

**APPENDIX C  
FINAL PLAT SPECIFICATIONS**

C-1           GENERAL DESCRIPTION

A Final Plat is the document which is ultimately filed for the record in the Recorder's Office. It shows all lots, easements, streets, and other dedicated areas. The Final Plat also indicates items such as building setback lines, restrictions for septic systems and any ingress and egress restrictions.

During construction of a subdivision the information on the Final Plat will be supplemented by the engineering plans. After construction has been completed, however, the only document which will be retained indefinitely is the Final Plat. Therefore, a Final Plat must indicate any information which may be needed in the future concerning a particular subdivision.

Where unusual terrain or the existence of a lake, river or railroad makes strict conformance with the requirements of this Appendix impractical, the Plan Commission may recommend minor deviations from said requirements.

C-2           GENERAL FINAL PLAT REQUIREMENTS

A Final Plat shall be prepared in accordance with the following general requirements.

- A.     The Final Plat shall be drawn in accordance with the approved Tentative Plat.
- B.     The Final Plat shall be drawn in ink on suitable mylar drafting film. A photo reproduction on mylar is acceptable. "Stick-ons" shall only be allowed for utility easement certification, acceptable to the County Recorder of Deeds. The reproduction shall be either photographic or "xerox," "sepias" are not acceptable. In addition, the plat shall also be submitted to the Village Engineer in electronic format on a 3½" or 5¼" diskette in DWG (autocad) format. All coordinates shall be based upon State Plane Coordinates and shall tie to existing monuments as set by McHenry County and referended on "Control Diagram" dated September 30, 1991 prepared by MSE surveying. Specific electronic layers are required and the Village Engineer should be contacted for more information before surveying and plat preparation takes place.
- C.     The plat shall be labeled as a Final Plat, and show the name of the subdivision with the name of the Village underneath.
- D.     The zoning classification of the property being subdivided shall be indicated on the plat.
- E.     The Plat shall be drawn to a scale of 100 feet to 1 inch. However, a larger scale may be used if desired for a proper exhibit of the subdivision. The maximum sheet size shall be 24" x 36", but more than one sheet may be used if necessary. All hand lettering shall be legible and at least 1/10" high. All typed or printed lettering shall be at least the same size as "pica 12."
- F.     The plat shall include a correct survey of the property being subdivided, including a legal description.

- G. A north arrow, the scale and all section and quarter-section lines shall be indicated on the plat.
- H. The lines and dimensions of all adjoining properties, and the names, lines and dimensions of all adjoining roads, streets and alleys shall be shown.
- I. All dimensions, linear, curvilinear and angular, necessary to properly re-survey, shall be shown, with linear dimensions in feet and decimals of a foot. (See Section 5B-5-1-B)
- J. SUBDIVISION MONUMENT REQUIREMENTS - Each new subdivision shall be provided with monuments located and described on the Final Plat in the manner required by the Plat Act (765 ILCS 205/0.01 *et seq.*) (see Section 5B-5-1-C).
  - 1. PERMANENT MONUMENTS - Reference must be made upon the plat to known and permanent monuments from which feature surveys may be made.
  - 2. EXTERNAL BOUNDARY MONUMENTS - The surveyor must, at the time of making his survey, set in such manner that they will not be moved by frost, good and sufficient monuments marking the external boundaries of the tract to be divided or subdivided and must designate upon the plat the points where they may be found. These monuments must be placed at all corners, at each end of all curves, at the point where a curve changes its radius, at all angle points in any line, and at all angle points along a meander line, the points to be not less than 20 feet back from the normal water elevation of a lake or from the bank of a stream; except that when such corners or points fall within a street, or proposed future street, the monuments must be placed in the right-of-way line of the street. Two of the monuments must be of stone or reinforced concrete and must be set at opposite extremities of the property being platted.
  - 3. INTERNAL BOUNDARY MONUMENTS - All internal boundaries, corners and points must be monuments in the field by like monuments as defined above. These monuments must be placed at all block corners, at each end of all curves, at the points where a curve changes its radius, and at all angle points in any line. All lots must be monumented in the field with two or more monuments.
  - 4. SUGGESTED MATERIALS - Apart from the requirements for two concrete or stone monuments, the Plat Act does not give specifications for monuments. The following standards are suggested by the Village.
    - a. Concrete or stone monuments: two feet long six inches square at the bottom and four inches square at the top. Stone is considered superior to concrete because of the tendency of concrete toward spalling and early deterioration.
    - b. Pipe: two feet long and two inches in diameter.

- c. Iron Stakes: at least one-half inch in diameter and two feet long. (Note: use for internal boundary monuments only.)
- K. A certificate, to be signed by the surveyor, shall be placed on the Final Plat to indicate that all monuments required by the Plat Act have been set and properly described on the Final Plat (see Section 5B-9-3-D).
- L. All required certificates shall be placed on the plat (see Section 5B-9-3).
  - 1. Certificate indicating approval by Plan Commission, 5B-9-3-A;
  - 2. Certificate indicating compliance with School Developer Donation Requirements (Title 5B, Chapter 10), 5B-9-3-B;
  - 3. Owner's certificate and notary certificate, 5B-9-3-C;
  - 4. Surveyor's certificate, 5B-9-3-D;
  - 5. Certificate regarding flood hazard, 5B-9-3-E;
  - 6. McHenry County Health Department certificate, 5B-9-3-F;
  - 7. County Clerk's certificate, 5B-9-3-G;
  - 8. Village Engineer's certificate, 5B-9-3-H;
  - 9. Board of Trustees' certificate, 5B-9-3-I;
  - 10. Recorder's certificate, 5B-9-3-J;
  - 11. Easement crossing certificate, 5B-9-3-K;
  - 12. Village Treasurer's certificate, 5B-9-3-L; and
  - 13. Road Certificate(s), 5B-9-3-M.
- M. The easement requirements of each utility and CATV company shall be determined, and all required utility and CATV easements indicated on the plat. Other required easements such as drainage, stormwater detention and retention, road construction and maintenance, and pedestrian way easements (if needed) shall also be shown on the plat (see Section 5B-4-3-D and 5B-5-5). Each easement shall be adequately dimensioned and its purpose clearly indicated.
- N. A list of all districts, such as post office, grade school, high school, fire protection, etc., shall be placed on the plat.

- O. All non-road dedicated areas shall be indicated on the plat. The purpose of each such area, any restrictions on its use, and conveyance of ownership to a property owners' association shall also be indicated on the plat. It is conventional to indicate each such area as "hereby dedicated."
- P. If a Declaration of Covenants and Restrictions is prepared for the subdivision, it shall be filed in the Recorder's Office. A reference to the Declaration, including document number, shall be placed on the plat. In addition to other provisions, the Declaration should specify:
1. The obligation of the association to maintain the common properties (Section 5B-5-5-C-3);
  2. The mandatory membership of all property owners;
  3. The obligation of all owners to pay assessments;
  4. The right of the association to enforce any restrictions; and
  5. Automatic renewal of the covenants after a fixed period.
- Q. When a subdivision is to be served by septic systems, the Final Plat must take the soil conditions on the site into consideration (see Appendix G, Section G-4, for specific requirements).
- R. In accordance with the Recorder's Act (55 ILCS 5/3-5029 *et seq.*) the surveyor shall determine if any part of the proposed subdivision is located within a flood hazard area as identified by the Federal Emergency Management Agency, and place an appropriate certificate on the plat in accordance with Section 5B-9-3-E.
- S. In accordance with an Act in Relation to Regulation of Rivers' Lakes and Streams (615 ILCS 5/7), if a subdivision borders upon or includes any public waters in which the State of Illinois has any property rights or property interests, it must have a boundary line indicated between the private interests and the public interests.
- The proposed boundary line must be reviewed and approved by the Illinois Department of Transportation, Division of Water Resources; see 5B-9-3-M for the special certificate that must be placed on the Final Plat to indicate that the boundary line has been approved.
- T. The Final Plat shall be signed and dated by the Registered Land Surveyor who prepared it, and shall bear his official seal. No additions or corrections shall be made on the Final Plat by any one other than the surveyor or someone under his immediate supervision.

### C-3 TOPOGRAPHIC AND DRAINAGE STUDY

In accordance with the Plat Act (765 ILCS 205/0.01 *et seq.*), a topographic study depicting the existing topography shall be submitted along with the Final Plat. The topographic study shall be at

the same scale as the Final Plat, indicate road and lot outlines, and be suitable for use as an overlay. If it is contemplated that the flow of surface water will be changed as a result of the subdivision, the topographic study shall indicate any such changes. A statement regarding drainage of surface water shall be placed on the topographic study and shall be signed by the Registered Professional Engineer and the owner or his duly authorized attorney. The statement shall state either that surface drainage will not be changed, or that adequate provision has been made for collection and diversion to a suitable public area or drains which the subdivider has a right to use. (See Title 5B, Chapter 7)

One mylar copy and three prints of the topographic study with road and lot outlines superimposed shall be submitted to the Plan Commission with the Final Plat.

#### C-4 FINAL PLAT ROAD REQUIREMENTS

The Final Plat road arrangements shall be consistent with the approved Tentative Plat. All requirements of Section B-3 must be met, except that a typical road cross-section is not required.

#### C-5 FINAL PLAT LOT REQUIREMENTS

The Final Plat shall be consistent with the approved Tentative Plat with regard to number of lots, configuration, setback lines, etc. In addition, the following additional requirements shall be met:

- A. A street address in conformance with the numbering system adopted pursuant to the County Street Numbering Resolution shall be determined for each lot and indicated on the plat. The Village Engineer shall be contacted for addresses.
- B. Where a lot has frontage on both an interior road and an existing main road, access shall be restricted to the interior road. A note indicating such restriction shall be placed on the plat.

#### C-6 SEPTIC SYSTEMS

When a subdivision is proposed to be served by private septic systems, the use and design of such systems must be approved by the McHenry County Department of Health (See Appendix G for additional requirements and procedures pertaining to septic systems). (Amended, Ord. 2000-01-676)

#### C-7 FINAL PLAT CHECKLIST

The following list includes all items which are required on a Final Plat. It is recommended that this check-off list be used to verify that the Final Plat is complete before it is submitted for review by the Plan Commission. (See Appendix E for additional requirements for submitting the Final Plat to the Plan Commission and the Board of Trustees.

##### A. GENERAL FINAL PLAT REQUIREMENTS

- 1. Submit within one year of Tentative Plat approval, 5B-4-4-A-1;
- 2. Submit 10 copies to the Clerk and one copy to the Village Engineer, 5B-4-4-A-2;

3. Submit 10 sets of engineering drawings with each copy of plat (plans to Clerk and one to the Village Engineer), 5B-4-4-A-2;
4. Submit original and three prints of topographic/drainage study with lot and road outlines superimposed and drainage statement attached, C-3;
5. Final Plat must be consistent with approved Tentative Plat, C-2-A;
6. Prepare plat on mylar utilizing State Plane Coordinates and submittal of data in digital format, C-2-B;
7. Label as Final Plat, indicate subdivision name and name of the Village, C-2-C;
8. Indicate type of zoning, C-2-D;
9. Use scale of 1 inch = 100 feet (larger scale if appropriate), C-2-E;
10. Maximum sheet size 24" x 36", C-2-E;
11. Include correct survey and legal description, C-2-F;
12. Provide north arrow and indicate scale, C-2-G;
13. Show all section and quarter section lines, C-2-G;
14. Show lines and dimensions of existing roads and adjoining properties, C-2-H;
15. Show all dimensions necessary to resurvey, C-2-I, 5B-5-1-B;
16. Set monuments and describe on plat, C-2-J, 5B-5-1-C;
17. Provide Surveyor's Certificate regarding monuments, C-2-K, 5B-9-3-D;
18. Place all required certificates on plat, C-2-L, 5B-9-3;
19. Verify that all easements are on the plat and labeled, C-2-M, 5B-4-3-D, 5B-5-5;
20. List all districts on plat, C-2-N;
21. Indicate any non-road dedicated areas, C-2-O;
22. Prepare Covenants and Restrictions, record and cite recorded document number on the plat, C-2-P;
23. Include required Flood Hazard certificate on plat, C-2-R;

24. Determine whether public waters are involved; if so, show boundary line and provide certificate, C-2-S, 5B-9-3-M;
25. Sign, date and seal Final Plat, C-2-T; and
26. Municipal donation of cash and/or land is received, 5B-10-2.

B. ROAD REQUIREMENTS

1. Provide blocks of appropriate length, B-3-A, 5B-5-3-A;
2. All Right-of-Ways at least 60 feet wide, B-3-B, 5B-5-4-A;
3. Cul-de-sac minimum diameter 140 feet (use of cul-de-sacs should be minimized), B-3-C, 5B-5-3-B, 5B-6-8;
4. Make provisions for road connections to existing or future adjacent subdivisions, B-3-D, 5B-5-3-C;
5. Minimum alley width 20 feet, B-3-E;
6. Return radii at intersection minimum of 50 feet (on corner lots, approximately 20 feet between pavement and R-O-W line), B-3-F, 5B-5-4-B;
7. Name all streets (no duplicate names allowed), B-3-G; and
8. Verify that all proposed roads can be built to standards of Section 5B-6-8, B-3-I.

C. LOT REQUIREMENTS

1. All lots must have frontage on public road, conform to zoning and building ordinances, and meet Health Department regulations, B-4-A, 5B-5-2-A, 5B-5-2-C;
2. Side lot lines perpendicular to streets, B-4-B;
3. Number all lots and show all lot lines, lot dimensions, and lot areas, B-4-C;
4. Show proposed setback lines and required easements, B-4-D, 5B-5-5;
5. Check special restrictions for lots affected by critical soils, Flood Hazard, or intermittent streams, B-4-E, 5B-5-2-D, 5B-5-2-E;
6. Indicate street address on each lot, C-5-A; and
7. Restrict access to interior roads (requires zoning change), C-5-B.

D. ADDITIONAL REQUIREMENTS WHEN SEPTIC SYSTEMS ARE PROPOSED

1. Designate all areas not suitable for septic, G-4-A;
2. Provide septic restriction lines around all drainage and detention/retention easements and dry wells, G-3-F; and
3. Provide detailed engineering plans for alterations to topography relating to septic system suitability, proposed at the Tentative Plat stage, G-4-B.