



## VILLAGE OF TINLEY PARK, ILLINOIS PLAT (SUBDIVISION, CONSOLIDATION, EASEMENT) 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 **Plat Approval** from the terms of the Zoning and Subdivision Ordinance as well as the Illinois Plat Act. 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 on any concept plans or ideas prior to making a submittal.

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- General Application form is complete and is signed by all property owner(s) and applicant (if applicable). Include all engineering and surveyor contact information.
- Ownership documentation is submitted for all affected properties and 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 properties must be disclosed.
- A written project narrative detailing the general nature and specific aspects of the proposal being requested. Details on any existing or proposed uses, grading, utility, use or other property changes, existing uses/tenants.
- A Plat of Subdivision/Consolidation/Easement of the property that is prepared by a register land surveyor and has all up-to-date structures and property improvements indicated.
- Plan/plat indicating existing and proposed grading, utilities and structures.
- Preliminary grading, public right-of-way, utility and other engineering information may be required to be submitted for a Plat of Subdivision depending upon the extent of the subdivision project and related improvements. Please see the Village of Tinley Park's Subdivision and Development Regulations for specific info and standards.
- Hearing fees differ based upon the request and the need for engineering and construction review and observation fees. An expected fee total will be provided upon initial review of the plans and final fee total will need to be paid prior to the scheduling of a public meeting.