



OFFICE OF
KANE COUNTY
LAND USE AUTHORITY

Procedure for a Parcel Joinder Within a Subdivision Plat
17-27a-608(3)

The following requirements shall be met in order to secure a Parcel Joinder from the Kane County Land Use Authority:

1. Applicant must be the title owner of said property or have power of attorney to act on behalf of the owner.
2. Fee: \$500 for plat review + \$10 per lot notification within 500' of proposed joinder.
3. Submit reason, in writing, for requested parcel joinder.
4. Provide legal description of lots to be joined.
5. Submit a parcel joinder amended plat. (See attached for plat requirements).
6. Provide paid tax statement for current year.
7. Applicant or authorized agent must be present for Public Meeting in which Parcel Joinder is an agenda item.

Fee: _____

Paid: _____

List of Prop. Owners: _____

REQUEST FOR PARCEL JOINDER WITHIN A SUBDIVISION PLAT

Property Owner's Name: _____

Date: _____ Address: _____

Phone: _____ Cell Phone: _____ Fax: _____

City: _____ State: _____ Zip Code: _____

Location and Legal Description of Subdivision Plat:

Reason for Parcel Joinder Request:

I (We) certify that the proposed subdivision plat will conform to the Kane County Subdivision Ordinance and that no changes will be made without prior approval.

Signature of Owner: _____

Land Use Authority Action: Approve _____ Deny _____

Comments: _____

Land Use Authority Chairman _____ Date _____

PARCEL JOINDER - DRAWING REQUIREMENTS

1. Boundary bearings and distances data outside boundary
2. New Lot number
3. Curve data: radius, angle, tangent, length
4. All streets to be named
5. Bearings and distances of all streets
6. Adjacent streets shown and dimensioned
7. Adjacent fences shown
8. All easements to be labeled and dimensioned. All easements to be abandoned.
9. All land with boundaries to be accounted for
10. All dimensions to be to 0.01' and 0'000'00
11. Name of subdivision
12. North arrow
13. Basis of bearing
14. Name and address of owners of record
15. Total acreage of new lot
16. Legal description of new lot
17. Township, range, section and quarter section
18. Graphic scale
19. Required monuments
20. County Surveyor's signature block
21. County Attorney's signature block
22. Land Use Authority's signature block
23. County Commission's signature block
24. Signature(s) of owner(s) (notarized) block
25. County Recorder's recording block
26. Lender's signature block (or "Consent to Plat" form)
27. Surveyor's Certificate