## VILLAGE OF ALSIP PLAN COMMISSION

## REQUIREMENTS FOR A HEARING

- 1. Applications must be filed with the Village Clerk
- 2. Hearing date is set after application is referred by the Village Board to the Plan Commission; The Commission meets on the second and fourth Wednesday of the month as applications necessitate.
- 3. The following documentation is required for an initial hearing to seek preliminary approval or approval in concept:
  - a. Proof of Ownership
    - i. If ownership is in a trust a copy of the trust agreement for the property is required.
  - b. Original of latest paid tax bill.
- 4. TEN (10) copies of the original survey of the existing property:
  - a. Survey must be obtained from a licensed surveyor
  - b. Survey must show existing structures, if any, and their dimensions
  - c. Survey must show ALL EASEMENTS, SIDE YARDS AND DIMENSIONS DEDICATIONS AS MAY BE REQUIRED.
- 5. TEN (10) copies of each proposed lot with ALL EASEMENTS, SIDE YARDS, STRUCTURES (If any) AND ALL DIMENSIONS OF/ON SAID LOTS
- 6. A statement that any SEPTIC TANK or SEPTIC FIELD previously on the property has been destroyed. This statement must be signed by the owner and notarized-seal affixed.
- 7. If owner cannot be present at the hearing his/her representative must resent an affidavit from the owner authorizing said person to represent the owner. This statement must be signed by the owner, notarized and seal affixed.

## REQUIREMENTS FOR FINAL APPROVAL OF SUBDIVISION

- 1. Plat of named subdivision and ELEVEN (11) copies. Plat and copies MUST BE SIGNED.
- 2. Plat must be hand drawn in black in on tracing cloth. No stickons will be allowed.
- 3. THE FOLLOWING INFORMATION MUST BE ON THE MYLAR/PLAT
  - a. Waiver of assessment requirement in Village of Alsip, Illinois. See page 2
  - b. Correct Legal Description of property.
  - c. Surveyor's name, registration number, and seal.
  - d. Flood language
  - e. Lots must run in consecutive numbers
  - f. NAME AND ADDRESS OF OWNER AND PERMANENT TAX

    NUMBER MUST BE PART OF THE LANGUAGE ON MYLAR/PLAT;
    - i. If a mortgage, trust deed, or a deed in trust is in effect, consent must be obtained for the plat of subdivision of dedications therein.
  - g. All signatures and dates are to be signed in black ink, notarized-seal affixed.
- 4. All signatures and dates are to be affixed prior to Plan Commission approval and Village Board approval.
- 5. ALSIP CODE 2-105 2-C:

"In any proceedings, when upon inspection, the Commission is of the opinion that papers, documents or materials tendered do not comply, or applicant does not sufficiently set forth required material as directed, the Commission may decline to accept the application and defer the hearing until such times as all required material has been secured by this Commission"

		WING SHALI	BE SET FO	RTH ON THE MYLAR/PLAT	•
	State of Illinois	) ) ss.			
	<b>County of Cook</b>	,			
	The undersigned being the Titleholder of the Real Estate known as INSERT LEGAL				
	building permit waives and relea right to file obje	without full con ses for the titleh ctions to any spe subject premises	npliance with nolders, his he ecial assessme	County, Illinois, issuing it's the Subdivision Code, hereby eirs, successors or assigns, the ent proceedings that may hereafments pursuant to the Local Code.	fter
	In witness where before a Notary			ave affixed their hands and sea	ls
	SIGNED			NOTARY SEAL	
	SEAL			<del></del>	
highv (IDO	way or road unde	r the jurisdiction pprove the plat	n of the Illino of subdivision	rty which is adjacent to a state is Department of Transportation prior to recording. The follow	
respe plats, Depa	ect to a roadway a ," as amended. A	ccess pursuant plan that meets on Permits for A	to §2 of "An <i>A</i> the requirem	nent of Transportation with Act to revise the law in relation ents contained in the yays to State Highways" will be	
 Distr	ict Engineer		Dat	te	