

**§ 3. CHECKLIST FOR FINAL PLAT.**

\_\_\_\_\_ (Name of Subdivision)  
\_\_\_\_\_ (Date of Submission)  
\_\_\_\_\_ (Due Date of Recommendation - 30 Days)

(NOTE: To properly execute this checklist, the subdivider or his engineer shall:

- (A) Insert the required information.
- (B) Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.
- (C) Denote those items which the subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A.").

- 1. Plat has been submitted within six months after the approval of the engineering plan.
- 2. Plat has been submitted within three years after the approval of the preliminary plan (unless an extension of time has been requested of and granted by the Village Board of Trustees).
- 3. One original drawing of the final plat has been submitted.
- 4. One transparency print of the final plat has been submitted.
- 5. Four copies of the final plat have been submitted.
- 6. Plat is drawn with black or blue ink on heavy linen tracing cloth or polyester film.
- 7. North direction is shown.
- 8. Scale is shown (minimum one inch equals 100 feet).
- 9. Section corners and section lines are accurately tied into subdivision by distances and angles.
- 10. Official survey monuments are shown as required.
- 11. All necessary easements are shown and dimensioned.
- 12. Building setback lines are shown and dimensioned in accordance with the Zoning Code.

- 13. Lot areas are in accordance with the applicable zoning regulations (to include lot number and address.)
- 14. Street names are shown.
- 15. Areas to be dedicated or reserved for public use are shown and described and the purpose is designated.
- 16. Protective covenants are lettered on the plat or are appropriately referenced.
- 17. Required certificates are shown and signed:
  - a. Surveyor's certificate (including legal description).
  - b. Owner's certificate.
  - c. Notary certificate.
  - d. County Clerk certificate.
  - e. Flood Hazard certificate.
  - f. Plan Commission certificate.
  - g. Village Board of Trustees certificate
  - h. Superintendents of Water, Sewer and Streets Certificate.
- 18. The following items have been submitted with the final plat:
  - a. Detailed specifications for all required land improvements not previously submitted and approved with the engineering plans.
  - b. A copy of the Illinois Environmental Protection Agency permit for the sanitary sewer installation.
  - c. A copy of the Illinois Environmental Protection Agency approval of the water main installation.
  - d. An affidavit by the subdivider acknowledging responsibility for the proper installation of all required land improvements.
  - e. A certified estimate of cost of all required land improvements prepared by a registered engineer.
  - f. A description of the bond or guarantee collateral intended to be submitted after contingent approval is granted by the municipality.

Completed by: \_\_\_\_\_ (Name)  
 \_\_\_\_\_ (Address)  
 \_\_\_\_\_ (Date)

Reviewed by: \_\_\_\_\_ (Zoning Administrator)  
 \_\_\_\_\_ (Date)

Considered by Plan Commission on: \_\_\_\_\_ (Date)  
 \_\_\_\_\_ (Chairman)

(Ord. passed - - )