

Final 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 "Final Plat of _____" at the top center of first page, in the Title Bar and Development Data Table (subdivision name)
4. Short Legal Description, Section(s), Township(s) and Range number(s) located under the Title.
5. Title Bar or Block on the right hand side or at the bottom of each page
6. Development Data Table 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. Scale, located on the first page
9. North Arrow, located on each page
10. Legend of Symbols used on the Document, located on the first page.

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) (PINs)
 - b) Total acreage and square footage of the Subject Property
 - c) Total acreage and square footage of proposed easements
 - d) Total acreage and square footage, and linear feet of proposed right-of-way dedication

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 lots with dimensioned lot lines; lot number (NO LETTERS ALLOWED); acreage and square footage; and setback lines with dimensions for all lot lines.
 - b) 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.

- c) 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)*
- d) All Easement types/purposes should have a corresponding Easement Provision (see 4.3 herein) included on the Plat and all Easement Provisions should have a corresponding location.

Section Four: Signature Certificates, Statements, and Easement Provisions

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

- 1. Certificates
 - a) Surveyor’s Certificate (Appendix A3)
 - b) Owner’s Certificate (Appendix E1, E2, and E3)
 - c) Mortgage Certificate (Appendix F) *required only when the subject property is mortgaged, a certificate is required for EACH mortgagee.*
 - d) City Engineer’s Certificate (Appendix G)
 - e) Planning Commission Certificate (Appendix H)
 - f) City Council Certificate (Appendix I)
 - g) County Clerk’s Certificate (Appendix K1)
 - h) County Recorder’s Certificate (Appendix K2)
 - i) Certificate of County Engineer (Appendix L1) *required only when the subject property abuts a roadway under County jurisdiction*
 - j) Illinois Department of Transportation Certificate (Appendix L2) *required only when the subject property abuts a roadway under State jurisdiction*
- 2. Statements
 - a) Surface Water Statement (Appendix N)
- 3. Potential Easement Provisions
 - a) Screen Planting Easement (Appendix P)
 - b) Stormwater Control Easement (Appendix R)
 - c) City Easement (Appendix T)
 - d) Ingress/Egress Easement (Appendix Q)
 - e) City Watermain Easement (Appendix U)
 - f) City Well Easement (Appendix V)
 - g) Fire Separation Easement (Appendix W)
 - h) Fire Lane Easement (Appendix X)

Section Five: Most Common Mistakes

The following items should NOT appear on the Document:

- 1. Bulk Restrictions Table
- 2. Any public or private improvements including but not limited to: utilities, sidewalks, streets, driveways, parking lots; building pads
- 3. Topography data
- 4. Locations of the Plan Description Parcel(s)
- 5. Any vacation of right-of-ways or easements would need to be on a separate plat.
- 6. Existing and Proposed Vegetation and plantings should NOT be shown on this plan – This should be including with the Landscaping Plan.
- 7. Details and Elevations for signage, fencing, or trash enclosure – details (other than height, location, and setback from all property lines) should NOT be shown on the plan but should be included with the Building Elevations and Signage Document.
- 8. All setbacks should be labeled simply “Setback Line” verses “Building Setback Line” or “Parking Setback Line” or “Signage Setback Line” etc.
- 9. Location maps – should be removed.
- 10. Remove School District Statement – this requirement is being met by the language in the Owner’s Certificate.