



Village of Franklin Park  
9500 W Belmont Avenue  
Department of Community Development and Zoning  
(847) 671-8276

## Subdivision Application Packet Requirements

### **Please Note**

An incomplete application packet submitted to the Village of Franklin Park **WILL NOT** be accepted and **WILL NOT** initiate the application process. Only a complete packet that fulfills **ALL** the requirements listed below **WILL** be accepted and **WILL** officially initiate the application process.

### **Application Packet**

A subdivision is a tract of land which is to be, or has been, divided into two or more lots or parcels, or any division of land when a new street is involved. The term "subdivision" includes re-subdivision and, where it is appropriate to the context, relates to the process of subdividing or to the land subdivided. The subdivision must follow the standards within the Village zoning code, stated in 10-4-1 through 10-4-7. The potential impact of the subdivision upon neighboring land and the unique conditions of the property must be taken into consideration through the Subdivision Application. Please ensure that your application provides enough clear information about the project as possible so that a decision can be made in regards to the subdivision request. A complete application will include the two (2) attached forms and additional supplementary material which should be submitted to the Department of Community Development and Zoning. The application must include one (1) copy of each of the following documents:

**A. Application for Subdivision**

The required application form (form A) is attached.

**B. Petition for Zoning Relief**

The required petition form (form B) is attached. This is a standard application form to be notarized.

**C. Summary of Intended Subdivision**

The summary of intent should be a typed letter and provide a detailed description of the reasons for subdivision or re-subdivision

**D. Current Plat of Survey**

The plat of survey should include appropriate legal description and be no less than one (1) year old from the date of the subdivision application.

**E. Final Plat of Subdivision**

The final plat of subdivision should show all items as stated in 10-3-2 of the Village Zoning code.

**F. Proof of Ownership**

If the applicant is the owner please provide a copy of the deed. If the applicant is purchasing the parcel please provide a purchase agreement. If the applicant is a lessee please provide a copy of the lease and a letter of authorization from the owner.

**G. Payment**

Payment of the appropriate fee is due when the application is filed and based on the approved subdivision fee schedule which is as follow as per Village Code Section 11-1-5.

Plat of Subdivision or Consolidation	\$500
The above fees are on a per application basis and all fees are non-refundable upon submission of an application	

Checks to be payable to: Village of Franklin Park

**Approval Process**

Once the fully completed application is submitted to the Community Development and Zoning Department the approval process can begin. The process is as follows:

**1. Public Meeting and Presentation**

The Zoning Board of Appeals meetings are held on the 1<sup>st</sup> Wednesday of the month (subject to change) at 9451 W Belmont in the Community Room at 7:00 pm. The applicant and property owner must attend the public hearing and present their request for a Subdivision as well as answer any and all questions pertaining to the request. The property owner and applicant must be at **ALL** hearings. If the owner cannot be present, a power of attorney must be appointed and present at the hearing. This agent will have the ability to make finalized legal and financial decisions on behalf of the grantor (property owner).

**2. Recommendations**

After the presentation, a vote to recommend the subject case will be made by the Zoning Board of Appeals. All findings will be moved to the Village Board of Trustees within 30-60 days for the final decision.

**3. Final Decision**

Assuming there are no problems with the subdivision request, all recommendations are referred to the Village Board, which determines the final decision and action.

**NOTE: Please allow approximately ninety (90) days from date of filing the complete application and payment for a finalized signed ordinance.**

## Form A

### Village of Franklin Park Application for Subdivision

<b>Contact Information</b>		
<i>Primary Contact Name</i>	<i>Primary Contact Phone</i>	<i>Primary Contact Email</i>
Included: <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Application for Subdivision (Form A)</li> <li><input type="checkbox"/> B. Petition for Zoning Relief, Notarized (Form B)</li> <li><input type="checkbox"/> C. Summary of Intended Subdivision</li> <li><input type="checkbox"/> D. Current Plat</li> <li><input type="checkbox"/> E. Final Plat of Subdivision</li> <li><input type="checkbox"/> E. Proof of Ownership</li> <li><input type="checkbox"/> F. Payment</li> </ul>		
<b>Property Information</b>		
<i>Petitioner's Name</i>		
<i>Property Address</i>		
<i>Property Interest of Petitioner</i>		
<i>Owner of Property</i>	<i>Owner of Property Phone</i>	
<i>Permanent Index Number (Tax Number or P.I.N)</i>	<i>Current Zoning</i>	

**Form B**  
**Village of Franklin Park Petition for Zoning Relief**

Date of Hearing \_\_\_\_\_

Hearing Number \_\_\_\_\_

To the Franklin Park Zoning Board of Appeals  
9451 West Belmont Avenue  
Franklin Park, Illinois 60131

**APPLICATION IS HEAREBY MADE FOR:**

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**ON PROPERTY HEREINAFTER LEGALLY DESCRIBED:**

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**(PLEASE ATTACH LEGAL DESCRIPTION)**

**P.I.N.** 12-      -      -      -0000

**Commonly known by the street address of:** \_\_\_\_\_

**By:**

\_\_\_\_\_  
*Owner/Agent*

\_\_\_\_\_  
*Applicant*

\_\_\_\_\_  
*Property Owner or Person Having Possessory Interest*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State Zip*

\_\_\_\_\_  
*City, State Zip*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Email*

I, \_\_\_\_\_, do hereby certify or affirm that the owner/person(s) holds possessory interest in the above described property make application as such

\_\_\_\_\_  
*Signature*

**SUBSCRIBED AND SWORN TO ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.**

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