

Will County Supervisor of Assessments
Forms to be filled out to Divide or Consolidate Land

To: Divide Land

On Page 2, under “Name and Address for New Parcels”, 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) (PINs). 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 new parcel as Tract 1, Tract 2, Tract 3, etc. to correspond with tracts on page 3*)

To: Consolidate Land

~ Land cannot be consolidated unless owners of all parcels are the same ~

On Page 2, under “Name and Address for New Parcels”, 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 owner or attorney 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 must include the required “Conformance Form” (page 4). If property falls in unincorporated Will County the form should be filled out by the Will County Zoning Dept. If property falls within a municipality (City, Village etc.) the form should be filled out by their Zoning / Planning Dept.

This form must be completed entirely and signed before work will be completed.

- When all of the forms are complete, return them 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 submitted to us. Please complete in the space provided, on page 2, who we may contact if we find a problem/error with the form (ie: 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

Name and Address for New Parcels

_____ Day of _____, 20_____

TRACT # 1

Name: _____

Notary Public Signature

Mailing Address: _____

Notary's Address

City: _____ State: _____ Zip: _____

Owner Phone #: (____) _____

Property Address: _____

Person to contact in case of problem/error

TRACT # 2

Name: _____

Phone# (____) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Owner Phone #: (____) _____

Submitted by (must have signature)

Property Address: _____

Submitter's Address

TRACT # 3

Name: _____

Phone# (____) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Fax # (____) _____

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 (PINs):

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

Will County Petition for Division / Consolidation Zoning Conformance Form

Date: _____

**For Will County Supervisor of
Assessment's Office Uses Only
Petition#: _____**

Petitioner: _____

Address: _____

PIN _____ - _____ - _____ - _____ - _____

PIN _____ - _____ - _____ - _____ - _____

PIN _____ - _____ - _____ - _____ - _____

PIN _____ - _____ - _____ - _____ - _____

Mr. /Mrs. _____ of the _____ has reviewed
(Name of zoning personnel- printed) *(Jurisdiction)*
my petition for division and/or consolidation of property in Will County for the year of _____ 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 _____ zoning ordinance
(Jurisdiction)
for the _____ zoning district in which the property is located.

OR

Would **not** be in conformance with the requirements of the _____ zoning
(Jurisdiction)
ordinance for the _____ zoning district in which the property is located
and would be considered an illegal lot

OR

OTHER: _____

Signature of Petitioner

Signature of zoning official

Subscribed and sworn before me this
_____ Day of _____, 20__

Notary Public

*Notice: This document is subject to recording
With the Will County Recorder's Office*