



**VILLAGE OF TINLEY PARK  
APPLICATION FOR SITE PLAN APPROVAL**

**APPLICATION REQUIREMENTS**

A complete application for Site Plan Approval consists of the following items submitted in a comprehensive package:

1. The application form, completed and signed by the property owner(s) of record or their authorized agent.
2. A written project narrative describing the general nature of the project and outlining specific aspects of the proposal.
3. A recent Plat of Survey of the subject property. This survey must have been prepared by a registered Illinois Land Surveyor, and include all existing structures and improvements on the subject property.
4. Plans and any other information pursuant to the Submission Checklist (separate document).
5. Completed Contact Information Form (separate document).

**An application will not be accepted or processed until all of the items above have been submitted.**

Questions regarding this process or application requirements may be directed  
to the Planning Department at 708-444-5100.

**VILLAGE OF TINLEY PARK**  
**PROCESS OUTLINE FOR FAÇADE IMPROVEMENT GRANT APPLICATION SUBMISSION**

1. Schedule a meeting with the Planning Department staff to review feasibility of proposal and discuss façade improvement plans. Please call 708-444-5100.
2. Submit plans and support documentation for Staff Review per the attached checklist. In the case of extensive exterior building modifications and/or additions, Staff will perform a Staff Review of the proposed façade improvements and plans will be distributed and reviewed by Village Departments (Building Department, Fire Department, Police Department, Public Works Department, as well as the Village's Engineering Consultant and Landscaping Consultant).

Please allow a minimum of 10 business days for the Staff Review process. A comprehensive letter including comments and recommendations from all reviewing departments and consultants will be forwarded to the Applicant/Agent by regular mail.

3. If requested by Staff, submit response letter indicating responses to all identified comments in Staff Review letter; also submit revised plans.
4. Planning Department Staff will coordinate with MainStreet Commission to distribute plans to the Commissioners prior to the meeting date for their consideration. The Applicant/Agent's attendance is required to provide a brief synopsis of the major aspects of the proposal and to answer any MainStreet Commission members' questions. MainStreet Commission meetings are held the \_\_\_\_\_ of the month (except holidays) at \_\_\_\_\_ p.m. in the Kallsen Center of the Village Hall, 16250 South Oak Park Avenue, Tinley Park (enter on the north side).
5. Provided the MainStreet Commission consideration concludes satisfactorily, the Applicant/Agent will then attend a second meeting with the MainStreet Commission. Generally, the MainStreet Commission will then make a determination. Depending upon the type and nature of the proposal, the MainStreet Commission may be acting in a recommendation making capacity, or may be acting as the final authority over the Façade Improvement Grant approval.
6. Planning Department Staff will schedule the item for consideration by the Village Board. The Village Board meets on the 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Tuesdays of the month (except holidays) at 8:00 p.m. in the Council Chambers of Village Hall (enter east door). This meeting is typically scheduled within two weeks of the recommendation of the Plan Commission.
7. The Village Board will review the proposal and consider approval based upon the recommendation of the MainStreet Commission. If Façade Improvement Grant is approved, the project may move to building/construction/occupancy permitting with the Building Department. Questions concerning the permitting process may be directed to the Building Department at 708-444-5100.

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The above information is intended as an outline of the approval process  
and is neither mutually exclusive nor inclusive.

A more detailed account of the process and application requirements may be found in the  
Village's Zoning and Subdivision Ordinances.

Questions may be directed to the Planning Department  
Village Hall, 16250 South Oak Park Avenue, Tinley Park, Illinois  
708-444-5100

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**VILLAGE OF TINLEY PARK**  
**CHECKLIST FOR FAÇADE IMPROVEMENT GRANT PLAN SUBMISSION**

Plan Submission for Staff Review requires \_\_\_\_\_ copies (size 11" x 17") of the following plans:

1. Plat of Survey of existing conditions.
2. Building elevations of all four sides of all buildings; also include trash enclosure. Note that the elevations should be fully dimensioned including height, width and depth of all major building elements and components, as well as identification of all building materials.
3. Colored renderings of proposed façade improvement.
4. Samples of all exterior building materials including, but not limited to, bricks (include model and color ID numbers); light fixtures; windows and moldings; shutters; awnings, etc. *Material samples may be submitted after initial staff review but prior to placement on a MainStreet Commission agenda.*

Landscape plan as required by the Village's Landscape Ordinance, including:

- Bufferyards (note that bufferyards are distinct from building and parking setbacks, and are dependent upon adjacent uses);
- Parking lot landscape islands,
- Screening/fencing locations;
- Berms if proposed;
- Plant lists including Latin and common names, number of each planting material to be provided, size at planting, etc.; and
- Additional information such as screening/fencing materials, plans and specifications; planting schedule; etc.

**In the case of extensive exterior modifications and/or additions, please submit the following:**

1. Site Plan of proposed conditions, including:
  - Fully dimensioned property boundaries;
  - All building elements and physical improvements;
  - Setbacks from all property lines, measured at right angle to property line at the closest points; and
  - Identification as to whether all elements are "Existing" or "Proposed."
- 2.. If applicable, dimensioned floor plans of all building levels, even if conceptual in nature at this preliminary stage. Submission of a floor plan will aid in the calculation of minimum parking requirements, etc.

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This above information is intended as an outline of the submission requirements  
and is neither mutually exclusive nor inclusive.

A more detailed account of the process and application requirements may be found in the  
Village's Zoning, Building, Subdivision and Landscape Ordinances.

Questions may be directed to the Planning Department  
Village Hall, 16250 South Oak Park Avenue, Tinley Park, Illinois  
708-444-5100

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