



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:

- ☐ **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.