



THE VILLAGE OF
OAK LAWN

ZONING & PLANNING COMMISSION PROCEDURES

The Zoning & Planning Commission meets twice a month, the **first and third Monday of each month at 7:30pm**, in the second floor auditorium of the Municipal Center located at 9446 Raymond Avenue. The petitioner is required to be in attendance at the meeting where the request will be discussed and voted on for recommendation to the Board of Trustees for approval.

The **Board of Trustees** meets twice a month, the second and fourth Tuesday of each month at 7:30pm & 9:00am respectively, in the second floor auditorium of the Municipal Center. The petitioner, and/or representative, is asked to be in attendance at this meeting should there be any additional questions.

Deadline: submit completed documents, along with any additional documentation (such as the surveyor's documents - see below), to the Department of Engineering, Planning and Development **no later than 20 days prior to the date of the Zoning & Planning Commission meeting.**

Fees: for a 2-lot subdivision or a consolidation, there is a **\$150.00** filing fee required upon submittal of the documents --- if there are any variations associated with the subdivision request, an additional **\$25.00** is required for a legal notice to be published in a local newspaper. (The filing fee is \$250.00 for 3-10 lot subdivisions.)

Surveyor's Documents: the petitioner is required to have a surveyor prepare the following documents for the meeting: a.) a Plat of Subdivision or Consolidation (mylar); b.) a Plat of Survey for each lot showing the lot **prior** to subdivision; c.) a Plat of Survey for each lot showing the lot **after** subdivision; and, d.) a surrounding area sketch showing the surrounding lots and dimensions which are located within a 300' radius of the subject property. (20 copies of each document is needed for distribution to the Zoning & Planning Commission and Staff)

Consolidations with no variations: can be approved administratively by the Director of Engineering, Planning and Development. Only three copies of the surveyor's documents are required. Please note that in this case, no certifications are necessary for Zoning & Planning Commission and the Village President. However, there will need to be a certification for the Director to sign.

Recording: when a subdivision or consolidation has been approved by the Board of Trustees, the petitioner is contacted to pick up the mylar and bring it to the County for them to research taxes for the property and stamp the mylar stating that the taxes have been paid to date (please note: they may charge a fee to do this search). The County Building is located at 118 North Clark - Room 434. Return the mylar to the Department of Engineering Planning and Development for recording. The Village is designated to record the Plat of Subdivision or Consolidation (mylar). There is a recording fee (\$257.00 for a consolidation, \$259.00 for a 2-lot subdivision, etc.) due when picking up the mylar from the Department of Engineering, Planning and Development.

Please note: there is a signature block on the mylar for the "owner(s)" of the property to sign. The owner may be an individual, bank or mortgage company. Do not sign until before a notary public - the signature(s) will need to be notarized. The owner's signature should be on this document prior to bringing to the County Building for tax stamp.

Application Form: to complete this form, the petitioner will need to decide on, and fill in, the name of the subdivision or consolidation. (Make sure to let your surveyor know what name you chose for your Plat of Subdivision or Consolidation). Write in the address of the subject property or properties and the tax numbers for each property. Write in the full legal description for the subject property or properties along with the titleholder's, petitioner's, and surveyor's name, address, and phone number. The petitioner(s) and the titleholder(s) signatures are required on this document.

Findings of Fact Form: this is a questionnaire pertaining to the variation(s) being requested. Please keep this in mind when answering the questions. Fill in the top portion of this form with the name and address of petitioner, the address of the property, and the variation(s) being requested. This form also requires the petitioner's signature and date. Disregard this form if no variations are associated with the subdivision/consolidation.

Notification Process: whenever a petitioner is appearing before the Zoning & Planning Commission with a subdivision/consolidation request that has any variations associated with it, the Department of Engineering, Planning and Development is responsible for mailing notifications to the taxpayers of record who own property abutting the property.

Trust Form: completed by Bank should the property be in a trust. Disregard if property is not in a trust.

If there are any questions on the above-mentioned procedures, you may contact the Department of Engineering, Planning and Development at 708/499-7800.



CHECKLIST FOR PETITIONER'S SURVEYOR

Does the Plat of Subdivision or Consolidation contain the following information:

- Name of subdivision or consolidation indicated?
- Exact legal description of property?
- Scale shown on Plat?
- Date Plat was drawn?
- North arrow indicated?
- Boundary lines of subdivision or consolidation with length, bearing, radii and angles shown?
- Relationship of subdivision or consolidation to section lines indicated?
- Location, width, and names of streets indicated?
- Existing easements or other encumbrances indicated?
- All required easements and dedications shown?
- All lots numbered and exact dimensions shown?
- Building setback lines indicated?
- All watercourses and flood levels shown, if necessary?
- 5' contours shown, if required?
- Location and reference of all monuments indicated?
- Surveyor's certification signed?
- Owner's certification and notary public indicated?
- Village Clerk's certification for special assessments indicated?
- Village's certification for the Planning & Development Commission Chairman indicated?
- Village's certification for the Board of Trustees indicated?
- Surveyor's statement (in his/her certification) designating the Village of Oak Lawn as the "person" designated by the land surveyor to record the Plat of Subdivision or Consolidation?

Does the Surrounding Area Sketch contain the following:

- Does the sketch cover 300' in all directions?
- Is the proposed subdivision or consolidation properly shown?
- Are all occupied lots and their approximate sizes shown?

Please Note: the petitioner is required to have a surveyor prepare the following documents for the meeting: a.) a Plat of Subdivision or Consolidation (mylar); b.) a Plat of Survey for each lot showing the lot prior to subdivision; c.) a Plat of Survey for each lot showing the lot after subdivision; and, d.) a surrounding area sketch showing the surrounding lots and dimensions which are located within a 300' radius of the subject property.

(20 copies of each document is needed for distribution to the Zoning & Planning Commission and Staff)



Village of Oak Lawn
 9446 South Raymond Avenue
 Oak Lawn, IL 60453-2449
 Phone #: 708/499-7800
 FAX #: 708/499-7823

FOR OFFICE USE ONLY	
Subdivision No. _____	_____
Date Received _____	_____

THE VILLAGE OF
OAK LAWN

APPLICATION FOR APPROVAL OF SUBDIVISION

Application for: Preliminary Approval
 Final Approval

Subdivision Name: _____

Common Description of Property (Street Address or Location): _____

Real Estate Index No(s): _____

Legal Description of Property to be Subdivided:

Titleholder: Name _____
 Address _____
 City, State, Zip _____ Phone: _____

Petitioner: Name _____
 Address _____
 City, State, Zip _____ Phone: _____

Surveyor: Name _____
 Address _____
 City, State, Zip _____ Phone: _____
 Registration No. _____

Signature of Titleholder

Signature of Petitioner

DO NOT WRITE BELOW THIS LINE

Class of Lots: Class 1 Class 2 Class 3 Class 4 Class 5

Subdivision No. _____
 No. of Lots _____
 Zoning _____
 Meeting Date _____

Fee for Preliminary / Final Approval

1-2 Lots \$ _____
 3-10 Lots \$ _____
 Other \$ _____
 Total Fee \$ _____



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Village of Oak Lawn
9446 South Raymond Avenue
Oak Lawn, IL 60453-2449
Phone #: 708/499-7800
FAX #: 708/499-7823

**FINDINGS OF FACT - JUSTIFICATION
FOR THE GRANTING OF A VARIATION**

PETITIONER:
(Name & Address)

COMMON ADDRESS OF PROPERTY THAT IS SUBJECT TO YOUR VARIATION REQUEST:

VARIATION(S) BEING REQUESTED:

PURSUANT TO STATE STATUTE AND THE OAK LAWN VILLAGE CODE, CERTAIN FINDINGS OF FACT MUST BE MADE BEFORE A VARIATION CAN BE GRANTED. IN THAT REGARD, PLEASE PROVIDE A DETAILED RESPONSE TO EACH OF THE FOLLOWING QUESTIONS:

1.) What practical difficulties or particular hardship prevents you from fully complying with all applicable requirements of the Village Code without the variation(s)? _____

2.) Why can the property not yield a reasonable return without the requested variation(s)? _____

3.) What unique circumstances, not caused by your own actions, make the requested variation(s) necessary?

4.) Why will the requested variation(s), if granted, not alter the essential character of the surrounding neighborhood? _____

THIS COMPLETED FORM MUST BE SUBMITTED WITH YOUR VARIATION PETITION.

Signature of Petitioner: _____

Date: _____

