

FINAL PLAT CHECKLIST

Submit a digital copy (PDF) and one (1) paper copy of the following. All submittals are to be made to the plat officer.

1. Improvements plans to be accepted by all County departments and other applicable government agencies;
2. Construction guarantee submitted;
3. Protective covenants, deed restrictions, and preliminary homeowners association contracts accepted, if any;
4. Conveyance of land for parks and schools, or payment of cash in lieu thereof;
5. Payment of subdivision fee;
6. Final Plat with the following information:
 - a. Subdivision name acceptable to the County;
 - b. Accurate legal description;
 - c. If more than one (1) map sheet then a map key must be shown on each sheet to avoid confusion;
 - d. North arrow, scale and a graphic scale;
 - e. Length and direction of all boundary lines;
 - f. Note basis of bearing;
 - g. Positions of all monuments and markers, monuments per state law (minimum two (2) set), note found monuments supporting legal description, if any;
 - h. Land ties (measured and recorded) to section corner. State nature of section corner monument; if re-monumented, record monument record per state law;
 - i. Brief caption under subdivision name, including township, county, state;
 - j. Point of commencement and point of beginning shown on map;
 - k. Legend of symbols and line types used;
 - l. Surveyor's name, address, telephone number and project number;
 - m. Provide name, address, phone of who prepared the plat and who the recorded plat is to be returned to;
 - n. "Hereby Dedicated" shown for all road right-of-way within the subdivision;
 - o. Right-of-way dimensions and lines in proper location, Cul-de-sac and intersection radii/clip corners;
 - p. Dimensions on lots/parcels to one-hundredth of a foot and bearings/angles in degrees, minutes, seconds;
 - q. Easement dimensions, provisions and conditions.
 - r. Rectangular coordinates (if required);
 - s. Building setbacks, may be a note or typical lot exhibit;
 - t. Lot and parcel numbered sequentially. No numbers/letters to be skipped unless noted by surveyor;
 - u. Curve data for all curves, consisting of at least the radius and arc length;
 - v. Stream or lake meander line, if subdivision borders on same; show witness corners and dimensions if property corners fall in lake or stream; show access to stream or lake;
 - w. Road names acceptable to the County;
 - x. Septic field limitations (when required);
 - y. Adjacent recorded subdivisions names and lots/parcels shown in their proper location (to scale);
 - z. Common open spaces and/or public lands; grantees of such lands clearly noted with provisions for successors for maintenance, reversion, etc.;
 - aa. Covenants and/or restrictions; reference separate document if to be recorded separately;
 - bb. Certificates as provided by the County;
 - cc. Surveyor to certify the proximity of the development to special flood hazard areas as defined on the maps listed in the Kane County Code, Chapter 9, Article III, Special Flood Hazard Areas;
 - dd. Surveyor to certify that site is or is not within 1.5 miles of the corporate limits of a municipality or such other appropriate statement if within more than one (1) municipal planning jurisdiction or a municipal boundary agreement exists;
 - ee. All land subdivided accounted for (ie: lots, roads, parks, open space, etc.);
 - ff. Table showing area of land subdivided, area of individual lots, blocks, parcels, area in roads and net area shown on the plat;
 - gg. Provide a block for IDOT stamp if subdivision is adjacent to state right-of-way per IDOT rules.
 - hh. Any area ultimately being conveyed for use as forest preserve, park land, drainage way, walkway, utility lot, school lands, or granted to the County or other public agency should be designated with a lot number and a deed for the lot recorded concurrently; the uses should not be designated on plat.
 - ii. Any additional items as noted by the County.