

## 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 Article 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 903.2).
- D. All back taxes and special assessments must be paid. The certificates of the County Clerk and Village Treasurer must appear on the Plat (see Sections 903.7, 903.12).
- E. The developer should again verify that all required certificates have been placed on the Plat (see Section 903). 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, Section 903.2;
  - 2. Owner's certificate and notary certificate, Section 903.3;
  - 3. Surveyor's certificate, Section 903.4;
  - 4. Certificate regarding flood hazard, Section 903.5;
  - 5. McHenry County Health Department certificate, Section 903.6;

6. McHenry County Clerk's certificate, Section 903.7;
  7. Village Engineer's certificate, Section 903.8;
  8. Board of Trustees certificate, Section 903.9;
  9. Recorder's certificate, Section 903.10;
  10. Easement Crossing certificate, Section 903.11;
  11. Village Treasurer's certificate, Section 903.12;
  12. Road Certificate(s), Section 903.13; and
  13. State of Illinois certificate, Section 903.14.
- 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 605 and Appendix J. 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 required 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**

Before a Final Plat can be reviewed by the Board of Trustees, it 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 405.5).