



**Naperville**

**T.E.D. BUSINESS GROUP**

**ADMINISTRATIVE SUBDIVISION PLAT /  
PLAT OF EASEMENT**

**APPLICATION PACKET**

**December 2015**



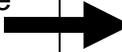
**TRANSPORTATION, ENGINEERING, & DEVELOPMENT SERVICES TEAM (TED)  
REQUIREMENTS FOR PROCESSING SMALL SUBDIVISIONS**

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## What is an Administrative Subdivision / Administrative Plat of Easement?

This packet is intended for the processing of subdivisions commonly referred to as “administrative subdivisions” and plats of easement to be dedicated for public use, including but not limited to public utility easements.

To determine if you have this type of subdivision / easement follow the decision matrix below...

QUESTION	CIRCLE ANSWER
Will your plat result in an increase in the number of buildable lots? For example, are you dividing a single lot into 2 or more lots?	 <b>YES</b> <b>NO</b>
Will your plat change the orientation of the lot? (SEE FAQ on Last Page for More Information)	 <b>YES</b> <b>NO</b>
Will you create any lots that are below the minimum zoning district (i.e. lot width, lot size) or subdivision ordinance requirements?	 <b>YES</b> <b>NO</b>
If your existing plat shows a “building line” or “front setback line”, do you propose to reduce this previously platted line and build closer to the street? (SEE FAQ on Last Page for More Information)	 <b>YES</b> <b>NO</b>

If you answered **NO** to all of the questions above, continue to use this application packet. If you answered **YES** to any of the questions above, your application cannot be processed as an administrative subdivision. **Additional notice and public meetings will be required for approval.** Contact the Planning Service Team at (630) 420-6100 x5 for more information.

# Submittal Requirements

**Packets will not be accepted and/or processed until all of the submittal requirements (EXHIBIT A) are met.** Once the packet is submitted, all questions regarding the project should be directed to the project manager of your project. The Development Review Team (D.R.T.) within the City's Transportation, Engineering and Development Department.) coordinates all development projects; all materials regarding a project must be submitted to D.R.T. for transmittal to the other City Departments.

## Process

1. Submit your completed application (EXHIBIT B), including all materials documented in the submittal checklist (EXHIBIT A). Once the completed application is accepted, a case number will be assigned.
2. Upon receipt, your application will be forwarded to appropriate City staff/departments (e.g. Planning, Utilities, Engineering) for review and comment. Copies of any comments will be provided to you by the DRT project manager assigned to your case. Be advised, building permit issuance and/or inspection scheduling may be delayed if a plat is not submitted.
3. Once the plat and related engineering plan have been approved by all appropriate City departments, the DRT project manager will notify you.
4. Upon approval, submit Mylar of the subdivision plat to the City for recording. This Mylar must be submitted to the City before the City will release any building permits for the subject property. Details regarding the Mylar and recording process can be obtained by contacting the project manager. Please note, final inspections and/or occupancy will not be issued until this step is complete.

## EXHIBIT A Subdivision Submittal Checklist

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Item	Submittal Requirements	Comments
Completed Checklist (EXHIBIT A)	1 Copy	
Completed Application (EXHIBIT B)	6 Copies	
Trust Disclosures (EXHIBIT C)	1 Original (signed and notarized), Plus 1 Copy	
Subdivision Plat	6 Large Copies – 24" x 36" [folded to 9' x 12"] <u>AND</u> 1 Reduced Copy - 8.5" x 11"	Be sure to show corners of neighboring structures on plat  For questions on plat details contact 420-6097
Review Fee	\$230	

**EXHIBIT B  
CITY OF NAPERVILLE  
T.E.D. BUSINESS GROUP  
APPLICATION FOR ADMINISTRATIVE PLAT APPROVAL**

Development Name: \_\_\_\_\_

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

P.I.N. Number (s): \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Date of Resubmission: \_\_\_\_\_

**I. APPLICANT:**

\_\_\_\_\_  
Name Corporation

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code Telephone Number

\_\_\_\_\_  
Contact Person Relationship to Applicant Telephone Number

\_\_\_\_\_  
Fax Number E-Mail Address

**II. OWNER OF THE PROPERTY:**

\_\_\_\_\_  
Name Telephone Number

\_\_\_\_\_  
Address

**III. ACTION REQUESTED (Check applicable boxes):**

\_\_\_\_\_ Small Subdivision

\_\_\_\_\_ Plat of Easement for Public Purpose/Utility

If you require approval of a Zoning Change, Zoning Variance, or Conditional Use an additional process is required. Contact the Planning Services Team at 630) 420-6100 x5 to obtain required application forms. This application packet is not acceptable.

**IV. APPLICANT'S/PETITIONER'S STAFF:**

Attorney: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

Builder: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Developer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Engineer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**V. PROJECT DATA:**

1. General Location/address: \_\_\_\_\_

1a. County: \_\_\_\_\_

1b. Township: \_\_\_\_\_

1c. PIN#(s): \_\_\_\_\_

2. General description of site conditions (Including existing site improvements, i.e., buildings, parking, landscaping, etc.)

\_\_\_\_\_  
\_\_\_\_\_

3. Existing zoning on the site: \_\_\_\_\_

4. Existing Land Use: \_\_\_\_\_

4a. Is there an existing home on the property? \_\_\_\_\_ YES, Go to 4b. \_\_\_\_\_ NO

4b. Do you plan to demolish the home prior to plat approval? \_\_\_\_\_ YES \_\_\_\_\_ NO

5. Acreage of the site: \_\_\_\_\_

6. List Controlling Ordinances and agreements (zoning, annexation ordinances, SIA, site plans, preliminary/final PUD plats, etc.):

\_\_\_\_\_  
\_\_\_\_\_

7. Character of surrounding area:

	Zoning	Jurisdiction	Existing Land Use
North			
South			
East			
West			

\* To confirm this information visit [www.naperville.il.us](http://www.naperville.il.us) and select Planning and Zoning Viewer from the Online Services menu on the left hand side of the page.

**VI. PROPOSED DEVELOPMENT:**

1. Type of Development:

\_\_\_\_\_ Residential      \_\_\_\_\_ Commercial      \_\_\_\_\_ Office  
\_\_\_\_\_ Industrial      \_\_\_\_\_ Other: \_\_\_\_\_

2. Proposed Zoning: \_\_\_\_\_  
[NOTE: If proposed zoning is different than existing zoning, additional approvals required.]

3. Have you already submitted plans to the Building Department? If so, please list your Building Permit number here:

\_\_\_\_\_

4. Reason for Request/Description of Proposal: (Including proposed land use (e.g. residential teardown), building addition, type of use, hours of operation, number of parking spaces, as applicable.)

\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT C**



**Naperville**

**CITY OF NAPERVILLE**

**DISCLOSURE OF BENEFICIARIES**

In compliance with Ordinance 85-193, An Ordinance amending Title 1 (Administrative) of the Naperville Municipal Code, as amended, by adding Chapter 12 thereto requiring disclosure of certain interests by persons applying for permits, licenses, approvals or benefits from the City of Naperville.

1. Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

2. Nature of Benefit sought: \_\_\_\_\_

3. Nature of Applicant (Please check one):  
a. Natural Person  d. Trust/Trustee   
b. Corporation  e. Partnership   
c. Land Trust/ Trustee  f. Joint Venture

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:  
\_\_\_\_\_

5. If in your answer to Section 3 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_

6. Name, address and capacity of person making this disclosure on behalf of the applicant:  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTE:** In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.

**VERIFICATION**

I, \_\_\_\_\_, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

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

Subscribed and Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

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

# FREQUENTLY ASKED QUESTIONS

## **How can I obtain a new plat of survey or subdivision?**

Hire a surveyor. The city does not provide this service, nor does the city recommend particular surveyors. To find a surveyor consult your area telephone / internet directory.

## **How do I determine the zoning of my property and adjacent properties?**

To confirm this information visit [www.naperville.il.us](http://www.naperville.il.us) and select Planning and Zoning Viewer from “Online Services” menu on the left-hand side of the page.

## **Is it possible to deviate from the recorded building setback/front building line?**

Many lots in the City have “setback lines” that were recorded with the original plat. These “setback lines” (or “building lines” as they are sometimes referred) were applied uniformly to blocks and neighborhoods. Given that many of these lines were established before the City’s current zoning code, these lines may differ from current Naperville requirements.

If your plat shows a recorded building setback line that is equal to or greater than the minimum required front yard building setback as stipulated in the zoning code, you are expected to follow this recorded. For example, if your property is zoned R1A, the zoning code indicates a 30’ front yard building setback is required. However, if your lot has a recorded setback line of 40’, you are required to adhere to that recorded setback line.

If your plat shows a recorded building setback line that is less than the required minimum front yard building setback as stipulated in the zoning code, you will be required to adhere to the city’s minimum front yard building setback. For example,

if your property is zoned R1A, the zoning codes indicates a 30’ front yard building setback is required. If your lot has a recorded setback line of 25’, you are still required to meet the city’s more restrictive 30’ minimum front yard setback requirement.

If you wish to deviate from a recorded front yard setback line or the city’s zoning code, a variance is required. As a result, your plat will require review and approval of the Plan Commission and City Council. Due to this additional requirement, your application must be processed as a “small subdivision”, rather than an “administrative subdivision.”

**What side yard setbacks are required?**

In Naperville’s single-family districts, residential setbacks were modified in 1989 to increase the total side yard between buildings. Parcels that were subdivided or established by deed division, assessment plat or metes and bounds description prior to 1989 may continue to utilize the pre-1989 setbacks (see table below). All other lots will be required to comply with the post-1989 setbacks.

<b>Pre- vs. Post-1989 Residential Setbacks</b>			
<b>Zone</b>	<b>Pre-1989 Side Yard</b>	<b>Post-1989 Side Yard</b>	<b>Corner Side Yard</b>
R1	25’ total 10’ min/side	25’ total 10’ min/side	30’
R1A	8’	20’ total 8’ min/side	30’
R1B	6’	16’ total 6’ min/side	15’
R2	6’	16’ total 6’ min/side	15’

**What does it mean to change the orientation of a lot?**

The existing Zoning Ordinance allows any corner lot (regardless of subdivision) to choose which side is considered their front yard vs. their corner side yard, provided that the required setbacks can be met for the selected orientation. However, if a subdivision plat proposes to change the orientation of a multiple-lot subdivision (see example: changing 2 lots which run north/south to 2 lots which run east/west); this change requires City Council approval, as the actual orientation of the lot lines would be changing.

