

Overview Checklist

RECORDING:

- 1~ Sub Name is available
- 2~ Original and 10 (County) or 5 signed copies (within City/Village)
- 3~ Brought in by Surveyor, Owner, or letter is provided with someone else.
- 4~ \$109 or \$90 (exempt)

Outside City Limits

- ☐ Surveyors Certificate (sealed)
- ☐ Owners Certificate
- ☐ School District
- ☐ Acknowledgment/Notary (sealed)
- ☐ Engineer & Owners Cert (sealed)
- ☐ County Clerk Tax (sealed)
- ☐ County Engineer
- ☐ County Health Dept. (slashed septic tile field)
- ☐ Plat Officers Cert
- ☐ Easement Provisions
- ☐ Recorder (sealed)
- ☐ City Acceptance Resolution (within 1 ½ mi of corporate [city] limits)
- ☐ IL DOT-Rd/Ease (if needed)

City Limits

- ☐ Surveyors Certificate (sealed)
- ☐ Owners Certificate
- ☐ School District
- ☐ Acknowledgment/Notary (sealed)
- ☐ Engineer & Owners Cert (sealed)
- ☐ County Clerk: Taxes (sealed)
- ☐ City Planning or Zoning
- ☐ City Acceptance (sealed)
- ☐ Easement Provisions
- ☐ Recorder (sealed)
- ☐ Health Dept. (Septic)
- ☐ IL DOT-Rd/Ease (if needed)
- ☐ County Engineer (if needed)

This is intended to help expedite the recording process for approved plats of subdivision, but not an all-inclusive list since they are scattered and extensive throughout multiple chapters of legislation.

Plats of Subdivisions

Requirements for Recording

35 ILCS 200/9-55 "When a property is divided into parcels so that it cannot be described without describing it by metes and bounds, it is the duty of the owner to have the land surveyed and platted into lots. The platting shall be in accordance with the Plat Act." "Any unit of local government responsible for issuing building permits may require, by ordinance, that the plat be certified and recorded before the building permit is issued, unless a subdivision plat is not required under subsection (b) of Section 1 of the Plat Act." ...

55 ILCS 5/5-1041 "Maps, plats and subdivisions. A county board may prescribe, by resolution or ordinance, reasonable rules and regulations governing [...] any map, plat or subdivision of any block, lot or sub-lot or any part thereof or any piece or parcel of land, not being within any city, village or incorporated town."

Informational purposes of the **Illinois Compiled Statutes** (ILCS) requirements to record a "Plat of Subdivision". This is intended to help expedite the recording process for approved plats of subdivision, but not an all-inclusive list since they are scattered and extensive throughout multiple chapters of legislation.

- Within a corporate city, town or village
 - 765 ILCS 205/2, 35 ILCS 200/9-55, 65 ILCS 5/11-15-1
- Is or is not within 1 ½ mile of corporate limits and
 - 55 ILCS 5/3-5029, 765 ILCS 205/2, 65 ILCS 5/11-12-12 & 65 ILCS 5/11-12-4
- Sealed with a registered Illinois land surveyor
 - 55 ILCS 5/3-5029

1~ An original and 10 or 5 copies for each subdivision. The original is retained with the Recorder's records. The extra copies are distributed to the appropriate departments. 55 ILCS 3-5018, 765 ILCS 205/2

- Recording fee: \$109

2~ Plat must contain a statement regarding the "Utility Easement Provisions" 765 ILCS 205/1

- ROW's, utilities, easements, building set-backs, etc. reflected on the plat

3~ Plat must contain a notarized school district statement 765 ILCS 205/1.005

4~ All parcels, lots and blocks are to be numbered consecutively. Use of the word "Outlot" is not acceptable. If a lot is to be used for the purpose other than that for which the plat is being approved, the reason should be stated within the "Surveyor's Certificate", such as for "water retention, for commercial use, for future use, etc...". 765 ILCS 205/1

5~ Plats of survey where there are two or more lots must be at least 8 ½" X 14", but no plat shall be larger than 30" X 36". 765 ILCS 205/2, 765 ILCS 205/9

6~ All “Plats of Subdivision” must be presented for recording by the Registered Land Surveyor who signed and sealed the plat or by the owner of the land. If not presented by the surveyor or owner, the plat must be accompanied by a letter, also signed and sealed by the surveyor, indicating the name of the subdivision and the name and current mailing address of the person designated to present the plat for recordation. The letter will become a part of the documented plat and assigned the same document number. **765 ILCS 205/2**

7~ The names of all persons signing the plat must be typed or printed under or next to each signature. (Except for notaries, their seal is sufficient However, ink notary seals must be readable and not blurred or smeared so that the expiration date can be confirmed). **765 ILCS 5/35c**

8~ The Parcel Index Number(s) for all land falling within the boundaries of the subdivision must be verified, taxes checked and the Certificate of the County Clerk completed at the time the plat is presented for recording. **35 ILCS 200 / 9-55**

9~ Verify new subdivision name for possible duplication. New subdivision names must have some variation from existing names. 39-381 (b) 10

- Acknowledged by Plat Officers Certificate

10~ The final plat shall depict the sewage absorption areas on each lot as reserved areas either by shading or a dashed line. 39-381 (b) 53

- Acknowledged by Whiteside County Health Department

SURVEYOR’S CERTIFICATE:

1~ Complete legal description of the property being subdivided or resubdivided. **765 ILCS 205/1**

2~ Surveyor’s certificate must state if the land is or is not within any incorporated city, town or village, or if it is or is not within 1 ½ miles of the corporate limits of any city, town or village, which has adopted a city plan. If within the limit, the certificate must state that the city is or is not exercising its special powers authorized by Division 12 Article 11, of the Illinois Municipal code. **55 ILCS 5/3-5029, 765 ILCS 205/2, 55 ILCS 5/1041, 65 ILCS 5/11-12-4 &11-12-12**

ENGINEER & OWNERS CERTIFICATE

3~ Certify that the land is or is not within a special flood hazard area as identified by the Federal Emergency Management Agency. **55 ILCS 5/3-5029, 765 ILCS 205/2**

4~ Certify to be in compliance with Chapters 765 ILCS 205/1, 765 ILCS 205/2, 55 ILCS 5/3-5029 as to monument placement, dimension, etc.

5~ Signed and sealed by the Surveyor. **225 ILCS 330/15, 55 ILCS 5/3-5029, 765 ILCS 205/1.02**

OWNERS CERTIFICATE:

1~ Statement indicating ownership, causing the subdivision to be platted, and for the dedication of streets, etc. Certificate must contain original signatures. **765 ILCS 205/2**

2~ The name and address of all owners are to be printed under each signature. **765 ILCS 5 / 35c**

3~If the property is owned under a trust, a Trust Officer signs for the owner. Verify if the property is under a private of bank trust. **765 ILCS 205/2**

4~Plat must contain an ACKNOWLEDGMENT of the owner's signature by a Notary Public, signed and sealed by the notary. **765 ILCS 205/2**

COUNTY OR MUNICIPAL CERTIFICATES

(Cities, Towns, or Villages: sealed)

1~If the property is within the jurisdiction (corporate limits) of a MUNICIAPALITY, CITY, TOWN OR VILLAGE it must contain the CERTIFICATE OF THE PLANNING COMMISSION OR ZONING OFFICER, and may contain a CERTIFICATE FOR THE MAYOR. It must also contain a CERTIFICATE FOR THE CITY OR VILLAGE CLERK who is attesting to an unpaid special assessment.

765 ILCS 205/2, 35 ILCS 200/9-55, 65 ILCS 5/11-15-1

2~If the property is within the 1 ½ mile limit of any city, town or village which has adopted a city plan and is exercising its powers under Division 12 Article 11 of the Illinois Municipal Code (same as Surveyor's certificate) both the City and the County Plat Officer are required. **55 ILCS 5/3-5029, 765 ILCS 205/2, 65 ILCS 5/11-12-12 & 65 ILCS 5/11-12-4**

3~If the property is located within the jurisdiction of the COUNTY only, it must contain a COUNTY PLAT OFFICER CERTIFICATE. This certificate is the verification for the Recorder's staff that all requirements contained in Chapters **75 ILCS** and **55 ILCS** have been met.

RECORDER'S CERTIFICATE

The certificate to be completed by the Recorder's staff must indicate the time and date of recording, assign a document number. **55 ILCS 5/3-5024**

COUNTY CLERK'S CERTIFICATE

The certificate to be completed by the County Clerk is to certify there are no delinquent or current property taxes due, or outstanding special assessments. Certificates must be signed and sealed by the County Clerk or an authorized staff member. **35 ILCS 200/9-55**

COUNTY ENGINEER CERTIFICATE OR IDOT

(If under jurisdiction for roadway access. **765 ILCS 205/2**)

HEALTH DEPARTMENT CERTIFICATE

If any part of the platted and will not be served by a public sewer system **765 ILCS 205/2**

****ALL CERTIFICATES SHOWN ON A PLAT MUST BE COMPLETED. A PLAT CANNOT BE ACCEPTED FOR RECORDING CONTAINING A BLANK CERTIFICATE.**

PLAT OF DEDICATION REQUIREMENTS

The following guidelines are for use in accepting for recording a "PLAT" which is dedicating land for a street, alley or road falling within the jurisdiction of an incorporated City or Municipality. One a road is completed, then the road is accepted.

REFERENCE: 765 ILCS 205 Plat Act

205/1 Subdivision of land into parts of less than 5 acres: would be exempt under #6 on plat act

¹ IACO CONFERENCE SPRINGFIELD, IL APRIL 20-23, 1997 RECORDER'S SESSION/PLATS. COMPILED BY MARY SIMONS, CHIEF DEPUTY TO DEKALB COUNTY CLERK/RECORDER SHARON HOLMES.