



# Village of Spring Grove

## Plat of Consolidation Procedures, Application, Requirements and Checklists

A Plat of Consolidation is prepared when the property owner wants to consolidate two or more lots into one lot. This is typically done to eliminate setbacks or when the property owner wants to build a shed, garage, or pool on a separate lot from the lot the house is on.

The following information incorporates the steps which need to be taken in the developmental process for a Plat of Consolidation. The Village's staff is available to answer any questions and assist you when requested, however, it is the responsibility of the Applicant to review and comply with any requirements set forth in the Village ordinances, state statutes and other requirements of other agencies. **This information is intended to assist you through the process, but should not be considered the only source of requirements.** You must comply with all requirements imposed upon you by state statute or other agencies. Additional plans or information may also be required depending upon the scope of the project.

### PROCEDURES

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1. **Contact McHenry County Department of Health.** Applicants are strongly encouraged to speak to the McHenry County Health Department to see if they need to be involved in the platting process. Applicants should speak to Patty, Jeff or Charlie and bring a Plat of Survey and a Site Plan of what you are proposing to do.
2. **Pre-Application Meeting.** A pre-application meeting with Village Staff and the Village Engineer is recommended prior to the preparation of this application. The applicant and/or his representative should review the application prior to this meeting so that any questions regarding what is required can be addressed.
3. **Submittal.** Applications and all the necessary documents are to be submitted to the Village Clerk. Applications will not be accepted if there is anything missing from the Submission Requirements Checklist.

The Village Clerk will then submit it to the Village Engineer for his review. The Village Engineer is given 10 business days to review the submittal and submit a review letter to the Village. Upon receipt of the review letter, the Village Clerk will forward it to the applicant and his consultant to address the comments so that a revised Plat of Consolidation can be submitted to the Village.

Once the revised Plat of Consolidation is submitted to the Village Clerk, the Plat will be reviewed by the Village Engineer for outstanding deficiencies. The Village Engineering is given 10 business days to review the submittal and submit a review letter to the Village. If there are minimal deficiencies after the second review, the Plat will be placed on a Planning and Zoning Commission's agenda.

4. **Meeting Notification Requirements.** The Village Clerk will notify the applicant and his consultant of the meeting date and time and the number of plats needed as well as the necessary entities that need to be notified of the meeting.

The following individuals and organizations shall also be notified by the owner of the date of the meeting and the time at which the Plat of Consolidation will be considered. The developer shall provide the Clerk with an affidavit stating

that each of the following individuals have been notified by US Mail at least 10 working days prior to the date set for each meeting by indicating the address to which each notice was sent:

- A. Fire Protection District
- B. Homeowners' Associations (any which have indicated an interest in the review of a subdivision)
- C. School District(s)

5. **Planning and Zoning Commission Meeting.** The applicant and/or his representative are REQUIRED to attend the Planning and Zoning Commission meeting to answer any questions the commission may have. Meetings are held in the Council Chambers, 7401 Meyer Road, Spring Grove, Illinois, on the first and third Wednesdays of the month at 6:00 pm.
6. **Village Board Meeting.** After the Planning and Zoning Commission forwards a recommendation to approve or deny the Plat of Consolidation, the application will be considered by Village Board. The Village Board meets the first and third Tuesdays of the month at 6:00 pm.
7. **Six Month Validity.** A Plat of Consolidation which has not been recorded within 6 months after its approval by the Board of Trustees shall have no validity, and shall not thereafter be recorded. The Village Board may allow extensions of the time when the Plat of Consolidation shall be recorded in its sole and absolute discretion
8. **Signatures.** After the Village Engineer approves the Plat, the Plat can be signed by the property owner(s) and returned to the Village for signatures by the Village Engineer, Planning and Zoning Commission Chairperson, Village President and Village Clerk.
9. **Recording.** Once the Village has signed the Plat and all outstanding fees have been paid by the applicant and/or property owners, the Plat may be picked up for recording. The applicant shall comply with all requirements of the McHenry County Recorder of Deeds, including obtaining any necessary signatures of other governmental units.
10. **Village Copies.** Once the Plat has been recorded with the McHenry County Recorder's Office, seven (7) copies of the recorded Plat are to be submitted to the Village Clerk.







## SUBMISSION REQUIREMENTS CHECKLIST

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- Two (2) hard copies of the following:
  - Plat of Consolidation Application
  - Plat of Survey of subject properties that reflects current conditions prepared by an Illinois Registered Land Surveyor
  - Proposed Plat of Consolidation (see Plat Information Checklist)
- One (1) hard copy of the following:
  - Deed or title insurance policy that provides proof of parcel ownership
- Legal Description saved as a Microsoft Word file and emailed to the Village Clerk ([info@springgrovevillage.com](mailto:info@springgrovevillage.com))
- Application fee of \$300 and Retainer fee of \$2,000 for the plat of consolidation, payable to the Village of Spring Grove.

## PLAT INFORMATION CHECKLIST

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Reviews go quicker when a plat fulfills all the necessary requirements. The following is a list of commonly overlooked items that are required to be on a plat. For a complete description, please refer to the Village Code. The Village Code is available online at [www.springgrovevillage.com](http://www.springgrovevillage.com). If you have any questions or need further information please do not hesitate to contact the Village Clerk at 815-675-2121 ext. 204.

	ITEM
<input type="checkbox"/>	1. Title of Plat – include address(s)
<input type="checkbox"/>	2. Signature Blocks: <ol style="list-style-type: none"> <li>a. Property Owner(s)</li> <li>b. Notary, affixed with Seal</li> <li>c. Surveyor, affixed with Seal</li> <li>d. Planning &amp; Zoning Commission Chairperson</li> <li>e. Village President</li> <li>f. Village Clerk, affixed with Seal</li> <li>g. Village Engineer</li> <li>h. McHenry County Department of Health</li> <li>i. County Clerk, affixed with Seal</li> <li>j. County Recorder</li> <li>k. Illinois Department of Transportation, if property abuts a state highway or right of way</li> <li>l. McHenry County Department of Transportation, if property abuts a county highway</li> </ol>
<input type="checkbox"/>	3. Date of preparation, north point, and scale of drawing
<input type="checkbox"/>	4. Current Address, PIN, acreage, square footage
<input type="checkbox"/>	5. School Districts
<input type="checkbox"/>	6. Required building setback lines – check the Zoning Ordinance
<input type="checkbox"/>	7. Legal description
<input type="checkbox"/>	8. “Technical” information (Lot and block lines and numbers)
<input type="checkbox"/>	9. Lot numbers and lines, with accurate dimensions in feet and hundredths
<input type="checkbox"/>	10. Radii, internal angles, points, and curvatures, tangent bearing, and lengths in acres
<input type="checkbox"/>	11. Corner Concrete or Iron Pipes setting boundaries – each must be noted as found or set
<input type="checkbox"/>	12. Easements - All easements must be drawn on the plat and include a description of the provisions of the easements (purpose/use of the easement, who has the rights to the easement, etc.) <ol style="list-style-type: none"> <li>a. Public Utility Easement Provisions</li> <li>b. Drainage Easement Provisions</li> </ol>
<input type="checkbox"/>	13. Federal Emergency Management Agency (example below): Community Number: Map Number: Panel Number: Effective Date: Flood Zone:

## RECORDING REQUIREMENTS CHECKLIST - Per the McHenry County Recorder's Office

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- All signatures must be in Black Ink.** Blue ink will not reproduce.
- Plat must be signed by owner(s), or by his/her attorney duly authorized, and their signature(s) must be acknowledged before a notary & under signature and seal of a notary.
- Plat must bear surveyors certificate, complete with **date, signature & seal.**
- Surveyor must make reference on the plat to the placement of permanent monuments from which future surveys may be made.
- The surveyor must state the property is within the Village of Spring Grove.
- Plat must be accepted by the Village Board and bear the Village President's and Clerk's signatures, seals & dates of acceptance.
- Plat must have a statement from surveyor indicating whether any part of the property as shown on map or plat of subdivision is located within a special Flood Hazard Area as identified by the Federal Emergency Management Agency. Certificate must identify the Village of Spring Grove having FEMA mapped areas and Flood Insurance Rate Map Panel No. \_\_\_\_.
- The Board of Trustees of the Village of Spring Grove shall not approve such Plat; unless, in addition to other requirements, the plat has been approved in writing by the Illinois Department of Transportation with respect to roadway access where such access is to a **State Highway** - or by the relevant Local Highway Authority with respect to **all other roadway access.**
- Plat must be approved by the McHenry County Health Department and **bear signature of County Public Health Administrator** with respect to **sewage disposal systems** if any part of the platted land will be served by a **septic system.**
- Plat must bear certificate with **signature & seal of the County Clerk**, indicating that there are **no delinquent General Taxes, unpaid current General Taxes, no unpaid Forfeited Taxes and no Redeemable Taxes** against any of the land included in the annexed plat.
- Plat must bear a certificate with **date & proper signatures** of the Planning & Zoning Commission Chairperson and Village Engineer, indicating their approval of such plat (*Note: Obtain signature after Village Board approval*).
- The plat must be recorded by the **Land Surveyor**, who prepared the plat, or a person designated by the Land Surveyor, or upon the death, incapacity, or absence of that Land Surveyor, by the owner of the land or his or her representative. *Note: Any plat that is being presented for recording by someone other than the surveyor who prepared the plat, that person must have a letter from the surveyor naming the particular subdivision and the person or company designated to record the plat. It must be dated and bear the signature and seal of the land surveyor who prepared the plat. It will be recorded as a separate document immediately preceding the plat. (A recording fee of \$50.00 will be charged to record the letter).*
- Before the Recorder can accept a plat for recording it must have a statement indicating: **THIS PLAT PRESENTED BY:** and give the **name & address of the person or company** presenting the plat for recording.
- When an owner is required to file a plat pursuant to Section 1 of the Plat Act, the owner shall **submit simultaneously with the subdivision plat a notarized statement indicating, to the best of the owner's knowledge, the school district in which each tract, parcel, lot, or block lies.**
- Nothing may be typed and then stuck onto the plat EXCEPT public utility easement.



## Contact Information for Governmental Entities and Utilities

Fire Protection District - Spring Grove Fire Protection District  
Chief Paul Klicker  
8214 Richardson Road  
Spring Grove, IL 60081

School Districts - Nippersink School District No. 2 and RBCHS District 157  
Dr. Tom Lind  
4213 Route 12  
Richmond, IL 60071