

# PLAT OF CONSOLIDATION CHECKLIST



Notwithstanding the required information and data listed on the **Development Application Form** and the **Invoice & Fee Worksheet**, the Director of Economic and Community Development, in his/her sole and absolute discretion, may waive one or more of these submittal requirements if deemed not applicable or upon written request by an applicant. Otherwise all materials must be submitted as required by Section 3-105(1) of the Oak Forest Subdivision Ordinance.

✓	SUBMITTAL REQUIREMENTS
<b>DOCUMENT STANDARDS</b>	
	<p><b>1. Two (2) hard copies</b> of 8.5x14 inches to 24x36 inches in size, with a scale no smaller than 1 inch = 50 feet (may be more than one sheet) which describe and identify the following. Each of the below shall be shown in sufficient detail and accuracy to locate and reproduce each upon the ground.</p> <ul style="list-style-type: none"> <li>a. Boundary of new lot to be created from consolidation in bold line weight</li> <li>b. Legal description of the new lot and the new pin</li> <li>c. Gross acreage of the new lot, to the nearest one-tenth acre</li> <li>d. Boundaries of existing lots to be consolidated in a lighter line weight</li> <li>e. Legal descriptions and property identification numbers (pins) of the existing lots to be consolidated</li> <li>f. Lot corners and monuments</li> <li>g. Permanent and temporary easements</li> <li>h. Public and private rights-of-way</li> <li>i. Other pertinent information, as deemed necessary by the City Engineer.</li> <li>j. Name and current mailing address of the person(s) who prepared the final plat</li> </ul>
	<b>2. One full-size electronic copy</b> in PDF format.
	<b>3. Transportation and Circulation System</b>
	<ul style="list-style-type: none"> <li>a. Location, name(s) and right-of-way and pavement width(s) of all existing streets and public and private cul-de-sacs within and adjacent to the property, and the government agency jurisdiction.</li> </ul>
	<b>4. Utility Information</b>
	<ul style="list-style-type: none"> <li>a. Existing widths and types of easements on the property and location and size of existing storm and drainage sanitary sewer, public water systems, and other public utility systems to which the Subdivision is proposed to be connected. If off-site easements are needed for such connections, a note shall be included on the preliminary plat.</li> </ul>
<b>REQUIRED CERTIFICATIONS</b>	
The city will provide template certifications upon request via email.	
	<b>1. City Treasurer:</b> indicating that there are no delinquent or current unpaid special assessments associated with the property.
	<b>2. County Clerk:</b> indicating that there are no delinquent or current unpaid special assessments or taxes associated with the property and that all applicable fees have been received. <i>Note: This is a stamp provided by the Cook County Clerk, and can be done immediately prior to recording with the Recorder of Deeds.</i>
	<b>3. Professional Land Surveyor:</b> an Illinois Professional Land Surveyor shall certify the following by signing and affixing his seal to the final plat of Subdivision: <ul style="list-style-type: none"> <li>a. The property has been surveyed and subdivided in accordance with a specific legal description;</li> <li>b. Certain monuments and iron pipes have been or are to be located on the property;</li> <li>c. Location of the property in relation to City of Oak Forest corporate boundaries, which has adopted an Official Comprehensive Plan; and</li> <li>d. Location of property in relation to Special Flood Hazard Areas, as identified by the Federal Emergency Management Agency on the most recent Flood Insurance Rate map.</li> </ul>
	<b>4. Property Owner(s) and Mortgagee(s):</b> All owners of the property and all mortgagees shall sign, as evidenced by the signature and seal of a notary public that they consent to the subdivision of the property.
	<b>5. School District:</b> indicating acknowledgement by the property owner(s) or mortgagee(s) of each of the school districts in which the subdivision is located