



Village of Northbrook

FINAL PLAT APPROVAL WORKSHEET

In addition to submitting the *Formal Application* form for a final plat application, the Applicant must include the following information with your application. **An application for final plat approval cannot be submitted until final engineering plans for the proposed subdivision have been approved by the Village Engineer.** A final plat cannot be reviewed by the Village unless and until a complete application has been filed. All of the required application materials must be submitted to the Department of Development and Planning Services.

The initial submittal **MUST** contain:

- 7 collated copies of complete sets** of all application materials including the application form, required attachments, and folded full size plat/plan sheets
- 1 electronic version (PDF)** of all application materials submitted in a format as described on the last page of the Formal Application form.

REQUIRED MATERIALS FOR SUBMISSION

- Final Plat of Subdivision**
Per the standards as set out in Section 3-103 (B) of the Village of Northbrook Subdivision & Development Code.
- Legal Descriptions**
Legal descriptions for all lots involved in consolidation must be provided on the plat.
- Title Insurance Policy**
Provide title insurance policy or documents showing any relevant easement, covenant or other deed.
- Title Policy Report**
Provide current title policy report, or deed and title search.
- Accompanying Certifications**
Per the Section 3-103 (C) of the Village of Northbrook Subdivision & Development Code.
- Other Notations: Dedications and Restrictions**
Statements concerning the dedication of land or granting of easements, as shown on the plat, and any restrictions related thereto.
- Copy of Approved Tentative Plat**
- Copy of Approved Final Engineering Plans**
- Proposed Covenants and/or Association Documents**

Minor Subdivisions

Applications for minor subdivisions, involving no new public improvements, shall include all information required for final subdivision plats except that a copy of the approved tentative plat is not required.

COMPLIANCE WITH VILLAGE REGULATIONS

All applications will be reviewed to determine compliance with the following Village codes and regulations:

- Zoning Code
- Subdivision & Development Code
- Standards and Specifications Manual
- Tree Protection and Tree Preservation Ordinance
- Existing Conditions
- Restrictive Covenants
- Development Agreements
- All other applicable Village codes and regulations

The applicant is responsible for ensuring a submitted application includes all of the necessary submittal requirements and meets all applicable standards and requirements of the Village codes.

Village Departments Involved with the Review of Community Planning Applications

- Department of Development & Planning Services
 - Fire
 - Police
 - Public Works and Engineering
 - Village Attorney
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