



REQUIREMENTS FOR RECORDING PLATS OF SUBDIVISION

1. All signatures must be in black ink. Blue ink does not reproduce.
2. Plat must be signed by owner(s), or by his/her attorney duly authorized, and their signature(s) must be acknowledged before a notary & under signature and seal of a notary.
3. Plat must bear surveyors certificate, complete with date, signature, seal and legal description.
4. Plat must contain an owner's certificate with original signatures of the landowner or representative of the owner.
5. Plat must have a statement for surveyor indicating whether any part of the property as shown on map or plat of subdivision is located within a special flood hazard area. **(SB 908, P.A. 85-267)**
6. When an owner is required to file a plat pursuant to section 1 of the plat act, the owner shall submit simultaneously with the subdivision plat a notarized statement indicating, to the best of the owner's knowledge, the school district in which each tract, parcel, lot, or block lies. **(HB231, P.A. 90-0286 EFF. 1-1-98)**
7. Plat must bear the statement "This plat presented by" and give the name & address of the person or company that is recording the plat.
8. If the land surveyor that has prepared the plat for recording is not the same person to record the plat, the person recording the plat must have a letter of authorization by the surveyor giving them permission to record said plat. **(SB325, P.A. 87-705 EFF. 1-1-92)**
9. Although not required by state statute, the County Clerk's office requests you take the subdivision plat to the GIS department to verify parcels within the subdivision before obtaining the County Clerks signature. Plat must bear a signature & seal of the County Clerk, indicating that there are no delinquent general taxes, unpaid current general taxes, no unpaid forfeited taxes, and no redeemable taxes against any of the land included the annexed plat. The County Clerk charges a fee for this service.
10. The surveyor must state if the property is within a city, village, town, or township. If it is in a city, the appropriate signatures and city seal is required. If the plat is in the county it must be approved by the Zoning department with a signature.

Note: If within 1 ½ miles of more than one city, village or town then the closest municipality must sign it (CHCAP 55ILCS 5/3-5029)
11. Customer must furnish original and 3 true & exact copies (made after all signatures & seals are affixed). The minimum size for plats is 8 ½ x 14 inches and the maximum 24x36 inches.
12. Recording fee is **\$99.50** for the map, file stamped copies are \$5.00 per copy.