



Village of Clarendon Hills
Zoning Board of Appeals/Plan Commission

4/10

Subdivision Process

NOTICE TO APPLICANTS: Applications shall be submitted at least 30 calendar days prior to the ZBA/PC meeting date. Applications will not be accepted and/or processed until ALL of the requirements listed in item 1 (below) are submitted.

1. **The Applicant must file the following with the Community Development Director:**

- a. Application: one signed and notarized original;
- b. Preliminary Subdivision Plat: 16 full sized copies and one (1) reduced copy (8 1/2" X 11") with the required information as indicated in Section 5 A. of the Subdivision Control Ordinance.

and/or

Final Subdivision Plat: 16 full sized copies and one (1) reduced copy (8 1/2" X 11") with the required information as indicated in Section 5 E. of the Subdivision Control Ordinance.

- c. Cost Recovery Form: one signed and notarized original; and
- d. Filing Fee and Deposit:

R-1 zoning - \$400.00 fee plus \$800.00 deposit

All other zoning - \$800.00 fee plus \$1,600.00 deposit

2. The application, supporting documentation, and staff report are transmitted to the Zoning Board of Appeals/Plan Commission (ZBA/PC) and Applicant.

5. ZBA/PC holds the Presentation Meeting on the 3rd Thursday of the month at 7:30 p.m. in the Board Room of the Village Hall, 1 N. Prospect Avenue. **THE APPLICANT OR A REPRESENTATIVE IS REQUIRED TO MAKE A PRESENTATION REGARDING THE SUBDIVISION PLAT REQUEST TO THE ZBA/PC AT THE MEETING.** The order of business for a Presentation Meeting is as follows:

- a. Applicant's presentation
- b. The ZBA/PC Chairperson may allow public comment at this time
- c. Rebuttal and summarization by applicant
- d. ZBA/PC questions
- e. Staff report presentation
- f. ZBA/PC discussion
- g. Motion

see over

6. The ZBA/PC will review subdivision request based upon whether or not the subdivision application and documentation meet minimum Village requirements as found in the Zoning Ordinance and Subdivision Control Ordinance.
7. The motion by the ZBA/PC can be to recommend either approval or denial of the subdivision plat.
8. In order to transmit the subdivision plat request to the Village Board, **the Applicant must submit 23 full sized copies and one (1) reduced copy (8 1/2" X 11") of the most recently prepared subdivision plat** a minimum of 10 calendar days before the scheduled Village Board meeting (1st and 3rd Monday of each month).
9. The ZBA/PC recommendation is transmitted to the Land Use Committee (Village Board) who can recommend either approval or denial of the subdivision plat.
10. The Land Use Committee recommendation is transmitted to the Village Board who can either approve or deny the subdivision plat.
11. If the subdivision plat is approved by the Village Board, **the Applicant must submit the mylar of the subdivision plat.**

While the subdivision plat is under review, the final engineering plans, stormwater calculations, engineer's estimate of cost of public improvements, improvement agreement, and construction schedule must be submitted for review. These documents are reviewed by staff. If they are found to meet all requirements of the Village, they will be approved. At this time a letter-of-credit equal to 110% of the cost of the public improvements must be submitted for review. When the final engineering and letter-of credit is approved, the mylar of the subdivision plat will be recorded by the Village at the DuPage County Recorder's Office.

It is recommended that the Applicant meet with the Community Development Director prior to submitting an application. If you have questions regarding the subdivision plat process or would like to schedule a meeting, please contact the Community Development Director at (630) 286-5412.