

Plat of Dedication 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 at the top center of first page, in the Title Bar and Development Data Table
"Plat of _____ Dedication"
(*Easement or Right of Way*)
4. Title Bar or Block on the right hand side or at the bottom of each page
5. Development Data Table located at lower right-hand corner of first page.
6. A label (in a large font) of "City Resolution: _____ Passed on: _____" located near the upper right-hand corner of the first page
7. Scale, located on the first page
8. North Arrow, located on each page
9. Legend of Symbols used on the Document, located on the first page.
10. Full Legal Description(s) of area(s) being dedicated.

Section Two: Data Requirements

1. Title Bar or Block, should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and 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 be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and contain the following information:
 - a) Tax/Parcel Identification Number(s)
 - b) Acres and Square Feet of area(s) being dedicated.

Section Three: Depicted on the Document

1. Existing Conditions including:
 - a) Subject Property External boundary data including all dimensions, angles, bearings.
 - b) Location and description of concrete monuments.
 - c) 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.
 - d) 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.
 - e) Existing easement(s) including the type/purpose, width and the "Per Document Number" being the county recording number for the easement dedication.
2. Proposed Conditions including:
 - a) Proposed right-of-way dedications with the approved Street Name, accurate dimensions, bearings, radii, arcs and central angles of all curves and including a label of "HEREBY DEDICATED FOR PUBLIC RIGHT-OF-WAY" located over the area to be dedicated.

- b) Proposed easement locations including the type/purpose, accurate dimensions (including width), and with a label of “___ FOOT _____ EASEMENT HEREBY GRANTED” located over the area being granted. *(type/purpose)*
- c) All Easement types/purposes should have a corresponding Easement Provision included on the Plat and all Easement Provisions should have a corresponding location.

Section Four: Signature Certificates, Statements, and Easement Provisions

- 1. Certificates (when appropriate)
 - a) Surveyor's Certificate (Signature Blocks - Appendix A2)
 - b) Owner's Certificate (Signature Blocks - Appendix C1, C2, and C3)
 - c) Mortgage Certificate (Signature Blocks - Appendix F) when appropriate
 - d) City Engineer's Certificate (Signature Blocks – Appendix G)
 - e) City Clerk's Certificate (Signature Blocks - Appendix J2)
 - f) When dedicating right of way - County Clerk's Certificate (Signature Blocks - Appendix K1)
 - g) County Recorder's Certificate (Signature Blocks - Appendix K2)
- 2. Statements
 - a) No Statements are required on this document
- 3. Easement Provisions
 - a) If easements are being Dedicated pursuant to this document then Easement Provisions are required on the 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