



## APPLICATION FOR LAND DEVELOPMENT

Provided below are brief descriptions for the type of applications that pertain to Subdivision and Land Development in the City of Urbana:

### **Certificate of Exemption**

The Administrative Review Committee (ARC) may determine that the submission of a plat is not required for a minor lot line adjustment. The ARC may issue a Certificate of Exemption in lieu of a plat provided the lot line adjustment meets the following requirements: (1) The lot line adjustment will not result in a change exceeding twenty-five (25) feet of any lot width; (2) The sum of the area(s) transferred from one (1) lot to another may not exceed ten thousand (10,000) square feet; and (3) The lot line adjustment may not change the total number of lots, nor create any nonconforming lots or structures according to the minimum standards of the Zoning Ordinance. See Section 21-240. Certificate of Exemption in Lieu of Plat of the Land Development Code for more detailed information.

### **Major Development**

A Major Development requires preliminary and/or final plats. The Preliminary Plat provides a preliminary layout of the development and necessary public improvements, while the Final Plat is prepared for recording and must meet regulatory criteria. An applicant may submit a combined concurrent preliminary and final plat at the same time for approval.

### **Minor Development**

A Minor Development involves subdividing a parcel of land into five or fewer buildable lots that do not require new public improvements and services except for service connections and sidewalks.

### **Variance of Subdivision Regulations**

A Developer can request a deviation from strict compliance with the Land Development Code or the Manual of Practice, as appropriate, when unusual site-specific conditions exist.

### **NOTE:**

**The application fee must accompany the application when submitted for processing.** For the current fee, please refer to the most recent version of the City's "Schedule of Fees - Excluding Liquor License Fees", which can be found at <http://www.urbanaininois.us/fees>.

The Applicant is also responsible for paying the cost of **recording fees**. After your application has been approved, staff will calculate the final recording fee and request a check from you made payable to the Champaign County Recorder prior to the document being recorded.

### **NOTE:**

***If additional space is needed to complete any field, please mark field "See Attached" and attach the response at the end of this application.***



## APPLICATION FOR LAND DEVELOPMENT

*Type of Land Development:*

**NOTE: Fields marked with an \* must be completed.**

### PROPERTY INFORMATION

Name of Subdivision

Address/Location of Subject Site\*

Parcel/PIN # of Subject Site

Total Site Acreage

Total # of Lots

Acreage Per Lot

Current Zoning District

Current Land Use (*vacant, residence, grocery, factory, etc*)\*

Legal Description

### APPLICANT INFORMATION

Applicant Name\*

Applicant Business Name

Applicant Mailing Address

Street # \*

Street Name\*

Apartment #, Suite #, Etc.

City\*

State\*

Zip\*

Applicant Email Address\*

Applicant Phone\*

Multiple Applicants\*    No

Yes

**NOTE: Please attach documentation of additional applicants names and contact information.**

Property Interest of Applicant(s)\*

**OWNER INFORMATION\***

This property has one owner.

This property has multiple owners

***NOTE:** Application must be submitted by the owners of more than 50% of the property's ownership. Please attach documentation of additional owners names and contact information.*

Owner Name\*

Owner Business Name

Owner Mailing Address

Owner Street #\*                      Street Name\*

Owner Apartment #, Suite #, Etc.

Owner City\*                                      State\*                                      Zip\*

Owner Email Address\*

Owner Phone\*

**CONSULTANT INFORMATION**

If you are working with an architect, engineer, surveyor, site planner, or attorney, please fill in their information below.

Architect Name

Architect Company

Architect Mailing Address

Architect Email Address                                      Phone

Engineer Name

Engineer Company

Engineer Mailing Address

Engineer Email Address                                      Phone

Surveyor Name

Surveyor Company

Surveyor Mailing Address

Surveyor Email Address                                      Phone

Attorney Name

Attorney Company

Attorney Mailing Address

Attorney Email Address                                      Phone

**Preliminary Plat | Final Plat | Combination Preliminary and Final Plat, advance to:**

**Minor Plat, advance to:**

**Certificate of Exemption, advance to:**

**Subdivision Variance, advance to:**

**PRELIMINARY | FINAL PLAT | COMBINATION PRELIMINARY AND FINAL PLAT**

If the proposed development is not a subdivision, mobile home park, or a planned unit development, but is a major development (as defined in Chapter 21), please complete the following information:

Type of Construction:

Residential                      Commercial                      Industrial                      Quarrying or Mining Activity

If multiple family dwellings are proposed, the total number of buildings \_\_\_\_\_ and the number of units per buildings \_\_\_\_\_

If the property is located within the City's extraterritorial jurisdiction area (ETJ), has the Champaign County Zoning Board of Appeals granted any variance, exception or Special Use Permit concerning this property? If so, please provide case name and case number:

Case Name

Case Number

If the property is located within the corporate limits of the City of Urbana, has the City of Urbana's Zoning Board of Appeals or the Urbana City Council granted any variance, exception, conditional use permit or special use permit concerning this property? If so, please provide case name and case number:

Case Name

Case Number

Are any variances of the development standards or minimum engineering design standards requested as part of this application? If so, please also complete the variance portion of this application.

**FINAL PLAT ONLY**

Has any changes to the plat been made since it was last before the Plan Commission or City Council?

Yes                      No                      If yes, please describe the changes.

## **MINOR PLAT**

If the property is located within the City's extraterritorial jurisdiction area (ETJ), has the Champaign County Zoning Board of Appeals granted any variance, exception or Special Use Permit concerning this property? If so, please provide case name and case number:

Case Name

Case Number

Is any deferral for the construction of sidewalks being requested as part of this application? If so, an acknowledged statement to be recorded with the plat noting conditions of the deferral in accordance with the Land Development Code must be attached to this application.

## **CERTIFICATE OF EXEMPTION**

### **GRANTEE(S) Property Information**

Name

Location of Subject Site

Parcel Index Number (PIN)

Lot Size

Current Zoning District

Current Land Use

Legal Description of Grantee(s) Property prior to Certificate of Exemption

### **GRANTOR(S) Property Information**

**Name**

**Location of Subject Site**

Parcel Index Number (PIN)

Lot Size

Current Zoning District

Current Land Use

Legal Description of Grantor(s) Property prior to Certificate of Exemption

## CONVEYANCE OF PROPERTY

proposes to convey from

to

After said conveyance the legal description of the tract shall be as follows:

And the legal description of the tract after conveyance shall be as follows:

Said conveyance is exempt from the requirement to file a subdivision plat thereof in that the division meets the following criteria:

1. The change in any one existing lot or parcel is no more than twenty-five (25) feet wide on any side at any point; and
2. The portion of a lot removed from one (1) parcel or lot and affixed to another does not exceed ten thousand (10,000) square feet; and
3. The total number of lots is not increased from the number of existing prior to the subdivision.

***NOTE: An affidavit for Certificate of Exemption must be submitted with this application. The Affidavit must be completed, signed and notarized. Notary Publics are available in the Community Development Services Department during regular business hours to witness any required signatures.***





After said conveyance the legal description of the granting tract shall be: (attach document if necessary)

After said conveyance the legal description of the receiving tract shall be: (attach document if necessary)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

in \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

State of Illinois

County of Champaign

Signed and sworn (or affirmed) to before me on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(SEAL)

**OFFICE USE ONLY:**                      **Approved on**

Secretary  
Urbana Plan Commission

Director of Community  
Development Services

City of Urbana Engineer

## SUBDIVISION VARIANCE

Variance(s) Requested:

Section:	Subsection:	Page:
Section:	Subsection:	Page:
Section:	Subsection:	Page:
Section:	Subsection:	Page:

What practical difficulties or conditions exist that are not applicable generally to other properties which make it difficult to comply with the requirements of the development ordinance?

What effects will the requested variance(s) have on present and future public services to the property proposed for subdivision and lands adjacent to the property? Further, will such variance(s) result in any negative impact or environmental incursions to the property adjacent to or in the vicinity of the proposed subdivision? If so, please state (or attach) evidence identifying such impacts and proposed solutions in order to mitigate or reduce the negative impacts resulting from the variance(s).

What other circumstances justify granting the requested variance(s)?

NOTE: Contact the Planning Division if you need assistance: [planning@urbanaininois.us](mailto:planning@urbanaininois.us) or 217.384.2440.

**ATTACHMENTS**

Please include any attachments relevant to your request: supporting documents, plats, site plans, photos, etc.

**CERTIFICATION BY THE APPLICANT\***

I certify all the information provided in this application and any attachment(s) are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner’s behalf.

Applicant’s Signature\*

Date\*

**PLEASE RETURN THE COMPLETED APPLICATION TO:**

By emailing an pdf copy to [Planning@urbanaininois.us](mailto:Planning@urbanaininois.us)

Or

By mailing a paper copy to:  
City of Urbana  
Community Development Department Services Planning Division  
400 South Vine Street  
Urbana, IL 61801