

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”

