

Forms to be filled out to Divide or Consolidate Land

To: Divide Land

On Page 2, under “Name and Address”, print the legal title holder(s) and the correct tax bill mailing address of corresponding tracts, also include, if known, the property address of each new tract.

On Page 3 List the original legal description(s) as it is now, along with the Permanent Index Number(s). Next, list the legal description of each new tract(s) and remainder exactly as you wish the whole original tract(s) to be divided. (*Designate each as Tract 1, Tract 2, Tract 3, etc.*)

To: Consolidate Land

On Page 2, under “Name and Address”, print the legal title holder(s) and the correct tax bill mailing address of corresponding tracts, also include the property address of each new tract.

On Page 3 first list the legal description of each of the tracts, as they are currently described along with the Permanent Index Numbers. Next, list the legal description of the tract exactly as it will be described after the consolidation.

The form must be signed by the taxpayer or agent and notarized.

- **A Plat of Survey may be required for metes and bounds descriptions, or if there are discrepancies with acreages, legal descriptions etc.**
- All petitions for **property in unincorporated Will County** must include the required “Conformance Form” from the Will County Zoning Dept. This form shall be completed entirely. If any areas are not complete you will have to return to the Will County Zoning Dept. to have it completed.
- It is property owners responsibility to verify with municipality that property falls in whether property can be divided or consolidated
- When the form is completed, return it to our office, and we will process your transaction accordingly, if it conforms to our guidelines. We will not be responsible for incorrect legal descriptions of Property(s) submitted to us. Please complete in the space provided who we may contact if we find a problem/error with the form (ex: legal description/ownership)
- **PLEASE NOTE:** When there is a division or consolidation, the tax bills for next year will remain as they are now. The following year, tax bills will have different permanent index numbers assigned.

MAIL TO:

Will County Mapping & Platting Department

Re: Petitions

302 N. Chicago St. Room 220

Joliet, IL 60432-1062

Telephone: (815) 740-4664

IN ORDER TO BE PROCESSED FOR THE ASSESSMENT YEAR _____, TAXES **PAYABLE** IN _____, PETITIONS **MUST** BE IN OUR OFFICE **NO LATER** THAN **DECEMBER 31, 20 _____**.

Divisions or Consolidations will NOT be processed if there are UNPAID TAXES on ANY PARCEL for the current or previous years.

PLEASE TYPE OR PRINT LEGIBLY

PETITION FOR DIVISION AND/OR CONSOLIDATION OF PROPERTY SUBMITTED IN THE YEAR _____ TO THE MAPPING & PLATTING DEPARTMENT OF WILL COUNTY:

The petitioner(s), having a property interest in the hereinafter described property, respectfully request and hereby authorize you as arbitrator to cause said property **to be** listed as (____) separate tract(s) on your assessment rolls starting for the taxable Levy year of 20_____, Payable in 20_____.

Attached hereto and made a part hereof, is a schedule setting forth an exact legal description of the property to be divided or consolidated and of each of said tracts to be listed which is the same as appears by Plat(s) or Deed(s) dated: _____, and filed for record in the office of the Recorder of Deeds, County of Will Illinois, as document number(s)_____

Subscribed and sworn to before me this

_____ Day of _____, 20_____

Notary Public Signature

Notary's Address

Person to contact in case of problem/error

Phone# (____)_____

Submitted by (must have signature)

Submitter's Address

Phone# (____)_____

Fax # (____)_____

Name and Address for New Parcels

TRACT # 1

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Owner Phone #: (____)_____

Property Address: _____

TRACT # 2

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Owner Phone #: (____)_____

Property Address: _____

TRACT # 3

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Owner Phone #: (____)_____

Property Address: _____

FOR OFFICE USE ONLY

Township: _____

PIN(s) _____

Map Page(s) _____

Date Received _____

Accepted By: _____

Petition # _____

Levy year of Taxes Paid _____

Date taxes paid on: 1st Installment: _____

2nd Installment: _____

SCHEDULE TO BE ATTACHED AS A PART OF A LAND DIVISION / CONSOLIDATION

Parcel Index Numbers: _____

Petition # _____

Instructions: List original legal description(s) as currently described and then list separately the new legal description(s) of each new tract corresponding with the tract(s) numbered on page 2. If the Division has a Metes and Bounds legal description a Plat of Survey showing acreage and new legal description should accompany this petition form.

.....

Original Legal Description(s):

New Legal Description(s):
Use additional pages if necessary

Date: _____

To: Will County Mapping and Platting Department

From:

Petitioner: _____

Address: _____

RE: P.I.N.(s) ____-____-____-____-____-____
____-____-____-____-____-____

Mr./Ms. _____ of the Zoning Division of the Will County Land Use Department has reviewed my PETITION FOR DIVISION AND/OR CONSOLIDATION OF PROPERTY FOR THE YEARS(S) 20____ and has determined that the parcel(s) to be created as described in the schedule attached thereto would:

Be in conformance with the requirements of the Will County Zoning Ordinance for the _____ zoning district in which the property is located.

OR

Would not be conformance with the requirements of the Will County Zoning Ordinance for the _____ zoning district in which the property is located and would be considered an illegal, non-conforming lot.

OR

OTHER: _____

Signature of Petitioner

Signature of Will County Zoning Official

Subscribed and sworn to me this
____ day of _____, 20__

Notary Public

**NOTICE: THIS DOCUMENT IS SUBJECT TO RECORDING
WITH THE WILL COUNTY RECORDER'S OFFICE**