



## VILLAGE OF TINLEY PARK, ILLINOIS ANNEXATION 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 will not be accepted and may delay the review and hearing dates until a complete application package is received. The following information is being provided in order to assist applicants with the process of requesting **Annexation into the Village of Tinley Park** from the terms of the Zoning and Subdivision Ordinances. 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. Additional time may be required for drafting and review of an Annexation Agreement.

Schedule a pre-application meeting with Planning Department staff to review the feasibility of the proposal, discuss applicable Ordinance requirements, receive preliminary feedback, and describe submittal requirements and any applicable fees, donations, and recaptures.

General Application form is complete and is signed by all property owner(s) and applicant (if applicable). Include all engineering and surveyor contact information.

Signed and notarized annexation petition (attached).

Ownership documentation is submitted for all affected properties indicating proper ownership through a title report or title policy. If a corporation or partnership, documentation of the authorized agent must be supplied as well. 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 any existing and proposed uses or buildings should be described in detail. Requested zoning district (annexations automatically come in under R1 Zoning District) and describe the need for such a zoning district and how it relates to the Village's Comprehensive Plan. Any additional requests such as rezoning, site plan approval, variations, waivers or incentives should be indicated in the narrative as well.

A Plat of Annexation for the property that is prepared by a register land surveyor and has all up-to-date structures and property improvements indicated.

Site Plans, engineering, plat and other information indicating existing and proposed grading, utilities, and structures on the site.

Hearing fees differ based upon the request and the need for engineering and legal fees as well as specific recaptures, school/parks donations, impact fees, or other applicable payments required prior to annexation. A fee total for review will be provided upon a complete submittal and a final fee total will be presented prior to scheduling a public hearing.

