevelopment, and/or other changes to an existing site*)
- a. Topography (*one-foot contour intervals or elevations on a 25 foot grid based on U.S.G.S. datum within 100 feet of parcel*).
  - b. Existing utilities (*all within 100 feet of parcel*).
  - c. Proposed utilities (*sanitary and storm sewer with placement of manholes and retention areas; water main with placement of valves and hydrants*).
  - d. Storm water detention (*proposed facilities; calculations*).
  - e. Streets, alleys, public easements and utility rights-of-way (*location, width and names*).
  - f. Floodplain notation.
- 10) Traffic Impact Analysis, including parking impact analysis.
- 11) Photographs or other materials requested by City Staff.
- 12) Check(s), made payable to the Village of Morton Grove, for:
- a. Application fee (*\$550 for all subdivisions up to and including the first 5 lots, and \$55 for each additional lot, or \$300 for right-of-way vacations*).
  - b. Escrow fee for administrative processing (*\$1000 for all requests*).

#### **VILLAGE STAFF REVIEW AND STAFF/APPLICANT CONFERENCE**

Each Subdivision application is distributed to various Village Departments: Building, Public Works/Engineering, Fire, and Police, along with Community Development, for comment.

The Director or Village Staff will forward comments to the applicant generated from this review prior to the Staff/Applicant meeting, and further discuss them with the applicant at the Staff/Applicant

Conference. The Director will contact the applicant to schedule a Staff/Applicant Conference using the schedule in the Procedural Control Schedule (attached to this document).

The applicant is responsible for responding to any and all issues noted during the Village review, subject to the deadline for “Revised Materials Due” as noted in the Procedural Control Schedule.

This review process is intended to allow Village Staff the ability to review, discuss and resolve site problems and more directly communicate Morton Grove requirements to applicants. By identifying the applicable codes and ordinances through this process, costly delays from oversights or incomplete applications may be avoided. After the Staff/Applicant Conference and all Village issues have been addressed, the case will be placed on the next available Plan Commission agenda.

### **PUBLIC NOTIFICATIONS AND SIGNS**

As noted above, the applicant is responsible for submitting the names and addresses of property owners within 250 feet of the property.

Apart from that requirement, the Village carries out the other public notice and legal notice requirements, including the following:

- **Placing a Public Notice sign on the property.** *The applicant must allow this sign to remain where the Village places it on the property for the duration of the planning and zoning review.* The Village places these signs at least 10 days before a public hearing, and removes them sign once all Village planning and zoning review is completed.
- **Publishing a legal notice in a local newspaper.** The applicant should understand that the property in question will be identified publicly for their request.
- **Sending notification letters to surrounding property owners.** Again, the applicant should be aware that such letters are sent identifying the property, nature of request, and public hearing where anyone can speak about a request.

**NOTICE**  
**ZONING APPLICATION**  
**PENDING FOR THIS**  
**PROPERTY**  
FOR INFORMATION CONTACT  
VILLAGE OF MORTON GROVE  
COMMUNITY DEVELOPMENT  
847-470-5231  
WWW.MORTONGROVEIL.ORG

***Sample Public Notice Sign***

The Applicant should also expect Village Staff and Plan Commission members to visit the property to gather more information about the request. (Applicants may discuss the case with Village Staff, but should **NOT** speak about the case with Commissioners; any violation of this can result in the case being **withdrawn** due to “ex parte” communications as specified by Illinois State Law.)

### **TRAFFIC SAFETY COMMISSION & APPEARANCE COMMISSION**

The Traffic Safety and Appearance Commission meetings are an opportunity for these Village commissions to provide a more detailed review of proposed projects, and provide recommendations for the applicant, Staff and the Plan Commission. Staff will determine whether these meetings are required for each project. At these meetings, the applicant must present their request for review, and be prepared to answer questions.

The Traffic Safety Commission focuses on traffic, parking and related topics, while the Appearance Commission's area of review is building façade design, landscaping, and signs.

### **PLAN COMMISSION**

The public hearing is an opportunity for the Plan Commission to hear testimony from the applicant and other concerned parties regarding the Subdivision request.

At the public hearing of the Plan Commission:

- The applicant must be present. The owner should also be present, or have previously provided written authorization for the applicant to represent the property. The applicant's presence is required at the public hearing to respond to questions from the Commission and/or interested parties, or to respond to requests for further information. All communications and responses to questions or issues should be addressed to the Plan Commission.
- A recording secretary will be present to summarize verbal testimony provided at the public hearing.
- The applicant will speak at the Commission meeting, for the record, to present the request.

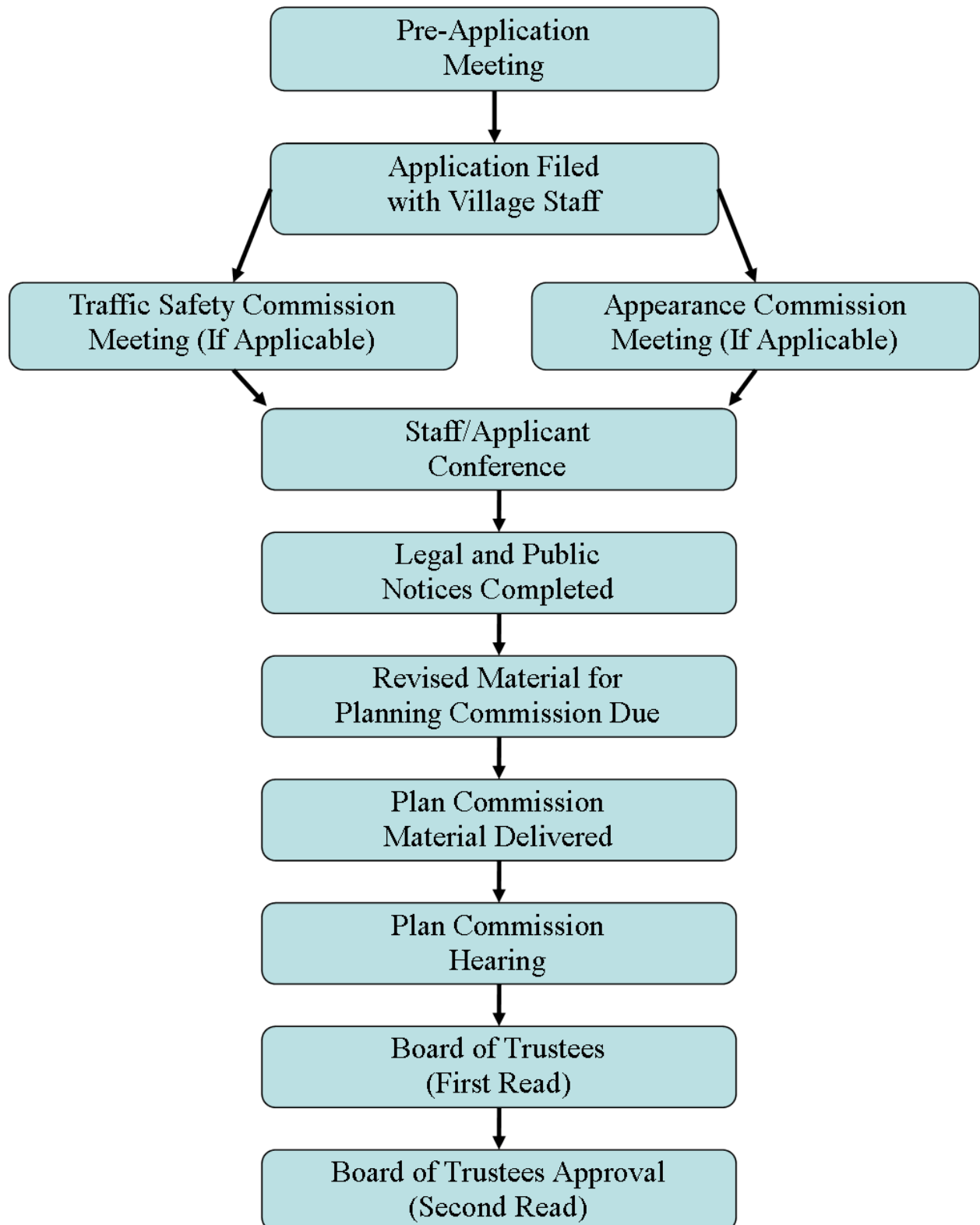
At the end of the public hearing, the Plan Commission will discuss the case and vote to recommend either approval or disapproval of the request to the Village Board. In order for the Plan Commission to recommend approval, the Commission must find that the proposed Subdivision meets Village goals and requirements as identified in the Unified Development Code.

### **VILLAGE BOARD**

In this final step, the Village Board will consider the information presented in the written Commission report and as presented by the Plan Commission Chair at the first of two Village Board meetings in the process. At this first meeting, the reports are presented along with the ordinance for the Subdivision. At the next regular meeting, the Board will vote on the ordinance for the Subdivision.

The applicant should attend these meetings, which are typically held the second and fourth Mondays of each month. If the ordinance is approved, it is signed by Village officials and a copy provided to the applicant. The applicant then has one year from that approval date to begin the building process by applying for a building permit. If no action is taken in that one-year period, the ordinance is revoked.

## SUBDIVISION PROCESS



# SUBDIVISION APPLICATION



## Village of Morton Grove

Department of Community Development

6101 Capulina Avenue

Morton Grove, Illinois 60053

(847)470-5231 (p)

(847)965-4162 (f)

CASE NUMBER: \_\_\_\_\_ DATE APPLICATION FILED: \_\_\_\_\_

### **APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

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

Applicant City / State / Zip Code: \_\_\_\_\_

Applicant Phone: Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Mobil / Other: (\_\_\_\_) \_\_\_\_\_

Applicant Fax: Work : (\_\_\_\_) \_\_\_\_\_ Home : (\_\_\_\_) \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Relationship to Property Owner: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

### **PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)**

Owner Name: \_\_\_\_\_

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

Owner City / State / Zip Code: \_\_\_\_\_

Owner Phone: Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Mobil / Other: (\_\_\_\_) \_\_\_\_\_

Owner Fax: Work : (\_\_\_\_) \_\_\_\_\_ Home : (\_\_\_\_) \_\_\_\_\_

Owner Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

### **PROPERTY INFORMATION**

Common Address of Property: \_\_\_\_\_

Property Identification Number (PIN): \_\_\_\_\_



Legal Description (Attach additional sheets as necessary): \_\_\_\_\_

Provide responses to the Subdivision standards as listed in Section 12-16-4.D.3 of the Unified Development Code. The Subdivision standards are as follows:

a. Orderly Development: The proposed subdivision will encourage orderly and harmonious development within the Village.

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b. Coordination of Streets: The streets within the proposed subdivision will coordinate with other existing and planned streets.

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c. Coordination of Utilities: The utilities within the proposed subdivision will coordinate with other existing and planned utilities, and create a uniform system of utilities within the Village.

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d. Consistency with Comprehensive Plan: The proposed subdivision will be evaluated based on its consistency with the overall land use policies of the Village as may be expressed in the Village's comprehensive plan.

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**CHECKLIST #1 (for Preliminary Plats)**

***NOTE: Each sheet larger than 11" x 17" shall have one (1) - 11" x 17" copy accompanying it.***

**1. Plats**

\_\_\_\_\_ Description: Identification and description.

\_\_\_\_\_ Subdivision Name: Proposed name of subdivision (not duplicating name of any plat heretofore recorded in Cook County - as the case might be).

\_\_\_\_\_ Legal Description: Location by section, town, and range or by other legal description.

\_\_\_\_\_ Names and Addresses: Names and addresses of owner or subdivider having control of the tract; name and seal of registered engineer or surveyor who prepared topographic survey, and designer of the plan.

\_\_\_\_\_ Scale: Graphic (engineering) scale not smaller than one inch to one hundred feet (1" = 100').

\_\_\_\_\_ North Point: North point (designated as true north).

\_\_\_\_\_ Date: Date of preparation.

\_\_\_\_\_ Conditions: Existing conditions.

\_\_\_\_\_ Boundary: Boundary line of proposed subdivision clearly indicated.

\_\_\_\_\_ Acreage Total: Total approximate acreage therein.

\_\_\_\_\_ Rights Of Way Information: Location, widths, and names of all existing or previously platted streets or other rights of way, showing type of improvement, if any, railroad and utility rights of way, parks and other public open spaces, permanent buildings and structures, easements, and section and corporate lines, within the tract.

\_\_\_\_\_ Underground Facilities: Location and size of existing sewers, water mains, culverts or other underground facilities within the tract, also indicating such data as grades, invert elevations, and location of catch basins, manholes and hydrants to a distance of one hundred feet (100') beyond the tract.

\_\_\_\_\_ Monuments, Survey Markers: Locations of, or reference to locations of, existing monuments or survey markers used in preparation of survey and grade elevation of each monument and marker.

\_\_\_\_\_ Design Features: Subdivision design features.

\_\_\_\_\_ Street Layout: Layout of streets showing right of way widths and street names (not duplicating name of any street heretofore used in the village or its environs, unless a street is an extension of or in line with an already named street, in which event that name shall be used), and showing proposed through streets extended to the boundaries of subdivision.

\_\_\_\_\_ Location; Width: Location and width of alleys, pedestrian ways, and utility easements.

\_\_\_\_\_ Lot Information: Layout, numbers, and typical dimensions of lots to the nearest foot, and proposed land use for each lot, parcel or tract.

\_\_\_\_\_ Setback Lines: Minimum front and side street building setback lines, indicating dimensions.

\_\_\_\_\_ Public Use Areas: Areas (other than those listed herein) intended to be dedicated or reserved for public use, indicating in each the approximate area in acres.

\_\_\_\_\_ Protective Covenants: A draft of the protective covenants shall accompany the preliminary plat.

## 2. Supporting Documents:

\_\_\_\_\_ Existing zoning districts (and proposed zoning districts, if a map amendment is requested).

\_\_\_\_\_ Location, widths, and names of all existing or previously platted streets or other rights of way, showing type of improvement, if any, railroad and utility rights of way, parks and other public open spaces, permanent buildings and structures, easements, and section and corporate lines, to a distance of one hundred feet (100') beyond the tract.

\_\_\_\_\_ Location and size of existing sewers, water mains, culverts or other underground facilities to a distance of one hundred feet (100') beyond the tract, also indicating such data as grades, invert elevations, and location of catch basins, manholes and hydrants.

\_\_\_\_\_ Location map, drawn at a scale of not less than one inch equals one thousand feet (1" = 1,000') showing boundary lines of adjoining unsubdivided or subdivided land, within an area bounded by nearest arterial streets or other natural boundaries, identifying type of use and ownership of surrounding land and showing alignments of existing streets.

\_\_\_\_\_ Topographic data including existing and proposed contours at vertical intervals of not more than one foot (1'). Topographic data shall refer to the village of Morton Grove datum. Water sources, marshes, rock outcrops, wetlands, other significant features, and soil boring data at locations and depths as may be required by the plan commission.

\_\_\_\_\_ Existing and proposed preliminary centerline profile of each street and alley.

\_\_\_\_\_ Typical cross sections of streets.

\_\_\_\_\_ Preliminary location of water, sanitary sewer and storm sewer lines, with appurtenances.

\_\_\_\_\_ Preliminary location and method of storm water detention, if detention is required by this code, and calculations of required compensatory storage.

\_\_\_\_\_ Landscape plan, delineating location of all existing and proposed trees and vegetation, and which trees and vegetation are proposed to be saved.

\_\_\_\_\_ Traffic impact study and analysis.

\_\_\_\_\_ Draft form of performance guarantee conforming to the requirements of subsection [12-8-3C7](#) of this chapter.

\_\_\_\_\_ Proof of ownership of the property to be subdivided, and if the applicant is not the property owner, a letter from the owner authorizing the applicant to subdivide the property.

3. Homeowners' Declarations and Covenants: Draft homeowner's declarations and covenants that shall include, at a minimum, the information specified in Sec. 12-8-2-B-3 of the Unified Development Code.

## **CHECKLIST #2 (for Final Plats)**

***NOTE: Each sheet larger than 11" x 17" shall have one (1) - 11" x 17" copy accompanying it.***

### **1. Plats:**

\_\_\_\_\_ Form: All information, except topographic data, required on the preliminary plat to be shown accurately, produced on Mylar, blue linen, or equal, in a manner that clear and legible contact prints or copies may be made, and that is acceptable to the Cook County recorder of deeds.

\_\_\_\_\_ Additional Delineation: Accurate angular and linear dimensions for all lines, angles and curvatures with functions used to describe all boundaries including perimeter survey of tract, streets, alleys, easements, areas to be reserved for public use, and other important features. Error of closure of boundary line surveys shall not exceed one foot (1') in ten thousand foot (10,000') perimeter survey. Lot lines shall show dimensions in feet and hundredths, and when an angle occurs in any lot line between lot corners, the measurement of the angle shall be shown in degrees, minutes and seconds.

\_\_\_\_\_ Identification System: An identification system for all lots and blocks.

\_\_\_\_\_ Street Lines; Official Monuments: True angles and distances to the nearest established street lines and official monuments (not less than 3), which shall be accurately described in the plat by location, size and elevation.

\_\_\_\_\_ Municipal, Township, County, Section Lines: Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.

\_\_\_\_\_ Monument Location: Accurate location of all monuments which shall be Portland cement concrete, four inches by six inches by twenty four inches (4" x 6" x 24"), or approved equal, with iron pipe cast in center. Permanent stone or concrete monuments shall be set at each corner or angle on the outside boundary. Pipes three-fourths inch ( $\frac{3}{4}$ " ) in diameter or steel rods one-half inch ( $\frac{1}{2}$ " ) in diameter by eighteen inch (18") length, placed at the corners of each lot and block, at each intersection of street centerlines, at angle points and at the ends and at suitable intervals along curves. All U.S., state, county, village or other official bench marks, monuments, or triangulation stations in or adjacent to the property shall be preserved in precise position.

\_\_\_\_\_ Public Use Areas: Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, or for the exclusive use of property owners within the subdivision, with the purpose indicated thereon.

\_\_\_\_\_ Protective Covenants: Protective covenants shall be lettered on the final plat, or appropriately referenced thereon, including a covenant indicating the following:

*Without prior written consent of the Village of Morton Grove, no lot owner shall take nor*

*permit any action with respect to such owner's lot, the effect of which shall affect the drainage of water pursuant to the drainage plan approved by the Village of Morton Grove.*

\_\_\_\_\_ Certifications, Signature Blocks: Required certifications and signature blocks available from the building department.

\_\_\_\_\_ Pin Number(s): Existing pin number(s).

\_\_\_\_\_ Statement: Statement that the original recorded plat will be sent to:

Village of Morton Grove  
6101 N. Capulina Avenue  
Morton Grove, Illinois 60053

## 2. Supporting Documents:

\_\_\_\_\_ Special Studies; Additional Items: Any special studies or additional items required by the plan commission or the village board of trustees.

\_\_\_\_\_ Covenants: All covenants such as homeowners' association covenants and agreements which are to be applied to the property.

\_\_\_\_\_ Final Plans; Specifications: Final engineering plans and specifications of all required land improvements including streets, water, sanitary and storm improvement and other utilities. Said plans and specifications shall bear the seal of an Illinois registered professional engineer.

\_\_\_\_\_ Grading Plan: A grading plan for the site indicating the location, size and species of trees to be saved, and a plan establishing the methods to be used for preserving the trees that are to be saved.

\_\_\_\_\_ Storm Water Management Analysis: For minor subdivisions storm water management analysis will consist of a description of how storm water drainage will be accomplished.

\_\_\_\_\_ Topographic Data: For minor subdivisions only, topographic data, including existing and proposed contours at vertical intervals of not more than one foot (1').