



The Village of Glenview

Additional Technical Criteria for Plats of Subdivision

Any proposed plat of subdivision shall:

1. Be properly sized to accommodate all required language as well as area for professionals to affix additional stamps and seals, no smaller than 8.5-inches by 14-inches and no larger than 36-inches by 36-inches.
2. Provide a 1-inch margin free of text around the perimeter of the document.
3. Include an area free of all text or markings to be dimensioned at least 6-inches by 8-inches to accommodate all stamps that are affixed through the recording process.
4. Show property corners marked by iron pipes and/or concrete monuments. Subdivisions including two (2) or more acres, or subdivisions including three (3) or more lots, shall provide two (2) points at diagonal corners designated with State Plane Coordinates.
5. Show boundary lines, dimensions, and lot areas of lot(s) and area(s) dedicated for public right-of-way.
6. Show all existing and proposed public rights-of-way, including widths, pertinent radii, and street names.
7. Show all existing and proposed easements, including their widths, purposes, document recording numbers, and dates. Easement language shall be required only for any new easement.
8. Delineate the locations and base flood elevations of any floodway and/or floodplain.
9. Include all Permanent Index Number(s) of the property within the extents of the subdivision.
10. Include the name and mailing address of the individual or institution to whom the tax bill will be mailed.
11. Be printed on translucent Mylar or drafting linen. Due to local document storage requirements, plats printed on transparency film, vellum, or other materials cannot be accepted.
12. Include the original date of preparation and the most recent revision date within the sheet title block area.
13. Include a distance along the adjacent right-of-way to the nearest intersecting street.
14. Include all information required by the State of Illinois, Village of Glenview Municipal Code, Village of Glenview Engineering Standards Manual, Federal Emergency Management Agency, and the Office of the Cook County Recorder of Deeds.

Any proposed plat of subdivision shall NOT:

1. Include new building setback lines. In the Village of Glenview, all building setbacks are subject to interpretation by the Village's Zoning Ordinance. If a previously recorded setback exists, an Abrogation Agreement may be required.
2. Include a property address or street name within the subdivision title. Subdivision titles should be unique and should not incorporate common references to adjacent streets.
3. Include easement provision language if no easements exist upon the subject property.
4. Include a Cook County Tax Clerk Certificate. The Cook County Clerk's Office affixes their own stamp.
5. Include a "This Plat Submitted By:" block unless the document is to be recorded by a party other than the Village of Glenview Recording Agent.

Subdivision Application Checklist

SUBMITTAL REQUIREMENTS:

A complete submittal for a Single-Lot Subdivision (as described in Step 1 – Page 5 of the Single-lot Subdivision Application) shall include **ALL** of the following material:

- Subdivision application** signed by the owner(s).
- Three (3) folded copies of the **Plat of Subdivision**. (For Staff Review)
The *original plat* of subdivision and executed signature blocks *should not* be submitted until the end of the single-lot subdivision process.
- Three (3) folded copies of **Plat of Survey**.
- One (1) copy of **Proof of ownership**. (Warranty Deed or Copy of Title)
- A **letter from the surveyor** authorizing the Village of Glenview to record the original plat of subdivision.
- Remittance of filing fee.



This Completes Your Initial Submittal. Staff will review the above materials for compliance & will return comments detailing the technical deficiencies that must be corrected. As instructed by staff, either resubmit in accordance with the above or proceed and submit the following:

- Twenty (20) folded copies of the *CORRECTED* Plat of Subdivision.
- One (1) reduced 11" X 17" copy of the Plat of Subdivision
- One (1) reduced 11" X 17" copy of the Plat of Survey
- One (1) reduced 8-1/2" X 11" copy of the Plat of Subdivision
- One (1) reduced 8-1/2" X 11" copy of the Plat of Survey