



# Village of Northbrook

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## TENTATIVE PLAT OF SUBDIVISION WORKSHEET

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In addition to submitting the *Formal Application* form for a tentative plat of subdivision application, the Applicant must include the following information with your application. A tentative plat of subdivision 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 & Planning Services.

**The initial submittal MUST contain:**

- 8 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.

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### REQUIRED MATERIALS FOR SUBMISSION

- Written Explanation of Request**  
Provide a letter or written statement explaining the proposed subdivision, the proposed subdivision name for file identification, and a description of the property location.
- 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.
- Statement of Justification for Subdivision Variations**  
If the applicant is requesting a variation of the standards of the Village of Northbrook Subdivision and Development Code, a written statement of need for the requested subdivision variation is required.
- School District(s), Park District(s), and Sanitary and Drainage District(s)**  
Provide the names of the school district(s), park districts(s), and sanitary and drainage districts within which the property is located.
- North Cook County Soil and Water Conservation District Application**  
If the property exceeds two (2) acres in size, evidence of an application to the North Cook County Soil and Water Conservation District requesting preparation of Natural Resources Assessment Report is required.
- Proposed Tentative Plat of Subdivision**  
A proposed tentative plat of subdivision pursuant to Section 3-101 (B) of the Subdivision and Development Code must be provided. The tentative plat must contain the following information. Specific details of these requirements can be found in Section 3-101 (B).
  1. General Graphic Standards of Tentative Plat of Subdivision
  2. General Subdivision Information
  3. Transportation and Circulation System
  4. Environmental Information
  5. Utility Information
  6. Other information as deemed necessary and reasonable for the review of any tentative Subdivision application may be requested by the Village Manager, Village Engineer, Plan Commission or Board of Trustees.

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**Preliminary Engineering and Tree Preservation Plans**

The following plan sheets or a combination of the following sheets must be included with a tentative plat application:

- Title & Note Sheet
- Preliminary Grading and Erosion Control Plan
- Stormwater Calculations
- Preliminary Utility Plan
- Existing Conditions, Preliminary Tree Removal/Preservation, and Demolition Plan
- Preliminary Landscape Plan

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**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**

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