



Final Plat Subdivision Checklist

PLAN COMMISSION

Case Number: _____ **Case Manager:** _____

Subdivision Name: _____

Location: _____

A. FORMAT

Name of Subdivision (Section 21-15.J.1.a)

Graphic scale & north arrow (Section 21-15.J.1.b)

Date of preparation (Section 21-15.J.1.b)

Legal description (including section, township, and range) (Section 21-15.J.1.c.1)

Boundary description (Section 21-15.J.1.c.2)

Location map

Legend

Survey monuments (Section 21-15.J.1.d)

Survey data sufficient to reproduce any line or reestablish any survey monument in the development (verified by City Engineer) (Section 21-15.J.1.e)

Surveyor's Certificate (Illinois Registered Land Surveyor: Name, Signature and Seal) (Section 21-15.J.1.o)

Name and signature of owner (Section 21-15.J.1.m)

Engineer's Certificate of Drainage (Illinois Licensed Engineer Signature and Seal) (Section 21-15.J.1.p)

Signature Blocks for Plan Commission and City Council (Section 21-15.J.1.q)

Statement of Illinois Department of Transportation approval, if needed (Section 21-15.J.1.r) (Major Plats Only)

B. CONTENT

Location of highways/streets/alleys, blocks/parcels, and public grounds (Section 21-15.J.1.f)

Boundary line lengths for all streets, alleys, blocks, lots, public grounds, easements and rights-of-ways (Section 21-15.J.1.g)

- Location and width of easements and rights-of-way** (Section 21-15.J.1.h)
- Note on plat or covenant that easements are to be dedicated** (Section 21-15.J.1.k)
- Consecutively numbered lots and outlots** (Section 21-15.J.1.i)
- Access control shown**
- Abutting streets/platted developments shown by dashed lines** (Section 21-15.J.1.j)
- Statement that development is in the City Limits or within the ETJ?** (Section 21-15.J.1.l)
- Note of conditions imposed or waivers granted by City Council (or reference to separate recorded covenants) (Major Plats Only)** (Section 21-15.J.1.n)
- Special Flood Hazards Area noted in Surveyor's Certificate (Major Plats Only)** (Section 21-15.J.1.s)
- Boundary of Floodway (Major Plats Only)** (Section 21-15.J.1.t)
- Base Flood Elevation of building sites (Major Plats Only)** (Section 21-15.J.1.u)

C. SUPPORTING DOCUMENTS

- Outside Agency Review (include Soil and Water Conservation District Report; IDNR review, and IHPA Review if no Preliminary Plat)**
- Recording Agent Designation Letter allowing City to record (IF NOT SHOWN ON PLAT)**
- Owner's certificate signed and notarized with dedication of easements and utilities and maintenance provisions**
- County Clerk's Tax Certificate signed and sealed**
- School District Statement signed and notarized**
- Waiver Requests** (Section 21-15.J.1.n) *(if applicable)*
- (Subsidiary Drainage Plat (see requirements per Section 21-15.K) (if applicable)**
- (Reviewed by PW/ Engineering Department - Yes No)
- Erosion and Sedimentation Control Plan (if applicable)**
- (Reviewed by PW/ Engineering Department - Yes No)
- Engineers Plans approved (if applicable)**
- (Reviewed by PW/ Engineering Department - Yes No)
- Construction Bond/Letter of Credit (if applicable)**
- (Reviewed by PW/ Engineering Department - Yes No)