



If you have any questions on the procedures or requirements of the City, the following may be contacted to provide further assistance:

COMMUNITY DEVELOPMENT DEPARTMENT
Planning, Zoning and Building Inspections

309/345-3619

FIRE DEPARTMENT
Fire Prevention

309/345-3757

PUBLIC WORKS

309/345-3623

KEY DATES

APPLICATION DEADLINE	PLANNING AND ZONING COMMISSION PUBLIC HEARING	CITY COUNCIL FIRST REVIEW
12/17/25	1/13	2/2
1/21	2/17	3/2
2/25	3/24	4/6
3/25	4/21	5/4
4/22	5/19	6/1
5/27	6/23	7/6
6/24	7/21	8/3
7/22	8/18	9/8
8/26	9/22	10/5
9/23	10/20	11/2
10/21	11/17	12/7
11/25	12/22	1/14/27
12/16	1/12/27	2/1/27

PURPOSE OF SUBDIVISION REVIEW

Because each new subdivision accepted by the city becomes a permanent unit in the basic physical structure of the community, all subdivisions hereafter planned within the incorporated limits of the city and within the unincorporated area lying within one and one-half miles beyond the corporate limits shall, in all respects, be in full compliance with the regulations hereinafter contained in this DO. These regulations are designed to provide for the orderly and harmonious development of the city; for the coordination of streets within new subdivisions with other existing or planned streets; and to secure a uniform system of utilities and services.

EXCEPTIONS

Whenever the tract to be subdivided is of such unusual configuration or is surrounded by development or unusual conditions that the strict application of the requirements contained in this subchapter would result in real difficulties or substantial hardship or injustice, the City Council, after recommendation by the Planning and Zoning Commission, may vary or modify the requirements so that the subdivider may develop the property in a reasonable manner, but so that at the same time, the public welfare and interests of the city and surrounding area are protected and the general intent and spirit of this subchapter preserved.

TYPES OF SUBDIVISIONS

Minor Plats: Plats that consist of three lots or less and which do not require the installation of public improvements other than sidewalks may be considered minor plats.

Subdivision Plat: Any division of land that is not a plat of consolidation or a minor plat shall be considered a subdivision.

APPLICATION PROCESS

The City has created this step-by-step process to help ensure that all reviews are performed fairly and consistently. While there may be variations on each of the following steps, all applications/petitions shall be submitted to the City, on forms provided by the Community Development Department.

Minor Plat (Section 152.262 of the D.O.)

1. Contact the Community Development Department as soon as possible to discuss your situation and obtain an application form.
2. Applicant completes and submits the application along a PDF copy of the plat and with copies of any deed restrictions where restrictions are too lengthy to be shown on the plat and a \$150 non-refundable filing fee. If the proposed subdivision lies wholly or partly outside the corporate limits of the city, copies of the minor plat shall also be filed with the County Zoning Department with proof of such submission provided to the City. *Failure to complete this step will constitute an incomplete submittal and may result in a delay or disposal of items submitted.*
3. City staff shall compile the documents and schedule a meeting with the Development Review Committee(DRC).
4. The DRC is made up of City staff charged with reviewing applications for completeness and compliance with City codes and regulations. City staff shall document all suggestions and forward those comments to the Planning and Zoning Commission and the applicant.
5. City staff will post a sign on the premises proposed to be subdivided not less than ten days before the Planning and Zoning Commission (PZ) meeting, giving notice of the hearing and time and place for the hearing.

6. The PZ typically meets the second to last Tuesday of each month (recognized holidays may affect this) and shall hold a public hearing on the request. The PZ may recommend approval, approval with modifications or denial based upon the Development Ordinance standards.
7. The PZ recommendations will be provided to the City Council for its consideration. The City Council may approve, approve with conditions or deny the subdivision request. However, if the proposed subdivision lies wholly or partly outside the corporate limits of the City, the Council's action shall not be final until the appropriate authorities of the County have approved it.
8. If approved, submit hard copies with all required certificates of approval with original signatures (except Council and Planning and Zoning), along with a check made out to the Knox County Recorder for recording fees. The City will obtain the signatures for the Planning and Zoning Commission and City Council and record the document. After the plat is recorded, the City will keep one original and the application can have the rest back for their files/distribution.
9. If the approved plat and associated documents are not recorded in the Knox County Office of Recorder of Deeds within one year of Council approval, the minor plat approval shall expire.

Preliminary Plat (Section 152.264 of the D.O.)

1. Contact the Community Development Department as soon as possible to discuss your situation and obtain an application form.
2. Applicant completes and submits the application along with a PDF copy of the plat and with copies of any deed restrictions where restrictions are too lengthy to be shown on the plat and a non-refundable filing fee of \$15 per lot, minimum of \$150. If the proposed subdivision lies wholly or partly outside the corporate limits of the city, copies of the minor plat shall also be filed with the County Zoning Department with proof of such submission provided to the City. *Failure to complete this step will constitute an incomplete submittal and may result in a delay or disposal of items submitted.*
3. City staff shall compile the documents and schedule a meeting with the Development Review Committee(DRC).
4. The DRC is made up of City staff charged with reviewing applications for completeness and compliance with City codes and regulations. City staff shall document all suggestions and forward those comments to the Planning and Zoning Commission and the applicant.
5. Following the DRC meeting, the applicant shall make suggested changes and submit a PDF copy of the Preliminary Plat for consideration by the Planning and Zoning Commission.
6. City staff will post a sign on the premises proposed to be subdivided not less than ten days before the Planning and Zoning Commission (PZ) meeting, giving notice of the hearing and time and place for the hearing.
7. The PZ typically meets the second to last Tuesday of each month (recognized holidays may affect this) and shall hold a public hearing on the request. The PZ may recommend approval, approval with modifications or denial based upon the Development Ordinance standards.
8. The PZ recommendations will be provided to the City Council for its consideration. The City Council may approve, approve with conditions or deny the subdivision request. However, if the proposed subdivision lies wholly or partly outside the corporate limits of the City, the Council's action shall not be final until the appropriate authorities of the County have approved it.
9. If approved, one hard copy and PDF copy, with all required certificates of approval, shall be filed by the petitioner with the Community Development Department. No improvements shall be made to the property until proper bonds, letter of credit or check in the amount of the project engineer's estimated improvement costs, as approved by the City Engineer, are provided as required by the Development Ordinance.

10. An approved preliminary plat shall lapse and be of no further effect if a final plat for the subject subdivision is not approved by the City Council within two years of the date of the preliminary plat approval by City Council.

Final Plat (Section 152.265 of the D.O.)

1. Following approval of the preliminary plat, the applicant shall furnish a bond, letter of credit or check in the amount of the project engineer's estimated improvement costs, as approved by the City Engineer. If the proposed subdivision lies wholly or partly outside the corporate limits of the city, then evidence of the posting of the bond for improvements required by the county shall suffice.
2. Applicant completes and submits the application along with one PDF copy and with copies of any deed restrictions where restrictions are too lengthy to be shown on the plat and a \$150 non-refundable filing fee. If the proposed subdivision lies wholly or partly outside the corporate limits of the city, copies of the minor plat shall also be filed with the County Zoning Department with proof of such submission provided to the City. *Failure to complete this step will constitute an incomplete submittal and may result in a delay or disposal of items submitted.*
3. No lot shall be sold from the plat unless and until approved by the City Council and filed for record in the Knox County Office of Recorder of Deeds.
4. City staff shall compile the documents and have the item placed on the next City Council agenda.
5. If approved, submit hard copies with all required certificates of approval with original signatures (except Council and Planning and Zoning), along with a check made out to the Knox County Recorder for recording fees. The City will obtain the signatures for Planning and Zoning Commission and City Council and record the document. After the plat is recorded, the city will keep one original and the applicant can have the rest back for their files/distribution.
6. City Council approval of the final plat and associated documents shall expire if they are not recorded with the Knox County Office of Recorder of Deeds within one year of Council approval.
7. If all improvements are not complete after two years from the date of the bond or letter of credit is submitted, the City may utilize those funds to complete the project.

Certificate/Acknowledgements

- Surveyor Statement and Signature Block
- Owner with notary public
- County clerk
- Planning and Zoning Commission
- City Council (for Preliminary Plats see Figure 152.264(F))
- If road adjacent to subdivision is under the control of IDOT, Knox County or a township, a certificate/acknowledgement shall also be on the plat for the applicable agency.

Note: If the Preliminary and Final Plat are submitted for review simultaneously, the fee shall be \$150 for both.

SUBDIVISION PLAT APPLICATION

Subdivision Name: _____

- ☐ Minor Plat, \$150 per plat
☐ Preliminary Plat of _____ lots at \$15 per lot (minimum of \$150 per plat)
☐ Final Plat, \$150 per plat

PETITION/DEVELOPMENT NAME (if applicable):

PETITIONER INFORMATION:

Primary contact name	Mailing address	City, State, Zip
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Phone	Fax	Email
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OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Owner(s)	_____			
Developer(s)	_____			
Engineer	_____			
Surveyor	_____			
Agent/Attorney	_____			

Proof of ownership by copy of one of the following: Deed; or Title Insurance Policy; or Certified copy of Trust Agreement (If applicable, the application must be signed by the trust officer of the institution holding the trust and must include the names and addresses of the beneficiaries).

I/we hereby affirm that I/we have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites City representatives to make all reasonable inspections, investigations and pictures of the subject property during the processing period of the petition. I/we agree to pay all fees consistent with the City payment policies and comply with City codes. I/we understand these fees will include publication and processing expenses and are non-refundable.

I/we understand that all correspondence from the City staff will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the petition. If multiple people will be signing below, please indicate which individual will be the designated primary contact.

Signature of property owner	Property owner name (please print)	Date
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Signature of authorized agent (if different than owner)	Authorized agent name (please print)	Date
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City Hall	55 W. Tompkins Street	Galesburg, IL 61401	309-345-3619	www.ci.galesburg.il.us
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