



Replat Application

Return Completed Form To: Planning Department, City of Champaign, 102 N. Neil St., Champaign, IL 61820

www.ci.champaign.il.us

CGTV Cable Channel 5

1. Applicant & Contact Information

Applicant/Primary Contact

Full Name _____
Address _____
City, State, Zip _____
Phone _____
Email _____

2. Owner Information

Property Owner

Full Name _____
Address _____
City, State, Zip _____
Phone _____
Cell Phone _____
Email _____

Is the owner a Trust, Corporation, LLC, Not-for-Profit, or Partnership? Yes No

If yes, see Replat Application Worksheet for additional submission requirements.

3. Property Information

Name of Subdivision _____
Subdivision Common Address _____

Parcel ID Number _____

Gross Acreage of Subdivision _____

Total Number of Proposed Lots _____

Current Property Zoning _____

Current Land Use _____

Proposed Land Use _____

Is subdivision within City Corporate Limits?

Yes No

Does subdivision involve an Annexation or Annexation Agreement with the City?

Yes No

Application Checklist

Please address the following items. Additional materials may be required during the review process. Incomplete applications will not be processed. Use the following checklist to confirm that your application is complete.

Complete

Application

1. Applicant & Contact Information.
2. Owner Information, including additional submission requirements as needed.
3. Property Information.
4. Consultant Information.
5. Legal description of the property.
6. Additional Information.
7. Applicant Signature.

Attachments

- A. Waiver Request Letter, if applicable.
- B. Replat.
- C. Declaration of Ownership
- D. Electronic File Submission.
- E. Review Fee, see below.

See Replat Application Worksheet for additional information regarding these requirements.

Review Fees:

Replat (Flat Fee)

\$65.00

Recording Fees

Direct Cost

FOR STAFF USE:

Application Complete

Received By: _____

Fee: \$50.00 Date Paid: _____

Case No.: _____



Replat Application

Notice to Applicant

- Applicants must coordinate their activities with City Planning Staff in advance of the application deadlines.
- There will be no refund of any application fee for approvals not granted or withdrawn.
- No incomplete applications will be acted upon. After the Development Services Team reviews the application and determines that application is complete, Replat will be scheduled for hearing by the City Council.
- Complete applications must be received not less than 15 days prior to the next regular meeting of the City Council in order to be placed on the agenda for the meeting. Late submittals will not be acted upon without prior approval by the Planning Director.
- The Recording Agent Designation letter to allow recording must be submitted with the application.
- The applicant must complete bond approval (if needed) prior to approval of the Replat by City Council.
- Any additional waivers require Plan Commission review prior to City Council review.
- Approval of the Replat by the City Council shall be in effect for a period of 180 days, and thereafter is null and void if the plat is not recorded.

Attachments

- A. If you are seeking **additional** waivers, please attach a waiver request letter including all **new** waiver requests and justification for the waiver items in accordance with regulations and standards.
- I have attached a new waiver request letter.
- I am not requesting new waivers.
- B. Replat Copies: The subdivider or developer shall submit 4 full-size (24 in. x 36 in.) and 2 half-size (11 in. x 17 in.) copies of the Replat. Exact size of the drawings may vary somewhat due to office production facilities.
- C. Electronic File Submission. With the Replat Application, please submit the property lot line, roadway, bike path, sidewalk and other general layout layers in GIS Shapefile, AutoCAD, or similar GIS-compatible medium. This will allow the Planning Department to see how the proposed subdivision layouts will impact adjacent properties. See Manual of Practice Chapter 1.11 for full submission information.

Attachments for Recording the Replat

- A. An Owner's Certificate, complying with the requirements of Section 3.06 of the Manual of Practice, stating that the owner of the land described on the attached plat is the sole owner of the land and has caused the land to be surveyed. The Owner's Certificate shall contain dedications to the public and shall be dated, signed by the owner or duly authorized attorney and notarized. The Owner's Certificate may be either shown on the face of the plat or attached thereto. The Owner's Certificate shall also state the school district in which the property is located.
- B. The Surveyor's Certificate prepared in accordance with 765 ILCS, as amended and as may hereinafter be amended, including the surveyor's seal and statement that all monuments are set as shown. The Surveyor's Certificate shall be shown on the face of the plat.
- C. The Tax Certificate.
- D. The Recording Agent Designation Letter.
- E. The School District Certificate.



Owner Authorization Form

If the applicant is not the owner of the property, please have the owner or owner's agent sign the appropriate section and have the signatures notarized to authorize said applicant to process the application.

Section I. Owner(s) is/are Individual(s)

The undersigned hereby states that she/he/they is/are the Owner(s) of the property that is the subject of the forgoing application for a Replat, that she/he/they has/have read said application, and that she/he/they hereby authorize(s) to act as her/his/their Agent with regards to the processing of said application for the purposes set forth herein.

First Owner's Full Name (printed or typed) _____

First Owner's Signature _____

Second Owner's Full Name (printed or typed) _____

Second Owner's Signature _____

If additional names, please provide the names and signatures on an attachment.

Section II. Owner is a Partnership

The undersigned hereby states that the Partnership of _____ is the Owner of the property that is the subject of the forgoing application for a Replat, that she/he is one of the Partners of said Partnership, that she/he has read said application, and that she/he hereby authorizes _____ to act as the Partnership's Agent in processing said application for the purposes set forth herein.

Partner's Full Name (printed or typed) _____

Partner's Signature _____

Section III. Owner is a Corporation

The undersigned hereby states that _____ is a Corporation duly incorporated in the state of _____, and that said is the Owner of the property that is the subject of the forgoing Replat. The undersigned states further that she/he has read said application, she/he is the _____ of said Corporation, is an authorized Agent of said Corporation in processing said application for the purposes set forth therein.

Full Name of Agent (printed or typed) _____

Signature of Agent _____

Section IV. Owner is a Trust

The undersigned hereby states that _____ is a Trust duly created in the state of _____, and that said Trust is the Owner of the property that is the subject of the forgoing application for a Replat. The undersigned states further that she/he is the Trustee of said Trust and that the attached individuals or entities are the Beneficial Owners of said Trust.* The undersigned states further that she/he has read said application and that the Beneficiaries of said trust have authorized her/him to authorize _____ to act as said Trust's Agent in processing said application for the purposes set forth therein.

Full Name of Trustee (printed or typed) _____

Signature of Trustee _____

Section V. Notary

STATE OF _____)
) ss.
COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that she/he/they signed and delivered the forgoing Owner Authorization Form as her/his/their free and voluntary act for the uses and purposes therein set forth.

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

Notary Public

