

CITY OF LITCHFIELD, ILLINIOS

SUMMARY OF SUBDIVISION ADMINISTRATIVE PROCESS

SUVDIVISION ORDINANCE NUMBER 3355

ADOPTED NOVEMBER 6, 2012

MINOR SUBDIVISION

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2.1 The Planning Commission shall review minor subdivisions and make recommendations to the City Council for final approval or disapproval of the subdivision as a minor subdivision and the conveyance of a parcel or parcels of land in the minor subdivision for transfer without compliance with the requirement of a major subdivision under this Ordinance.

1. The minor subdivision process may be used if all the following conditions are met:
  - a. There are three lots or fewer resulting from the division of the total parcel
  - b. All lots front a public street.
  - c. No new streets, street widening, street extension or public improvements are required to fully serve the subdivision.
  - d. If lot(s) are not able to connect to a public sanitary sewer, the owner shall furnish a document from Montgomery County Health Department stating the lot(s) meet the permit requirements of the Private Sewage Disposal Ordinance. Lot size minimum of 20,000 square feet. Soil testing and evaluation shall be performed.
  - e. Adequate area is provided in each lot to insure a safe water supply regardless of whether each lot is served by public sewers or private sewage disposal system.

2. Minor Subdivisions.

- 2.1 Any person proposing to create a minor subdivision shall submit a Survey Plat with a legal description of the parcels sought to be transferred.
- 2.2 Minor subdivision fees are payable to the City of Litchfield shall be \$150.00.
- 2.3 A letter submitted by the Building Inspector to the Planning Commission that the parcel or parcels of land created comply with the existing City Zoning Ordinance.
- 2.4 Recommendation by the Building Inspector to the Planning Commission for approval of lots in one of the following forms:
  1. Approved for building sites. Access to public sewer is approved or individual sewage systems have been approved by Montgomery County.
  2. Approved for transfer of property. No building site approval granted.

2.5 Within forty-five (45) days after submission of a minor subdivision or within a mutually agreed upon extension, the City Council shall approve or disapprove the application for transfer without compliance with the requirements of a major subdivision under this ordinance.

2.6 If the City Council does not approve the transfer without compliance with the requirements of a major subdivision under this Ordinance, the applicant shall be notified in writing of the reason for disapproval. If the City Council approves the minor subdivision, approval shall be noted on the plat and signed by the Mayor affixed with the date of such approval. The approval shall expire within sixty (60) days unless the minor subdivision plat is recorded in the Office of the County Recorder of Deeds during such period.

## SECTION 2 –MINOR SUBDIVISIONS

2.1 Final Plat shall meet the following requirements:

- a. A vicinity map with the entire ownership and the location of the subdivision. Show the total area (acreage) of the entire ownership. Dimensions are optional on vicinity map.
- b. The name of the subdivision, a graphic (engineering) scale, north arrow, the name of the owner(s) and the subdivider(s), and the date.
- c. The subdivision name shall not duplicate any other subdivision plat name heretofore recorded in Montgomery County. If the subdivision is a re-subdivision of existing lots and street right-of-way, the original name of the subdivision may remain. For a re-subdivision, lot numbers shall be different from original lot numbers. Original lot numbers shall be shown and distinguishable from the new lot numbers.
- d. A metes and bounds legal description of the overall property to be subdivided.
- e. All dimensions and bearings, necessary for locating the boundaries of the subdivision, lots, setbacks, streets, alleys, easements, and other areas for public or private use. Lineal dimensions are to be given to the nearest 1/100 of a foot. Error of closure shall not exceed 1/5000.
- f. Lines of all proposed streets and alleys with right-of-way widths and names.
- g. All lots designated by number. Setback lines for each lot in accordance with City Zoning Ordinance.
- h. Names of adjoining property owners.
- i. Surveyor's name, registration number, seal and signature.
- j. Area of each lot in whole units of square feet or in acres carried to the third decimal place.

- k. The minimum sheet size is 8 1/2 x 11 inches. Maximum sheet size is 30 x 36 inches. Drawing shall be on paper or mylar sheet. Provide electronic copy if requested by City.
- l. Requirements for a final plat document as established by Montgomery County Recorder's Office.
- m. Zoning classification(s) for the subdivision and adjacent properties.
- n. Radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.
- o. Location of all survey monuments and their description.
- p. Accurate outline of any portions of the property intended to be dedicated or granted for public use and the designation of such.
- q. Protective covenants, if applicable to subdivision, written on the final plat, or noted on the final plat and attached therewith.
- r. Acknowledgement of the final plat by the owner(s) or a duly authorized attorney and a notary public. Final Plat or documents attached to the Final Plat shall have the following approval along with respective signature line.

Approved by the City of Litchfield meeting the requirements of a minor subdivision.

#### ARTICLE VIII—SUBDIVISION VARIANCES AND AMENDMENTS TO ORDINANCE.

- A. Any subdivider desiring a variance from the requirements of this Ordinance shall file a written application therefore with the Planning Commission at the same time that he files his Preliminary Plan. The application shall set forth and fully explain the grounds for the variance request, and specify the section(s) of this ordinance which, if strictly applied, would cause great practical difficulties or hardship. Cost for the application of variance is \$250.00.
- B. Amendments to this ordinance may be proposed by the Building Inspector, any member of the City Council, any Planning Commission member, or any party of interest, by proposing same to the Planning Commission. Fee shall be made payable to the City in the amount of \$250.00.

