

**DEPARTMENT OF TRANSPORTATION  
CITY OF CHICAGO**

**SUBDIVISION AND DEDICATION  
PROGRAM**

2 NORTH LASALLE STREET, SUITE 950 CHICAGO, ILLINOIS 60602

Effective 10/1/2021

## **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  
2 N. LaSalle Street, Suite 950  
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.

**Instructions:** This below document must be reproduced on the applicant's letterhead, initialed/executed by same, and notarized:

**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.**

- 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 legals, PINs, and ownership for ALL lots included in the subdivision\*. No tract searches, no proforma titles.
- Be aware that Economic Disclosure forms will be requested electronically by the Law Department prior to legislation. Send no documents now.
- Letter on applicant's letterhead agreeing to pay for legal fees associated with the plat review.
- 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
- Phase I Environmental Site Assessment (ESA) conducted in accordance with ASTM E1527-13 standards and conducted/dated within 180 days of the application
- 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.**