

## 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 3 1/2" or 5 1/4" diskette in DWG (Auto CAD) format. All coordinates shall be based upon State Plane Coordinates and shall tie to existing monuments as set by McHenry County and referenced 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 501.2)
- 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 501.3)
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 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 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: 2.5 feet square at the bottom and 4 inches square at the top. Stone is considered superior to concrete because of the tendency of concrete toward spalling and early deterioration.
  - b. Pipe: 2 feet long and 2 inches in diameter.
  - c. Iron Stakes: at least 0.5 inches in diameter and 2 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 903.4).
- L. All required certificates shall be placed on the Plat (see Section 903).
  1. Certificate indicating approval by Plan Commission, Section 903.1;
  2. Certificate indicating compliance with School Developer Donation Requirements, Section 903.2;
  3. Owner's certificate and notary certificate, Section 903.3;
  4. Surveyor's certificate, Section 903.4;
  5. Certificate regarding flood hazard, Section 903.5;
  6. McHenry County Health Department certificate, Section 903.6;
  7. County Clerk's certificate, Section 903.7;
  8. Village Engineer's certificate, Section 903.8;
  9. Board of Trustees' certificate, Section 903.9;
  10. Recorder's certificate, 903.10;
  11. Easement crossing certificate, Section 903.11;
  12. Village Treasurer's certificate, Section 903.12; and
  13. Road Certificate(s), Section 903.13.

- 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 505). Each easement shall be adequately dimensioned and its purpose clearly indicated.
- N. A list of all districts, such as library, elementary school, junior high 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 homeowners association or the Village or other entity 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 505.3-C);
  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 H, Section H-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 903.5.
- 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 Section 903.14 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 Article 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-Special Procedures**

When septic systems are to be used in a subdivision, it is important that each lot has a suitable location for a septic system. See Appendix H, Section H-4, for additional requirements and procedures required by the Health Department in the preparation of the Final Plat.

### **C-7 Administrative Requirements**

Submit 19 copies of the Final Plat to the Village and one copy to the Village Engineer. Submit one set of Engineering Drawings with each copy of the Plat.