



112 Algonquin Road
Barrington Hills, IL 60010
847.551.3000
village@.gov
www.vbhil.gov

SUBDIVISION APPLICATION FORM

The undersigned respectfully requests the Village Board of Trustees of the Village of Barrington Hills, Illinois, to consider the subdivision/resubdivision of the following parcel(s) or land:

Legal Description of Property: _____

Size of Property (Acres): _____

Address of Property: _____ Present Zoning: _____

PIN(s) of Property: _____

Name of Proposed Subdivision: _____
() Preliminary, () Final, or () Both

Name of Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Name of Property Interest of Applicant: _____

Name of Property Owner(s): _____

Address: _____

Evidence of Ownership/Interest: _____
(Please Submit Title Insurance Policy)

Present Use of the Property: _____

Intended Use with Subdivision: _____

The applicant certifies all of the above statements and other information submitted as part of this subdivision application are true and correct, and have read and understands all information attached to this form. Applicant agrees to pay for sign placement onto the property, legal notice publication, and for recording of any approved ordinances/resolutions. The applicant also certifies they have reviewed the Barrington Hills Village Code pertaining to Subdivisions, Floodplains, Storm Water Runoff and Erosion, and have reviewed the application procedures attached to this application.

Signature of Applicant

Date Received: _____

Signature of Property Owner (if different)

AFFIDAVIT

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, _____, being first duly sworn, to hereby state under oath that to the best of my knowledge the attached list is a true, correct, and complete list of all permanent parcel numbers, and names and addresses of owners, of all lots and parts of lots located within 250 feet (exclusively of any public streets and alleys) of the property legally described on the attached application for rezoning, special use permit, planned unit development, variation, or other zoning amendment. I further state that said list was obtained from the current tax rolls of the applicable Treasurer's Office on _____, 20____.

X _____

Subscribed and Sworn before me

This _____ day of _____, 20____.

Notary Public

SUBMISSION REQUIREMENTS

1. Application Fee: _____
2. Cover Letter Describing the request
3. Plat of survey for all affected lots (if available) or documentation showing planned consolidation

In addition, the following information shall be provided:

4. Name for File Identification: The proposed consolidation shall be given a name for identification purposes (*e.g.*, Owner/Address(s)), such name being unique to the Village and the county in which the consolidation is located to avoid duplication and confusion with previously recorded plats.

5. Location And Description Of Property: Location and legal description of property by county, township, section number, subdivision (with block and lot numbers), place or locality name as applicable shall be specified, and location on roads by which property is reached.

6. Information As To Ownership:

(a) Name, address and telephone number of the legal owner, beneficial owner or owners and any persons enjoying options or rights to acquire the property.

(b) Title insurance commitment or policy, including access endorsement, dated within sixty (60) days of the date of the application submittal, and a sworn statement of any changes to legal or beneficiary ownership or any contracts, options, leases and/or easements, licenses or covenants granted or reserved subsequent to the date of the title commitment or policy.

(c) A copy of the recorded instrument(s) granting, conveying or reserving any existing legal rights of way or easements affecting the property.

(d) A copy of the instrument(s) creating any covenant affecting the property.

(e) The applicant shall have an affirmative obligation to provide, without request from the village, updated information as any of the above described information may change between the time of submittal and the approval and execution of the final plat.

7. Applicant's Representatives: Name, address and telephone number of engineer, surveyor and other professionals and technicians responsible for surveys and for subdivision design, legal representation, and any other representation of the applicant.

8. Preliminary Analysis And Inventory: Preliminary inventory and analysis of the site and surrounding properties, for a distance of not less than one thousand feet (1,000') for major subdivisions or for a distance of not less than five hundred feet (500') for minor subdivisions.

(a) To the extent that they relate to the site, such inventory and analysis shall consider topography; soils and geology; waterways, wetlands and drainage; wildlife; historic features; adjacent land uses and zoning; utilities and related easements; riding trails, roadways and traffic circulation; and other information critical to an understanding of the capability of the site to accommodate the proposed development.

(b) Such inventory and analysis shall: describe the type of vegetation on the site, including trees, shrubs and undergrowth; describe whether the trees are deciduous or conifers; list the species of commonly known trees; state whether any trees on site have a trunk diameter at five feet (5') above ground level of twelve inches (12") or greater and, if so, the estimated number and approximate location of such trees; and describe generally the distribution, by type and location, of the vegetation on the site.

(c) An aerial photograph of the site shall be submitted by the applicant.

9. Preliminary Subdivision Proposals: Preliminary subdivision proposals prepared by a registered engineer or a professional land surveyor, which shall include alternatives therefor, describing proposed uses and densities; general lot and street layout; water supply, wastewater and storm water management; conservation and landscaping; the widths and location of all easements, drainageways and equestrian trails; ownership and maintenance concepts; and other features that characterize the proposed subdivision. (Ord. 05-02, 6-17-2005)

10. Other Information: Such other information as may be required by the plan commission or board of trustees.

11. Notification Of Neighboring Property Owners:

a. All property owners within two hundred fifty feet (250') (not including street rights of way) of the boundaries of the tract of land being considered for subdivision shall be notified by the applicant in person or by certified mail a minimum of fifteen (15) days prior to the plan commission hearing on the proposed sketch plan.

b. In addition, at least fifteen (15) days prior to the plan commission hearing, a two foot by three foot (2' x 3') notice thereof, including such information as shall be described in the application form, shall be posted by the applicant on the road or street frontage(s) of the property for which the application has been filed.

c. Notice of the plan commission hearing shall be submitted by the village clerk for publication in a newspaper of general circulation in the village at least fifteen (15) days and no more than thirty (30) days prior to the date of the plan commission hearing.

d. Prior to the opening of the plan commission public hearing, the applicant shall present to the village attorney or special counsel a sworn statement that notice as required herein was given by the applicant to the persons at the addresses shown on a list to be attached to the sworn statement.

CHAPTER 3: SUBDIVISION PROCEDURES

6-3-2: GENERAL REQUIREMENTS AND PROCEDURES:

(A) Notice of Intent to Subdivide: All applicants for subdivision approval shall notify the Village Clerk of their intention to subdivide land within the Village jurisdiction.

(B) Pre-Application Conference: All applicants for subdivision are encouraged to request a pre-application conference with the Plan Commission. No more than one pre-application conference shall be held for any proposed subdivision.

(C) Major Subdivisions: Major subdivisions, those involving more than five (5) lots, shall be reviewed by the Village in the following steps:

1. Sketch plan approval, pursuant to the provisions of Section [6-3-3\(A\)](#).
2. Preliminary plat approval, pursuant to the provisions of Section [6-3-3\(B\)](#).
3. Final plat approval, pursuant to the provisions of Section [6-3-3\(C\)](#).

(D) Minor Subdivisions: Minor subdivisions, those involving five (5) lots or less, shall be reviewed by the Village in the following steps:

1. Sketch plan approval, pursuant to the provisions of Section [6-3-3\(A\)](#).
2. Final plat approval, pursuant to the provisions of Section [6-3-3\(C\)](#).

(E) Submission of Applications; Determination of Completeness of Applications and Supporting Documentation: An application for sketch plan, preliminary or final plat approval shall be submitted to the Village Clerk on a form to be provided by the Village, accompanied by thirty (30) copies thereof (plus two (2) dimensionally stabilized reproducible copies), thirty (30) copies of all required documentation, and all required fees (together, "the application") on or before the deadlines for submittal established annually by the Village. Within five (5) days after receipt of an application for sketch plan, preliminary or final plat approval, as the case may be, the Village Engineer shall determine if the application is complete. If the application is complete and the filing fee paid, it shall be referred to the staff for review in accordance with the terms of the applicable sections. If the Village Engineer determines that the application is incomplete, the applicant shall be notified in writing of the deficiencies of the application. For the purposes of this Section completeness shall mean that all required documentation has been submitted; it shall not mean that the application conforms to the standards of Chapter 4 herein.

(F) Plan Commission Consideration: All applications for sketch plan, preliminary or final plat approval, as the case may be, shall be considered by the Plan Commission in accordance with the established submittal schedule, except as such date may be extended by mutual consent.

(G) Waiver of Submission Requirements: In the event the Plan Commission determines, at the request of an applicant, that any of the matters required to be submitted as part of an application are not necessary to the proper review of a particular proposal, the Commission may waive the requirement if it determines that such waiver is consistent with the purposes of this Title and if not required by State statutes.

(H) Filing Fee: A filing fee of two hundred fifty dollars (\$250.00) for the first two (2) lots in a proposed subdivision, plus an additional one hundred dollars (\$100.00) for each proposed subdivision lot in excess of two (2) shall be paid at the time a sketch plan is submitted to the Village Clerk except that the maximum filing fee for a subdivision will not exceed two thousand five hundred dollars (\$2,500.00) for a tract one hundred (100) acres or less in size and five thousand dollars (\$5,000.00) for a tract over one hundred (100) acres.

(I) Review Expenses:

1. The applicant shall reimburse the Village for the entire cost incurred: in reviewing the sketch plan, the preliminary subdivision plat, the final subdivision plat, and accompanying submittals; for reprinting any documents submitted with the sketch plan or the preliminary or final subdivision plats; in determining the suitability of the soil and applicable flood conditions; and in publishing notice and recording the final plat. Review expenses also shall include the fees and costs incurred by the Village Engineer, the Village Attorney or Special Counsel, or any other expert deemed necessary or desirable by the Chairman of the Plan Commission, in regard to the proposed subdivision for every discussion or meeting after the pre-application conference.

2. The Village Clerk shall bill the applicant monthly for the review expenses incurred by the Village. The applicant shall pay such expenses within ten (10) days after receipt of an invoice from the Village. No further processing shall occur if an invoice remains unpaid for sixty (60) days or more after the invoice date, and in no event shall a preliminary or final plat be approved by the Village Board unless the applicant has paid all review expenses which have been billed prior to the date of consideration of such preliminary or final plat.

3. Upon approval of the applicant's final plat by the Board of Trustees, the Village Clerk shall determine the balance of any unbilled review expenses. Credit toward said balance of review expenses shall be given for the filing fee paid pursuant to Section [6-3-2\(H\)](#) of this Title. In the event the said balance exceeds the filing fee, such excess cost shall be paid within ten (10) days of receipt of Village invoice. No plat shall be recorded unless the subdivider has paid all the review expenses owed the Village. In the event the filing fee exceeds the balance owed at the time of final plat approval, such excess amount shall be returned to the applicant. (Ord. 93-5, 5-24-93)

VILLAGE OF BARRINGTON HILLS

NOTICE
OF A
PUBLIC HEARING

Will be held at [time] o'clock PM [mo., day, yr.]

At BARRINGTON HILLS VILLAGE HALL

112 ALGONQUIN ROAD

Regarding a _____ for this property

[REIN 00-00-000-0000]

By [owner(s)/applicant(s) name(s)] before the

PLAN COMMISSION

(VBH Code 6-3 Subdivision Procedures)

Insert Name_____

Plan Commission Chairman

847-551-3000