

Annexation Plat Format Guidelines

Last Revised: 12/11/2015

Section One: Format of the Document

1. A 24" x 36" document size, as a Pdf digital file provided on a CD along with any other submittal documents and paper copy(s) folded to approximately 8.5" x 11" size. Within 30 days after final approval - One (1) executed Mylar (OR if in Will County - Two (2) executed Mylars) are required to be submitted.
2. Drawn to an accurate engineering scale and shall not be greater than 1" to 100'
3. Titled "Plat of Annexation to the City of Aurora" at the top center of first page, in the Title Bar and Development Data Table
4. Short Legal Description, Section(s), Township(s) and Range number(s) located under the Title.
5. Title Bar or Block on each page
6. Development Data Table (see format below), located at lower right-hand corner of first page.
7. A label (in a large font) of "City Resolution: _____ Passed on: _____" located near the upper right-hand corner of the first page.
8. Full Legal Description.
9. Scale, located on the first page
10. North Arrow, located on each page
11. Legend of Symbols used on the Document, located on the first page.

Section Two: Data Requirements

1. Title Bar or Block, should contain the following information:
 - a) Plan Drafter Company name and address
 - b) Owner's name and address
 - c) Petitioner's name and address
 - d) Original and revision dates of the Document
2. Development Data Table should contain the following information:
 - a) Tax/Parcel Identification Number(s) (PINs)
 - b) Total acreage and square footage of land and right-of-way to be annexed.

Section Three: Depicted on the Document

1. External boundary data including all dimensions, angles, bearings.
2. Location and description of concrete monuments
3. Existing internal right-of-way(s) including the name and width and the "Per Document Number" being the county recording number for the right of way dedication.
4. Existing adjacent right-of-way(s) including the name and the "Per Document Number" being the county recording number for the right of way dedication.
5. "HEREBY ANNEXED" text located over the area to be annexed with lines/arrows distinguishing said annexation boundary.
6. Existing City of Aurora/another Municipal corporate limits using slash lines (///).

Section Four: Signature Certificates, Statements and Easement Provisions

1. Certificates
 - a) Surveyor's Certificate (Signature Blocks - Appendix A1)
 - b) City Clerk's Certificate (Signature Blocks - Appendix J1)
 - c) County Recorder's Certificate (Signature Blocks - Appendix K2)
2. Statements

- a) No Statements are required on this document
- 3. Easement Provisions
 - a) No Easement Provisions are required on this document

Section Five: The following items should NOT appear on the Document

- 1. Any public or private improvements including but not limited to: utilities, sidewalks, streets, driveways, parking lots; building pads
- 2. Topography data

Section Six: Format Sample

Development Data Table: Annexation Plat		
<u>Description</u>	<u>Value</u>	<u>Unit</u>
a) Tax/Parcel Identification Number(s) (PINs):		
b) Subject Property being Annexed		Acres
		Square Feet