THE SUBDIVISION & DEDICATION PROGRAM

The Illinois Plat Act requires that parcels that are being divided into smaller lots of record be subdivided. Where a subdivision already exists, any change in the position of the lot lines within the boundary of the existing subdivision requires a new subdivision to clear the old lines and legally establish the new configuration (called a ‘resubdivision’). Buildings being divided by floor also require a subdivision (called a ‘vertical subdivision’ or ‘vertical resubdivision’). After vetting by the City of Chicago, and upon recording at the County, a valid subdivision causes PIN numbers to be created for individual taxing purposes. No properties should be sold off without proper subdivision. Nor will legal addresses for such properties be issued by the City.

I. Eligibility Guidelines

A. The Applicant must be the owner of the property to be subdivided and/or dedicated as proven by current title.

B. The proposed project must not have a significant adverse effect on the security, accessibility or operations of nearby land uses.

C. CDOT reserves the right to reject dedication configurations for any reason. Projects that propose to dedicate deadended, half, non-rectilinear or substandard sized (streets less than 66’ wide, alleys less than 16’ wide) rights of way; or those serving a limited number of homes, will not be accepted.

D. Applications will be initially reviewed by the Department of Transportation Project Development to ensure that they qualify under the above program guidelines.

II. Applicant Responsibilities

A. The petitioner must pay all fees associated with plat creation / review, title work, recording and other associated expenses necessary to assure the validity of the land conveyance and the restrictive covenant.

B. All plats must adhere to the most current plat requirements as available in the following city link (or search “Chicago Maps and Plats” and see Plat Standards):

C. The petitioner must pay any fees necessary to affect the required utility relocation / installation, or otherwise remove the objections of various utility agencies providing comment through the Office of Underground Coordination.
D. The petitioner must construct any dedication of new right of way to CDOT standards, prior to acceptance of said right of way.

III. Application and Review

A. Completed applications can be sent/ brought to:

   CDOT / Division of Project Development
   Public Way / Vacations Program
   30 North LaSalle Street, Suite 500
   Chicago, IL 60602

B. Applications will be initially reviewed by the Department of Transportation-
   Division of Project Development to ensure that they qualify under the
   program guidelines.

C. Applications will then be forwarded to the Office of Underground
   Coordination to determine utility involvement, and all required adjustments.
   Comments by the utility members will be forwarded to the petitioner. The
   petitioner will coordinate, complete and submit proof of mutually satisfactory
   negotiations with involved utilities. These negotiations may include the
   granting of easements for access by the utility to its equipment, or the
   payment of fees to install, relocate or remove equipment or structures.

D. Upon completion of any required negotiations, an ordinance will be
   prepared by the Department of Transportation and forwarded to the City
   Council for introduction, referred to the Committee on Transportation and
   the Public Way for public hearing and ultimately voted on by the City
   Council. We will send notice of successful completion.

E. The applicant has 180 days from the date of City Council passage of the
   ordinance to pay any required utility fees and record a certified copy of
   the ordinance with the Recorder of Deeds.

F. IMPORTANT
   Developers should be aware that no to-be-subdivided lots should be
   sold or otherwise have ownership conveyed subsequent to the
   submission of the application with current title. Any changes in
   ownership must be reported immediately. False certifications regarding
   ownership will invalidate the plat, require changes and cause delays.
   Ownership will be checked in the County database to verify the
   ownership directly before legislation of the subdivision. Subdivision is a
   10 month process, so developers should plan accordingly.

PLEASE KEEP A COPY FOR YOUR FILES
APPLICATION
SUBDIVISION & DEDICATION PROGRAM
(A nonrefundable application fee of $2,000.00 will be invoiced to you)

1. Titleholder (if in trust, list business name): _____________________________________
   Company Contact: ___________________________________ Phone/Fax:______________
   Address: __________________________________________ Zip: ____________________
   E-mail: ________________________________________________

2. Other contact:

3. Company Contact: ________________________________ Phone/Fax:________________

4. Address: __________________________________________ Zip: __________________

5. E-mail: __________________________________________________________________

Note: We must have contact information for two representatives.

6. Describe the general location (include boundaries) and approximate number of square feet
to be vacated (ex: “S. Smith St. between W. Riley St. & W. George Street” or “the north-south
alley in the block bounded by S. Smith St, W. Riley St., S. Jane St., W. George St.”):

__________________________________________________________________________

__________________________________________________________________________

Zoning:_________________________________________________ Ward:______________

7. Description of the intended use of the area:____________________________________

__________________________________________________________________________

__________________________________________________________________________

Owner Name (Printed):___________________________Signed: _______________________

Owner Signature:__________________________________ Date:______________________

NOTARY:

A reapplication fee will be assessed if the file is closed due to inactivity.
DETERMINING PROPERTY OWNERSHIP IF UNKNOWN

Each property in the City of Chicago has been assigned a unique Permanent Index Number (PIN). This PIN can be used to identify the owner of the property. If the PIN is unknown, it can be determined with a visit to Room 403 of the County Building located at 118 N Clark.

EITHER

1. Bring PIN to the lower level Recorder’s Office-Tract Book Section and enter this into computer.

2. Computer will reveal the name of the Taxpayer of Recording with a document deed recorded.

3. Take the information to the Retrieval Vault across the hall from the Tract Book Section

4. Bring document # to microfilm room (next door). Fill out an order form and get the microfilm reel or jacket that contains the deed that you are seeking.

5. Pay fee (menu posted) and obtain a certified copy of the deed.

OR

(FEE REQUIRED)

1. Contact a title company with the PIN and request a copy of the last deed.
DUTY TO BUILD AGREEMENT FOR CREATION OF NEW STREET/ALLEY

In support of my current application with the Chicago Department of Transportation’s Public Way unit, for a dedication of my private property for new public way, I hereby state that I am the applicant or the company agent for the applicant company involved in the project, and that I have the authority to agree to the below terms of the dedication.

PLEASE INITIAL AGREEMENT:

I am aware that I am responsible for the construction of all public and private rights of way (streets, alleys, etc) described on the Plat of Subdivision/Dedication associated with unique CDOT FILE: ____________________________

I further understand that all rights of way (both public and private) must be built to standard City specifications as detailed in the most current version CDOT’s Regulation for Openings, Construction and Repair in the Public Way.

Lastly, I understand that construction deposits will be required to assure that the work is done correctly. An inspection will be conducted by the City upon completion of the work. The City of Chicago reserves the right to require demolition and reinstallation of any facilities that are judged to be sub-par or that do not adhere to the City’s standards.

Signature: __________________________ Date: __________________________

Printed name: __________________________ Title: __________________________

Organization: __________________________

Address with Zip: __________________________

Phone / Fax: __________________________

Email: __________________________
FINAL APPLICATION CHECKLIST
SUBDIVISION / DEDICATION

Please submit the following in a single package with the correct number of copies.
Original documents are not required. Substantially incomplete packages will be returned.
We will notify the Alderman of your project.

☐ Completed program application (3 copies)

☐ An invoice for the nonrefundable application fee of $2,000.00 will be sent to you

☐ Current copy of title policy (all pages) showing legal descriptions, PINs, and ownership for ALL lots included in the subdivision*. No tract searches, no proforma titles.

☐ Recently certified hard copy of any land trusts (if applicable)

☐ Certified copy of a plat of subdivision/dedication that adheres to the Plat Requirements in 8.5x11, 11x17 and oversized if necessary (1 of each)
Find current plat requirements by searching “Chicago Maps and Plats” then Plat Standards.

☐ Signed and notarized Duty to Build Agreement, if a new dedication of public way is being contemplated

☐ Environmental Report if dedication is not necessitated by the vacation configuration

☐ Electronic copy of the plat of subdivision /dedication/ sent when requested

☐ Diagram depicting the intended use of the area to be subdivided or dedicated

*IMPORTANT: Any changes in ownership that occur before ordinance recordation must be reported immediately. Please read instructions carefully regarding ownership.