

## CHAPTER 4

### FINAL PLATS

#### SECTION:

- 7-4-1: Plat Requirements**
- 7-4-2: Required Documents**
- 7-4-3: Approval of Final Plat**
- 7-4-4: Required Certificates and Other Documents**
- 7-4-5: Building Permits**

**7-4-1: PLAT REQUIREMENTS:** The final plat shall contain the following:

- A. Name of subdivision.
- B. Location by township, section and range, or by other legal description.
- C. Scale one inch to one hundred feet (1" = 100') or larger (shown graphically).
- D. Date and north point.
- E. Boundary of plat, based on an accurate traverse, with angles and lineal dimensions.
- F. Exact location, width and name of all streets within and adjoining the plat. Streets that are obviously in alignment with others already existing and named shall bear the names of the existing streets.
- G. True angles and distances to the nearest established street lines or official monuments (not less than three), which shall be accurately described in the plat.
- H. Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.

- I. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.
- J. All easements for right of way provided for public service and utilities. Easements approved by applicable public utility.
- K. All lot numbers and lines, with accurate dimensions in feet and hundredths.
- L. Permanent monument or bench marks shall be placed at all corners and at points of tangency of curve lines along the boundary of the subdivision.
- M. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed covenant for common uses of all property owners.
- N. Building setback lines accurately shown by dimension.
- O. An endorsement on the final plat by the County Clerk, that he finds no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against the land shown thereon.
- P. A summary on its face of all restrictions applicable to any part of said subdivision relating to building restrictions, use restrictions, building lines or otherwise.
- Q. A deed of dedication in the form set out in subsection 7-4-4B.
- R. A blank certificate of approval as set out in Section 7-4-3.
- S. Such final plat may be for a unit of a proposed subdivision provided that:
  - 1. A preliminary plat had previously been approved as to the whole subdivision;
  - 2. Such unit shall contain no less than ten (10) lots if a residential subdivision;
  - 3. Approval by the Village Engineer as to the feasibility of such unit construction;
  - 4. The public improvements for at least one unit shall be submitted and completed within each calendar year from the date of approval of the final plat for the unit;
  - 5. The plat of each unit shall be submitted to the Plan Commission for its approval;
  - 6. Failure to comply with the terms of this subsection will require resubmission of the

requirements of Chapter 3 of this Title.

**7-4-2: REQUIRED DOCUMENTS:** Accompanying documents shall consist of:

- A. Approval of subdivider's preparations for improvements required by Chapter 6 of this Title.
- B. Approval by the Plan Commission of names of the proposed streets and of the proposed system of addresses along such streets.
- C. Plans and specifications for the improvements which shall include at least the following:
  - 1. A title sheet showing the name of the project, section, township, and range, an index of sheets, a tabulation of symbols, location of benchmarks, and a graphic location with respect to nearest traveled streets and roads. (Ord. 66-142-4)
  - 2. A detailed grading plan indicating the vertical elevations of all houses, lot corners, and points of change in gradient. Directions of flow of surface waters will be delineated with arrows and the gradient of the land indicated above with arrows. Curb elevations will be indicated opposite each lot corner and at all changes in gradient. (Ord. 72-260-4)
  - 3. A detailed plan of street improvements showing horizontal and vertical locations of all street improvements and including horizontal and vertical locations of all points of curvature, points of intersection, points of tangency, points of vertical curvature, points of vertical intersection, and points of vertical tangency. Radii of intersection of streets will be shown on this plan.
  - 4. A detailed plan of storm improvements showing horizontal and vertical location of all manholes, catch basins, inlets, headwalls, and the like and indicating lengths, types, and grades and gradients of all storm sewers. Manholes, catch basins and inlets will be dimensioned from lot corners.
  - 5. A detailed plan of sanitary sewer improvements showing horizontal and vertical locations of all manholes, and indicating lengths, types and grades and gradients of all sanitary sewers. Manholes will be dimensioned from lot corners. (Ord. 66-142-4)
  - 6. A detailed plan of water system improvements indicating horizontal and vertical location of all fire hydrants and valve vaults and showing lengths, sizes, and locations of all water mains. Fire hydrants and valve vaults will be dimensioned from lot corners. (Ord. 72-260-4)

7. Plans and profiles drawn to a scale not to exceed one inch equals one hundred feet (1" = 100') horizontally and one inch to ten feet (1" 10') vertically indicating additional horizontal and vertical location of streets, sewers, appurtenances and the existing grade.
8. Such additional details are necessary to clarify the extent or manner of construction.
9. Detailed material and construction specifications concerning the work to be performed including general conditions of the contract acceptable to the Village.
10. A detailed cost estimate of the work to be performed. (Ord. 66-142-4)
11. A detailed erosion control plan showing clearing, stockpiling, construction sequences, configuration of erosion controls and areas to be landscaped or lawns established. Proposed schedules for restoration must be submitted with the plan. The plan shall be prepared in accordance with the "Procedures and Standards for Urban Soil Erosion and Sedimentation Control in Illinois", latest edition.
12. Existing and proposed cross sections at intervals not more than one hundred feet (100') of proposed roadways where roadway grading and alignments will impact on undisturbed ground must be provided.

Upon receipt of these final plans, the Village Board shall refer same to the Village Engineer for his comments and corrections. The Village Engineer shall review these plans for compliance with the requirements of the Village and shall return them together with his recommendations, to the Village Board. One set of the reviewed plans with suggested changes shall be returned to the subdivider at time of final approval. The Village Engineer may, at his discretion, confer with the engineer for the developer concerning correction to the final plans prior to his final approval. All final plans shall be submitted on twenty four inch by thirty six inch (24" x 36") size drawings and shall bear the signature and seal of the Illinois registered professional engineer under whose directions they were prepared. No substantial deviations from these plans and specifications will be allowed without the written permission of the Village Board. Field changes will be allowed by the Village Engineer. The Village Engineer shall be empowered to require such field and laboratory tests as may be necessary to insure the quality of the work. The costs of such tests shall be borne by the subdivider. (Ord. 88-1032-64)

- D. Certification by a registered surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct in the form set out in subsection 7-4-4A.

- E. Notarized certification by owner or owners, and by mortgages or lien-holder of record, acknowledging the plat and the dedication of streets and other public areas.
- F. Approved by signatures of Village, County and State officials concerned with the specifications of utility installation.
- G. An agreement executed by the owner and subdivider to make and install the improvements provided for in Chapter 6 in accordance with the plans and specifications accompanying the final pat.
- H. Posting of deposit with the Village as required under Section 7-1-6.
- I. Payment to the Village of all review fees and acreage fees.<sup>1</sup>
- J. One tracing and one copy of the final plat of the subdivision as executed by the Plan Commission, drawn in ink on tracing cloth. Following execution by the Mayor and the Village Clerk, the subdivider shall provide fifteen (15) copies of such final pat bearing the required signatures.

**7-4-3: APPROVAL OF FINAL PLAT:** Within a reasonable time, the Village Board shall, upon motion and majority vote, approve the final plat and authorize the Mayor and Village Clerk to sign the original tracing. The certificates on the final plat shall be in the following form with the signatures of the chairman of the Board of Supervisors, Lake County, and the County Clerk to be necessary only where the plat covers land in the unincorporated area or where the dedication of land for County or State highways is involved.

See next page

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<sup>1</sup>See Section 7-1-5 of this Title.

*Under the authority provided by the Illinois Revised Statutes, enacted by the State Legislature and on motion adopted by the Mayor and Board of Trustees of the Village, this plat was given approval by the Village of Lincolnshire and MUST BE RECORDED WITHIN SIX (6) MONTHS OF THE DATE OF APPROVAL BY THE MAYOR AND BOARD OF TRUSTEES OTHERWISE IT IS NULL AND VOID.*

*Approved by the Lincolnshire Plan Commission at a meeting held*

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S))Q  
*Chairman*

S))Q  
*Secretary*

*Approved by the Mayor and Board of Trustees of the Village of Lincolnshire at a meeting held*

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S))Q  
*Mayor*

))Q  
*Village Clerk*

*Approved by the County Board of Supervisors of Lake County, Illinois at a meeting held*

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S))Q  
*Chairman*

S))Q  
*County Clerk*

**(Ord. 66-142-4)**

**7-4-4: REQUIRED CERTIFICATES AND OTHER DOCUMENTS:**

A. Each final plat submitted to the Village for approval shall carry the following certificates:

*SURVEYOR'S CERTIFICATES:*

1. STATE OF ILLINOIS)  
SS  
COUNTY OF LAKE)

*This is to certify that I, \_\_\_\_\_, a Registered Illinois Land Surveyor, No. \_\_\_\_\_, have surveyed and subdivided the property as described and as shown by the annexed plat, which is a correct representation of said survey and subdivision. All distances are shown in feet and decimals thereof.*

*I hereby designate the Village of Lincolnshire to record this document with the County of Lake, Recorder of Deeds.*

*Given under my hand and seal at \_\_\_\_\_ ILLINOIS, this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_\_*

(SEAL)

\_\_\_\_\_  
*Registered Illinois Land Surveyor*

(Ord. 66-142-4, amd. Ord. 92-1253-31 eff. 6/8/92, amd Ord. 97-1485-09 eff. 4/14/97)

2. STATE OF ILLINOIS)  
SS  
COUNTY OF LAKE )

*I, \_\_\_\_\_, an Illinois Registered Land Surveyor No. \_\_\_\_\_, hereby certify that the land Included on this plat Is within the corporate limits of the Village of Lincolnshire, which has adopted a Village plan and Is exercising the special powers authorized by Division 12 of Article 11 of the Municipal Code of the Illinois State Statutes. I further certify that a part of the property covered by this subdivision is - is not situated within 500 feet of any surface drain or watercourse serving a tributary area of 640 acres or more.*

\_\_\_\_\_  
*Illinois Land Surveyor, No. \_\_\_\_\_*

*Lincolnshire, Illinois \_\_\_\_\_, 20\_\_\_\_\_*

3. **ENGINEER'S CERTIFICATE:**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_ by the Village Engineer of the Village of Lincolnshire, Lake County, Illinois.

)))))))))))))Q  
Village Engineer

(Ord. 66-142-4)

4. **COUNTY CLERK'S CERTIFICATE**

STATE OF ILLINOIS)  
SS  
COUNTY OF LAKE )

I, \_\_\_\_\_, County Clerk of Lake County, Illinois do hereby certify that there are no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against any of the land included in the described property. I further certify that I have received all statutory fees in connection with the plat.

Given under my hand and seal of the County Clerk of Lake County, Illinois.

This \_\_\_\_\_ day of \_\_\_\_\_, AD. 20\_\_\_\_\_.

)))))))))))))Q  
Lake County Clerk

(Ord. 89-1076-43, Amend Ord. 08-3033-16, eff. 4/28/08)(Amd. Ord. 11-3212-34, eff. 9/12/11)

5. **MUNICIPAL CERTIFICATE AS TO SPECIAL ASSESSMENTS:**

STATE OF ILLINOIS)  
SS  
COUNTY OF LAKE )

Collector for the Village of Lincolnshire, do hereby certify that there are no delinquent or unpaid current or forfeited special assessments or any deferred installments thereof that have not been apportioned against the tract of land included in the annexed plat.

Dated at, \_\_\_\_\_ Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ AD., 20\_\_\_\_\_

)))))))))))))Q  
Collector

6. This is to certify that I \_\_\_\_\_ as owner of the property described as the \_\_\_\_\_ Subdivision and legally described on the plat of the same name, have determined tot he best of my knowledge the school district in which each of the following lots lies.

LOT NUMBERS(S)      SCHOOL DISTRICTS  
Elementary                      High School

\_\_\_\_\_  
Owner

State of Illinois)  
SS  
County of Lake)

I, \_\_\_\_\_, a Notary Public, do hereby certify that \_\_\_\_\_, owner of the property commonly known as \_\_\_\_\_ Subdivision, appeared before me this day in person and acknowledged the execution of this statement as his free and voluntary act.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

(Ord. 98-1540-02, eff. 02/09/98)

7. SURVEYOR’S CERTIFICATE

I further certify that the attached plat is a true and correct representation of said survey and subdivision. All distances shown in feet and decimals parts thereof, that the property hereon shown and described is within the corporate limits of the Village of Lincolnshire, Lake County, Illinois, and that said property is designated as “Zone - C” defined as areas of minimal flooding as shown in the flood insurance rate map Community Panel No. \_\_\_\_\_, dated \_\_\_\_\_ as published by the Federal Emergency Management Agency. (Ord. 98-1603-65, eff. 10/12/98)

**B. Deed Requirements: Each final plat submitted to the Village for approval shall carry a deed of dedication in substantially the following form:**

*We the undersigned (Name), do hereby certify that we are the owners of the real estate shown and described herein and do hereby lay off, plat and subdivide said real estate in accordance with the within plat. This subdivision shall be known and designated as (Name), an addition to the Village of Lincolnshire, Lake County, Illinois. All streets and alleys and public open spaces shown and not heretofore dedicated are hereby dedicated to the public. Front yard building setback lines are hereby established as shown on this plat, between which lines and the property lines of the streets there shall be erected or maintained no building or structure. There are strips of ground (Number) feet in width, as shown on this plat and marked "Easement" reserved for the use of utilities for the installation of water and sewer mains, surface and subsurface drainage, poles, ducts, lines and wires, subject at all times to the proper authorities and to the easement herein reserved. No permanent or other structures are to be erected or maintained upon said strips of land but owners of lots in this subdivision shall take their titles subject to the rights of the public utilities, and to the rights of the owners of other lots in this subdivision.*

(Additional dedications and restrictions would be inserted here upon the subdivider's initiative or the recommendation of the Plan Commission or Village Board important provisions are those specifying the use to be made of the property and public grounds, minimum elevation and other restrictions imposed by the Village.)

WITNESS our Hands and Seals this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

STATE OF ILLINOIS)  
SS  
COUNTY OF LAKE )

*Before me, the undersigned Notary Public in and for the County and State, personally appeared (Name), (Name) and each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed for the purposes therein expressed.*

WITNESS my hand and Notarial Seal this \_\_\_\_ day of \_\_\_\_\_  
20\_\_

S))))))))))))))))))))))))))))))))))))))Q  
Notary Public

- C. Such other certificates, affidavits, endorsements, or dedications, as may be required by the Lincolnshire Plan Commission or the Village Board in these enforcement regulations.

**AGREEMENT AND NOTICE RE: CASH CONTRIBUTIONS TO THE VILLAGE OF LINCOLNSHIRE, ILLINOIS**

As a condition of approval of this Plat of Subdivision, the undersigned owner agrees with the Village of Lincolnshire, Illinois, and all parties who shall hereafter acquire from the subdivider any land described in this Plat shall be held to agree with the Village of Lincolnshire, to comply with the terms and provisions contained in Chapter 7 of the Subdivision Title of the Village of Lincolnshire, Illinois Village Code relating to the payment of a cash contribution for school, park and library purposes.

Notice is hereby given to all persons, including corporations, who acquire any land from the subdivider hereof, that unless the aforesaid cash contribution has been previously paid to the Village of Lincolnshire, Illinois, in connection with this subdivision no permits will be issued by the Village for any development or construction on the subject property.

In witness whereof, the undersigned owner has here unto signed and sealed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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OWNER  
(Amend. Ord. 94-1366-50)

**7-4-5: BUILDING PERMITS:** No building permit shall be issued providing for the improvement of any lot in said subdivision until there has been filed with the Building Official a certified copy of said plat of subdivision as recorded or registered in the office of the Recorder of Deeds or Registrar of Titles; as the case may be. Nor shall a building permit be issued for the improvement of any lot until the plans and specifications for the public improvements have been approved by the Mayor and Board of Trustees and until cash, bond or security approved by the Village Board as provided by this Code are posted with the Village.

One building permit may be issued by the Building Official for a proposed lot shown on the preliminary plat of subdivision, but the building may not be sold (unless sold with the entire parcel), occupied, or used until the final plat is approved and recorded. (Ord. 66-142-4)