

## Appendix E - Final Plat Specifications

### General Description

A Final Plat is the document which is ultimately filed for the record in the Recorder's Office. It shows all lots, easements, streets, and other dedicated areas. The Final Plat also indicates items such as building setback lines, restrictions for septic systems and any ingress and egress restrictions.

During construction of a subdivision, the information on the Final Plat will be supplemented by the engineering plans. After construction has been completed, however, the only document which will be retained indefinitely is the Final Plat. Therefore, a Final Plat must indicate any information which may be needed in the future concerning a particular subdivision.

Where unusual terrain or the existence of a lake, river or railroad makes strict conformance with the requirements of this Appendix impractical, the Planning and Zoning Commission may recommend minor deviations from said requirements.

### General Final Plat Requirements

A Final Plat shall be prepared in accordance with the following general requirements.

- A. The Final Plat shall be drawn in accordance with the approved Tentative Plat.
- B. The Final Plat shall be drawn in ink on suitable mylar drafting film. A photo reproduction on mylar is acceptable. "Stick-ons" shall only be allowed for utility easement certification, acceptable to the County Recorder of Deeds. The reproduction shall be either photographic or "Xerox"; "sepias" are not acceptable.
- C. The plat shall be labeled as a Final Plat, and show the name of the subdivision with the township name underneath.
- D. The zoning classification of the property being subdivided shall be indicated on the plat.
- E. The Plat shall be drawn to a scale of 100 feet to 1 inch. However, a larger scale may be used if desired for a proper exhibit of the subdivision. The maximum sheet size shall be 24" x 36", but more than one sheet may be used if necessary. All hand lettering shall be legible and at least 1/10" high in size. All typed or printed lettering shall be at least the same size as "pica 12".
- F. The plat shall include a correct survey of the property being subdivided, including a legal description.

- G. A North arrow, the scale and all section and quarter-section lines shall be indicated on the plat.
- H. The lines and dimensions of all adjoining properties, and the names, lines and dimensions of all adjoining roads, streets and alleys shall be shown.
- I. All dimensions, linear, curvilinear and angular, necessary to properly re-survey, shall be shown, with linear dimensions in feet and decimals of a foot. (*See Section 1616.2*).
- J. **Subdivision Monument Requirements.** Each new subdivision shall be provided with monuments located and described on the Final Plat in the manner required by the *Plat Act (765 ILCS 205/0.01 et seq.)*. (*See Section 1616.3*).
1. **Permanent Monuments.** Reference must be made upon the plat to known and permanent monuments from which future surveys may be made.
  2. **External Boundary Monuments.** The surveyor must, at the time of making his survey, set in such manner that they will not be moved by frost, good and sufficient monuments marking the external boundaries of the tract to be divided or subdivided and must designate upon the plat the points where they may be found. These monuments must be placed at all corners, at each end of all curves which change its radius, at all angle points in any line, and at all angle points along a meander line, the points to be not less than 20 feet back from the normal water elevation of a lake or from the bank of a stream; except that when such corners or points fall within a street, or proposed future street, the monuments must be placed in the right-of-way line of the street. Two of the monuments must be of stone or reinforced concrete and must be set at opposite extremities of the property being platted.
  3. **Internal Boundary Monuments.** All internal boundaries, corners and points must be monuments in the field by like monuments as defined above. These monuments must be placed at all block corners, at each end of all curves, at the points where a curve changes its radius, and at all angle points in any line. All lots must be monumented in the field with 2 or more monuments.
  4. **Suggested Materials.** Apart from the requirements for 2 concrete or stone monuments, the Plat Act does not give specifications for monuments. The following standards are suggested by the Village.
    - a. **Concrete or Stone Monuments.** 2 ½ feet square at the bottom and 4 inches square at the top. Stone is considered superior to concrete because of the tendency of concrete toward spalling and early deterioration.

- b. **Pipe.** 2 feet long and 2 inches in diameter.
  - c. **Iron Stakes.** At least ½ inch in diameter and 2 feet long. (Note: use for internal boundary monuments only).
  
- K. A certificate, to be signed by the surveyor, shall be placed on the Final Plat to indicate that all monuments required by the Plat Act have been set and properly described on the Final Plat. (*See Appendix S*).
  
- L. All required certificates shall be placed on the plat. (*See Appendix S*).
  - 1. Certificate indicating approval by Village
  - 2. Certificate indicating compliance with School and Municipal Developer Donation Requirements
  - 3. Owners Certificate and Notary Certificate
  - 4. Surveyor's Certificate
  - 5. Certificate regarding Flood Hazard
  - 6. Certificate regarding monuments
  - 7. Local Health Department Certificate
  - 8. County Clerk's Certificate
  - 9. Village Engineer's Certificate
  - 10. Board of Trustees' Certificate
  - 11. Recorder's Certificate
  - 12. Easement Crossing Certificate
  
- M. The easement requirements of each Utility and CATV company shall be determined, and all required Utility and CATV easements indicated on the plat. Other required easements such as drainage, stormwater detention and retention, road construction and maintenance, and pedestrian way easements (if needed) shall also be shown on the plat. Each easement shall be adequately dimensioned and its purpose clearly indicated.
  
- N. A list of all districts, such as post office, grade school, high school, fire protection, etc., shall be placed on the plat.
  
- O. All non-road dedicated areas shall be indicated on the plat. The purpose of each such area, any restrictions on its use, and conveyance of ownership to a property owners' association shall also be indicated on the plat. It is conventional to indicate each such area as "hereby dedicated".



Approval recommended: \_\_\_\_\_  
Director, Division of Water Resources

State of Illinois, by its Department of Transportation

By: \_\_\_\_\_  
Secretary

- T. The Final Plat shall be signed and dated by the Registered Land Surveyor who prepared it, and shall bear his official seal. No additions or corrections shall be made on the Final Plat by any one other than the surveyor or someone under his immediate supervision.

### **Topographic and Drainage Study**

In accordance with the Plat Act, a topographic study depicting the existing topography shall be at the same scale as the Final Plat, indicated road and lot outlines, and be suitable for use as an overlay. If it is contemplated that the flow of surface water will be changed as a result of the subdivision, the topographic study shall indicate any such changes. A statement regarding drainage of surface water shall be placed on the topographic study and shall be signed by the Registered Professional Engineer and the owner or his duly authorized attorney. The statement shall state either that surface drainage will not be changed, or the adequate provision has been made for collection and diversion to a suitable public area or drains which the subdivider has a right to use. (See *Article 7*).

One mylar copy and three prints of the topographic study with road and lot outlines superimposed shall be submitted to the Planning and Zoning Commission with the Final Plat.

### **Final Plat Road Requirements**

The Final Plat road arrangements shall be consistent with the approved Tentative Plat. All requirements of Appendix C – Tentative Plat Road Requirements must be met, except that a typical road cross-section is not required.

### **Final Plat Lot Requirements**

The Final Plat shall be consistent with the approved Tentative Plat with regard to number of lots, configuration, setback lines, etc. In addition, the following additional requirements shall be met:

- A. A street address in conformance with the numbering system adopted pursuant to the County Street Numbering Resolution shall be determined for each lot and indicated on the plat.

- B. Where a lot has frontage on both an interior road and an existing main road, access shall be restricted to the interior road. A note indicating such restriction shall be placed on the plat.

### **Septic Systems - Special Procedures**

When septic systems are to be used in a subdivision, it is important that each lot has a suitable location for a septic system. See Appendix I for additional requirements and procedures required by the Health Department in the preparation of the Final Plat.

### **Final Plat Checklist**

The following list includes all items which are required on a Final Plat. It is recommended that this check-off list be used to verify that the Final Plat is complete before it is submitted for review by the Planning and Zoning Commission.

#### **A. General Final Plat Requirements**

1. Submit within one year of Tentative Plat approval if a single unit subdivision and if a multiple phase subdivision then submit first phase within one year of Tentative Plat approval and all remaining phases within 2 years of Tentative Plat approval.
2. Submit engineering drawings with each copy of the plat.
3. Submit topographic/drainage study with lot and road outlines superimposed and drainage statement attached.
4. Final Plat must be consistent with approved Tentative Plat.
5. Prepare plat on mylar.
6. Label as Final Plat, indicate subdivision name and township.
7. Indicate type of zoning.
8. Use scale of 1" = 100' (larger scale if appropriate).
9. Maximum sheet size 24" x 36".
10. Include correct survey and legal description.
11. Provide North arrow and indicate scale.
12. Show all section and quarter-section lines.
13. Show lines and dimensions of existing roads and adjoining properties.
14. Show all dimensions necessary to resurvey.
15. Set monuments and describe on plat.
16. Provide Surveyor's Certificate regarding monuments.
17. Place all required certificates on plat.
18. Verify that all easements are on the plat and labeled.
19. List all political and service districts such as fire protection, grade school, high school, post office, park, library, etc districts on plat.
20. Indicate any non-road dedicated areas.

21. Prepare Covenants and Restrictions, record, and cite recorded document number on the plat.
22. Include required Flood Hazard certificate on plat.
23. Determine whether public waters are involved; if so, show boundary line and provide certificate.
24. Sign, date and seal Final Plat.
25. Municipal donation of cash and/or land is received.
26. The subject property shall be in the Spring Grove Fire Protection District or the owner shall provide evidence that the legal steps taken have resulted in a final court order.

**B. Road Requirements**

1. Provide blocks of appropriate length.
2. All R-O-W's at least 60' wide.
3. Cul-de-sac minimum diameter 140' (use of cul-de-sacs should be minimized).
4. Make provisions for road connections to existing or future adjacent subdivision.
5. Minimum alley width 20'.
6. Return radii at intersection minimum of 50 feet (on corner lots, approximately 20 feet between pavement and R.O.W. line).
7. Name all streets (no duplicate names allowed).
8. Verify that all proposed roads can be built to standards of Appendix J.

**C. Lot Requirements**

1. All lots must have frontage on a public road, conform to Zoning and Building Ordinances, and meet Health Department regulations.
2. Side lot lines shall be perpendicular to streets.
3. Number all lots and show all lot lines, lot dimensions, and lot areas.
4. Show proposed setback lines and required easements.
5. Check for special restrictions for lots affected by critical soils, flood hazard, or intermittent streams.
6. Indicate street address on each lot.
7. Restrict access to interior roads. (Requires a zoning change)
8. Frontage reduction on curved roads limited to that authorized by Zoning Ordinance unless variation is obtained. (Requires a zoning change)

**D. Additional Requirements when Septic Systems are Proposed**

1. Designate all areas not suitable for septic.
2. Provide septic restriction lines around all drainage and detention/retention easements and drywells.
3. Provide detailed engineering plans for alterations to topography relating to septic system suitability, proposed at the Tentative Plat stage.

## E. Additional Requirements before Village Signatures Obtained

1. All back taxes and special assessments must be paid. The signature of the County Clerk must appear on the plat to verify that taxes and special assessments have been paid.
2. The developer should again verify that all required certificates have been placed on the plat. All certificates must be signed except for the Board of Trustees' certificate and the Recorder's certificate.
3. An original Letter of Credit in a form approved by the Village Attorney and in an amount approved by the Village Engineer must be on file with the Village Clerk along with a copy of a Certificate of Insurance, naming the Village and its engineering firm as additional insureds.
4. Proof of payment having been made of all school donations in accordance with Article 9.
5. Compliance with payment of fees and/or dedication of land sites for municipal purposes specifically for the Village.
6. Evidence of proper amount of retained personnel deposit on file with Village.
7. Provide electronic copy in state plane coordinates.

## Recording of Final Plat

If the Final Plat is not recorded within 6 months of the date of approval by the Board of Trustees, the Plat shall have no validity. The Village Board may allow extensions of the time when the Final Plat shall be recorded in its sole and absolute discretion. The developer shall be responsible for recording the Final Plat with the McHenry County Recorder. Should the Plat of Subdivision not be accepted by the Recorder of Deeds for any reason, the developer shall notify the Village and be solely responsible for providing the proper documentation for recording.