

Chapter 16.36

CHECKLISTS

Sections:

- 16.36.010 Preliminary plan.
- 16.36.020 Engineering plans.
- 16.36.030 Final plat.

16.36.010 Preliminary plan.

\_\_\_\_\_  
Name of Subdivision

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Due Date of Recommendation (45 days)

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

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

- \_\_\_\_\_ 1. Twenty-two copies of preliminary plan submitted;
- \_\_\_\_\_ 2. Plans are on 24-inch by 36-inch sheets;
- \_\_\_\_\_ 3. Plan scale is not less than 1" to 100';
- \_\_\_\_\_ 4. Minimum profile scale is 1" to 100' horizontal and 1" to 10' vertical;
- \_\_\_\_\_ 5. A title sheet is included with each set of preliminary plans;
- \_\_\_\_\_ 6. Name of proposed subdivision is shown;
- \_\_\_\_\_ 7. Location given by town, range, section, or other legal description;
- \_\_\_\_\_ 8. Name and address of owner, trust, corporation or subdivider having control of project is shown;
- \_\_\_\_\_ 9. Name and seal of registered engineer or surveyor who prepared topographic survey is shown;
- \_\_\_\_\_ 10. Name and address of the designer of the plan is shown;
- \_\_\_\_\_ 11. North direction is shown;
- \_\_\_\_\_ 12. Date of preparation and date of revision, if any, is shown;
- \_\_\_\_\_ 13. A location map is included indicating:
  - \_\_\_\_\_ A. A scale of not less than 1" to 1000',
  - \_\_\_\_\_ B. Boundary lines of adjoining land within an area bounded by the nearest arterial streets or other natural boundaries,
  - \_\_\_\_\_ C. Use of surrounding land,

## CHECKLISTS

- D. Ownership of the surrounding land,
- E. Alignment of existing streets,
- F. Section and corporate lines;
- 14. Boundary line of proposed subdivision is clearly shown;
- 15. Total approximate acreage is shown;
- 16. Existing zoning classification is indicated;
- 17. The following existing items, if within the boundaries of the subdivision, or located 100' or less outside the boundaries are shown:
  - A. Previously platted streets and other right-of-ways, with improvements, if any, indicating:
    - 1. location
    - 2. widths
    - 3. names,
  - B. Railroad right-of-ways, indicating:
    - 1. location
    - 2. dimensions,
  - C. Utility right-of-ways, indicating:
    - 1. location
    - 2. width
    - 3. type
      - a. sewer
      - b. water
      - c. gas
      - d. telephone
      - e. electric
      - f. other,
  - D. Parks and other open spaces indicating:
    - 1. location
    - 2. area,
  - E. Easements, indicating:
    - 1. location
    - 2. width
    - 3. purpose,
  - F. Permanent buildings and structures, indicating:
    - 1. location
    - 2. setback lines
    - 3. names of owners,
  - G. Section and corporate lines,
  - H. Sanitary sewers, indicating:
    - 1. location
    - 2. size
    - 3. manholes
    - 4. invert elevations at manholes,
  - I. Water mains, indicating:
    - 1. location
    - 2. size
    - 3. valves, indicating:
      - a. valve manhole, or
      - b. valve box

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- \_\_\_ 4. fire hydrants and auxiliary valves,
- \_\_\_ J. Culverts, indicating:
  - \_\_\_ 1. type
  - \_\_\_ 2. location
  - \_\_\_ 3. size
  - \_\_\_ 4. invert elevations,
- \_\_\_ K. Storm sewers, indicating:
  - \_\_\_ 1. location
  - \_\_\_ 2. size
  - \_\_\_ 3. catchbasins
  - \_\_\_ 4. invert elevations,
- \_\_\_ L. Watercourses, indicating:
  - \_\_\_ 1. type
  - \_\_\_ 2. high-water width and elevation
  - \_\_\_ 3. width of easement
  - \_\_\_ 4. location of easement,
- \_\_\_ M. Marshes, indicating:
  - \_\_\_ 1. location
  - \_\_\_ 2. dimensions
  - \_\_\_ 3. soil bearing capacity,
- \_\_\_ N. Rock outcrops, indicating:
  - \_\_\_ 1. location
  - \_\_\_ 2. dimensions;
- \_\_\_ O. Monuments and survey markers, indicating:
  - \_\_\_ 1. location
  - \_\_\_ 2. type;
- \_\_\_ 18. Topographic data is given in feet above mean sea level within the tract and to a distance of 100' beyond, indicating:
  - \_\_\_ A. Existing contours at vertical levels of not more than 2',
  - \_\_\_ B. Proposed contours at vertical intervals of not more than 2',
  - \_\_\_ C. Benchmark, indicating:
    - \_\_\_ 1. location
    - \_\_\_ 2. description
    - \_\_\_ 3. elevation;
- \_\_\_ 19. Soil bearing data is given, if required by the superintendent of public works, indicating:
  - \_\_\_ A. Location of tests,
  - \_\_\_ B. Depth of tests,
  - \_\_\_ C. Soil bearing capacity,
  - \_\_\_ D. Moisture content;
- \_\_\_ 20. The following proposed items, if within the boundaries of the subdivision or located 100' or less outside of the boundaries, are shown:
  - \_\_\_ A. Layout of streets, indicating:
    - \_\_\_ 1. Collector streets, indicating:
      - \_\_\_ a. 80' fight-of-way width
      - \_\_\_ b. 38' roadway width, back to back of curbs
    - \_\_\_ 2. Minor streets, indicating:
      - \_\_\_ a. 66' right-of-way width

## CHECKLISTS

- b. 32' roadway width, back to back of curbs
- 3. Cul-de-sac streets, indicating:
  - a. 66' right-of-way width
  - b. 32' roadway width, back to back of curbs
  - c. the length does not exceed 500' unless there are less than 16 lots abutting the cul-de-sac street
  - d. terminus is circular, or nearly so, and right-of-way is at least 120'in diameter
  - e. terminus roadway width is 90' in diameter
- 4. Marginal access street, indicating:
  - a. 40' right-of-way width
  - b. 24' roadway width, back to back of curbs
- 5. Through street shown extended to boundaries of subdivision
- 6. Stormwater runoff pattern on paving,
  - B. Names of streets:
    - 1. Not duplicating the name of any street heretofore used in the city or its environs, unless the street is an extension of any already existing street, in which case the name shall be used
    - 2. Streets are on the west side of the river
    - 3. Avenues are on the east side of the river,
  - C. Street improvement plan showing location of all new street improvements, including those to the centerline of previously dedicated right-of-ways abutting the subdivision, in accordance with present city standards,
  - D. Utility easements:
    - 1. Located at the rear of each lot and other necessary locations
    - 2. Not less than 10 feet in width on each lot
    - 3. Purpose is indicated
    - 4. Stormwater runoff is indicated,
  - E. Centerline profiles of all streets showing gradients not less than 0.4 percent and not more than:
    - 1. 5.0 percent on collector streets
    - 2. 7.0 percent on minor streets,
  - F. Pedestrianways, when required, indicating:
    - 1. Location at approximately the center of blocks in excess of 900' in length
    - 2. Width not less than 12'
    - 3. Shrub or tree hedge at side boundary lines,
  - G. Block layout, indicating:
    - 1. Blocks do not exceed 1200' in length
    - 2. Additional access ways to parks, schools, etc., are shown in accordance with the plan commission's requirements
    - 3. Blocks fit readily into the overall plan of the subdivision, with due consideration given to:
      - a. topographical conditions
      - b. lot planning
      - c. traffic flow pattern
      - d. public open space areas
    - 4. Block numbers
    - 5. Blocks intended for commercial, industrial, or institutional use are so

## CHECKLISTS

- designated,
- \_\_\_ H. Lot layout, indicating:
- \_\_\_ 1. Lot dimensions
- \_\_\_ 2. Lot areas, not less than those stipulated in the appropriate district regulations of the zoning ordinance (areas may be listed by schedule)
- \_\_\_ 3. Building setback lines shown and properly dimensioned
- \_\_\_ 4. Proposed land use
- \_\_\_ 5. Lot numbers
- \_\_\_ 6. Corner lots are sufficiently larger than interior lots to allow maintenance of building setback lines on both street frontages and still allow a buildable width equal to that of the smallest interior lot in the block (minimum width 90')
- \_\_\_ 7. All lots abut a publicly dedicated street for a distance not less than the minimum width of the lot
- \_\_\_ 8. Lots are as nearly rectangular in shape as is practicable
- \_\_\_ 9. Lots are not less than 100' in depth, nor 70' in width
- \_\_\_ 10. Lot lines are substantially at right angles to the street lines and radial to curved street lines
- \_\_\_ 11. Double frontage lots only where:
- \_\_\_ a. lots back upon an arterial street and front on an access street
- \_\_\_ b. Topographic or other conditions make subdividing otherwise unreasonable
- \_\_\_ c. lot can be made an additional 20' deeper than average
- \_\_\_ d. a protective screen planting is indicated on one frontage
- \_\_\_ 12. Lots abutting or traversed by a watercourse, drainageway, channel, or stream, indicate:
- \_\_\_ a. additional width and depth to provide an acceptable building site
- \_\_\_ b. width of easement is at least 15' wider on each side of watercourse at high-water level
- \_\_\_ 13. Due regard for natural features, such as:
- \_\_\_ a. trees
- \_\_\_ b. watercourses
- \_\_\_ c. historic items
- \_\_\_ d. other similar conditions,
- \_\_\_ I. Areas intended to be dedicated for public use, indicating:
- \_\_\_ 1. Plan conforms to general development plan of the city
- \_\_\_ 2. Purpose
- \_\_\_ 3. Acreage,
- \_\_\_ J. Source of domestic water supply, indicating:
- \_\_\_ 1. Connection to existing water mains
- \_\_\_ 2. Location of site for community water plant,
- \_\_\_ K. Provision for sewage disposal, indicating:
- \_\_\_ 1. Connection to existing sanitary sewer mains
- \_\_\_ 2. Location of site for community sewage disposal plant,
- \_\_\_ L. School sites, indicating:
- \_\_\_ 1. Location
- \_\_\_ 2. Dimensions
- \_\_\_ 3. Acreage,
- \_\_\_ M. Topographic information, indicating:

## CHECKLISTS

- \_\_\_ 1. Proposed changes in elevation of land show that any flooding would be relieved
- \_\_\_ 2. Adequate installation of storm sewers would remove the possibility of flooding,
- \_\_\_ N. Sanitary sewer layout, indicating:
  - \_\_\_ 1. Location
  - \_\_\_ 2. Size
  - \_\_\_ 3. Invert elevations at manholes
  - \_\_\_ 4. Manhole locations,
- \_\_\_ O. Water main layout, indicating:
  - \_\_\_ 1. Location
  - \_\_\_ 2. Size
  - \_\_\_ 3. Looped pattern where practicable
  - \_\_\_ 4. Fire hydrants, spaced not more than 400' apart,
- \_\_\_ P. Storm sewer layout, indicating:
  - \_\_\_ 1. Location
  - \_\_\_ 2. Catchbasins at not more than 600' intervals
  - \_\_\_ 3. Stormwater is not carried across or around any intersection
  - \_\_\_ 4. Surface water drainage pattern for each individual lot and block,
- \_\_\_ Q. Street light layout, indicating:
  - \_\_\_ 1. Locations and typical street light detail, or
  - \_\_\_ 2. Statement by subdivider that street lights will be installed in accordance with city standards:
- \_\_\_ 21. An outline of proposed covenants accompanies the plans, indicating the intention of the subdivider to have the covenants recorded with the final plat.
  - A. Protection against obstruction of drainage easements;
- \_\_\_ 22. Typical street cross section, showing base construction, surfacing, concrete curb and sidewalk in accordance with the land improvements ordinance;
- \_\_\_ 23. Indication that sidewalks will be installed along all lot lines coincidental with street right-of-ways;

**CHECKLISTS**

\_\_\_\_\_ 24. Indication on drawings or by certificate that subdivider is aware of his responsibility for installation of street signs, and for seeding and tree planting in all parkways.

Completed by: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Date

Considered by  
plan  
commission on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman

(Ord. 1987-M-45 § 10; Ord. 1963-21 App. A.: Prior code § 11.014.)

**16.26.020 Engineering plans.**

\_\_\_\_\_  
Name of Subdivision

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Due Date of Recommendation (45 days)

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

1. Insert the required information.
2. Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.
3. Denote those items which the subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A."
- \_\_\_\_\_ 1. Plans have been submitted within twelve months of the date of approval by the city council of the preliminary plan;
- \_\_\_\_\_ 2. Six copies of engineering plans submitted;
- \_\_\_\_\_ 3. Plans are on 24-inch by 36-inch sheets;
- \_\_\_\_\_ 4. A title sheet is included with each set of plans, and includes:
  - \_\_\_\_\_ A. Name of the subdivision and unit number,
  - \_\_\_\_\_ B. Type of work covered,
  - \_\_\_\_\_ C. Location map showing relation of area to be improved to streets,
  - \_\_\_\_\_ D. An index of sheets,
  - \_\_\_\_\_ E. A summary of quantities,
  - \_\_\_\_\_ F. Name, address, and seal of registered engineer preparing the plans,
  - \_\_\_\_\_ G. Date of preparation and revisions, if any, is shown;
- \_\_\_\_\_ 5. Plan and profiles are on federal aid sheets, plate I or II.
  - \_\_\_\_\_ A. Horizontal scale is no less than 1 inch to 50 feet;
  - \_\_\_\_\_ B. Vertical scale is no less than 1 inch to 5 feet;
- \_\_\_\_\_ 6. Cross sections are plotted on federal aid sheets, plate III.
  - \_\_\_\_\_ A. Horizontal and vertical scales are no less than 1 inch to 10 feet;
- \_\_\_\_\_ 7. North direction is shown for each separate plan view;
- \_\_\_\_\_ 8. An adequate number of bench marks are shown with elevations referenced to mean sea level, to facilitate checking of elevations without more than one setup of a surveyor's level;
- \_\_\_\_\_ 9. Delineation is shown of all easements necessary to serve all lots with underground and overhead utilities, and to allow for perpetual maintenance of these facilities;
- \_\_\_\_\_ 10. An application for an Illinois Environmental Protection Agency Permit for the sanitary sewer extension accompanies the plans;
- \_\_\_\_\_ 11. Sanitary sewer plans and specifications are complete and conform to the standards and requirements of Ordinance No. 1960-29 as revised or superseded and denote all of the following:

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- A. All properties in the subdivision are served and house service connections are provided,
  - B. The minimum size main is 8 inches I.D.,
  - C. The plan conforms to the overall city plan for any trunk sewers traversing the subdivision,
  - D. The distance between manholes does not exceed 400 feet,
  - E. The invert elevation of each manhole is shown,
  - F. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice,
  - G. Extra strength pipe and extra strength manhole wall construction is specified and shown on the plans and in the estimate of quantities where the depth of installation exceeds 12 feet,
  - H. Profile of existing and proposed ground surfaces,
  - I. Risers are shown for individual house service laterals where depth of main exceeds 12 feet,
  - J. Pipe joints are of permitted type,
  - K. Minimum manhole cover weights are correct:
    - 1. 540 pounds in collector streets
    - 2. 400 pounds in minor and cul-de-sac streets
    - 3. 335 pounds in rear lot easements,
  - L. Specifications include provisions for checking of infiltration or exfiltration,
  - M. Standard details are shown and include:
    - 1. Standard manhole
    - 2. Drop manhole
    - 3. Standard manhole cover
    - 4. Standard riser
    - 5. Standard service installation
    - 6. Concrete cradle;
12. An application for an Illinois Environmental Protection Agency Permit for the water main installation accompanies the plans;
13. Water distribution plans and specifications are complete and conform to Ordinance No. 1960-29 as revised or superseded, and include all of the following:
- A. All properties in the subdivision are served and provisions are made for service connections within the property lines,
  - B. The minimum size main is 6 inches I.D.,
  - C. The plan conforms to the city's overall plan for any trunklines which might traverse the subdivision,
  - D. Valve and hydrant spacing and location conform to the approved preliminary plan,
  - E. Material and joint specifications comply with the city's standards,
  - F. Specifications include provisions for testing and sterilization of all new water distribution facilities,
  - G. Standard details are shown and include the following:
    - 1. Valve manhole
    - 2. Standard cover
    - 3. Standard hydrant installation;
14. Street plans, including storm sewers, are complete and conform to Ordinance No. 1960-29 as revised or superseded, and include all of the following:

## CHECKLISTS

- \_\_\_ A. The location of streets and width of pavements conform to those indicated on the approved preliminary plan,
- \_\_\_ B. Plan shows curb, gutter and sidewalk locations, and include the following information:
  - \_\_\_ 1. Corner curb radius is not less than 16 feet
  - \_\_\_ 2. Curve data for all horizontal curves
  - \_\_\_ 3. Direction of flow along all curbs
  - \_\_\_ 4. No surface water is carried across or around any street intersection, nor for a distance greater than 600 feet,
- \_\_\_ C. Cross sections are submitted as necessary to indicate feasibility of proposed street elevations in relation to adjacent lot elevations, and include sidewalk location,
- \_\_\_ D. Profiles are submitted for all paving centerlines and storm sewers and indicate:
  - \_\_\_ 1. Catchbasin invert elevations
  - \_\_\_ 2. Minimum pipe size is 12 inches I.D. (except that a lead from a single inlet may be 10 inches I.D.)
  - \_\_\_ 3. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice
  - \_\_\_ 4. Storm sewer elevations do not conflict with any other underground utilities
  - \_\_\_ 5. Storm sewer is connected with an adequate outfall
  - \_\_\_ 6. Curve data is given for vertical road curves,
- \_\_\_ E. The storm sewer system is designed to provide sufficient capacity for the draining of upland areas contributing to the storm water runoff on the street
  - \_\_\_ 1. Storm sewer design computations are submitted with plans,
- \_\_\_ F. A surface water drainage pattern is shown for each block,
- \_\_\_ G. Material specifications comply with city standards and include:
  - \_\_\_ 1. paving base materials
  - \_\_\_ 2. paving surface materials
  - \_\_\_ 3. concrete
  - \_\_\_ 4. pipe materials,
- \_\_\_ H. Typical cross sections and details include the following:
  - \_\_\_ 1. collector street
  - \_\_\_ 2. minor or cul-de-sac street
  - \_\_\_ 3. concrete curb and gutter
  - \_\_\_ 4. concrete sidewalk
  - \_\_\_ 5. standard manhole
  - \_\_\_ 6. standard cover
  - \_\_\_ 7. catchbasin;
- \_\_\_ 15. Street light plans are complete and conform to Ordinance No. 1960-29 as revised or superseded, and include the following:
  - \_\_\_ A. Pole locations,
  - \_\_\_ B. Spacing,
  - \_\_\_ C. Average maintained foot-candle illumination (calculated),
  - \_\_\_ D. Control system and wiring diagram,
  - \_\_\_ E. Typical section showing:
    - \_\_\_ 1. type of base and pole
    - \_\_\_ 2. bracket or arm
    - \_\_\_ 3. luminaire, indicating type of lamp and wattage
    - \_\_\_ 4. mounting height;

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- \_\_\_\_\_ 16. Parkway improvement specifications are complete and are in accordance with Ordinance No. 1960-29 as revised or superseded, and include provisions for:
  - \_\_\_\_\_ A. Removal of stumps, trees that cannot be saved, boulders, and all other similar items,
  - \_\_\_\_\_ B. Grading, installation of topsoil, and seeding or sodding,
  - \_\_\_\_\_ C. Planting of trees;
- \_\_\_\_\_ 17. Street signs are shown to be installed, at all street intersections not previously marked, in accordance with Ordinance No. 1960-29 as revised or superseded.

Completed by: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Date

Considered by  
plan  
commission on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman

(Ord. 1987-M-45 § 11; Ord. 1963-21 App. B.: Prior code § 11.015.)

16.36.030 Final plat.

\_\_\_\_\_  
Name of Subdivision

Directions: The subdivider or surveyor should complete this checklist. Please initial each item to indicate that it has been completed. Please mark any items that do not apply as "N.A." and provide a notation or letter stating why the item is not applicable. Include one original copy of this checklist with the 22 copies of the final plat.

- \_\_\_\_ 1. Plat has been submitted prior to expiration of preliminary plan approval;
- \_\_\_\_ 2. Engineering plan has been submitted;
- \_\_\_\_ 3. Twenty-two copies of the final plat have been submitted;
- \_\_\_\_ 4. Plat is drawn with ink on mylar or equal;
- \_\_\_\_ 5. North direction is shown;
- \_\_\_\_ 6. Scale is shown (minimum one inch equals 100 feet);
- \_\_\_\_ 7. Section corners and section lines are accurately tied into subdivision by distances and angles, as applicable;
- \_\_\_\_ 8. Official survey monuments are shown as required;
- \_\_\_\_ 9. All necessary easements are shown and dimensioned;
- \_\_\_\_ 10. An identification system for all lots and blocks;
- \_\_\_\_ 11. Building setback lines are shown and dimensioned in accordance with the zoning ordinance;
- \_\_\_\_ 12. Lot areas are in accordance with the applicable zoning regulations;
- \_\_\_\_ 13. Street names are shown;
- \_\_\_\_ 14. Areas to be dedicated or reserved for public use are shown and described and their purpose is designated;
- \_\_\_\_ 15. Protective covenants are lettered on the plat or are appropriately referenced;
- \_\_\_\_ 16. Required certificates are shown and signed, including:
  - \_\_\_ A. Surveyor's certificate (including legal description),
  - \_\_\_ B. Owner's certificate,
  - \_\_\_ C. Notary certificate,
  - \_\_\_ D. County clerk certificate,
  - \_\_\_ E. Certificate as to special assessments,
  - \_\_\_ F. Certificate of county engineer, as required,
  - \_\_\_ G. Plan commission certificate;
  - \_\_\_ H. Director of public works certificate,
  - \_\_\_ I. City Council certificate,
  - \_\_\_ J. Special Flood Hazard Area certificate, as required,
  - \_\_\_ K. Mortgagee certificate, as required;
- \_\_\_\_ 17. The following items have been submitted prior to City Council consideration of the final plat:
  - \_\_\_ A. One original drawing of the final plat (submit after final Council approval and signature by non-city entities),
  - \_\_\_ B. A copy of the Illinois Environmental Protection Agency Permit for the sanitary sewer installation, as required,
  - \_\_\_ C. A copy of the Illinois Environmental Protection Agency Permit for water main installation, as required,

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- \_\_\_ D. A copy of the NPDES Permit for construction disturbance of aggregate areas greater or equal to five (5) acres, as required,
- \_\_\_ E. A copy of IDOT, County or other highway authority permits, as required,
- \_\_\_ F. A copy of U.S. Army Corps of Engineers permit, as required,
- \_\_\_ G. A copy of IDOT-DWR Permit, as required,
- \_\_\_ H. An acknowledgement executed by the subdivider accepting the responsibility for the installation of the Land Improvements as shown on the approved engineering plans and specifications ("Undertaking"),
- \_\_\_ I. A certified estimate of cost of all required land improvements prepared by a registered professional engineer licensed in the State of Illinois,
- \_\_\_ J. A description of the bond or guarantee collateral, intended to be submitted after contingent approval is granted by the City Council.

Completed by: \_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Date

A. "SURVEYOR'S CERTIFICATE  
 STATE OF ILLINOIS )  
 COUNTY OF KANE ) ss.

"This is to certify that I, \_\_\_\_\_ Illinois Land  
 Surveyor No. \_\_\_\_\_, have surveyed and subdivided the \_\_\_\_\_ following described  
 property:

"Given under my hand and seal at \_\_\_\_\_, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_,  
 A.D. 19\_\_."

Illinois Registered Land Surveyor

No. \_\_\_\_\_"

**CHECKLISTS**

B. "OWNER'S CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"This is to certify that the undersigned is the owner of the land described in the annexed plat, and that he has caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes therein set forth, and does hereby acknowledge and adopt the same under the style and title thereon indicated.

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

Dated this \_\_\_\_ day of \_\_\_\_\_ A.D. 19\_\_."

C. "NOTARY CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I, \_\_\_\_\_, a notary public, in and for said county, in the state aforesaid, do hereby certify that \_\_\_\_\_, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such owners, appeared before me this day in person and acknowledged that they signed and delivered the annexed plat as their own free and voluntary act for the uses and purposes therein set forth.

"Given under my hand and Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_, at \_\_\_\_\_, Illinois.

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

D. "COUNTY CLERK CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I, \_\_\_\_\_ County Clerk of Kane County, Illinois, do hereby certify that there are no delinquent general taxes, no unpaid forfeited taxes and no redeemable tax sales against any of the land included in the annexed plat.

"I further certify that I have received all statutory fees in connection with the annexed plat.

"Given under my hand and seal at \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_.

\_\_\_\_\_  
County Clerk

**CHECKLISTS**

- E. "CERTIFICATE AS TO SPECIAL ASSESSMENTS  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I 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 plat.

\_\_\_\_\_  
Collector of Special Assessments

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_."

- F. "COUNTY ENGINEER'S CERTIFICATE  
"This plat has been approved by the Kane County Engineer with respect to roadway access to \_\_\_\_\_ pursuant to ILCS Chapter 765 Paragraph 205/2.

Dated this \_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_."

\_\_\_\_\_  
County Engineer"

- G. "PLAN COMMISSION CERTIFICATE  
STATE OF ILLINOIS )  
CITY OF ST. CHARLES ) ss.

"Approved this \_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_.

CITY OF ST. CHARLES PLAN COMMISSION

\_\_\_\_\_  
Chairman

- H. "DIRECTOR OF PUBLIC WORKS  
CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I, \_\_\_\_\_, do hereby certify that the required improvements have been installed, or the required guarantee bond has been posted for the completion of all required land improvements.

\_\_\_\_\_  
Director of Public Works

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_."

**CHECKLISTS**

I. "CITY COUNCIL CERTIFICATE

"Approved and accepted this \_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_."

CITY COUNCIL OF CITY OF  
ST. CHARLES, ILLINOIS

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

J. "SPECIAL FLOOD HAZARD AREA CERTIFICATE

"This is to certify that the parcels included in this record of deed {are/are not} located in the Special Flood Hazard Area identified for the {city/village/county} of \_\_\_\_\_, Illinois by the Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel No. \_\_\_\_\_ dated \_\_\_\_\_, 19\_\_.

Illinois Registered Land Surveyor

No. \_\_\_\_\_"

K. "MORTGAGEE'S CERTIFICATE

"Accepted and approved by \_\_\_\_\_, as Mortgagee.

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, A.D., 19\_\_.

By:

Attest: \_\_\_\_\_"

(Ord. 1994-M-15 § 1; Ord. 1987-M-45 § 11; Ord. 1963-21 App. C.: Prior code § 11.016.)