



Subdivision Checklist for Minor Plat

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 City Engineer, Director of Community Development Services, and the Urbana Plan Commission Secretary (Section 21-15, Appendix A-7)

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)

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)*