

# Petition for Vacation of a Public Street or Alley

## VILLAGE OF SKOKIE PLAN COMMISSION

Community Development Department  
Planning Division  
5127 Oakton Street • Skokie, IL 60077  
Phone (847)933-8447 • Fax (847) 673-0525

*Office Use Only*

Case Number: \_\_\_\_\_ Planner: \_\_\_\_\_  
FF: \_\_\_\_\_ RF: \_\_\_\_\_ LAF: \_\_\_\_\_

### ALL ITEMS MUST BE COMPLETE TO PROCESS APPLICATION

Common description of public street or alley to be vacated:

#### SUBMITTAL REQUIREMENTS

- \_\_\_\_\_ On a separate sheet, the reason for requesting the street or alley vacation and any additional comments pertinent to the consideration of the petition
- \_\_\_\_\_ A plat or sketch of the public property to be vacated, showing abutting properties, common addresses of the abutting properties, and the names of the owners
- \_\_\_\_\_ Letter of authorization from titleholder – when someone other than an owner (or beneficiaries) or an owner's attorney of an abutting property presents the testimony at the public hearing
- \_\_\_\_\_ Check made payable to "Village of Skokie" for application fees & recording fees. The application fee for the hearing is \$150 for residential properties and \$300 for non-residential properties. The recording fee is \$260. A hearing transcript fee may be required after the public hearing to cover the cost of transcripts over 50 pages
- \_\_\_\_\_ Check made payable to "Village of Skokie", separate from the application & recording fees, as a deposit to cover the cost of appraisals: \$2000 (residential properties), \$4000 (non-residential & mixed-use properties). Appraisal fees in excess of the deposit will be paid by the petitioner. Unused portions of the deposit will be refunded. The deposit will be refunded in full if appraisal was not ordered and the request was denied by the Board of Trustees or withdrawn by the petitioner.
- \_\_\_\_\_ 3 full size plans and 3-11"x17" copies of current plat of survey by an Illinois Licensed Surveyor showing the site to be vacated, improvements, and easements
- \_\_\_\_\_ 1 electronic copy in .TIF format AND 1 electronic copy in AutoCAD v.14 or higher of the preliminary plat of vacation.

**NOTE: Evidence of notice to surrounding taxpayers of record within 250 feet of the subject site and occupants of the subject site will be required by the Plan Commission. The notice shall be delivered by certified mail with return receipt properly addressed not more than 45 days nor less than 15 days prior to the hearing. It is recommended that the notice list be reviewed by Staff at least 17 days prior to the public hearing. The Village of Skokie is not responsible for an incomplete or incorrect notice.**

I (We) understand that I (we) shall pay all surveying, plat preparation, and recording costs and that the Village may charge for the legal work involved in the preparation of necessary documents. I (We) further understand that the original plat must be filed with the Community Development Department and be recorded with the Cook County Recorder of Deeds Office. Finally, we understand that all property owners abutting the public street or alley to be vacated must agree to and sign the Petition for Vacation as Co-Petitioners. The undersigned acknowledges and agrees that all documentation submitted with this application becomes part of the public record and may be viewed by the public.

#### Primary Petitioner Information

Name \_\_\_\_\_ Dated Signature \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_

#### Agent or Attorney Information

Name \_\_\_\_\_ Firm \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_



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## ADDENDUM

The purpose of the vacation process is to return unopened, unimproved, or unnecessary street and alley right-of-way from public to private ownership. If your petition to vacate a public street or alley is approved by the Mayor and Board of Trustees, you may be required to pay the Village of Skokie for the value of the property you acquire.

The amount you are required to pay depends on the particular circumstances of the proposed vacation.

- In most cases, there is no compensation for the vacation of a residential alley that results only in additional depth (rear yard) to the abutting lots.
- Adding frontage that increases the width of a residential lot may require compensation. The amount of compensation will be based on the market value of land per linear foot of street frontage multiplied by the number of linear feet to be vacated. For example, if the current market value for a linear foot is \$750, then eight feet of frontage would cost \$6000 (8 x 750 = 6000).
- All commercial and industrial streets and alleys will require compensation.
- A qualified independent appraiser will appraise the fair market value of the land to be vacated. The appraiser's professional opinion of the fair value will be the basis for determining the amount of compensation.
- In addition to compensating the Village for the property, petitioners are responsible for reimbursing the Village for the cost of the appraisal and any necessary improvements to public property resulting from the vacation. The Village will order 2 appraisals of the subject property. **If you decide not to proceed with the vacation after the appraisals were conducted, you will still be required to reimburse the Village for the cost of the appraisals.**