

Plat of Vacation Format Guidelines

Last Revised: 12/11/2015

Section One: Format of the Document

1. 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 _____ Vacation"
(*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 Ordinance: _____ 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 vacated.

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 vacated.

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) "HEREBY VACATED" text located over the area to be vacated with lines/arrows distinguishing said boundary.

Section Four: Signature Certificates, Statements and Easement Provisions

[Click Here](#) for examples of these blocks

1. Certificates

- a) Surveyor's Certificate (Signature Block - Appendix A6)
- b) City Engineer Certificate (Signature Block - Appendix G)
- c) City Council Certificate (Signature Block - Appendix I)
- d) City Clerk's Certificate (Signature Block – Appendix J4)
- e) County Clerk's Certificate (Signature Block - Appendix K1)
- f) County Recorder's Certificate (Signature Block - Appendix K2)
- g) Franchise Certificate (Signature Block – Appendix M)

2. Statements

- a) No Statements are required on this document

3. Easement Provisions

- a) No Easement Provisions are required on this document

Section Five: Most Common Mistakes

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