COOK COUNTY ASSESSOR

FRITZ KAEGI

COOK COUNTY ASSESSOR'S OFFICE
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PETITIONS FOR DIVISION

"Division" is the process of reconfiguring tax parcel boundaries. It includes both dividing and consolidating parcels as well as other actions that affect legal descriptions or geographic boundaries of tax parcels.

To apply for division, use the current, official on-line petition form. If a paper copy is required, the three-page form is available at the Division Department or any branch of the Assessor's Office. The form is also available on the Assessor's website (www.cookcountyassessor.com).

Petition Requirements:

1. PAGE ONE: Specify the *existing number of parcels to be divided* and the *desired number of new parcels*. Note the information in spaces provided in the first and second paragraphs of the Petition.

2. PAGES ONE & TWO: *Signatures are required of all parties* to the division. The person who prepares the petition also must provide a signature and contact information.

   The petition form provides signature lines for five (5) new tract owners. If more owners are involved, copy Page 2 and amend the Tract Numbers below each signature accordingly. If one person owns all tracts, a single signature suffices, provided the owner notes the range of tract numbers below his telephone number.

3. PAGE THREE: Provide the current *Volume number* and *Permanent Index Number(s)* of the parcels to be divided. The information is available on tax bills.

   Mark appropriate boxes if any parcel to be divided currently is tax exempt. Indicate whether the exemption should continue for any new parcel or not.

- **Please note: Tax exemption is never transferred to a new owner.** If an exemption is to be continued on any type of Division, including Petitions, Condominiums, and Subdivisions, a completed Continuing Ownership & Use Declaration after PIN Division, must accompany the petition or Recorded Document. These forms can be obtained and submitted by contacting the Division or Exempt department.

Attachments:

1. Attach a completed *Continuing Ownership & Use Declaration after PIN Division* form (available from the Assessor's Office) if exemption on any new parcel should continue.

2. Attach *deeds showing ownership of all parcels to be divided*.

3. Attach individual *legal descriptions of all parcels to be divided*. The Map Department of the Cook County Clerk provides non-certified legal descriptions for a fee.

4. Attach *legal descriptions of all new parcels desired*. Each new legal description must be labeled with the tract number that corresponds to each owner's signature.

5. Attach a *plat of survey showing acreage* if the division involves metes and bounds legal descriptions.

6. Attach a *survey for legal descriptions using horizontal elevations*. All elevations must refer to Chicago City Datum (CCD).

7. Attach a completed *Plat Act Affidavit* if:
   a) the existing property is not subdivided, and
   b) any desired new parcel land will be smaller than five (5) acres, but
   c) the owner of the existing property is not required by law to record a plat of subdivision with the Cook County Clerk's Recording Unit.

8. **Designated persons must document their Role in the Business when signing on behalf of Businesses listed as Owner. Attach copies of applicable documents such as Official Resolutions and Recorded documents reflecting on Agency, Municipal or Secretary of State websites, i.e. Ordinances, Annual Reports, Articles of Organization**

The total area of all new legal descriptions must equal the total area of all original legal descriptions. No part of any original parcel may be omitted. New legal descriptions may not overlap.

No new tax parcel may be created from parcels with different tax codes or different recorded subdivisions.

FILE THE PETITION WITH THE ASSESSOR'S OFFICE ON-LINE OR MAIL NO LATER THAN THE DATE SHOWN IN THE UPPER RIGHT CORNER OF PAGE ONE OF THE FORM. UPON ACCEPTANCE, THE ASSESSOR'S OFFICE WILL ISSUE A RECEIPT.
A LATE SUBMISSION WILL NOT PROCEED UNTIL THE FOLLOWING TAX YEAR.

INCLUDE AT TIME OF FILING *PAYMENT OF FEE* REQUIRED UNDER SECTION 32-1 OF THE CODE OF ORDINANCES OF COOK COUNTY, ILLINOIS.

CONDOMINIUMS

Do <u>not</u> petition for division to change condominiums.

Record amendments to a condominium declaration with the Cook County Clerk's Recording Unit.

Record instruments to remove property from provisions of the Condominium Property Act and accompanying consent by holders of all liens with the Cook County Clerk's Recording Unit.
At time of recording the instrument to remove, submit a recent title report of the condominium property to the Division Department of the Assessor's Office.

For more information, please contact:

Cook County Assessor's Office
Divisions Department
118 N. Clark St., 3rd Floor
Chicago, IL 60602

Phone: (312) 603-5323
E-mail: Assessor.Divisions@cookcountyil.gov