

CHICAGO DEPARTMENT OF TRANSPORTATION
PROJECT DEVELOPMENT DIVISION

SUBDIVISION / DEDICATION PROGRAM

ROWAP@cityofchicago.org

2 North LaSalle Street, Suite 950
Chicago, IL 60602

Revised 12/6/2024

SUBDIVISION / DEDICATION PROGRAM

A. PROGRAM INTENT

The Illinois Plat Act requires that parcels that are being divided into smaller lots of record be subdivided. Where a subdivision already exists, any change in the position of the lot lines within the boundary of the existing subdivision, requires a new subdivision to clear the previous lines and legally establish the new configuration (called a “resubdivision”). Buildings being divided by floor (or pieces thereof) also require a subdivision (called a “vertical subdivision” or “vertical resubdivision”). After vetting by the City of Chicago, and upon recording at the County, a valid subdivision causes PIN numbers to be created for individual taxing purposes. No properties should be sold off without proper subdivision; legal addresses for such properties will not be issued by the City prior to legal subdivision.

New rights-of-way (“dedications”) can also be established during the process of subdivision.

B. ELIGIBILITY GUIDELINES

1. The applicant must be the owner of the property to be subdivided and/or dedicated as proven by current title.
2. Developers should be aware that no to-be-subdivided lots should be sold or otherwise have ownership conveyed subsequent to the submission of the application with current title. **Any changes in ownership must be reported immediately.** False certifications regarding ownership will invalidate the plat, require changes and cause delays. Ownership will be checked in the County database to verify the ownership directly before legislation of the subdivision. Subdivision is typically a 10-month process, so developers should plan accordingly.

C. PROGRAM REQUIREMENTS

1. Projects will be reviewed to ensure they qualify under the program guidelines and meet basic configuration criteria. Configurations that propose to dedicate dead-ended, half, non-rectilinear or substandard sized (streets less than 66’ wide or alleys less than 16’ wide) rights-of-way, or those serving a limited number of homes will not be granted. CDOT reserves the right to reject proposals that are not judged to be in the public’s best interest, or that are deemed contrary to the Department’s mission.
2. Where dedication is required, the applicant must pay all fees necessary to complete any utility relocations, removals, or otherwise resolve the

objections as requested by the Office of Underground Coordination (OUC) [member agencies](#). This may also include the granting of easements for access by the utility to its equipment (which will be handled by the City).

3. The applicant must pay all fees associated with application, plat creation and review, survey work, title work, land appraisals, recording, and any other associated expenses necessary to ensure the success of the subdivision and dedication.
4. If dedication of any new right-of-way (street or alley) is necessitated by the proposed configuration, the applicant will be responsible for building the new right-of-way to current [City standards](#), at their own expense. (Applicants will be advised if a dedication of new right-of-way is necessary for their project.)

D. APPLICATIONS AND REVIEW

Applications will be reviewed in the order they are received. **Application materials should be submitted electronically to:** ROWAP@cityofchicago.org.

Please attach each submittal file as an individual PDF and include in subject line "New Application Submittal."

The applicant shall also mail or deliver (1) copy of the **full-sized plat** to:

CDOT - Project Development Division
Attn: Public Way Unit
2 N. LaSalle St, Suite 950
Chicago, IL 60602

If the file is opened and subsequently closed due to inactivity (i.e.: after three attempts by CDOT to complete the file), a reapplication fee will be assessed.

Projects are completed in four phases, as outlined below.

1. PHASE 1: INITIAL PROGRAM REVIEW

Initial review of application materials will be conducted by CDOT program managers to ensure that the proposed project qualifies under the program guidelines and meets basic configuration criteria. At this time, you will be assigned a CDOT manager, a CDOT file number, and will receive an invoice for the \$2,000 non-refundable application fee. Please keep a copy of your submission in your files. Note: CDOT reserves the right to reject any application not meeting the burden of documentation, program and/or configuration criteria, or not judged to be in the best interest of the City.

2. PHASE 2: AGENCY REVIEW

If the proposal is deemed acceptable by the CDOT manager, the project will be submitted to the Office of the Underground Coordination (OUC) for review by member entities with interest and/or facilities in the right-of-way. Once comments are received from the member entities, they will be provided to the applicant. The applicant will then have 90 days to coordinate, resolve, and submit proof of mutually satisfactory negotiations with any involved member entities. Obligations shall be summarized in a Resolution Letter that will be used in the ordinance to effectuate the subdivision/dedication.

3. PHASE 3: LEGISLATION

In preparation for City Council review, CDOT will work with applicants to finalize the plat(s), submit their Electronic Disclosure Statement to the Law Department, and review and provide any comments on the draft ordinance. After initial introduction at City Council, the project will be referred to the Transportation and Public Way Committee for review. At this time, applicants must (re)familiarize the local Alderman with the project and appear at the Transportation Committee to present the project. If passed by the Transportation Committee, the ordinance proceeds to full Council for the final vote and passage.

4. PHASE 4: RECORDING

30 days after the ordinance is passed by City Council, the legislation is published by the City Council Journal, making it law. Only legislation that has been published in the Journal can begin the recording process. Prior to recording the final documents, any construction, utility, or related fees must be paid by the applicant. Once payments are received, the CDOT manager will provide a certified copy of the ordinance to the applicant. The applicant will record the documents with the Cook County Recorder's Office. The ordinance is valid for 180 days following the date of City Council passage, during which the applicant must complete any payments and record the required documents. Applicants can expect approximately 10 months from CDOT's receipt of a complete application package to final processing of the project.

**APPLICATION FORM
SUBDIVISION / DEDICATION PROGRAM**

Main Contact

Titleholder (if a trust, list company name):

Company Contact:

Phone/Fax:

Address (City, State, Zip):

Email:

Secondary Contact (typically Applicant Representative or Counsel)

Name:

Company:

Phone/Fax:

Address (City, State, Zip):

Email:

Purchaser Contact (only required if land is being sold and buyer is leading application)

Name:

Company:

Phone/Fax:

Address (City, State, Zip):

Email:

Note: Full contact information for two project representatives is required.

Project Location:

General location with boundaries (ex: "S. Smith St between W. Riley St & W. George St" or "the north-south alley in the block bounded by S. Smith St, W. Riley St, S. Jane St, and W. George St")

Zoning:

Ward:

Description of Intended Use:

Signature below certifies that any zoning change or ownership change (that occurs on the applicant's property or any neighbor adjacent to the area to be vacated) will be promptly reported to the CDOT program manager prior to ordinance.

Applicant's Name:

Applicant's Signature:

Date:

Notary:

Instructions: If an accompanying dedication will be required to complete the subdivision, the text below must be reproduced on the applicant's letterhead, initialed/executed by the applicant, and notarized.

DUTY TO BUILD AGREEMENT

In support of my current application with the Chicago Department of Transportation's Public Way unit for a dedication of my private property for new public way, I hereby state that I am the applicant, or the company agent for the applicant involved in the property, and that I have the authority to agree to the below terms of the dedication.

Initial

_____ I am aware that I am responsible for the construction of all public and private rights of way (streets, alleys, etc.) described on the Plat of Subdivision/Dedication associated with CDOT File No (to be added by CDOT later): _____

_____ I further understand that all rights of way being dedicated must be built to standard City specifications as detailed in the most current version of CDOT's Regulation for Openings, Construction and Repair in the Public Way; with lighting in the public way designed and approved in accordance with the CDOT Electrical Design Standards, both of which are included on the [CDOT Maps and Plats website](#).

_____ Lastly, I understand that construction deposits will be required to assure that the work is done correctly. An inspection will be conducted by the City upon completion of the work. The City of Chicago reserves the right to require demolition and reinstallation of any facilities that are judged to be subpar or that do not adhere to the City's standards.

Signed: _____ Date: _____

Printed Name: _____ Title: _____

Full Address: _____

Organization Name: _____

Phone: _____ Fax: _____

Email: _____

Notary:

APPLICATION CHECKLIST SUBDIVISION / DEDICATION PROGRAM

Note: All application materials should be submitted electronically, except for the full-sized plat(s). Original documents are not required.

Project Overview:

- Completed 2-Page Application Form for applicable program
- \$2000 non-refundable application fee will be invoiced after receipt of application
(no fee payment shall be submitted with initial application materials)

Ownership Documentation:

- Current title policy showing PINs, legal descriptions of land, and ownership to ALL lots adjacent to the proposed vacation. Title should be no more than 1 year old. Tract searches and pro-forma titles are not acceptable.
- If the land is held in trust, provide current certified copies of any land trusts naming the beneficiary.

Note: any changes in ownership that occur during the subdivision/dedication process must be reported to the CDOT Program Manager immediately or the ordinance will be nullified.

Design Proposal:

- Certified copy of a plat of subdivision/dedication that adheres to the [Plat Requirements](#) in three different sizes: 8.5x11, 11x17, and full-size (exact size of “full-size” to be determined by the surveyor to provide legibility)
- 8.5x11 site plan depicting the intended use of the area to be subdivided
- Map of Topography of the area to be subdivided
- If the proposal is part of a Planned Development project, or an amendment to a Planned Development, it must be reviewed by the CDOT Plan Review Committee (PRC) and meet applicable [PRC guidelines](#). Note a traffic study may be required. Provide PRC approval and proof of funding.

Dedications:

If the proposal requires a new dedication of public way, also include:

- Duty to Build Agreement, executed and notarized on applicant’s letterhead
- Phase 1 Environmental Site Assessment (ESA) conducted in accordance with ASTM E1527-21 standards and dated within 180 days of application is required, but CDOT will request the ESA electronically