



## RESUBDIVISION PROCEDURES

1. A pre-filing conference is held with the Plan Commission. Petitioner submits any necessary documentation to Village staff for the pre-filing conference.
2. Petitioner turns in completed Plan Commission application and all necessary documentation to Village staff. (The public hearing date is determined only after the completed application and documentation are submitted).
3. Petitioner contacts Engineering Department to discuss preliminary engineering. Preliminary engineering (a grading plan and utility plan) must be submitted to the Engineering Department along with other documents as required by the Engineering Department. The petitioner's engineer must testify at the public hearing regarding the storm water drainage plan and other utilities. The Engineering Department needs to comment on the proposed engineering plans and any necessary revisions need to be made to the engineering plans prior to the submittal of the 12 sets of plans for the Plan Commission.
4. A public hearing is held with the Plan Commission.\*The following must be submitted to the Plan Commission for the public hearing: A preliminary plat of subdivision, preliminary engineering, and a tree survey (that shows the size and species of the trees to be removed and the size and species of the trees to be saved) and a tree replacement plan (showing the size, species, and location of the replacement trees). At time of the building permit, a tree preservation plan will need to be submitted – the requirements for a tree preservation plan (and the entire tree ordinance) can be viewed on line at [www.deerfield.il.us](http://www.deerfield.il.us).  
  
\* If variations over 10% are required for minimum lot depth, yard requirements, and minimum lot width, a public hearing with the Board of Zoning Appeals must be held.
5. Plan Commission makes a written recommendation to the Board of Trustees regarding the petitioner's request for a preliminary plat of subdivision.
6. The Board of Trustees approves, denies, or refers the petitioner's request for a preliminary plat of subdivision back to the Plan Commission.
7. If the preliminary plat of subdivision is approved, petitioner proceeds to have final plat of resubdivision drawn up. A final plat check list and County Recorder of Deeds plat guidelines are obtained from staff.
8. Five (5) paper copies of the final plat of resubdivision are submitted to Village staff and reviewed to determine if any changes, corrections, or additions need to be made to the plat. A copy of the final plat will be sent to Engineering for review of easements.
9. The petitioner works with the Village Engineering Department for all final engineering plans and other requirements necessary for the resubdivision such as a letter of credit, grading plans, water and sewer plans, water and sewer permits, engineering review fees, acreage fees, etc. Before the Board of Trustees can consider the final plat of subdivision, all engineering items must be approved by the Engineering Department and the final plat must be signed by the Village Engineer. The subdivision agreement usually allows the letter of credit to be submitted to the Village Engineering Department prior to the recording of the final plat.  
**Note:** All improvements - roads, water, storm and sanitary sewer lines, sidewalks, lighting, parkway trees and any other improvements are paid for and installed by the petitioner.

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The Subdivision Code also requires a Subdivision Agreement between the developer and Village. The agreement requires the petitioner to make and install improvements in accordance with the plans and specifications accompanying the approval. The Subdivision agreement must be acceptable to the Village Engineering Department, Community Development Department, and Village Attorney prior to the Board of Trustees meeting where the final plat is considered.

10. After Village staff reviews the final plat for any corrections, a mylar plat is made (Note: The Lake County Recorder now accepts paper and electronic copies of the final plat. A mylar copy is preferred for Village records as paper copies deteriorate over time).
11. The petitioner obtains the notarized signature(s) of the owner(s), the signature and seal of the County Clerk, and surveyor on the final plat. All signatures must be in black ink. After obtaining these signatures, the plat is returned to Village staff.
12. When the petitioner has met all the final engineering requirements/items, Village staff obtains the signature of the Village Engineer on the final plat. Village staff also obtains the signature of the Village Collector.
13. The final plat is sent to Plan Commission for approval. Plan Commission Chairman and Secretary sign the plat.
14. The Final Plat and Subdivision Agreement are sent to the Board of Trustees for approval. If approved, the Board of Trustees instructs the Village Attorney to draw up an Ordinance, if necessary.  
**Note:** The Village has an impact fee ordinance for residential developments (Ord. 0-93-48). The impact fee amount is determined at the time of final plat approval.
15. The Ordinance goes through two (2) readings at the next two Board of Trustees meetings (if an ordinance is required).
16. Mayor and Village Clerk sign the final plat.
17. Final plat and Ordinance (if necessary) are recorded by Village staff. Petitioner is billed for recording fees.

Only after all the above is accomplished, does the petitioner have a buildable lot(s). The petitioner must now check with the Building Division for the necessary permits for construction of the house(s).