

# Checklist

**All Subdivision submittals must complete a Plan Check prior to submitting final exhibits.**

## Step 1: Plan Check

Please submit 1 of each of the following to staff for review. Staff will contact you with review comments within 10 business days of receiving your application.

- Final Subdivision Application
- Application fee
- Proof of ownership
- Letter from the surveyor authorizing the Village of Glenview to record the Final Subdivision Plat
- 3 full-sized copies of the proposed Final Plat of Subdivision
- 3 full-sized copies of the existing Plat of Survey

## Step 2: Final Exhibit Submittal (see calendar)

- PDFs: A digital copy of each of the below exhibits
- 15 full-sized Bond copies of the Final Plat of Subdivision folded to 8 ½ x 11
- 1 copy of the following exhibits:
  - 11" x 17" Bond Copy of Final Plat of Subdivision
  - 8.5" x 11" Copy of Final Plat of Subdivision
  - 11" x 17" Bond Copy of Final Plat of Survey
  - 8.5" x 11" Copy of Final Plat of Survey

## Step 3: Final Mylar Submittal (occurs after the Board of Trustees meeting)

- 1 copy of the following exhibits:
  - Full-sized executed Mylar of the Final Plat of Subdivision
  - Executed original copy of Covenant Agreement (if applicable)



## Plan Commission 2014 Calendar

Final Exhibit Deadline (Step 2)	PC Meetings @ 7:00 p.m.
01/03	01/14
01/17	01/28
01/31	02/11
02/14	02/25
02/28	03/11
03/14	03/25
03/28	04/08
04/11	04/22
05/02	05/13
05/16	05/27
05/30	06/10
06/13	06/24
06/27	07/08
07/11	07/22
08/01	08/12
08/15	08/26
08/29	09/09
09/12	09/23
10/03	10/14
10/17	10/28
10/31	11/11
12/05	12/16

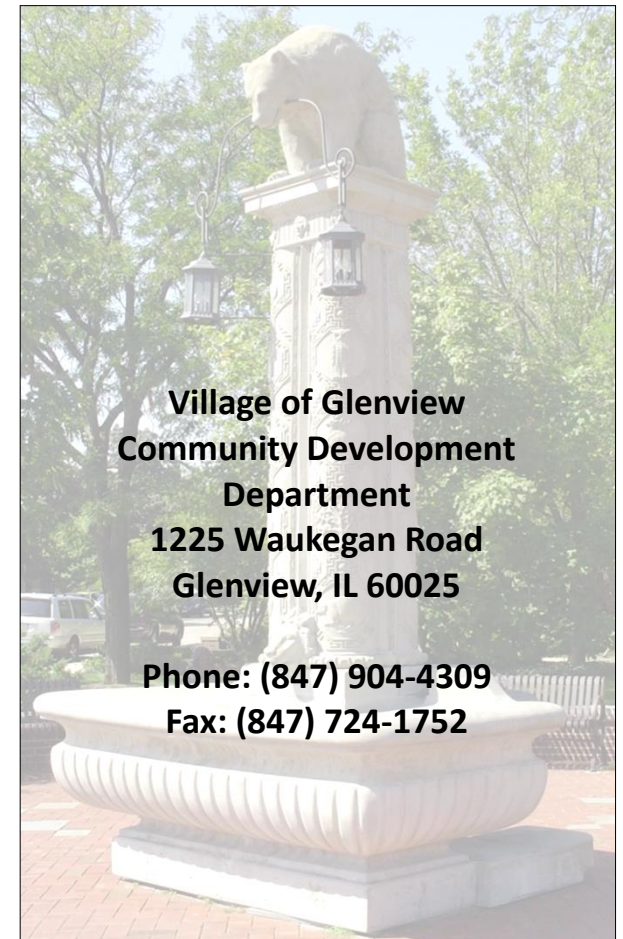
**Meeting availability depends on case load.  
AN INCOMPLETE APPLICATION WILL CAUSE DELAYS.**

# Final Subdivision



## Application Form

Application Fee: \$225 + \$5 per lot  
Recording Fee: \$128 + \$2 per lot



# Final Subdivision Application

## Applicant Information

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

## Project Information

Project Name:

Project Address:

Existing Zoning:

Proposed Zoning:

## Property Owner Information (if different than Applicant)

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

## Project Manager Information

The person listed as the Project Manager will be the primary point of contact for staff to answer any necessary questions, provide additional information, and will receive copies of the meeting materials (agenda and staff memo).

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

## Disclosure

As the undersigned, I hereby attest that I have full legal authorization to file this application. I certify that the information and exhibits submitted herewith are true and correct. I agree to be bound by conditions of approval which may result from the Village's consideration of my application while reserving my right to oppose or present evidence to object to any proposed condition during any hearing regarding this or a related application. I authorize the Village to make any plans associated with this petition available for public view including posting of plans to the Village's website. I hereby acknowledge my understanding that no building permits will be issued by the Village of Glenview until all related reviews have been completed and all approvals have been granted and an executed final subdivision Mylar has been submitted for recording, if applicable.

Signature of Applicant:

Signature of Property Owner:

Signature of Project Manager: