

# **PETITION REVIEW PROCESS**

## **PRELIMINARY & FINAL PLAT OF SUBDIVISION**

The Village of Palatine's seven (7) step review process is outlined below:

### **Step 1: Pre-Application Meeting**

Although this first step is optional, it is highly recommended that the petitioner schedule a meeting with the Planner to discuss the feasibility of the proposal and to become familiar with the Village requirements and procedures. Pre-application meetings can be scheduled by contacting the Planning and Zoning Division at (847) 359-9047.

### **Step 2: Submittal of Petition**

Once you have received preliminary approval of a development proposal, Staff will send you a letter indicating all conditions that must be satisfied prior to being scheduled for final development approval. This step involves the submittal of all applicable plans, plats, supporting documentation and required fees. The Project Planner will identify which materials are required for a complete submittal. Be advised additional materials may be determined to be required during the review process.

### **Step 3: Staff Review**

Upon receipt of a complete submittal, the assigned Project Planner will coordinate an inter-departmental review of the submittal. The plans are reviewed for compliance with all Village codes and ordinances. Once a review has been completed, the assigned Project Planner gathers the comments and sends a review letter to the Petitioner or the authorized agent of the Petitioner. Subsequent reviews continue until all deficiencies in the plan have been corrected. Once a petition has been satisfactorily reviewed, it will proceed to the next step in the process.

### **Step 4: Notification**

The Project Planner will notify the petitioner of the scheduled meeting date for review before the Planning and Zoning Commission. In order to keep a scheduled meeting date, proper public notice must be completed as follows:

A public hearing is required for this proposal.

- 1) The Village is responsible for publishing a notice in the local newspaper. The notice explains the petition and provides the legal description and location of the property and the name of the petitioner. ***Note: Illinois laws require that the notice appear in the paper at least 15 days prior to the public hearing.***
- 2) The Petitioner is responsible for placing a notification sign on the subject property, and to send notification letters certified mail to all surrounding property owners within 250 feet of the subject property no later than 15 days prior to the hearing (the letters and sign are prepared by the Planning and Zoning Staff). A \$125 deposit per sign is required, and is refunded within 4-6 weeks of the conclusion of the petition review process. The Petitioner must submit an affidavit to

the Village no later than 7 days prior to the hearing which indicates they have completed the items listed prior.

3) Lastly, the Village will send written notification of the public hearing to all residents within 250 feet of the subject property 15 days prior to the hearing.

To receive a list of the surrounding property owners within 250 feet of the subject property, please contact the Palatine Township Assessor's Office by visiting their office at 721 S. Quentin Road, calling their office at 847-358-6700 or emailing [irabinovitch@palatinetownship-il.gov](mailto:irabinovitch@palatinetownship-il.gov)

**Step 5: Action by the Planning and Zoning Commission**

The Planning and Zoning Commission (PZC) listens to input from the Village staff, the petitioner, and any objectors or supporters. Upon review of the petition, the PZC will submit a recommendation to the Committee of the Whole of the Village Council. The PZC may require special conditions it deems necessary to insure conformity with the intent of all applicable Village codes and ordinances and established Village policies.

**Step 6: Action by the Committee of the Whole of the Village Council**

The petition is forwarded to the Committee of the Whole of the Village Council (COTW) with a recommendation from the Planning and Zoning Commission (PZC). The COTW is a committee consisting of the Mayor and all elected members of the Village Council. The COTW will consider the recommendation from the PZC and may ask for input from the petitioner or objectors. A recommendation is forwarded from the COTW to the Village Council for official action.

**Step 7: Action by the Village Council**

The Village Council makes the final decision regarding the petition. The Village Council can vote to approve the petition, approve the petition with modifications, or deny the petition. If approved, a resolution approving the plat is signed during the Village Council meeting. The petitioner is sent a copy of the approved resolution.

Note: The process generally takes up to eight (8) weeks from the time a complete application package is submitted. However, projects can take longer to process depending on the response time of the petitioner and complexity of the proposal.

**In order to do justice to each petition, the Planning and Zoning Commission will consider a limited number of petitions at each meeting. For this reason, submitting a petition before a deadline does not guarantee a place on the agenda. A petitioner will receive notice of the scheduled meeting date.**

## ***PRELIMINARY AND FINAL PLAT OF SUBDIVISION***

### **Submittal Requirements**

#### **REQUIRED MATERIALS FOR ALL SUBMITTAL**

1. Application fees - see current fee schedule.
2. Application for Hearing - CSS Portal
3. Plat of Survey. The plat must include a legal description and be certified by a surveyor.
4. Real Estate Interest Disclosure Form (attached).
5. Proof of ownership (Title Insurance Policy, or Deed) and/or a copy of the contract to purchase.
6. Final/Preliminary Plat of Subdivision
7. Existing conditions of the property
8. Final sealed engineering plans including location and sizes of sewers and storm drains, utility connections, utility mains, grading plan, final detention calculations – **for final only**
9. Jurisdictional statement from the US Army Corp of Engineers. (if applicable)
10. Illinois Department of Natural Resources Endangered Species Consultation Program Agency Action Report (EcoCAT).
11. Receipt from the North Cook County Soil and Water Conservation District (if over 1 acre). Additional information can be found at <http://www.northcookswcd.org/> and <http://www.northcookswcd.org/pdfs/forms/NRI-Application-Guidelines3-17.pdf>

#### **THE FOLLOWING MATERIALS MAY BE REQUIRED BY THE VILLAGE AS PART OF THE SUBMITTAL OR AS A CONDITION OF APPROVAL**

12. Site data information, including total acreage, number of lots, lot sizes, number of dwelling units, and gross/net density, amount of parking spaces required/provided, etc. (To be presented in table form on the site plan).
13. Final Architectural Plans
14. A copy of Declarations or Covenants, Conditions and Restrictions
15. Final Landscape Plan
16. Final Lighting Plan
17. Final Site Plan
18. Marketing Materials
19. Economic Impact Analysis

20. Engineer's Cost Estimate of the Costs of Project Improvements
21. Traffic and other impact studies
22. Tree Preservation Plan
23. Surrounding property conditions
24. Any other information deemed necessary by the Administrator

## **ADDITIONAL INFORMATION**

- Detailed information which must be shown on the final plat of subdivision is attached.
- Additional copies of plats and plans will be requested prior to the scheduled meeting/hearing date.
- Note that school and park district donations are required for all final plats of subdivisions according to the current Village fee schedule prior to issuance of a building permit.
- Note that letters of credit and 10% cash bonds to guarantee the installation of public improvements are required for all final plats of subdivisions.
- A plan review fee, based on 1.5% of total project improvement costs (which shall consist of, but not exclusively of curb and gutters, sidewalks, pavements, sanitary sewer system, storm sewer system, water distribution system, stormwater detention facilities, parkway trees, landscaping, street lights, plus soil erosion control measures) as estimated by the design engineer and approved by the Village Engineer.

## **PRIOR TO RECORDATION OF THE FINAL PLAT THE FOLLOWING MUST BE COMPLETED**

- Mylar copy submitted with all required signatures
- A Subdivision Improvement Agreement signed by the subdivider and/or builder (this is provided by the Village).
- Recording fees for the recording of the Final Plat

## **LANGUAGE TO BE INCLUDED ON THE PLAT OF SUBDIVISION**

### **OWNER'S CERTIFICATE**

State of Illinois)  
County of Cook) S.S.

This is to certify that \_\_\_\_\_ are the property owners of the property described hereon and that they have caused the said property to be surveyed and consolidated as shown hereon, for the uses and purposes therein set forth, and do hereby acknowledge and adopt the same under the title hereon indicated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_

---

---

### **NOTARY CERTIFICATE**

State of Illinois)  
County of Cook) S.S.

I, \_\_\_\_\_ a notary public in and for said county in the state aforesaid, do hereby certify that \_\_\_\_\_ are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such owners, appeared before me this day in person and acknowledged that they signed and delivered said instrument of their own free and voluntary act and as the free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_

---

---

Notary Public

My commission expires on: \_\_\_\_\_

### **MORTGAGOR'S CERTIFICATE (if applicable)**

State of \_\_\_\_\_  
County of \_\_\_\_\_) S.S.

This is to certify that \_\_\_\_\_ hereby consents to the plat shown hereon for the uses and purposes therein set forth, and does hereby acknowledge and adopt the same under the title hereon indicated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Attest: \_\_\_\_\_ Title: \_\_\_\_\_

## **NOTARY CERTIFICATE**

I, \_\_\_\_\_ a notary public in and for said county in the state aforesaid, do hereby certify that \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_ are personally known to me to be the same persons whose names are subscribed to the foregoing instrument such officers, appeared before me this day in person and acknowledged that they signed and delivered said instrument of their own free and voluntary act and as the free and voluntary act of said corporation for the uses and purposes therein set forth, and that the said \_\_\_\_\_ did also then and there acknowledge that he/she, as custodian of the corporate seal of said corporation, did affix said seal to said instrument as his/her own free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires on: \_\_\_\_\_

## **PLANNING AND ZONING COMMISSION**

Approved by the Planning and Zoning Commission of the Village of Palatine, Cook County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Signed: \_\_\_\_\_  
Chairman  
Attest: \_\_\_\_\_  
Secretary

## **VILLAGE COUNCIL**

Approved by the Village Council of the Village of Palatine, Cook County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor  
Attest: \_\_\_\_\_  
Village Clerk

## **VILLAGE ENGINEER**

State of Illinois)  
County of Cook) S.S.

This plat has been checked for conformance to the Village of Palatine standards and requirements, and working drawings and specifications for improvements have been prepared in conformance with the Village standards and requirements, and engineering fees due to the Village of Palatine has been paid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_.

Signed: \_\_\_\_\_  
Village Engineer

### **VILLAGE COLLECTOR**

I do hereby certify that there are no deferred special assessments or unpaid current assessments due against the land included in the above plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_.

By: \_\_\_\_\_  
Village Collector

### **SURFACE WATER DRAINAGE CERTIFICATE**

State of Illinois)  
County of Cook) S.S.

We hereby certify to the best of our knowledge and belief that adequate provisions have been made for the diversion and detention of surface waters into public areas or drains within the rights of the subdivider and that such surface waters will not be deposited on adjacent land owners property in such concentration as may cause damage by erosion or sedimentation to such property because of construction of the subdivision.

By: \_\_\_\_\_

Owner

Dated: \_\_\_\_\_

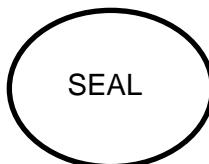
By: \_\_\_\_\_

Illinois Professional Engineer

Dated: \_\_\_\_\_

### **SURVEYOR'S CERTIFICATE**

State of Illinois)  
County of Cook) S.S.



### **SCHOOL DISTRICT CERTIFICATE**

Elementary School District #\_\_\_\_\_

High School District # \_\_\_\_\_

### **SEND THE NEXT TAX BILL TO:**

(Name) \_\_\_\_\_  
(Address) \_\_\_\_\_

**PROPERTY INDEX NUMBER(S):** Township-Section-Block-Parcel

4" x 2" area for Cook County  
Authorities

4" x 2" area for IDOT  
Approval (if required)

**EASEMENT PROVISIONS:**

As indicated in the attached document

## **Blanket Easements for Single Family Developments or Multi-Family Developments with Common Areas**

An easement for serving the subdivision and other property with electrical and communications services, gas, cable television, storm water drainage and sanitary sewers is hereby reserved for and granted to

**Commonwealth Edison Company  
and  
Ameritech  
and  
Northern Illinois Gas Company  
and  
Any Cable Communications Firm or Company Granted  
a Cable Communications Franchise by the Village of Palatine  
and  
The Village of Palatine, Grantees**

their respective successors and assigns, jointly and severally, for the placement, installation, use, operation, maintenance, repair, relocation, replacement and removal of watermains, storm sewers, sanitary sewers, drainage ditches and swales, retention ponds, gas mains, electrical lines, telephone lines, facilities used in connection with underground transmission and distribution of electricity and sounds and signals, including but not limited to television, data and radio signals, together with all braces, guys, anchors, manholes, valves and all other equipment and appurtenances necessary in connection upon and under the subdivision in, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked easement, and the property designated on the Plat as a common area or areas, and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon or on adjacent lots, common area or areas, the right to cut, trim, or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over the grantees' facilities or in, upon or over the property within the dotted lines marked "easement" without the prior written consent of grantees, except garden, shrubs and landscaping may be placed over any sub surface facilities that do not unreasonably interfere with the safety, usefulness of unreasonably restrict to, or prevent the prompt maintenance of repair of any such sub surface facilities. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "common area or areas" is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole as an appurtenance to the separately owned lots, parcels or areas within the planned development, even though such may be otherwise designated on the plat by terms such as "out lots", "open space", "open area", "common ground", "parking and common area". The term "common area or areas" includes real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District or structures such as a pool or retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

The granting of the foregoing easement confers no obligation on the Village of Palatine to maintain, repair, replace, relocate or remove any of the foregoing utilities. The easement provision is subject to the terms and conditions of the Declaration of Covenants and Restrictions recorded herewith as Document Number .

(e) Blanket easement provisions for Single Family Developments without common areas shall be provided by clearly indicating on the plat the following language or as approved by the administrator.

## **Blanket Easements for Single Family Developments, Without Common Areas**

An easement for serving the subdivision and other property with electrical and communications services, gas, cable television, storm water drainage and sanitary sewers is hereby reserved for and granted to

**Commonwealth Edison Company  
and  
Ameritech  
and  
Northern Illinois Gas Company  
and  
Any Cable Communications Firm or Company Granted  
a Cable Communications Franchise by the Village of Palatine  
and  
The Village of Palatine, Grantees**

their respective successors and assigns, jointly and severally, for the placement, installation, use, operation, maintenance, repair, relocation, replacement and removal of watermains, storm sewers, sanitary sewers, drainage ditches and swales, retention ponds, gas mains, electrical lines, telephone lines, facilities used in connection with underground transmission and distribution of electricity and sounds and signals, including but not limited to television, data and radio signals, together with all braces, guys, anchors, manholes, valves and all other equipment and appurtenances necessary in connection upon and under the subdivision in, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "easement", and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot to serve improvements thereon or on adjacent lots, the right to cut, trim, or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over the grantees' facilities or in, upon or over the property within the dotted lines marked "easement" without the prior written consent of grantees, except garden, shrubs and landscaping may be placed over any sub surface facilities that do not unreasonably interfere with the safety, usefulness of unreasonably restrict to, or prevent the prompt maintenance or repair of any such sub surface facilities. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

The granting of the foregoing easement confers no obligation on the Village of Palatine to maintain, repair, replace, relocate or remove any of the foregoing utilities. The easement provision is subject to the terms and conditions of the Declaration of Covenants and Restrictions recorded herewith as Document Number .

(f) Easements for Condominium Developments shall be provided by clearly indicating on the plat the following language or as approved by the administrator.

## **Blanket Easements for Condominium Developments**

An easement for serving the subdivision and other property with electrical and communications services, gas, cable television, storm water drainage and sanitary sewers is hereby reserved for and granted to

**Commonwealth Edison Company  
and  
Ameritech  
and  
Northern Illinois Gas Company  
and  
Any Cable Communications Firm or Company Granted  
a Cable Communications Franchise by the Village of Palatine  
and  
The Village of Palatine, Grantees**

their respective successors and assigns, jointly and severally, for the placement, installation, use, operation, maintenance, repair, relocation, replacement and removal of watermains, storm sewers, sanitary sewers, drainage ditches and swales, retention ponds, gas mains, electrical lines, telephone lines, facilities used in connection with underground transmission and distribution of electricity and sounds and signals, including but not limited to television, data and radio signals, together with all braces, guys, anchors, manholes, valves and all other equipment and appurtenances necessary in connection upon and under the subdivision in, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "easement", the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot and Common Elements or areas to serve improvements thereon or on adjacent lots, or Common Elements, the right to cut, trim, or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over the grantees' facilities or in, upon or over the property within the dotted lines marked "easement" without the prior written consent of grantees, except garden, shrubs and landscaping may be placed over any sub surface facilities that do not unreasonably interfere with the safety, usefulness or unreasonably restrict to, or prevent the prompt maintenance of repair of any such sub surface facilities. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth in the "Condominium Property Act", Chapter 765 ILCS 605/2(c) as amended from time to time. "Common elements" also includes real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District or structures such as a pool or retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

The granting of the foregoing easement confers no obligation on the Village of Palatine to maintain, repair, replace, relocate or remove any of the foregoing utilities. The easement provision is subject to the terms and conditions of the Declaration of Covenants and Restrictions for the \_\_\_\_\_ Condominiums recorded herewith as Document Number \_\_\_\_\_.

## **TREE PRESERVATION GUIDELINES FOR** **FINAL PLATS OF SUBDIVISION**

### **7.01. Procedure for the protection of existing trees.**

(a) *Protection of existing trees.* When determining the location of improvements within a development and the location of structures on lots, the developer shall make every reasonable effort to save healthy trees having a diameter of four (4) inches or greater (measured at twelve (12) inches above ground level).

(b) *Preliminary plat procedure.* As part of the preliminary plat procedure, the developer shall submit a plat certifying the location, size and species of all healthy trees having a diameter of four (4) inches or greater (measured at twelve (12) inches above the ground level) for areas within twenty-five (25) feet of any proposed improvement. For remaining areas covered by the preliminary plat, only the general locations of the trees is required.

- (1) The developer shall indicate on such plat which trees are proposed to be saved in accordance with this section 7.01.
- (2) The trees to be saved in accordance with this section 7.01 shall be agreed upon as part of the preliminary plat of approval.

(c) *Final plat procedure.* As part of the final plat procedure contained herein, the developer shall submit:

- (1) A proposed grading plan for the site indicating the location, size and species of the trees to be saved in accordance with the preliminary plat approval.
- (2) A plan establishing the methods to be used for preserving the trees that are to be saved. Such plan shall include the following provisions:
  - a. All grading and construction equipment shall be forbidden from encroaching within the tree's drip line.
  - b. Crushed limestone or other materials detrimental to the tree shall not be dumped within the tree's drip lines or at any higher location where drainage toward the tree could affect the health of the tree.
  - c. Installation of tree protection fencing shall be based on the following formula:
    - i. For less than twelve inches (12") diameter, fencing shall be installed at the dripline of the tree to be preserved.
    - ii. For trees greater than twelve inches (12") diameter, fencing shall be installed at one foot (1') diameter distance from the tree trunk in every direction for every one inch (1") of DBH of the tree to be preserved.
    - iii. Location of the fencing shall be shown around each tree proposed to be preserved on the tree preservation plan
  - d. The developer's proposed methodology for saving existing trees in accordance with preliminary plat approval shall be reviewed by the administrator. If, in the reasonable opinion of the administrator, the developer has not taken the necessary precaution in preserving such existing trees, no building permit will be issued until such time as the developer satisfactorily amends the plans for the preservation of such existing trees.

(d) *Destroyed or razed trees.* In the event that a tree designated on the approved plan for saving should be damaged, destroyed or razed by the developer during the construction process, the developer shall replace such tree with a tree of a species approved by the village and having a diameter not less than the tree so destroyed or razed (no one replacement tree shall exceed six inches (6") in diameter measured at twelve inches (12") above the ground, however several smaller diameter trees having a combined diameter equal to the tree damaged, razed or destroyed shall be planted for trees larger than six inches (6") in the approximate location of the tree so damaged, destroyed or razed. In addition to planting the required replacement trees, the developer shall pay an amount equal to \$100 per one inch (1") in diameter measured twelve inches (12") above the ground for each tree so damaged, destroyed or razed. The developer shall post an improvement security in accordance with

section 9.02 of this appendix to guarantee the planting of the replacement trees. Such guarantee shall be held one year after planting to guarantee the tree is in a healthy acceptable condition.

(e) *Statement of intent.* The developer of residential subdivisions of three (3) lots or less shall not be required to submit a plat certifying the location, size and species of all healthy trees having a diameter of four (4) inches or greater measured twelve (12) inches above grade level but shall instead submit a statement of intent regarding the removal and or preservation of all existing healthy trees on the property.

**\*\*\*The Village of Palatine's Public Works Department has a list of approved parkway trees. A copy is available, if needed.**

## **Illinois Department of Natural Resources Endangered Species Consultation Program Agency Action Report (EcoCAT)**

Pursuant to the *Illinois Endangered Species Protection Act* and the *Illinois Natural Areas Preservation Act*, an ecological compliance assessment report must be completed for any of the following proposals.

- construction
- discharge of pollutants or application of chemicals into the air, water, or land
- dredging any naturally occurring materials
- re-zoning between classifications
- subdivision and other development plats
- infrastructure alterations (utilities, roads, sewers)
- land management
- alteration, removal, excavation or plowing of non-farmed, non-cultivated areas
- altering existing topography
- annexations
- parks, stream, or lake modifications

You will find the required application and additional information at the Department of Natural Resource's website <http://dnr.illinois.gov/EcoPublic/>

Complete the required questionnaire including General Information, Applicant Information, Project Information, and Location Information sections and submit it to the IDNR. They will ask for contact information for the Village. This is as follows:

Department of Planning and Zoning  
200 E. Wood Street  
Palatine, IL 60067  
847-359-9047

Additional Information can be found at <https://www.dnr.illinois.gov>