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”
THE FOLLOWING SHALL BE SET FORTH ON THE MYLAR/PLAT

State of Illinois  )
                     ) ss.
County of Cook  )

The undersigned being the Titleholder of the Real Estate known as

________________________
SIGNED

________________________________
NOTARY ________________
SEAL

in consideration of the Village of Alsip, Cook County, Illinois, issuing its building permit without full compliance with the Subdivision Code, hereby waives and releases for the titleholders, his heirs, successors or assigns, the right to file objections to any special assessment proceedings that may hereafter be filed against subject premises for improvements pursuant to the Local Improvements Act of the Illinois Municipal Code.

In witness whereof the titleholder of record have affixed their hands and seals before a Notary Public this _____ day of _____, 20__.  

________________________
SIGNED

________________________________
NOTARY ________________
SEAL

****Whenever a plat of subdivision contains property which is adjacent to a state highway or road under the jurisdiction of the Illinois Department of Transportation (IDOT), IDOT must approve the plat of subdivision prior to recording. The following language is required on the Mylar/Plat;

This plat has been approved by the Illinois Department of Transportation with respect to a roadway access pursuant to §2 of “An Act to revise the law in relation to plats,” as amended. A plan that meets the requirements contained in the Department’s “Policy on Permits for Access Driveways to State Highways” will be required by the Department.

__________________________________________
District Engineer  

__________________________________________
Date