



VILLAGE OF TINLEY PARK, ILLINOIS SITE PLAN ADDENDUM

APPLICATION & SUBMITTAL REQUIREMENTS

A complete application consists of the following items submitted in a comprehensive package. If materials are submitted separately or are incomplete they may not be accepted and may delay the review or meeting dates until a complete application package is received. The following information is being provided in order to assist applicants with the process of requesting **Site Plan** approval. This information is a summary of the application submittal requirements and may be modified based upon the particular nature and scope of the specific request.

Depending upon meeting schedules, legal notification requirements, and the specific type and scope of the request, this process generally takes between 45 to 60 days from the date of submission of a complete application package. Please schedule a pre-application meeting with Planning Department staff to review the feasibility of the proposal, discuss applicable Ordinance requirements, discuss submittal requirements, and receive some preliminary feedback.

- General Application form is complete and is signed by the property owner(s) and applicant (if applicable).
- Ownership documentation is submitted indicating proper ownership through a title report or title policy. If a corporation or partnership, documentation of the authorized agent must be supplied. All beneficiaries of a property must be disclosed.
- A written project narrative detailing the general nature and specific aspects of the proposal being requested. Details on existing conditions, any parking requirements, property changes, landscaping, building design, proposed uses/tenants, public improvements or any other site design details should be described. Any additional requests such as a Special Use or Variation should be indicated in the narrative as well.
- A Plat of Survey of the property that is prepared by a register land surveyor and has all up-to-date structures and property improvements indicated.
- Plans and Surveys including all details listed on the Site Plan checklist (next page).
- Submit all applications, plans and documents stated above electronically via email/USB drive/ShareFile upload to Community Development Staff (Note: Village email attachment size is limited to 10MB. Please utilize ShareFile if your submission exceeds 10MB). Staff may also request up to three (3) paper copy of full-size Arch D (24" x 36") plans.
- Site Plan Fee: Site Plan Review (Non-Residential & Multi-Family) - \$500 New/First Approval, \$300 Amendment
- Engineering Review Fees: Administrative Fee - \$250 (0-5 acres), \$50 (5.01-40 acres), \$2,000 + \$20/acre over 40 acres. (40.01+ acres) and Concept/Preliminary Review Fee - \$300 (0-2 acres), \$600 (2.01-4acres), \$900 (4.01-9acres), \$1,500(9.01acres+)

Required Plan Submittal Items	Applicant Submitted	Village Received
1. Site Plan Approval Application	<input type="checkbox"/>	<input type="checkbox"/>
2. Complete list and contact information for all project staff and design professionals (Architect, Engineer, Landscape Architect, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
3. Plat of Survey, including: <ul style="list-style-type: none"> a. Existing conditions and dimensions; b. Legal Description; c. Surveyor information; and d. Date of completion. 	<input type="checkbox"/>	<input type="checkbox"/>
4. Site Plan, including: <ul style="list-style-type: none"> a. Fully-dimensioned property boundaries; b. All building elements and physical improvements; c. Setbacks from all property lines; d. Identification as to whether all elements are “Existing” or “Proposed”; e. Dimensioned parking spaces and drive aisles per Section VIII of the Zoning Ordinance; f. Dimensioned sidewalks (within rights-of-way and interior to the site); g. Trash enclosure location and screening/gate materials; h. Loading spaces as required by Section VIII of the Zoning Ordinance; i. Fire hydrant locations as required by the Village Fire Prevention Bureau; j. Lighting standard locations; and k. Ground signs with setbacks noted. 	<input type="checkbox"/>	<input type="checkbox"/>
5. Zoning Analysis Table <ul style="list-style-type: none"> a. Showing existing, proposed, and required zoning conditions for all Lot and Bulk Regulations of the Zoning Ordinance, including but not limited to: <ul style="list-style-type: none"> i. Land area in acres and square feet (exclusive of rights-of-way); ii. Building area in square feet (including a breakdown by use for parking calculation); iii. Setbacks; iv. Floor Area Ratio (FAR); v. Lot coverage; vi. Height of all buildings and structures (see definition of height in Zoning Ordinance); vii. Percentage of greenspace; and viii. Parking spaces (with calculations). 	<input type="checkbox"/>	<input type="checkbox"/>
6. Landscape Plan, including: <ul style="list-style-type: none"> a. Bufferyards (please include a table indicating required and proposed plant units); b. Parking lot landscape islands; c. Screening/fencing locations; d. Berms (if proposed); e. Plant lists, including: <ul style="list-style-type: none"> i. Latin and common names ii. Number of each planting material to be provided iii. Size at planting 	<input type="checkbox"/>	<input type="checkbox"/>
7. Photometric Plan, including: <ul style="list-style-type: none"> a. Location of light fixtures; b. A cut sheet of light fixtures with indication of cut-offs or shielding; and c. Indicating lighting levels in foot-candles at the following locations: <ul style="list-style-type: none"> i. Interior of the subject property; ii. At the property lines (contact staff about maximum light levels); and iii. Ten (10) feet beyond the property lines. 	<input type="checkbox"/>	<input type="checkbox"/>

8. Floor Plans , including: <ul style="list-style-type: none"> a. Preliminary floor plan layout of all buildings; b. Labels for the type of use of the area; and c. Labels for square footage of the area and types of uses. 	<input type="checkbox"/>	<input type="checkbox"/>
9. Preliminary Engineering Plans , including but not limited to: <ul style="list-style-type: none"> a. Drainage and water flow patterns or routes; b. On-site detention; c. Existing and proposed roadway configurations (adjacent public streets and interior roadways/driveways); d. Utility connections and locations; e. Future roadway or access connections (if necessary); and f. Cross access easement(s). 	<input type="checkbox"/>	<input type="checkbox"/>
10. Signage Plans , including: <ul style="list-style-type: none"> a. Dimensioned color elevations of ground, wall and directional signage b. A diagram showing the location of the proposed signage with setbacks from property lines and internal drive aisles or parking lots; and c. Include description of sign materials and method of illumination. 	<input type="checkbox"/>	<input type="checkbox"/>
11. Elevations and Renderings <ul style="list-style-type: none"> a. Building elevations showing all four sides of all buildings. <ul style="list-style-type: none"> i. Elevations should be fully-dimensioned including height, width, and depth of all major building elements and components, and identify all building materials; and b. Color renderings or 3D model of site. c. Elevation of trash enclosure area with building materials identified (if applicable). 	<input type="checkbox"/>	<input type="checkbox"/>
12. Building Material Samples <i>(may be submitted after initial Staff Review, but prior to placement on a Plan Commission agenda)</i> <ul style="list-style-type: none"> a. Samples of proposed materials including, but not limited to: <ul style="list-style-type: none"> i. Wall materials such as bricks, stone, and siding; ii. Roofing; iii. Light fixtures; and iv. Windows, moldings, shutters, and awnings. b. Provide final information on all building materials with vendor, color, and sizes, where relevant, in a table format. 	<input type="checkbox"/>	<input type="checkbox"/>
13. Preliminary Plat(s) <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>

The above information is intended as an outline of the Submission Requirements for Site Plan Approval and is neither mutually exclusive nor inclusive. The Village’s Zoning Ordinance, Landscape Ordinance, Building Codes, and Subdivision Regulations can be found online at the Village website at <http://www.tinleypark.org>. Questions about Site Plan Approval and other Planning processes may be directed to the Planning Department at:

Village of Tinley Park
Planning Department
16250 S. Oak Park Avenue
Tinley Park, IL 60477
Phone: (708) 444-5100
Email: planning@tinleypark.org