

## HOW TO PETITION THE CITY FOR SUBDIVISION OF LAND

The City of Joliet Zoning Ordinance states that only one principal building may be constructed on any parcel or subdivided lot. In order to subdivide land for the purpose of creating legal lots or parcels for transfer or building purposes, the owner must receive subdivision approval from the City. The approval process and the City's requirements for lots, streets, and other public improvements are described in detail in the Subdivision Regulations, a document available for review on the City's website (Joliet.gov). City review of proposed subdivisions follows a three-step process: **preliminary plat** (of the entire contiguous parcel owned by the applicant), **final plat** (that portion of the preliminary plat to be developed immediately), and **recording plat** (same area as the final plat to be recorded). Minor subdivisions (defined at the end of this document) do not require a final plat. A description of the subdivision procedure is as follows:

### PRELIMINARY PLAT

1. Applicant checks with Planning Division staff to discuss subdivision requirements and schedule a pre-application meeting if staff determines that to be required.
  - a. Applicants proposing subdivisions may be asked to attend a Development Team meeting prior to submitting a petition
    - i. Development Team meets on the first and third Wednesdays of the month at 9:00 a.m. and 10:00 a.m. Contact the Planning Division to schedule a time slot.
    - ii. The applicant must have conceptual plans prepared to be scheduled for a Development Team meeting.
2. Applicant files a petition for preliminary plat at least 27 days prior to the Plan Commission meeting.
  - a. Submission requirements:
    - i. Petition for Subdivision of Land
    - ii. Ownership Disclosure
    - iii. Fees (application and engineering review fees)
    - iv. 10 paper copies of plat (size 11" x 17")
    - v. Digital copy of plat
    - vi. Other plans as requested (landscape plan, building elevations, floor plans, tree preservation – hard copies or digital submittals to be determined)
  - b. Deadlines and meeting dates:
    - i. Filing deadline dates available from website (Joliet.gov)
    - ii. Once application is accepted, the petition will be placed on the Plan Commission agenda (meets third Thursday of the month)
3. Applicant posts signs, in accordance with Subdivision Regulations Section 3.2E(2), at least 15 days prior to the public hearing.

- a. For parcels greater than one acre, the applicant is responsible for obtaining and posting the signs.
  - b. For parcels less than one acre, the City prepares the signs, and the applicant pays a \$100 sign deposit and posts the signs.
4. Staff reviews the petition at the **Design Review meeting**, held the first Thursday of the month at 9:00 a.m. (two weeks prior to Plan Commission).
  - a. Applicant must attend the Design Review meeting unless otherwise directed
  - b. Design Review typically includes Planning, Public Works, and Public Utilities
5. Applicant submits revised plat by Wednesday following Design Review meeting unless otherwise directed.
  - a. Digital copy only
6. Staff prepares a report to the Plan Commission.
7. **Plan Commission** holds a public hearing and makes a recommendation to the City Council.
  - a. The applicant or authorized agent must attend the hearing to represent the petition and answer any questions.
  - b. Plan Commission meetings are held on the third Thursday of the month at 4:00 p.m. in the City Hall Council Chambers.
8. The preliminary plat petition then gets reviewed by the City Council.
  - a. The applicant must submit any revisions and fulfill other requirements as needed before a City Council date can be scheduled.
9. Applicant must submit final version of preliminary plat at least 11 days prior to the City Council meeting.
  - a. (2) 11" x 17" and (1) full-size hard copies
  - b. Digital copy
10. **City Council** reviews the subdivision request.
  - a. It is recommended that the applicant or authorized agent attend the pre-Council and Council meetings.
  - b. The petition is generally placed on the second Council meeting agenda in the month following Plan Commission. Check with Planning staff to determine exact dates.
  - c. Council meetings are held on the first and third Tuesdays of the month at 6:30 p.m. in the City Hall Council Chambers; Pre-Council meetings are held at 5:30 p.m. on the Monday before the Council meeting.

11. Effective period of approved preliminary plat
  - a. The preliminary plat expires two years from the date of approval, at which point approval of a recording plat must be obtained. For a large subdivision being sectionalized, each recording plat approval shall extend the effective date of the preliminary plat for a period of two years from the date of the recording plat approval.
  - b. To extend the effective period of the preliminary plat, the owner may request an extension for up to an additional three years.

### **FINAL PLAT**

1. Applicant checks with Planning Division staff to discuss subdivision requirements and schedule a pre-application meeting if staff determines that to be required (if the final plat is not filed concurrently with the preliminary plat).
2. Applicants files a petition for final plat at least 27 days prior to the Plan Commission meeting.
  - a. Submission requirements:
    - i. Petition for Subdivision of Land
    - ii. Ownership Disclosure
    - iii. Fees (application fee; engineering review fee to be determined and invoiced if required)
    - iv. 10 paper copies of plat (size 11" x 17")
    - v. Digital copy of plat
    - vi. Engineering plans / construction drawings (storm detention, public improvements, etc.)
    - vii. Cost estimate for public improvements
    - viii. Other plans as requested (landscape plan, building elevations, floor plans, tree preservation – hard copies or digital submittals to be determined)
  - b. Deadlines and meeting dates:
    - i. Filing deadline dates available from website (Joliet.gov)
    - ii. Once application is accepted, the petition will be placed on the Plan Commission agenda (meets third Thursday of the month)
3. Applicant posts signs, in accordance with Subdivision Regulations Section 3.2E(2), at least 15 days prior to the public hearing.
  - a. For parcels greater than once acre, the applicant is responsible for obtaining and posting the signs.
  - b. For parcels less than one acre, the City prepares the signs, and the applicant pays a \$100 sign deposit and posts the signs.

4. Staff reviews the petition at the **Design Review meeting**, held the first Thursday of the month at 9:00 a.m. (two weeks prior to Plan Commission).
  - a. Applicant must attend the Design Review meeting unless otherwise directed
  - b. Design Review typically includes Planning, Public Works, and Public Utilities
  
5. Applicant submits revised plat by Wednesday following Design Review meeting unless otherwise directed.
  - a. Digital copy only
  
6. Staff prepares a report to the Plan Commission.
  
7. **Plan Commission** holds a public hearing and makes a recommendation to the City Council.
  - a. The applicant or authorized agent must attend the hearing to represent the petition and answer any questions.
  - b. Plan Commission meetings are held on the third Thursday of the month at 4:00 p.m. in the City Hall Council Chambers.
  
8. The final plat petition then gets reviewed by the City Council.
  - a. The applicant must submit any revisions and fulfill other requirements as needed before a City Council date can be scheduled.
  
9. Applicant must submit final version of final plat at least 11 days prior to the City Council meeting.
  - a. (2) 11" x 17" and (1) full-size hard copies
  - b. Digital copy
  
10. **City Council** reviews the subdivision request.
  - a. It is recommended that the applicant or authorized agent attend the pre-Council and Council meetings.
  - b. The petition is generally placed on the second Council meeting agenda in the month following Plan Commission. Check with Planning staff to determine exact dates.
  - c. Council meetings are held on the first and third Tuesdays of the month at 6:30 p.m. in the City Hall Council Chambers; Pre-Council meetings are held at 5:30 p.m. on the Monday before the Council meeting.
  
11. Effective period of approved final plat
  - a. The approval of a final plat shall be effective for a period of time equal to the remaining effective period of the preliminary plat.

## RECORDING PLAT

1. Applicant submits an application for recording plat a minimum of 14 days prior to the Council meeting (if not submitted concurrently with the preliminary and/or final plats)
  - a. Submission requirements:
    - i. Petition for Subdivision of Land
    - ii. Ownership Disclosure
    - iii. Fee (application fee)
    - iv. Digital copy of plat
    - v. (2) 11" x 17" and (1) full-size hard copies of plat
    - vi. Cost estimate for public improvements that has been approved by the Public Works Department
  - b. Meeting date:
    - i. Application for recording plat must be submitted a minimum of 14 days prior to the requested Council meeting
  
2. **City Council** reviews the recording plat request.
  - a. Is it recommended that the applicant or authorized agent attend the pre-Council and Council meetings.
  - b. Council meetings are held on the first and third Tuesdays of the month at 6:30 p.m. in the City Hall Council Chambers; Pre-Council meetings are held at 5:30 p.m. on the Monday before the Council meeting.
  - c. The recording plat may be reviewed at the same time as the final plat (or preliminary plat in the case of minor subdivisions).
  
3. Following Council approval, the applicant must complete any applicable conditions of approval:
  - a. A performance bond or letter of credit for public improvements
  - b. A one and one-quarter percent inspection fee for public improvements
  - c. An irrevocable offer of dedication for public improvements
  - d. Payment of Park District fee (if applicable)
  
4. Applicant submits one Mylar of recording plat for signatures by City officials.
  - a. All requirements must be met prior to obtaining signatures.
  
5. Applicant records recording plat with Recorder of Deeds.
  - a. Applicant returns 2 full-size hard copies to the City of Joliet Planning Division.
  - b. Applicant submits 1 digital copy to the City of Joliet Planning Division.

**Forms:** Applications, the ownership disclosure, the fee schedule, and filing deadlines and meeting dates can be found on the City's website:

<https://www.joliet.gov/government/departments/community-development/planning-zoning/petitions-meeting-dates>

**Development Team:** Anyone preparing documents for development proposals or plat documents should contact the City for a preliminary conversation and review. It is recommended that new subdivision proposals and significant developments are reviewed at a Development Team meeting. Development Team consists of staff from several City departments including Planning, Building and Inspections, Public Works, Public Utilities, and Economic Development. Development Team meets on the first and third Wednesday of every month with two time slots, one at 9:00 a.m. and one at 10:00 a.m. Development Team slots can be scheduled by contacting the Community Development Department - Planning Division at 815-724-4050. In order to secure a time, applicants will need to submit conceptual plans or similar documents for their proposal.

## **Major and Minor Subdivision Requirements**

### 1. Definitions

- a. A major subdivision is defined in the Subdivision Regulations as any subdivision not classified as a minor subdivision, including but not limited to subdivisions of six or more lots, or any size subdivision requiring any new street or extension of City facilities, or the creation of any public improvements.
- b. A minor subdivision is defined in the Subdivision Regulations as any subdivision containing not more than five lots fronting on an existing street nor involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements (and not adversely affecting the remainder of the parcel or adjoining property) and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance, or the Subdivision Regulations.

### 2. Procedures

- a. Major subdivisions must follow procedures for preliminary, final, and recording plats.
- b. Minor subdivisions must follow procedures for preliminary and recording plats.

CASE NO. \_\_\_\_\_

DATE FILED: \_\_\_\_\_

**CITY PLAN COMMISSION  
JOLIET, ILLINOIS**

**PETITION FOR APPROVAL OF (Check One):**

\_\_\_\_\_ **Preliminary Plat**  
\_\_\_\_\_ **Final Plat**  
\_\_\_\_\_ **Recording Plat**

**NAME OF SUBDIVISION:** \_\_\_\_\_

**NAME OF PETITIONER:** \_\_\_\_\_

**CELL #:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_

**INTEREST OF PETITIONER:** \_\_\_\_\_

**NAME OF LOCAL AGENT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**CELL #:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**LAND SURVEYOR:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ATTORNEY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMMON ADDRESS: \_\_\_\_\_

PERMANENT INDEX NUMBER (Tax No.): \_\_\_\_\_

SIZE: \_\_\_\_\_

NO. OF LOTS: \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ EXISTING ZONING: \_\_\_\_\_

USES OF SURROUNDING PROPERTIES: North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

Name of Park District: \_\_\_\_\_

Date Contacted Park District: \_\_\_\_\_

Is any open space/park site being offered as part of a preliminary plat? \_\_\_\_\_

If yes, what amount? \_\_\_\_\_

(Acknowledgment by Park District Official) \_\_\_\_\_

\_\_\_\_\_

Has the Zoning Board of Appeals granted any variance, exception, or special permit concerning this property?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list the Case number and name: \_\_\_\_\_

\_\_\_\_\_

Is any variance from the Subdivision Regulations being requested? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe: \_\_\_\_\_



Attach ten (10) copies of the plat to this petition.

List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations) by permanent index numbers: \_\_\_\_\_  
\_\_\_\_\_

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the Will County Recorder of Deeds office. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract of sale was executed.

In the event the property is held in trust: A list of all individual beneficial owners of the trust must be attached.

In the event of corporate ownership: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any shares of stock must be attached.

STATE OF ILLINOIS) ss  
COUNTY OF WILL )

I, \_\_\_\_\_, hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true. I agree to be present in person or by representation when this is heard by the Plan Commission.

Date: \_\_\_\_\_  
Petitioner's Name

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

\_\_\_\_\_  
Notary Public My Commission Expires:

## CITY OF JOLIET OWNERSHIP DISCLOSURE FORM

The City of Joliet requires that applicants for zoning relief, subdivision approval, building permits and business licenses disclose the identity of all persons having an ownership interest in the business and the real property associated with the application. A copy of this form must be completed and submitted with other application materials. Failure to properly complete and submit this form may result in the denial of the application.

### I. INFORMATION ABOUT THE APPLICATION

This form is submitted as part of an application for the following (check all that apply):

- Rezoning, Special Use Permit, Variation, or Other Zoning Relief (Complete Sections II and III)
- Preliminary Plat, Final Plat, or Record Plat of Subdivision (Complete Sections II and III)
- Building Permit (Complete Sections II and III)
- Business License (Complete All Sections)

### II. INFORMATION ABOUT THE PROPERTY

The address and PIN(s) of the real property associated with this application are:

\_\_\_\_\_  
PIN(s): \_\_\_\_\_

### III. PROPERTY OWNERSHIP

Select the type of owner of the real property associated with this application and fill in the appropriate contact information below:

- Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- Land Trust:** State the names, addresses, and phone #'s of the trustee(s) and all beneficiaries
- Partnership:** State the names, addresses, and phone #'s of all partners
- Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization or the right to direct the affairs of the organization

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

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**IV. BUSINESS OWNERSHIP**

If the owner of the business is different than the owner of the real property associated with the application, then the following information must be provided:

Select the type of business owner associated with this application and fill in the contact information below:

- Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- Partnership:** State the names, addresses, and phone #'s of all partners
- Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization

---

---

---

---

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**NOTE:**

If a stockholder, member, beneficiary or partner disclosed in Section III or Section IV is not an individual, then the individuals holding the legal or equitable title to the real property or business associated with the application must also be disclosed. For example, if the real property associated with an application is owned by a land trust, and the beneficiary of the land trust is a limited liability company, then the members of the limited liability company must be disclosed. If one of the members of the limited liability company is a partnership, then the identity of the partners must be disclosed. If one of the partners is a corporation, then all persons owning 3% or more of the issued stock must be disclosed.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Name, Title, and Telephone Numbers of Person Completing and Submitting This Form:**

---

---

### **How to Post a Sign for any Land Use Change**

In an effort to increase the awareness of neighborhoods of potential land use changes in their areas, the City of Joliet requires posting of a sign giving notice of a hearing on a proposed land use change. All petitions filed for review by the Zoning Board of Appeals and Plan Commission must follow these procedures:

1. At least one sign for every 500 feet of street frontage, with a minimum of one sign on each street abutting the property shall be posted. If the property in question is more than 1 acre please refer to page 2 for information.
2. The sign shall be posted at least 15 days but not more than 30 days before the hearing date.
3. The sign shall contain the time and place of the public hearing and the nature of the land use change being requested. It shall be placed in a conspicuous location on the property so it may be observed and read from the street.
4. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of a \$50.00 deposit for each sign.
5. It shall be the applicant's responsibility to post the sign. Written certification of the posting of the sign shall be provided by the applicant to the City with the date and location of the posting of the sign.
6. Upon completion of the public hearing, the sign shall be removed and returned to the City within ten days. The applicant's deposit shall be refunded upon return of the sign.
7. Failure to post the sign as required may result in the deferral of action on, or the denial of, the applicant's petition.

**Requirements For Posting Land Use Change Informational Signs**

(6) Land Use Change Informational Signs: In addition to the publication of newspaper notice for a public hearing on any request for a land use change (such as a petition for a variation, special exception, variation of use, or zoning reclassification) and any request for subdivision approval (preliminary plat), notice of a public hearing on such land use change shall be given by posting one or more land use change informational signs on the subject property in accordance with the following provisions:

**(A) For parcels comprising 1 acre or more:**

- (1) The applicant or the applicant’s agent shall erect a sign or signs with minimum dimensions of three (3) by four (4) feet. The number and location of the sign(s) shall be determined by the City Manager or his designee.
- (2) The sign(s) shall conform to the format provided by the City Manager or his designee and shall contain the time and place of public hearing and the nature of the application (SEE BELOW)
- (3) The sign(s) shall be posted at least 15 days but not more than 30 days before the public hearing date.
- (4) It shall be the responsibility of the applicant to prepare and create such signs and to erect whatever framework that may be necessary to display the signage.
- (5) Upon completion of the public hearing, the sign(s) shall be removed within 10 days. If the applicant fails to remove the sign, the City of Joliet may remove the sign, and the cost of such removal shall be billed to the applicant and shall constitute a debt payable to the City.

<b>NOTICE OF PUBLIC MEETING</b>	
<b>CITY OF JOLIET, IL</b>	
DATE/TIME:	_____
LOCATION:	City Hall Council Chambers _____
	150 W. Jefferson St., Joliet _____
DESCRIPTION OF REQUEST:	_____
	_____
FOR MORE INFORMATION CALL:	815-724-4040 OR _____
	815-724-4050 _____
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>	
<b>CITY OF JOLIET</b>	