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## FINAL PLAT APPROVAL WORKSHEET

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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.

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### 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.