



VILLAGE OF TINLEY PARK, ILLINOIS LANDSCAPE CHANGE 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 approval dates until a complete application package is received. The following information is being provided in order to assist applicants with the process of requesting Landscape Changes from the terms of the Zoning and Landscape Ordinance. 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.

Many minor landscape changes or substitutions can be approved administratively by staff within 10-14 days of a complete submittal and without the need for public meetings. Administrative approval requires that the intent of the approved landscape plan is met. This would mean that no additional waivers are required, similar species/type substitutions are being used and location changes are in comparable locations. If there are larger changes or waivers required, a formal Site Plan approval hearing with the Plan Commission may be required.

- 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.
- General Application form is complete and is signed by all property owner(s) and applicant (if applicable). Include all engineering and surveyor contact information.
- A written project narrative detailing the general nature and the reason for the proposed changes being requested. Details on the existing and proposed landscape changes shall be indicated including a plant list describing the number and specie type of the existing and proposed plan. Any additional requests such as site plan approval or variations should be indicated in the narrative as well.
- A cost estimate or bid proposal for the proposed landscape material from a landscape architect, landscaper or landscape supply company.
- A copy of the original approved Landscape Plan indicting the location of all changes as well as the existing and proposed species. If you do not have the approved landscape plan, please request this from planning department staff prior to proposing changes.
- Site Plans, engineering, plat and other information indicating existing, and proposed grading, utilities and structures on the site may be required if not indicated on the landscape plan.