
CITY OF CHICAGO

RULES



RULES REGARDING SUBDIVISIONS AND DEDICATIONS

UNDER 2-102-030(L); 2-102-030 (O); 2-102-040

LAST UPDATED JULY 27, 2015



BY AUTHORITY VESTED IN THE COMMISSIONER OF THE DEPARTMENT OF TRANSPORTATION PURSUANT TO 2-102-030 (l); 2-102-030 (o); 10-20-010; 2-102-040, THE FOLLOWING RULES REGARDING **SUBDIVISION AND DEDICATION RULES** ARE ADOPTED HEREIN.

By Order of the Commissioner:

Signed: 

Commissioner Rebekah Scheinfeld

Date: August 3, 2015

Published: **July 27, 2015**
Effective: **July 27, 2015**

THE SUBDIVISION & DEDICATION PROGRAM

I. Eligibility Guidelines

- A. The Applicant must be the owner of the property to be subdivided and/or dedicated.
- B. The proposed subdivision and/or dedication must not have a significant adverse effect on the security, accessibility or operations of nearby land uses.
- C. Projects that propose to dead-end an alley or street in the middle of a block, or projects that propose to dead-end a street into any alley will not be granted.
- 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 survey work, title work, recording and other associated expenses necessary to assure the validity of the land conveyance and the restrictive covenant.
- B. The petitioner must pay any fees necessary to affect the required utility installation, or otherwise remove the objections of various utility agencies providing comment through the Office of Underground Coordination.
- C. 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 brought to:

CDOT/Division of Project Development
Maps & Plats / Vacations Program
30 North LaSalle Street, Suite 500
Chicago, IL 60602
312-744-4996

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

APPLICATION

SUBDIVISION & DEDICATION PROGRAM

(FEE: \$350.00 CHECK TO THE DEPARTMENT OF REVENUE—Nonrefundable)

1. Titleholder (if in trust, list business name): _____

Company Contact: _____ Phone/Fax: _____

Address: _____ Zip: _____

E-mail: _____

2. Other contact: _____

Company: _____ Phone/Fax: _____

Address: _____ Zip: _____

E-mail: _____

3. 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 _____

4. Description of the intended use of the area

Owner Name (printed): _____

Owner Signature: _____ Date: _____

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.

Plat Requirements

FOR THE CURRENT PLAT REQUIREMENTS
PLEASE FIND THEM ON SAME WEBPAGE AS APPLICATIONS, AT THE BOTTOM, CLICK
ON PLAT REQUIREMENTS

OR AT LINK

<http://www.cityofchicago.org/content/dam/city/depts/cdot/permit/general/2015%20Docs/PlatRequirements.pdf>

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.

- Letter from the respective alderman in support of your project (2 copies)
- Completed program application (2 copies)
- Application fee of \$350.00 (check made payable to Chicago Dept of Revenue) (and 1 copy of check)
- 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. (2 copies)
- Economic Disclosure Statement for titleholder, any sub-company and owning individual (2 copies)
- Certified hard copy of any land trusts (if applicable) (2 copies)
- Certified copy of a plat of subdivision/dedication that adheres to the Plat Standards (attached) in 8.5x11 and larger size (1 of each)
- Electronic copy of the plat of subdivision /dedication/opening sent when requested
- Diagram depicting the intended use of the area to be subdivided or dedicated (2 copies)
- Signed and notarized Duty to Build Agreement, if a new dedication of public way is being contemplated (2 copies)

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

DUTY TO BUILD AGREEMENT FOR CREATION OF A NEW ALLEY

In support of my current application with the Chicago Department of Transportation's Maps and Plats unit, for a dedication of my private property for a 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:

_____ 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.

_____ I further understand that all rights of way (both public and private) must be built to City specifications as detailed in 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.

Signed: _____ Date: _____

Printed name: _____ Title: _____

Organization: _____

Address: _____ Zip: _____

Phone/fax: _____ / _____

Email: _____

Notary: