

APPENDIX F
CHECKLIST FOR SUBMISSION OF PLATS OF VACATION
TO THE BOARD OF TRUSTEES

F-1 GENERAL

When a Plat of Vacation has been prepared showing the area to be vacated and after the approval of the Plat of Vacation by the Plan Commission, it indicates that the vacation as proposed is acceptable. This Appendix F summarizes all administrative details which must be completed before a Plat of Vacation may be submitted to the Board of Trustees.

F-2 GENERAL REQUIREMENTS FOR PLATS OF VACATION¹

A Plat of Vacation shall be prepared in accordance with the following general requirements:

- A. The Plat of Vacation shall be drawn in ink on linen tracing cloth or suitable mylar drafting film. A photo reproduction on mylar is acceptable. "Stick-ons" shall only be allowed for utility easement certification, acceptable to the Recorder of Deeds. The reproduction shall be either photographic or "xerox," "sepias" are not acceptable.
- B. The Plat of Vacation shall be so labeled, and shall include a correct survey of the property and a legal description of the area involved.
- C. 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 Vacation. The maximum sheet size shall be 24 inches x 36 inches, but more than one sheet may be used if necessary. All hand lettering shall be at least 1/10" high. All typed or printed lettering shall be at least the same size as "pica 12."
- D. A north arrow, the scale and all section and quarter-section lines shall be indicated on the plat.
- E. All required certificates shall be placed on the plat (see Section 903). In addition, any statements or approvals regarding continuation or abandonment of existing easements regarding public service facilities or utilities as referred to in 765 ILCS 205/6 *et seq.*, Vacation of Plats.
 - 1. Plan Commission certificate, 5B-9-3-A;
 - 2. Owner's certificate and notary certificate, 5B-9-3-C;
 - 3. Surveyor's certificate, 5B-9-3-D;
 - 4. Village Engineer's certificate, 5B-9-3-H;

¹ Also see Section 508, *Vacation of Plats*.

5. Recorder's certificate, 5B-9-3-J;

F. Plats of Vacation must be approved by the Board of Trustees. A certificate indicating such approval shall be placed on the plat if the vacation includes any portion of a road, street, or alley. The following wording is suggested:

STATE OF ILLINOIS)
)SS
COUNTY OF MCHENRY)

I, (name) do hereby certify that this PLAT OF VACATION meets all requirements of the Village of Hebron Subdivision Ordinance pertaining to vacation of roads. I hereby acknowledge and accept the vacation of (road) (street) (alley) in accordance with the laws of the State of Illinois.

Village President

Given under my hand and Notarial Seal this _____ day of _____
_____ A.D., at _____, Illinois.

Notary public

Commission Expires

G. It shall be the owner's responsibility to contact the utility companies and the CATV company to obtain their written approval if the vacation pertains to utility easements. The document should be recorded and the document number placed on the plat. The following wording is suggested:

In accordance with the requirements of the Village of Hebron Subdivision Ordinance pertaining to PLATS OF VACATION, the following utility companies (list all companies involved) have acknowledged and approved in writing the vacation of easements as set forth on this plat and recorded as Document No. _____ in the McHenry County Recorder of Deeds Office on _____, 19____.

H. The Final Plat of Vacation 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 Plat by anyone other than the surveyor or someone under his immediate supervision.

F-3 PLAT OF VACATION CHECKLIST

The following list includes all items which are required on a Plat of Vacation. It is recommended that this check-off list be used to verify that the Plat of Vacation is complete before it is submitted for review by the Plan Commission.

A. GENERAL PLAT OF VACATION REQUIREMENTS

1. Submit 10 copies to the Clerk and one copy to the Village Engineer (if applicable);
2. Prepare plat on mylar;
3. Label as Plat of Vacation;
4. Use scale of 1" = 100' (larger scale if appropriate);
5. Maximum sheet size 24" x 36";
6. Include correct survey and legal description;
7. Provide north arrow and indicate scale;
8. Show all section and quarter section lines;
9. Place all required certificates on plat;
10. Sign, date and seal Plat; and
11. Obtain necessary signatures.

F-4 SUBMISSION OF PLAT OF VACATION TO BOARD OF TRUSTEES

- A. If the Plat of Vacation has been approved by the Plan Commission, the Plat of Vacation may be scheduled for review by the Board of Trustees.
- B. The developer should again verify that all required certificates have been placed on the plat (see Section F-2). All certificates shall be signed except for the Plan Commission certificate, the Board of Trustees certificate and the Recorder's certificate.
- C. Pay review fee.

F-5 SUBMISSION OF PLAT OF VACATION TO VILLAGE BOARD

Before a Plat of Vacation can be reviewed by the Board of Trustees it must be reviewed by the Village Engineer and approved by the Plan Commission.

F-6 RECORDING OF PLAT OF VACATION

If the Plat of Vacation is not recorded within six months of the date of approval by the Village Board, the Plat of Vacation shall have no validity (see Section 5B-4-6-I).