MUNICIPAL (Subdivision lies within a municipality) PLAT REVIEW

NAME OF SUBDIVISION

Statutory fees for recordation of Plats: $72.75 for the first page, plus $1.00 for each additional page. Stamped paper copies are $1.00 each if provided by customer, $6.00 each if made by Recorder's Office. Stamped mylar copies are $1.00 each if provided by customer, $10.00 each if made by Recorder's Office.

☐ Recordation by Surveyor: Plat must be recorded by the surveyor, or by an individual designated in writing by the surveyor to record in his / her stead.

☐ Must be on MYLAR and Prepared in Black Ink

☐ One original mylar needed - Must be at least 24" X 36", but no larger than 30" X 36"

☐ One (1) 11" X 17" paper reduction copy IDENTICAL TO THE ORIGINAL!! NOTE: we can now make this copy for you from the original recorded mylar FOR A COPY FEE OF $2.00.

☐ Scale must be NO LESS THAN 1 – 100 due to digital imaging process (scales from 1-101 and above are NOT ACCEPTABLE!!)

NOTE: "location map" page does not need to be this scale.

☐ Legal Description(s) and Permanent Index Number(s)

☐ Designate the North Point of the property

☐ NOTARIZED Owner Certificate: Must be original signature(s) by owner(s) and notarized: Must include owner's current address

☐ Surveyor Certificate:
  - Signature & seal
  - FEMA flood hazard statement or FIRM statement
  - Amount of acreage
  - Statement whether or not in a municipality or within 1.5 miles of a municipality

☐ Public Utility Easements granted: declaring which utility companies have the right to use the dedicated easements.

☐ NOTARIZED School District Statement: indicating the public school district(s) in which each tract, parcel, lot or block lies;
  - MUST BE SIGNED (identical to owner certificate ) BY OWNER(S) and NOTARIZED !!
  - not required if plat is identified as a commercial / industrial sub

ROADWAY SIGNATURES - IF SUBDIVISION IS BOUNDED BY, OR ACCESSED FROM:

☐ State Roadways (and / or Public Waterways): plat requires IDOT, (or Army Corps) signatures.

☐ County-controlled Roadway: plat requires Will County Highway Engineer’s signature (not more than 90 days old)

☐ Township-controlled roadways: plat requires Township Highway Commissioner's signature.

OTHER REQUIRED SIGNATURES (county signatures may not be more than 90 days old at time of recording)

☐ County Supervisor of Assessments

☐ County Clerk with Seal

☐ Municipal Planning Committee approval statement with Meeting Date & signatures (usually chairman and committee member)

☐ Municipal authority signatures - MUST BE ORIGINAL SIGNATURES !! (usually mayor / president & municipal clerk)

The above referenced Plat has been reviewed by ___________________________ Date ______________

2nd review by: ___________________________ Date: ______________

3rd review by: ___________________________ Date: ______________

PLAT CUSTOMERS: RETAIN THIS FORM! PRESENT IT WITH THE PLAT FOR YOUR FOLLOW-UP REVIEWS.

(this form devised 4/25/05, rev. 5/31/05 as to state roadway signatures; rev 9/14/06 as to rec fees)