



SUBDIVISION APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

For Internal Use Only	Petition #:	Date Received:	Fees Paid:
-----------------------	-------------	----------------	------------

APPLICATION TYPE (check one)	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Final	<input type="checkbox"/> Administrative
--	--------------------------------------	--------------------------------	---

SUBJECT PROPERTY INFORMATION

Property Address:

Parcel Index Number(s):

SUMMARY OF REQUEST

Brief Project Description:



SUBDIVISION APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

APPLICATION CHECKLIST

An electronic submittal is required. The full application may be sent to sbarajas@invillapark.com

- Complete PLANNING AND ZONING APPLICATION
- Complete SUBDIVISION APPLICATION

Three Full-Sized Copies of the following:

- Plat of Subdivision with all easements, vacations, etc.
- Plat of Survey, indicating existing conditions and no more than 5 years old
- Preliminary Site/ Development Plan
- Full Engineering Plan Set (for major subdivisions)
 - Topographic survey sufficient to determine on-site and off-site drainage calculations
 - Civil site plan must show location of existing and proposed sanitary sewers, services, septic systems, water mains, services and wells
 - If over one acre, submit Notice of Intent form to the IL EPA
 - Traffic impact study/report, if needed, as determined by Village Engineer
 - For large residential developments and all commercial developments, the following is required:
 - DuPage County Stormwater Management Permit Application and fee
 - Soil Erosion and Sediment Control Details and Record Drawings Certification forms
 - Existing site runoff calculations, including upstream drainage to be by-passed through site
 - Proposed site runoff storage calculations
 - Analysis of off-site drainage
 - Costs estimates of storm water facilities, swales, and detention areas
 - See the Villa Park Storm Water Management General Guidelines.



SUBDIVISION APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

REQUIREMENTS TO RECORD A PLAT

The following items must be on the Plat of Subdivision:

- Permanent Parcel Number
- Legal Description
- Title
- Surveyor's or Engineer's Signature & Seal
- Owner's Signature, Notarized
- County Clerk's Signature & Seal
- Village Board Certificate to be signed by Village President and attested by Village Clerk
- Planning and Zoning Commission Certificate to be signed by Chairperson
 - Replaced with Director of Community & Economic Development Certificate if Administrative Subdivision
- Village Engineer Certificate
- Village Treasurer Certificate
- DuDOT or IDOT Certificates may be required if developing adjacent to their right-of-way.
- "After Recording Submit Tax Bill To" box

AFTER RECORDING SUBMIT TAX BILL TO:

- "Plat Submitted By and Return To" box with Village of Villa Park name and address

AFTER RECORDING SUBMIT TAX BILL TO:



SUBDIVISION APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

PLAT CERTIFICATES

OWNER AND NOTARY CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DU PAGE) SS

THIS IS TO CERTIFY THAT _____
_____ AS OWNER OF THE PROPERTY
DESCRIBED IN THE ANNEXED PLAT, HAS CAUSED THE SAME TO BE PLATTED AS INDICATED HEREON, FOR THE
USES AND PURPOSES THEREIN SET FORTH AND DOES HEREBY ACKNOWLEDGE
AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED.

WE FURTHER CERTIFY THAT THE PROPERTY HEREIN SUBDIVIDED LIES WITHIN:

DATED AT _____, ILLINOIS, THIS _____ DAY OF _____ A.D., 20_____.

BY: _____

STATE OF ILLINOIS)
COUNTY OF _____) SS

I, _____, A NOTARY PUBLIC IN AND FOR SAID COUNTY IN THE STATE AFORESAID,
DO HEREBY CERTIFY THAT _____ AND _____, OF _____
_____, PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE
FOREGOING INSTRUMENT AS SUCH _____ AND _____, APPEARED BEFORE ME THIS DAY
IN PERSON AND ACKNOWLEDGED THAT THEY SIGNED AND DELIVERED THE SAID INSTRUMENT AS THEIR OWN
FREE AND VOLUNTARY ACT AND AS THE FREE AND VOLUNTARY ACT OF SAID CORPORATION, FOR THE USES
AND PURPOSES THEREIN SET FORTH AND THE SECRETARY DID ALSO THEN AND THERE ACKNOWLEDGE THAT
HE, AS CUSTODIAN OF THE CORPORATE SEAL OF SAID CORPORATION, DID AFFIX SAID CORPORATE SEAL TO
SAID INSTRUMENT AS HIS OWN FREE AND VOLUNTARY ACT AND AS THE FREE AND VOLUNTARY ACT OF SAID
CORPORATION, FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL AT _____ A.D., 20_____.

BY: _____
NOTARY PUBLIC

MY COMMISSION EXPIRES



SUBDIVISION APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

PLANNING AND ZONING COMMISSION CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

THIS IS TO CERTIFY THAT THE PLANNING AND ZONING COMMISSION OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS HAS REVIEWED AND APPROVED THIS PLAT.

DATED AT VILLA PARK, DUPAGE COUNTY, ILLINOIS

THIS _____ DAY OF _____, A.D. 20_____.

BY: _____
CHAIRPERSON

VILLAGE TREASURER CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

I, _____, VILLAGE TREASURER FOR THE VILLAGE OF VILLA PARK, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT OR UNPAID OR FORFEITED SPECIAL ASSESSMENTS OR ANY DEFERRED INSTALLMENTS THEREOF THAT HAVE NOT BEEN APPORTIONED AGAINST THE TRACT, INCLUDED IN THIS PLAT

DATED AT VILLA PARK, DUPAGE COUNTY, ILLINOIS

THIS _____ DAY OF _____, A.D., 20_____.

VILLAGE TREASURER

VILLAGE BOARD CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

APPROVED AND ACCEPTED BY THE VILLAGE BOARD OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS, AT A MEETING HELD THIS _____ DAY OF _____, A.D., 20_____.

BY: _____
PRESIDENT

ATTEST: _____
VILLAGE CLERK



SUBDIVISION APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

VILLAGE ENGINEER CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

I, _____, VILLAGE ENGINEER OF THE VILLAGE OF VILLA PARK, ILLINOIS, HEREBY CERTIFY THAT THE LAND IMPROVEMENT DESCRIBED IN THE PLAT AND SPECIFICATIONS THEREFORE, MEET THE MINIMUM REQUIREMENTS OF THE VILLAGE AND HAVE BEEN APPROVED BY ALL PUBLIC AUTHORITIES HAVING JURISDICTION THEREOF.
DATED AT VILLA PARK, DUPAGE COUNTY, ILLINOIS

THIS _____ DAY OF _____, A.D., 20_____.

VILLAGE ENGINEER

REGISTRATION NUMBER

COUNTY CLERK CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

I, _____, COUNTY CLERK OF DUPAGE 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 SALES AGAINST ANY OF THE LAND INCLUDED IN THE PLAT. I FURTHER CERTIFY THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE PLAT.

GIVEN UNDER MY HAND AND SEAL OF THE COUNTY CLERK, DATED AT WHEATON, DUPAGE COUNTY, ILLINOIS THIS _____ DAY OF _____, 20__.

COUNTY CLERK

DUPAGE COUNTY RECORDER'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DU PAGE) SS

THIS INSTRUMENT NO. _____ WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF DU PAGE COUNTY, ILLINOIS, AFORESAID, ON THE _____ DAY OF _____, A.D. 20_____, AT _____ O'CLOCK _____. M.