



VILLAGE OF GLEN ELLYN

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

*Community 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 Community Development Department with this application:

- A. Application Fee - \$250.00.
- 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 Community Development Director should be included on the Plat.
- F. Affidavit Affirming No Conflict of Interest

Sample for Signature Block:

Community Development Director Certificate

I _____ Director of Community Development for the Village of Glen Ellyn do hereby certificate that this Plat conforms to the requirements in Section 11-3-9 of the Village of Glen Ellyn Subdivision Regulations Code.

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

Director of Community 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 Community Development Director for signature. After the Plat has been signed by the Community Development Director, it may be recorded with the DuPage County recorder of Deeds. A copy of the recorded Plat must be submitted to the Community Development Department within thirty (30) days of recordation.

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

SUBDIVISION REGULATIONS CODE 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 Community Development Director subject to the following:

- (A) The applicant shall be required to submit to the Director of Community 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 Community 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 Subdivision Ordinance as set forth in sections 11-1-3 and 11-1-4 herein, an approval letter 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 Community 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, within 90 days of the date of the approval letter, shall prepare and submit to the Community Development Department a reproducible plat showing the land transfer, lot consolidation, or two-lot subdivision. The Community Development Director shall sign the submitted plat and have the plat recorded with the DuPage County Recorder of Deeds. If no plat is submitted to the Community Development Department within 90 days of the date of the approval letter, the approval shall be considered null and void.
- (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 two-lot subdivisions if the subject lot was part of a major, minor or two-lot subdivision approved within five years of the current subdivision proposal. In such a case, the proposed subdivision shall be considered and reviewed as a Minor Subdivision.

(Ord. 5334, 2-28-2005; amd. Ord. 5362, 6-13-2005; Ord. 6607, 6-4-2018; Ord. 6674, 2-25-

Affidavit Affirming No Conflict of Interest

The undersigned, being duly sworn and under oath, states as follows:

1. My name is _____, and I hold the position of _____ for _____ (*“Applicant”*).
2. I have personal knowledge of all facts stated in this Affidavit, and if called to testify, I could and would testify competently thereto.
3. I am authorized by the Applicant to make the representations and statements in this Affidavit on the Applicant’s behalf in support of the application for development approval (*“Application”*) the Applicant filed with the Village of Glen Ellyn (*“Village”*).
4. To the best of my knowledge, and as of the Application’s date, no individual that is employed by the Village or sits on an elected or appointed Village board or commission has a financial interest in the Applicant, the Application, or the project proposed by the Applicant.
5. To the best of my knowledge, and as of the Application’s date, no individual that is related to any person that is employed by the Village or sits on an elected or appointed Village board or commission has a financial interest in the Applicant, the Application, or the project proposed by the Applicant.
6. I will immediately notify the Village if the Applicant learns of the material inaccuracy of any statement within this Affidavit.

Further affiant sayeth naught.

Name: _____

Title: _____

Applicant’s Name: _____

Subscribed and sworn to me this

_____ day of _____, 20____.

Notary Public