



MINOR SUBDIVISION APPLICATION

Application is hereby made by:

Full Name of Petitioner: _____

Street Address _____ City _____ State _____ Zip _____

Phone Number: _____ Email: _____

Full Name of Property Owner: _____

Street Address _____ City _____ State _____ Zip _____

Phone Number: _____ Email: _____

Property Information:

Street Address or nearest intersection: _____

FULL legal description of property (MUST BE TYPED HERE. CANNOT BE ATTACHED.)

LaSalle or Grundy County Parcel Identification Number(s) (PIN) (List all):

Full Name of Proposed Subdivision:

Zoning and Use Information

1. Zoning of the property:

2. Proposed use of the property that warrants this application for a subdivision:
 - A sale or exchange of small parcels of land to or between adjoining property owners, where such sale or exchange does not create additional lots or create any lot which is not in full conformance with the Seneca Zoning Ordinance, and the resulting combined parcel of land would not be separated by any right-of-way or access easement and any other easement which would have the effect of creating two separate parcels of land.

 - The division of land into three or less parcels for sale or donation of at least one such parcel to a not-for-profit corporation whose sole purpose and objective is to acquire and maintain lands in a natural state as a nature preserve or for open space, provided, however, that any such division shall not create any lot which is not in full conformance with the Seneca Zoning Ordinance, and further provided that such not-for-profit corporation place a conservation easement on the land to be retained as open space or a nature preserve, which easement shall be in the form of a recordable document satisfactory to the Corporation Counsel of the Village of Seneca. Such easement shall be recorded and a copy provided to the Village. In the event the said land is later proposed to be developed, the requirements of this Subdivision Ordinance shall be complied with, and a formal request for subdivision shall be submitted to the Village.

 - The division of land into five (5) or less parcels, for sale or donation of at least one parcel to the Village of Seneca, the Seneca Park Board, or Seneca School Districts, for the purpose and objective of acquiring additional land for public purpose.

 - Lot line adjustment between two lots to make a lot conforming with respect to lot size or lot width.

3. **If the proposed subdivision is approved, what improvements or construction is planned?** (An accurate site plan is required to establish that the proposed improvements can meet the minimum zoning and subdivision requirements)

4. **Size of Subdivision:** Square Feet: Acres:

5. **Number of developable lots in subdivision:**

6. **Number of outlots:** **Total number of lots and outlots:**

7. **Range of Developable Lot Size:** Minimum: Square Feet:

Maximum: Square Feet

Average: Square Feet

8. **Use and Dedication of Outlots (list each outlot separately):**

9. **Are there any existing covenants or restrictions on the property proposed for subdivision?**

Yes _____ No _____

If yes, describe:

10. **Is ANY part of the proposed subdivision in a:**

Flood Plain: Yes _____ No _____

Wetland: Yes _____ No _____

Signatures and Notary Seal

I (We) certify that all of the above statements, and statements on any documents or drawings submitted herewith, are true to the best of my (our) knowledge and belief.

Applicant Name: _____

 Signature of Applicant

Date: _____

Property Owner Name:

Date: _____

SIGNATURE BY THE PROPERTY OWNER GRANTS ACCESS TO THE PROPERTY IN QUESTION TO THE VILLAGE OF SENECA, ITS STAFF, PLANNING COMMISSION AND VILLAGE COUNCIL MEMBERS.

State of _____)
) ss.
 County of _____)

I, the undersigned, a Notary Public, in and for said County, in the state aforesaid, DO HEREBY CERTIFY THAT _____ (name of applicant) is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the foregoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day of _____, 20____.

 Notary Public Signature

SEAL

PROCEDURES

1. Pre-Application Meeting. A pre-application meeting with the Seneca Planning Commission is required prior to submitting an application for administrative review and approval of a minor subdivision. The purpose of such conference is to allow the applicant to present a general concept of his proposed minor subdivision for administrative approval prior to the preparation of this application. The scheduling of a pre-application meeting does not guarantee approval.
2. A request for administrative review and approval typically takes one to two weeks.
3. If there are any CC & R's and/or Homeowners Association proposed, if the proposed subdivision will contain any new rights-of-way to be dedicated, or if this proposed subdivision will require any variances from requirements of the Zoning Ordinance or Subdivision Ordinance, this Minor Subdivision application is not applicable. A regular Subdivision application must be completed, along with a public hearing before the Planning Commission and approval by the Village Council.
4. Applications will not be accepted if there is anything missing from the Attachment Checklist below.

ATTACHMENT CHECKLIST

Three (3) hard copies of the following:

_____ This application.

_____ Plat of Survey of subject property prepared by an Illinois Registered Land Surveyor showing all existing improvements on the subject property, such as buildings, shed, driveway, patio and fence.

_____ Proposed Plat of Subdivision.

_____ Deed or title insurance policy that provides proof of parcel ownership.

One (1) electronic copy of the following:

_____ This application.

_____ Plat of Survey of subject property prepared by an Illinois Registered Land Surveyor showing all existing improvements on the subject property, such as buildings, shed, driveway, patio and fence.

_____ Proposed Plat of Subdivision.

PLAT REQUIREMENTS FOR MINOR SUBDIVISION

1. All Certificates as outlined in the LaSalle and Grundy County Recorder of Deeds' "Plat Guidelines" are required, **EXCEPT** for the following:
 - a. Plan Commission Certificate
 - b. City Council Certificate
 - c. City Clerk Certificate

2. An ADDITIONAL certificate is required. That certificate language is as follows:

ZONING ADMINISTRATOR CERTIFICATE

STATE OF ILLINOIS)
) ss.
COUNTY OF LASALLE)

APPROVED ADMINISTRATIVELY AS A MINOR SUBDIVISION PER SECTION _____ OF THE VILLAGE OF SENECA SUBDIVISION ORDINANCE.

DATED THIS _____ DAY OF _____, 20____.

ZONING ADMINISTRATOR

ATTEST:

VILLAGE CLERK
VILLAGE OF SENECA

3. Village Seal must be embossed on the plat, attesting the Zoning Administrator's signature.