



VILLAGE OF CARY
 COMMUNITY DEVELOPMENT DEPARTMENT
 755 Georgetown Drive
 Cary, IL 60013
 Phone: 847.639.1100
 Fax: 847.639.2761

Plat Request Application

OFFICIAL USE ONLY – TO BE COMPLETED BY VILLAGE STAFF

Case Number: _____ - ZPA - _____ - _____
 Submittal Date: _____
 Hearing Date: _____
Plat Name / Address: _____

Subject Property

Address(es): _____
 Property Area (Sq. Ft./Acres): _____
Property Index Number(s): _____

Plat Information

Type:
 Subdivision
 Consolidation
 Vacation
 Dedication
 Easement
 Annexation
 Condominium
 Other: _____

Summary of Plat(s) and Variation / Code Exceptions Requested: _____

Applicant Information (Petitioner)

Name		Telephone (day)	
Corporation		Telephone (evening)	
Street Address		Fax	
City	State	Zip Code	Email

Property Owner Information

Property owner same as applicant

Name		Telephone (day)	
Corporation		Telephone (evening)	
Street Address		Fax	
City	State	Zip Code	Email

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to this request. The applicant is the owner or authorized representative of the owner of the property. The petitioner and the owner of the property grant employees of the Village of Cary and their agent's permission to enter onto the property during reasonable hours for visual inspection of the subject property.

I hereby affirm that all information provided herein and in all materials submitted in association with this application are true and accurate to the best of my knowledge.

Applicant:

Signature: _____ Date: _____

Printed: _____

If the applicant is not the property owner:

I hereby designate the applicant to act as my agent for the purpose of seeking the zoning request(s) described in this application and the associated supporting material.

Property Owner:

Signature: _____ Date: _____

Printed: _____

Submission Requirements

REQUIREMENT

CHECKLIST

- | | |
|--|--------------------------|
| 1) Completed Plat Application. | <input type="checkbox"/> |
| 2) Payment of Fees: | |
| a) Application Fee | <input type="checkbox"/> |
| b) Retained Personnel Fee (if necessary) | <input type="checkbox"/> |
| 3) Proof of Ownership | <input type="checkbox"/> |
| 4) Affidavit of Ownership | <input type="checkbox"/> |
| 5) Paid Receipt of Most Recent Tax Bill | <input type="checkbox"/> |
| 6) Written Responses to each applicable Variation Standard (see attached) | <input type="checkbox"/> |
| 7) Plat of Survey of the Subject Property | <input type="checkbox"/> |
| 8) Proposed Plat (drawn to scale): | <input type="checkbox"/> |
| 9) One (1) compact disc (CD) or USB with all items listed above saved in electronic PDF format | <input type="checkbox"/> |

Important Information for Submission

- ✓ All required items, including all plans, shall be folded not to exceed 8 ½" x 14" in area and shall prominently indicate the following basic information:
 1. Title of the Plat
 2. Property Address
 3. Name of the preparer
 4. Date of preparation and any subsequent revisions
 5. Scale, both in numerals and graphic. Scale shall be no less than 1" = 100'
 6. North arrow

- ✓ At least three sets of scaled plans shall be submitted for staff review (no larger than 11" x 17"). Additional sets of plans may be requested to be submitted by the Community Development Department if determined necessary for the processing of the request.

- ✓ Any items requiring more than one (1) copy should be collated and secured into complete packets prior to submittal.

Plat Information Checklist

Please refer to the Village Code via the Village’s website at www.caryillinois.com for a complete description of plat requirements. The following list is provided for reference of commonly overlooked items to include on a plat but is not intended to be a comprehensive list.

ITEM
1. Title of Plat – Include Address(es)
2. Signature Blocks: <ul style="list-style-type: none"> a. Property Owner(s) and Notary, affixed with Seal b. Surveyor, affixed with Seal c. Board of Zoning, Planning and Appeals d. Village President e. Village Clerk f. Village Collector g. Village Engineer h. Surface Water Drainage Certificate i. Wastewater Land Treatment Certificate (if applicable) j. McHenry County Department of Public Health (if applicable) k. County Clerk Certificate
3. Date of preparation, north point, and scale of drawing
4. Current address, PIN, acreage, square footage
5. School districts
6. Required building setback lines
7. Legal description
8. Technical information (Lot and Block Lines and Numbers)
9. Lot numbers and lines with accurate dimensions in feet and hundredths
10. Radii, internal angles, points, and curvatures, tangent bearing, and lengths of arcs
11. Corner concrete or iron pipes setting boundaries – each must be noted as found or set
12. Easements – all easements must be drawn on the plat and include a description of the provisions of the easements (purpose/use of the easement, who has rights to the easement, etc.)

Standards for Variations

The Board of Zoning, Planning and Appeals shall hear and make recommendations to the Village Board of Trustees to approve or deny any application for variance from the strict letter of the Unified Development Ordinance. It shall recommend a variation be approved if it finds that the applicant has demonstrated by the preponderance of the evidence that this title has or will subject the property to practical difficulties or a particular hardship and provided that all of the following conditions are met:

1. That the hardship was caused by unique circumstances relating to the land and not to general conditions in the district;
2. That the property cannot yield a reasonable return if permitted to be used only under the standards set out in the Zoning Ordinance.
3. That the applicant has not taken any action that has caused the extraordinary condition or made it substantially worse than it otherwise might have been;
4. That the relief proposed will not alter the character of the locality;
5. That the relief proposed is in harmony with the general purpose and intent of the regulations.

Application Filing Fee Schedule

Application Filing Fee Schedule:

1. Conditional Use Permits:
 - a) Residential Detached Garages No Charge
 - b) Signs\$150.00
 - c) All Other Conditional Use Permits.....\$750.00
2. Variations:
 - a) Fences.....\$150.00
 - b) Signs\$150.00
 - c) All Other Variation Requests\$500.00
3. Map Amendment\$750.00
4. Text Amendment\$750.00
5. Appeals\$750.00
6. Subdivision review fees:
 - a) Inside Village’s Corporate Boundary\$50.00/lot or \$1,000.00 minimum
 - b) Outside Village’s Corporate Boundary\$50.00/lot or \$1,500.00 minimum
 - c) Application Fee for cul-de-sac within the Village.....\$6,000.00
7. Special Hearing Fee (all requests)\$500.00

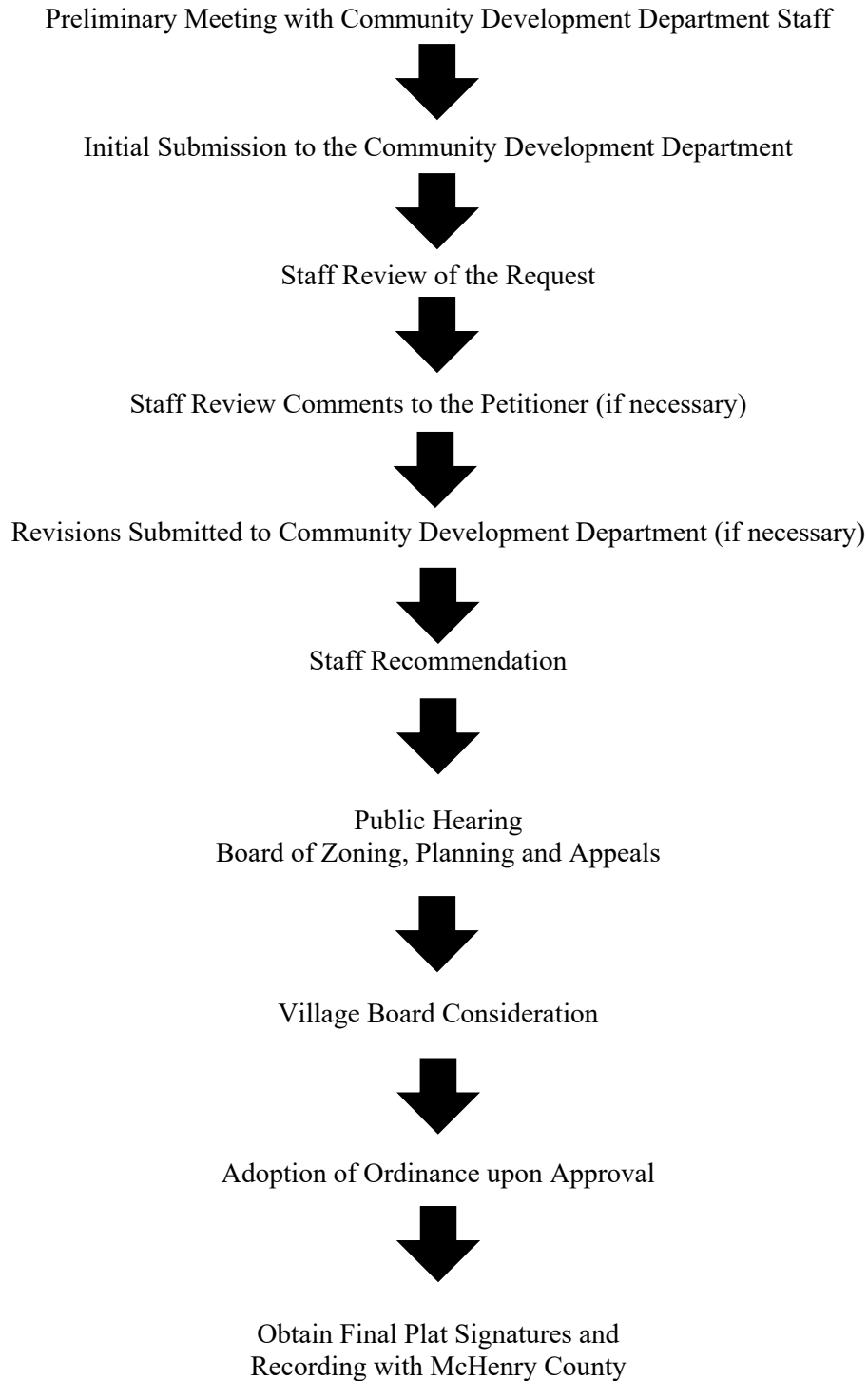
Retained Personnel Fee:

The Village of Cary has adopted a retained personnel policy regarding any applications related to property that is proposed to be developed, zoned, built on, or subdivided within the corporate limits of the Village, to property proposed to be annexed into the Village, and to property proposed to be platted or subdivided within the jurisdictional limits of the Village’s comprehensive plan and map. The owner of applicable properties shall reimburse the Village per the schedule established in Section 3.08 of the Village Code. Per this section, a minimum deposit shall be submitted to the Village as follows:

1. Annexations, Subdivisions, and other Land Developments.....\$10,000.00 min to \$20,000.00 max
2. Zoning and/or Planning for Multifamily, Commercial, and/or Industrial Uses.....\$2,500.00

Any deposit will be utilized by the Village to cover any expenses/fees charged to the Village by retained personnel, costs attributable to any hearing, meeting, and conference held in connection with the project, inspection fees related to a project, and expenses incurred for bringing a property into compliance with Village ordinances. The Village may request a fee be submitted at any point following the initial submittal of an application if the Village begins to incur costs associated with the review of your application, or if initial funds are exhausted and the deposit needs to be restored to cover additional expenses. Please contact the Community Development Department prior to submitting a formal application to determine if a retained personnel fee will be required for the review of your project.

Plat Request Review Process



Required Signature Blocks/Information

1. Property Owner(s) Certificate:

STATE OF ILLINOIS)
) SS.
COUNTY OF MCHENRY)

This is to certify that the undersigned is the owner of the land described in the annexed plat, and has caused the same to be surveyed and subdivided, as indicated thereon, for the uses and purposes therein set forth, and does hereby acknowledge and adopt the same under the style and title thereon indicated.

The undersigned owner hereby grants and dedicates for public use the lands shown on this plat for thoroughfares, streets, alleys, easements, and Municipal and public services, and, in addition thereto such other lands that may be specifically shown on the face of said plat as having been dedicated.

Dated this _____ day of _____, 20__.

For Non-Corporate Owner

Owner

Owner

NOTARY CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

I, _____, a Notary Public in and for said County, in the State aforesaid, do hereby certify that _____, personally known to me to be the same person(s) whose name(s) are subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged that they signed the annexed plat as their own free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, 20__.

Notary Public
(Notary seal)

For Corporate Owner

(Insert Name of Corporation)
By: _____
Its _____ President

(Corporate Seal)

ATTEST:

By: _____
Its _____ Secretary

NOTARY CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

I, _____, a Notary Public in and for said County in the State aforesaid, do hereby certify that _____, personally known to me to be the _____ President of the _____ Corporation, and _____ personally known to me to be the _____ Secretary of said corporation, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such _____ President and _____ Secretary, they signed and delivered the said instrument as _____ President and _____ Secretary of said corporation, and caused the corporate seal of said corporation to be affixed thereto, pursuant to authority, given by the Board of Directors of said corporation as their free and voluntary act, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, 20__.

Notary Public
(Notary seal)

2. The Board of Zoning, Planning and Appeals:

STATE OF ILLINOIS)
) SS.
COUNTY OF MCHENRY)

Approved by the Board of Zoning, Planning and Appeals of the Village of Cary, McHenry County, Illinois, this ____ day of _____, 20____.

Chairperson

Attest: Director of Community Development

3. The President and Board of Trustees:

STATE OF ILLINOIS)
) SS.
COUNTY OF MCHENRY)

Approved by the President and Board of Trustees of the Village of Cary, McHenry County, Illinois, this ____ day of _____, 20____.

Village President

Attest: Village Clerk

4. Village Clerk's Certificate

STATE OF ILLINOIS)
) SS.
COUNTY OF MCHENRY)

I _____, Village Clerk of the Village of Cary, Illinois hereby certify that the annexed Plat was presented to and by resolution duly approved by the Board of Trustees of said Village at its meeting held on the ____ day of _____, 20____, that all dedications to the Village of Cary, Illinois depicted thereon were accepted by the Village Board of Trustees on said date, and that the required bond or other guaranty has been posted for the completion of the improvements required by the regulations of said Village.

In witness whereof I have hereunder set my hand and seal of the Village of Cary, Illinois, this ____ day of _____, 20____.

Village Clerk

5. Village Engineer:

STATE OF ILLINOIS)
) SS.
COUNTY OF MCHENRY)

I, _____, Village Engineer of the Village, certify that the land improvements described in the annexed plat and the plans and specifications therefor meet the minimum requirements of said Village.

Dated at Cary, McHenry County, Illinois, this ____ day of _____, 20____.

Village Engineer

6. Village Collector:

STATE OF ILLINOIS)
) SS.
COUNTY OF MCHENRY)

I, _____, Village Treasurer of the Village of Cary, do hereby certify that there are no delinquent or unpaid current or forfeited special assessments or any deferred installments thereof that have been apportioned against the tract of land included in the plat.

Dated at Cary, McHenry County, Illinois, this ____ day of _____, 20__.

Village Treasurer

7. Illinois Registered Land Surveyor's Certificate Block

STATE OF ILLINOIS)
) SS.
COUNTY OF MCHENRY)

This is to certify that I, _____, an Illinois Registered Land Surveyor, have surveyed, subdivided and platted the following described property, located within the Village of Cary, Illinois, consisting of _____ () acres:

(Legal Description)

as shown by the plat hereon drawn, which is a correct and accurate representation of said survey and subdivision. All distances are shown in feet and decimals thereof. I further certify that all regulations enacted by the Village of Cary relative to plats and subdivisions have been complied with in the preparation of this plat, that the property covered by this plat of subdivision (is) (is not) located within a special flood hazard area as identified by the Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel No. _____ dated _____, 1990, and that I have set all subdivision monuments and have described them on this final plat as required by the Plat Act. The Director of Community Development of the Village of Cary, Illinois, or his or her duly authorized representative, is authorized to record this Final Plat of Subdivision.

Dated at _____, Illinois, this _____ day of _____, 20__.

Illinois Registered Land Surveyor

Registration Number

8. Surface Water Drainage Certificate

I, _____, Owner, and I, _____, Professional Engineer of the State of Illinois, do hereby certify that to the best of our knowledge and belief the drainage of surface waters will not be changed by the construction of this subdivision or any part thereof, or, if such surface water drainage will be changed, reasonable provision has been made for collection and diversion of surface waters into public areas, or drains which the subdivider has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property because of the construction of the subdivision.

Owner

(Seal)
Registered Professional
Engineer of Illinois

Where any part of the platted land will not be served by a public sewer system, the plat shall contain the following two certificates (#9 and #10), duly executed by the designing professional engineer and the McHenry County Health Department:

9. Wastewater Land Treatment Certificate (If Required):

I, _____, a Professional Engineer of the State of Illinois, do hereby certify that the wastewater land treatment facility servicing this subdivision has been designed in accordance with generally accepted engineering practices so as (1) to properly treat the wastewater from the service area under all conditions, (2) to prevent any groundwater contamination, (3) to prevent the movement of any effluent from the application site either as runoff or surface flow or as mist and (4) to prevent causing any condition of ill-being to any person.

Registered Professional Engineer of Illinois

10. McHenry County Health Department Certificate:

STATE OF ILLINOIS)
) SS.
COUNTY OF MCHENRY)

The disposal of sewage into a private sewer system is hereby approved as to any part of the platted land that will not be served by a public sewer system, this _____ day of _____, 20__.

McHenry County Health Dept.

11. County Clerk Certificate

STATE OF ILLINOIS)
) SS.
COUNTY OF MCHENRY)

I, _____, County Clerk of McHenry County, Illinois, do hereby certify that there are no delinquent general taxes, no unpaid current general taxes, no unpaid forfeited taxes and no redeemable tax against any of the land included in the annexed plat. I further certify that I have received all statutory fees in connection with the annexed plat.

Given under my hand and seal of the County of McHenry at Woodstock, Illinois, this _____ day of _____, 20__.

County Clerk

12. Easement Statements

Plats which incorporate various easements for infrastructure such as Village utilities, public utilities, stormwater management, drainage, or other improvements shall include the adequate easement provisions in accordance with the Village's Unified Development Ordinance.

13. Notice to Be Placed on All Final Subdivision Plats

The following language shall be placed as a notice on all final subdivision plats:

NOTICE

All of the property described herein and platted in lots, blocks and other parcels or units, is subject to the payment of a fee to the Village of Cary, Illinois, for park, library, school, and fire protection purposes at the time of the initial sale of any such lot, block or other parcel or unit.

14. School District Statement:

A statement which states that “to the best knowledge of the owner(s) the property is located within School District(s) _____”. This statement shall be notarized.

15. Return Plat Statement:

A statement which states that “After Recording, Return the Plat to the Village of Cary, 755 Georgetown Drive, Cary, Illinois 60013”

16. Tax Bill Statement:

A statement which indicates where future tax bills should be mailed to.

17. Presentation Statement:

A statement indicating “This Plat Presented By:” and give the name and address of the person or company presenting the plat for recording.

18. Additional Items (If Necessary):

- “See Resolution No. _____ passed and approved on _____ recorded simultaneously with this Plat”.
- A certificate signed and acknowledged by all parties having any interest in the land consenting to the preparation and recording of the said plat and consenting to the required easements improvements, and dedications for any public use.
- Certification by all public utilities and cable TV franchisee agreeing with easements and provision of utilities.
- The appropriate floodplain certification and designation as identified by the federal emergency management agency (FEMA)
- Certification by the Illinois Department of Transportation (IDOT) and/or McHenry County Highway Department only when the plat seeks to create, modify or remove access onto a State of Illinois or McHenry County roadway.
- Such other certificates, affidavits, endorsements, or dedications as may be required by the Village of Cary.

