

# Petition for Subdivision/ Dedication

## VILLAGE OF SKOKIE PLAN COMMISSION

Community Development Department  
Planning Division  
5127 Oakton Street • Skokie, IL 60077  
Phone (847)933-8447 • Fax (847) 673-0525

*Office Use Only*

Case Number: \_\_\_\_\_ Planner: \_\_\_\_\_  
FF: \_\_\_\_\_ RF: \_\_\_\_\_ LAF: \_\_\_\_\_

### ALL ITEMS MUST BE COMPLETE TO PROCESS APPLICATION

Common address(es) or location of property to be subdivided, consolidated, or dedicated:

I (We) understand that I (we) shall pay all surveying, plat preparation, and recording costs and that the Village may make a charge for the legal work involved in the preparation of necessary documents. I (We) further understand that the original plat must be filed with the Community Development Department and be recorded with the Cook County Recorder of Deeds Office. The undersigned acknowledges and agrees that all documentation submitted with this application become public records and may be viewed by the public.

Owner's Name(s) \_\_\_\_\_ Dated Signature(s) \_\_\_\_\_

Address(es) \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_

Petitioner's Name(s) \_\_\_\_\_

Address(es) \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_

#### Agent or Attorney Information

Name \_\_\_\_\_ Firm \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_

### SUBMITTAL REQUIREMENTS

- \_\_\_\_\_ Current proof of ownership – current title policy or tract search (dated less than 3 months from application)
  - If legal title is in trust, the names of the beneficiaries.
  - If legal title is in a corporation, the names of the principal officers and directors.
  - Length of time title has been held as represented.
- \_\_\_\_\_ 5 full size and 3-11”X17” copies – preliminary plat of subdivision/consolidation/dedication with legal description prepared by an Illinois Licensed Surveyor.
- \_\_\_\_\_ Check made payable to "Village of Skokie" for application fees and applicable recording fees. A hearing transcript fee may be required after the public hearing to cover the cost of transcripts over 50 pages

**NOTE: Evidence of notice to surrounding taxpayers of record within 250 feet of the subject site and occupants of the subject site will be required by Plan Commission hearing. The notice shall be delivered by certified mail with return receipt properly addressed not more than 45 days nor less than 15 days prior to the hearing. It is recommended that the notice list be reviewed by Staff at least 17 days prior to the public hearing. The Village of Skokie is not responsible for an incomplete or incorrect notice.**