



FILING PETITIONS FOR DIVISIONS AND CONSOLIDATIONS

These guidelines are designed to provide answers to some of the frequently asked questions about filing a petition for division or consolidation. The term divisions refers to the process of reconfiguring tax parcel boundaries. This includes 'dividing' and 'consolidating' parcels or any other action that affects the legal description or geographic boundaries of a tax parcel.

When filing a petition form, use the Assessor's current form or an exact copy. You can obtain an application form by calling or visiting the Division Department at the downtown office or at any of our five branch offices listed below. These guidelines and the petition form are also available on the Assessor's Web Site. A petition form cannot be used to make changes to a condominium. An amendment to the declaration may have to be adopted and filed with the Recorder of Deeds.

Please note the due date at the top of the form. Petitions must be accepted by the due date in order to be processed for the tax year on the form. Petitions can be filed in person or mailed. If the petition is mailed and accepted, a receipt will be mailed back to the petitioner.

Accepting Petitions

In order for a petition to be accepted it must meet the following criteria:

1. A notarized signature is required from all parties to the division. The notarized submitter signature spot is to be completed by the person who prepared the petition and can be contacted if necessary.
2. The second sentence on the first page has a blank space where the petitioner must write in the number of new parcels desired as a result of the division.
3. The form has signature spots for five (5) new tract owners. If more are necessary you can duplicate page and change the tract numbers below the signature. One owner can sign for all tracts by signing one signature spot and writing the range of tract numbers at the bottom.
4. At the top of the third page, fill in the current volume and the permanent index number(s). This information can be found on the tax bill(s).
5. Next on the third page is the exempt section. This section is filled out only when exempt parcels are being divided or consolidated. The petitioner must indicate whether or not the exemption is to be continued for one or more of the new parcels. An exemption can only be continued on behalf of the original exempt entity and is not transferable from one exempt entity to another. If an exemption is to be continued, a completed Continued Use Affidavit from must accompany the petition. These forms can be obtained by contacting the Division or Exempt department.

6. Below the exempt section, list the original and new legal descriptions. First list the legal description(s) as currently described on the County Clerk's Records. Non-certified copies of legal descriptions are available for a fee in the Clerk's Map Department. Then list the new legal descriptions. Each new legal description on the form and on the surveys must be labeled with tract numbers that correspond with the tract numbers assigned to the appropriate signatures. If the division has metes and bounds legal descriptions, a plat of survey showing acreage must be attached.
7. The total area represented by all of the new legal descriptions must equal the total area represented by all of the original legal descriptions. The new legal descriptions cannot overlap or leave an area unaccounted for.
8. A survey is needed for all legal descriptions that use horizontal elevations to describe the property. In these legal descriptions, elevations must be described in reference to Chicago City Datum (CCD).
9. When filing a petition for property in unsubdivided land, the Plat Act must be considered. If the petitioner wishes to create parcels that are smaller than five (5) acres, either a plat or subdivision must be filed or one of the exceptions to the act must be established.
10. A new tax parcel cannot be created from one or more parcels with different tax codes or different recorded subdivisions.
11. The required fee, as authorized under Section 32-1 of the Code of Ordinances of Cook County, Illinois, must be paid at the time of filing this division/consolidation.
12. If you are consolidating several tracts into one tract you must provide a deed to document ownership

If after reading these guidelines you still have questions, please contact:

**Cook County Assessor's Office
Division Department
118 N. Clark, 3rd Floor
Chicago, IL 60602
Phone: (312) 603-5323
Fax: (312) 603-5247**

