

MINOR PLAT of Subdivision CHECKLIST



A **Minor Subdivision** shall be defined as a subdivision of land into four (4) or fewer lots that:

- Does not contemplate or require any public street or utility extensions
- Does not contemplate or require the construction of any public improvements
- Does not contemplate or require any variations of the Zoning or Subdivision Ordinances

Notwithstanding the required information and data listed on the **Development Application & Fees** form, 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 if a written request for a waiver is granted. Otherwise all materials must be submitted as required by Section 3-104 of the Oak Forest Subdivision Ordinance.

✓ **SUBMITTAL REQUIREMENTS | as determined by staff**

DOCUMENT STANDARDS

1. **Two (2) hard copies** 8.5x14 inches to 24x36 inches in size, with a scale no smaller than 1 inch = 50 feet (may be more than one sheet). Each of the below shall be shown in sufficient detail and accuracy to locate and reproduce each upon the ground:

- a. subdivision boundaries,
- b. blocks, lots and outlots,
- c. lot corners and monuments,
- d. permanent and temporary easements,
- e. public and private rights-of-way, and
- f. other pertinent information, as deemed necessary by the City Engineer.
- g. State the name and current mailing address of the person(s) who prepared the final plat.

2. **One full-size electronic copy** in PDF format.

3. **Eleven (11) 11x17 inch copies** prior to Planning and Zoning Commission review, upon direction of staff.

REQUIRED CERTIFICATIONS

The city will provide template certifications upon request via email.

4. **Mayor:** indicating the date of approval of the plat by the Mayor and City Council of the City of Oak Forest.

5. **City Treasurer/Collector:** indicating that there are no delinquent or current unpaid special assessments associated with the property.

6. **Chairman of Plan Commission:** indicating the date of Plan Commission recommendation regarding the final plat.

7. **County Clerk:** 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. Note: This is a stamp provided by the Cook County Clerk, and can be done immediately prior to recording with the Recorder of Deeds.

8. **School District:** indicating acknowledgement by the property owner(s) or mortgagee(s) of each of the school districts in which the subdivision is located

9. **Professional Land Surveyor:** an Illinois Professional Land Surveyor shall certify the following by signing and affixing his seal to the final plat of Subdivision:

- a. The property has been surveyed and subdivided in accordance with a specific legal description;
- b. Certain monuments and iron pipes have been or are to be located on the property;
- c. Location of the property in relation to City of Oak Forest corporate boundaries, which has adopted an Official Comprehensive Plan; and
- 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.

10. **Property Owner(s) and Mortgagee(s):** 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.

	<p>11. Design Engineer and Property Owner: If the subdivision and site development of the property will alter surface drainage patterns, the applicant's design engineer shall sign the plat and certify that the subdivision design adequately accounts for changes in the drainage of surface in accordance with the Illinois Plat Act, 765 ILCS 205/1 et seq.</p>
--	---

AS APPLICABLE – REQUIRED CERTIFICATIONS
 The city will provide template certifications upon request via email.

	<p>12. Illinois Department of Transportation: if the property will have access onto a State Highway, indicating that such access is approved.</p>
	<p>13. County Highway Department: if the property will have access onto a County Road or Highway, indicating that such access is approved.</p>
	<p>14. Illinois Department of Transportation, Division of Water Resources: if the property proposes to subdivide any land bordering or including any public waters of the State of Illinois in which the State has any property rights or property interests, indicating the limits of the public interest in the property, if any.</p>
	<p>15. Other Notations: Dedications and Restrictions: The final plat shall also include statements, in a form approved by the City Administrator, concerning the dedication of land or granting of easements, as shown on the plat, and any restrictions related thereto.</p>