

**APPENDIX E**  
**CHECKLIST FOR SUBMISSION OF FINAL PLAT**  
**TO PLAN COMMISSION AND BOARD OF TRUSTEES**

E-1           GENERAL

When a Final Plat has been approved by the Plan Commission, it indicates that the technical aspects of the proposed subdivision are acceptable. This Appendix summarizes all administrative details which must be completed before a Final Plat may be submitted to the Board of Trustees.

E-2           SUBMISSION OF FINAL PLAT TO BOARD OF TRUSTEES

- A.    If a Final Plat has been approved by the Plan Commission without conditions, one additional copy of the Final Plat shall be submitted to the Clerk. The Final Plat will then be scheduled for review by the Board of Trustees.
- B.    If a Final Plat has been conditionally approved by the Plan Commission all revisions must be made and five copies of all revised sheets shall be submitted to the Clerk and one to the Village Engineer. After the Village Engineer has approved the revised plans, the Final Plat may be scheduled for review by the Board of Trustees.
- C.    In accordance with the School Developer Donation Requirements contained herein the amount of a cash or land donation must be made pursuant to Title 5B, Chapter 10. A document prepared by the developer evidencing the donation must be recorded in the Recorder's Office, and the document number entered on the plat (see Section 5B-9-3-B).
- D.    All back taxes and special assessments must be paid (see sections 5B-9-3-G, 5B-9-3-L). The certificates of the County Clerk and Village Treasurer must appear on the plat.
- E.    The developer should again verify that all required certificates have been placed on the plat (see Section 5B-9-3). All certificates must be signed except for the Board of Trustees' certificate and the Recorder's certificate. If applicable, the following certificates must be in place:
  - 1.    Certificate indicating compliance with School Developer Donation Requirements, 5B-9-3-B;
  - 2.    Owner's certificate and notary certificate, 5B-9-3-C;
  - 3.    Surveyor's certificate, 5B-9-3-D;
  - 4.    Certificate regarding flood hazard, 5B-9-3-E;
  - 5.    McHenry County Health Department certificate, 5B-9-3-F;
  - 6.    McHenry County Clerk's certificate, 5B-9-3-G;

7. Village Engineer's certificate, 5B-9-3-H;
  8. Board of Trustees' certificate, 5B-9-3-I;
  9. Recorder's certificate, 5B-9-3-J;
  10. Easement Crossing certificate, 5B-9-3-K;
  11. Village Treasurer's certificate, 5B-9-3-L;
  12. Road Certificate(s), 5B-9-3-M; and
  13. State of Illinois certificate, 5B-9-3-N.
- F. After the cost estimates for construction and maintenance of the roads have been approved by the Plan Commission and the Village Engineer, the developer must obtain security; estimating and security requirements are covered in Section 5B-6-5 and Appendix I. A standard form for the Village Engineer's and Village Attorney's approval of the estimate is available at the Clerk's Office. The standard form also includes a provision for the Building Commissioner to indicate that he has received copies of the security.
- G. After the developer has obtained the required security, the originals must be submitted to the Village Clerk. The developer may then advise the Clerk of when he would like to have his Final Plat reviewed by the Board of Trustees. The Board of Trustees agenda procedures require approximately two weeks notice prior to the meeting in order for an item to be placed on the agenda.

#### E-3 SUBMISSION OF FINAL PLAT TO BOARD OF TRUSTEES

The following item must be accomplished before a Final Plat can be reviewed by the Board of Trustees: the Final Plat must be approved by the Plan Commission.

#### E-4 RECORDING OF FINAL PLAT

If the Final Plat is not recorded within six months of the date of approval by the Board of Trustees, the plat shall have no validity (see Section 5B-4-5-G).