



VILLAGE OF GLEN ELLYN

Approval of a Land Transfer, Lot Consolidation, or Two-Lot Subdivision Application Packet

*Planning & Development Department
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

**Application for Approval of a
Land Transfer, Lot Consolidation, or Two-Lot Subdivision**



I. APPLICATION INFORMATION:

Date Filed: _____

Request: (Please Check):

Land Transfer _____ Lot Consolidation _____ Two- Lot Subdivision _____

Project Name: _____

Address of Property: _____

Permanent Index No.: _____ Zoning: _____

Name of Applicant: _____

Address of Applicant: _____

Business Phone No.: _____ Home Phone No.: _____

Mobile No.: _____ Fax No.: _____

E-mail Address: _____

Name of Property Owner: _____

Address of Property Owner: _____

Business Phone No.: _____ Home Phone No.: _____

Mobile No.: _____ Fax No.: _____

E-Mail Address of Property Owner: _____

Applicant Signature: _____ Date: _____

II. SUBMISSION REQUIREMENTS

To request approval of a land transfer, lot consolidation, or two-lot subdivision, the following items must be submitted to the Planning and Development Department with this application:

- A. Application Fee - \$150.00.
- B. Cover Letter describing the request.
- C. Proof of Ownership (preferably in the form of a deed(s)).
- D. Plats of Survey for all effected lots showing any existing buildings and associated setbacks.
- E. Proposed Plat – The following certificate for the Planning and Development Director should be included on the Plat.

Sample for Signature Block:

Planning and Development Director Certificate

I _____ Director of Planning and Development for the Village of Glen Ellyn do hereby certificate that this Plat conforms to the requirements in Section 308 of the Village of Glen Ellyn Subdivision Regulations Code.

Dated at Glen Ellyn, IL, the ____ day of _____ 20_____.

Director of Planning and Development

III. REVIEW PROCESS

All applications for approval of a land transfer, lot consolidation or two-lot subdivision are administratively reviewed by Village Staff. Staff attempts to review all applications within two (2) weeks of receipt.

Upon approval of a land transfer, two-lot subdivision or lot consolidation an original Mylar of the proposed Plat should be submitted to the Planning and Development Director for signature. After the Plat has been signed by the Planning and Development Director, it may be recorded with the DuPage County recorder of Deeds. A copy of the recorded Plat must be submitted to the Planning and Development Department within thirty (30) days of recordation.

If you have any questions contact the Planning and Development Department at (630)-547-5250.

SECTION 11-3-9: LAND TRANSFERS, LOT CONSOLIDATIONS AND TWO-LOT SUBDIVISIONS:

Land transfers, lot consolidations and two-lot subdivisions shall be permitted upon review and approval of the Planning and Development Director subject to the following:

(A) The applicant shall be required to submit to the Director of Planning and Development a map in the form required by the Village, which shall demonstrate that the request fully complies with all zoning ordinance requirements, with the following exceptions:

1. Any preexisting nonconformities;
2. For land transfers, only the lot transferring the land shall be required to comply with the provisions of the zoning ordinance following the transfer of land; and
3. For lot consolidations, the consolidated lot shall not be required to comply with the provisions of the zoning ordinance;

all provided that any new building, structure or impervious surface area that may be proposed on any lots subject to the requirements of this section complies with all zoning ordinance requirements or a zoning variation for such has been granted.

(B) If the Director of Planning and Development finds that the requirement of conformity to the Village's Zoning Ordinance has been satisfied as set forth above and that the request in no way violates the policy and purpose of this title as set forth in Sections 11-1-3 and 11-1-4 of this title, a certificate of compliance shall, upon request and payment of the required fee, be issued to the applicant and, if applicable, to the owner of the lot or parcel.

(C) If the standards set forth above have not been satisfied, then the Director of Planning and Development shall deny the request of the applicant and shall require the application to be reviewed by the Plan Commission and Village Board in accordance with the procedures for review of a minor subdivision set forth in Section 11-3-7 of this chapter.

(D) Once a land transfer, lot consolidation or two-lot subdivision is approved, the applicant shall record a plat with the county showing the land transfer, lot consolidation or two-lot subdivision as approved by the certificate of compliance granted by the village and shall submit a copy of such recorded plat to the Planning and Development Department within thirty (30) days of recordation.

(E) No public hearing or action by the Plan Commission shall be required in the case of an application for an adjacent land transfer, lot consolidation or two-lot subdivision, which complies with the provision of this section.

(F) The above provisions shall not apply to land transfers and two-lot subdivisions if the subject lot(s) were part of a major, minor or two-lot subdivision or a land transfer approved within five (5) years of the current subdivision proposal. In such a case, the proposed subdivision shall be considered and reviewed as a minor subdivision.