

TO: Subdivision and Plat Applicants
FROM: DuPage County Plat Review Committee
SUBJECT: DuPage County Plat Review Procedure

Attached is a summary of DuPage County's procedure for review of all plats, including Plats of Subdivision, for land located in the unincorporated areas of DuPage County. Prior to starting this procedure, the applicant should obtain a copy of the DuPage County Subdivision Regulations, Ordinance Number CD-PO-005-82, available in the Zoning Division of the County Department of Development and Environmental Concerns at a cost of \$15.00. The Subdivision Regulations can be viewed at the County's Web address: www.co.dupage.il.us/DEC/DPC-SubRegs.pdf.

The attached Summary consists of the following four (4) parts:

1. DuPage County Plat Review Application form
2. Step-by-step outline of the procedure for subdividing
3. Checklists for items required on the Pre-Application, Preliminary Plat, Final Plat, and Profile Study
4. All required forms and certificates

PLEASE NOTE THAT PLATS OF DEDICATION, VACATION, OR CONSOLIDATION REQUIRE FINAL PLAT APPROVAL ONLY

The DuPage County Plat Review Committee meets on the 3rd Thursday of each month at 7:30 a.m. in the Conference Room of the:

Department of Development and Environmental Concerns
Jack T. Knuepfer Administration Building
421 North County Farm Road
Wheaton, IL 60187

For questions on these Procedures or the Subdivision Regulations, please call the DuPage County Zoning Division at 630-682-7220, or submit questions in writing at the above address.

Attachments

DuPage County Plat Review Application

Name of Subdivision: _____

Legal Owner(s): _____ Surveyor: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Subdivider: _____ Engineer: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

**If the identity of the subdivider is different from the legal owner, original documentation of subdivider's authority to act for legal owner must be attached to this application.*

Application is made here for:

On the property herein after described as (Legal Description):

Existing Conditions: Zoning _____ Utilities _____

Proposed Conditions: (**circle any of the following that apply**) P.D., Zoning Variation,
Conditional Use, Rezoning, Subdivision Regulation Variation
Utilities _____

Plat Case # _____	P.I.N. _____	
Application Received _____	Received By _____	
Pre-application Date _____	Fee Paid _____	Approved _____
Preliminary Plat Date _____	Fee Paid _____	Approved _____
Final Plat Date _____	Fee Paid _____	Approved _____
<u>FOR OFFICE USE ONLY</u>		

NOTICE: Until the Final Plat is approved and recorded, the subdivision process is not complete and any “lot” or “lots” resulting therefrom may not be “buildable” under County ordinances and resolutions. Failure to advise prospective purchasers of these facts may subject the applicant/developer to legal proceedings for misrepresentation.

Checklist for Submitting a Pre-Application Plan

- a. 20 folded copies of the pre-application plan of the proposed subdivision, together with a written application in triplicate, shall be submitted to the Plat Review Committee not less than twelve (12) working days before the regularly scheduled Plat Committee Meeting.
- b. Pre-application review fee of \$300.00

Preparation

The Pre-application plan shall be drawn in sketch form and shall show the following:

- Proposed layout of streets, lots and blocks
- Proposed dedication and reservations, i.e., school sites, park sites, major thoroughfares
- Existing topographical data and contour lines with a minimum of ten (10) foot intervals (U.S.G.S.).

Identification and Description

- Proposed name of subdivision, date and north point
- Location by township, range, section and owner
- Names and addresses of the subdivider and owner
- Names and addresses of the site planner, designer, engineer or surveyor who prepared the subdivision layout

The Pre-application plan must not be construed as a valid Preliminary Plat of Subdivision since no approvals are granted.

The Pre-application plan is usually used when it is questionable that the property can legally be subdivided according to County Ordinance.

OUTLINE OF PROCEDURES FOR SUBDIVIDING

1. INITIAL INVESTIGATION (SECTION 300.)

Meeting informally with the necessary County departments on an individual basis to discuss to discuss procedures and standards.

2. FILING OF THE PRE-APPLICATION PLAN (SECTION 301)

Submittal of 20 folded copies of the pre-application plan, including written application to the Plat Review Committee not less than twelve (12) working days before the regularly scheduled Plat Committee Meeting.

Reviewing fee of \$300.00.

3. REVIEW OF THE PRE-APPLICATION PLAN BY THE PLAT REVIEW COMMITTEE

4. REVIEW OF THE PRELIMINARY PLAT (SECTION 302)

Submittal of **all** required documents to the Secretary of the Plat Review Committee not less than 12 days before the regularly scheduled Plat Committee Meeting.

- a. 20 folded copies of the preliminary plat, including written application with top half filled in with your information
- b. **Reviewing fee of \$30.00 per lot**
- c. **Preliminary Plat approval fee of \$300.00**
- d. **Resubmittal of plan fee of \$100.00**
- e. Proof of ownership (copy of title policy, deed or trust disclosure)

Note: At this time, the subdivider must submit 2 copies of the Natural Resource Inventory Application (applications included at the end of this document) to the Kane-DuPage Soil and Water Conservation District. Preliminary plat approval will not be given until the Plat Committee has received the Natural Resource Inventory Report. (This should be completed prior to submitting for preliminary plan review.)

Subdivisions within 1½ mile of an incorporated municipality must be reviewed and approved by that municipality. The Plat Committee will submit the Preliminary Plat to these municipalities for review.

5. REVIEW OF THE PRELIMINARY PLAT BY THE PLAT REVIEW COMMITTEE

During this phase (and the Final Plat phase) the subdivision will be reviewed jointly by a committee of County elected officials, department heads, and support staff.

The voting members of this committee are from the below listed departments.

Plat Officer (County Board member)	Zoning Division
Development & Environmental Concerns	Maps & Plats
Transportation	Building Division
Township Highway Commissioners	Environmental Health

In addition, the following staff supports this committee:
Assistant State's Attorney, Civil Division

6. APPROVAL OF THE PRELIMINARY PLAT BY THE PLAT REVIEW COMMITTEE

7. FINAL ENGINEERING

After the approval of the preliminary plat, the subdivider shall submit 20 copies of the final engineering document and one reproducible Mylar of the Profile Study to the Plat Review Committee. If septic and well, need witnessed perc test. The subdivider may submit the Final Plat concurrently with the Final Engineering.

8. FINAL PLAT

The subdivider shall submit 20 folded copies of the Final Plat and a copy of the Homeowners Association Agreement, when required, to the Plat Review Committee not less than twelve (12) working days before the regularly scheduled Plat Committee meeting. The Homeowners Association agreements, covenants and conditions should have the following provisions highlighted or tabbed: 1) Ownership of detention/retention areas; 2) HOA responsible for maintenance and payment of taxes for retention/detention areas; 3) County's irrevocable easement for access and maintenance of detention/retention areas; and 4) HOA authority to collect assessment to pay maintenance expenses and real estate taxes.

- a. **Reviewing fee of \$30.00 per lot/planned unit**
- b. **Final plan approval fee of \$300.00**
- c. **Resubmittal of plan, if needed, fee of \$100.00**

9. APPROVAL OF THE FINAL PLAT AND THE FINAL ENGINEERING BY THE COMMITTEE

Notification of individual affected departments will be made as to the conditions of final plat approval, (if conditions are to be corrected or changed to meet approval of the committee). These conditions must be met prior to the signature of the Plat Officer

10. STATE LETTER

Should the subdivision be within five hundred (500) feet of a surface drain or watercourse serving a tributary area of six hundred and forty (640) acres or more, it shall be the responsibility of the subdivider to submit two (2) copies of the final plat, one (1) copy of the topographical map for the subdivision, and one (1) copy of the required application to the Illinois Department of Transportation, Division of Water Resources, to obtain a Flood Hazard Report, in accordance with State Statutes.

11. RECORDING OF THE FINAL PLAT

After **all** required signature blocks (except the members of the Plat Review Committee and Recorder of Deeds) have been signed, the subdivider shall submit the reproducible Mylar of the Final Plat and two (2) copies of the Mylar to the Plat Committee for the Plat Review Committees' signatures.

After all signatures have been completed then the subdivider and a member of the Plat Committee will take the reproducible Mylar of the Final Plat and the two (2) copies to the Recorder of Deeds Office along with a current letter from the surveyor stating the proposed subdivision is ready for recording, according to their surveying records and pay any required recording fees.

After recording, the plat will be returned to the subdivider.

Excerpt from the County Recorder's Office Requirements for Recording Final Plat

SUBDIVISIONS, RESUBDIVISIONS, & CONSOLIDATIONS

\$56.00 first page \$1.00 per page after

If document is attached, \$50.00 first page \$1.00 per page after plus the cost of the document

ORIGINAL PLUS TWO (2) COPIES

30X36 IS THE MAXIMUM SIZE PLAT

REQUIREMENTS:

PIN

LEGAL

SUBMITTED BY (name & address)

SURVEYOR SIGNATURE & SEAL

SURVEYOR SIGNATURE BLOCK (must indicate whether land is within a city, town, or village, if so that municipality must sign & seal if located within 1 ½ miles of that municipality. If located outside the city, town, or village, the DuPage officer must sign the plat (**ON SUBS & RESUBS ONLY**))

SURVEYOR MUST ALSO STATE IF THE LAND IS LOCATED IN A FLOOD ZONE OR NOT.

SURVEYOR LETTER GIVING PERMISSION TO RECORD (ONLY ON SUBDIVISIONS)

OWNER SIGNATURE (NOTORIZED)

SCHOOL DISTRICT LETTER (with pin, property address, and the owners signature notarized) **ONLY ON SUBDIVISIONS**

COUNTY CLERK SIGNATURE & SEAL (after tax date)

Checklist for Submitting a Preliminary Plat

The subdivider shall submit twenty (20) copies of the Preliminary Plat of the proposed subdivision, together with written application, and appropriate fees as established by the County Board, to the Secretary of the Plat Committee. Submittal shall be at least twelve (12) days prior to the regular Plat Committee meeting at which the subdivider will be scheduled to appear. Should any of the data required in Sections 301 and 302 of the Subdivision Ordinance be omitted, the subdivider shall be notified of the additional data required not less than seven (7) days before the Plat Committee meeting. The Plat Committee shall act on the Preliminary Plat within sixty (60) days after its first meeting, unless the subdivider requests an extension of time in writing.

The subdivider shall forward two (2) copies each of the Preliminary Plan and required application to the Kane-DuPage Soil and Water Conservation District for their review and recommendation directly to the Plat Committee. Preliminary Plat approval shall not be granted until the Plat Committee has received the natural resource information report.

The Preliminary Plat shall be drawn to scale and show the arrangement of lots, block, street and the appropriate dimensions and area of all lots. The Preliminary Plat shall include:

Existing Conditions

- Boundary line of proposed subdivision, section or corporate lines with or adjacent to the tract and overall property dimensions.
- Property lines of adjacent tracts of subdivided and unsubdivided land shown in relation to and within one hundred (100) feet of the tract being proposed for subdivision, including those areas across abutting roads.
- Location, width and names of all existing or prior platted streets or other public ways, railroad and utility right-of-ways, parks and other public open spaces, permanent buildings or structures, and section and municipal corporation lines, within one-hundred (100) feet adjacent to the tract.
- In case of a resubdivision, all descriptive lines of the original plat being vacated shall be shown by dotted lines in their proper position in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines so as to avoid ambiguity or confusion.
- Location and/or size of existing channels, natural and manmade retention/detention areas, flood plains, wetlands, storm sewers, sanitary sewers, water mains, culverts, wells, septic system, or other underground facilities within the tract and to a distance of one-hundred (100) feet (unless a greater distance is required for review beyond the tract to include such data as grades, invert elevations and locations of catch basins, manholes, valves, and hydrants.
- The location of features such as trees, rock formations or out-cropping, or scenic views, beaches, historic areas, or other cultural features and other similar assets shall be shown on the Preliminary Plat. Where a subdivider will seek credits in meeting other requirements of the subdivision regulations for preserving such features, the exact location of all such features shall

be shown. The locations of trees in heavily wooded areas may be delineated by use of Outline of Procedures for Subdividing (continued).

- Aerial photography, however credits will be given only for specific trees shown on the plat unless a heavily wooded or forested area is not to be disturbed in any way.

Proposed Conditions

- Layout of streets, right-of-way width, and connections with adjoining platted streets and also the widths and location of alleys, easements and public walkways.
- Layout, numbers and approximate dimensions, including building lines of all lots shall be shown on the Preliminary Plat in accordance with the requirements of these regulations and the Zoning Ordinance.
- Indication of parcels of land and acreage intended to be dedicated, preserved or otherwise set aside for public use and enjoyment, or for the use of property owners in the subdivision, including any natural environmental features or cultural significance.
- An indication of the ownership and existing and proposed use of any parcels identified as “excepted” on the Preliminary Plat. If the subdivider has an interest or owns any parcel so identified as “excepted” the Preliminary Plat shall indicate how this property could be developed in accordance with the requirements of the existing zoning district in which it is located and with an acceptable relationship to the layout of the proposed Preliminary Plat.
- An indication of the system proposed for sewage disposal by a method approved by the County Board, Health Officer, Director of the County Development & Environmental Concerns – Building Division, and the Superintendent of Public Works.
- An indication of the system proposed for water supply by a method approved the County Board, Health Officer, Director of the County Development & Environmental Concerns – Building Division, and the Superintendent of Public Works.
- An indication of the system proposed for stormwater management by a method approved by the County Board, the Superintendent of Public Works and the highway authority, and in conformance with DuPage County stormwater management, erosion and sedimentation control regulations.
- An indication of any protective covenants or deed restrictions, which are to be placed upon the property to be subdivided, and the expected date of its development.
- A calculation of population equivalents shall be shown.
- At the discretion of the subdivider, streets may be numbered instead of being names on the Preliminary Plat. Streets shall be named on the Final Plat.

If streets are named on the Preliminary Plat, the Plat Committee, in accordance with the following guidelines, shall approve the names:

- (a) (No street names shall be used which will duplicate or be confused with the names of existing or proposed streets, or that can be interpreted by the Plat Committee as being offensive in character.
- (b) A separate name shall be provided for each segment of a street that changes direction forty-five (45) degrees or more (as measured from the centerline of the right-of-way), except by approval of the Plat Committee.
- (c) Streets, which have a similar alignment with existing or proposed streets, may be required to continue use of that name.
- (d) Street designations (such as road, court, etc.) shall reflect the classification of the proposed streets as shown as follows:
Collector and Arterial Streets – shall be designated as STREETS, BOULEVARDS, ROADS, AVENUES, DRIVES, and PARKWAYS.
Minor Streets and Cul-de-sacs – shall be designated as COURTS, LANES, WAYS, and STREETS.

Identification and Description

The Preliminary Plat shall include that information contained within Section 302.2, and shall further include the following:

- An overall area map shall be provided at a scale of not less than 1" = 1,000' showing the relationship of the subdivision to its surroundings within one-half (1/2) mile to include section lines, collector and arterial streets.
- Statement of ownership (whether in fee or as a beneficiary of trust), with subdivider's interest in land indicated.
- Scale of Plat (minimum)
Up to twenty (20) acres – 1" = 50 feet
Twenty (20) acres to one hundred (100) acres – 1" = 100 feet
Over one hundred (100) acres – 1" = 200 feet
- Topography drawn as contours with an interval of not less than one (1) foot, based on established United States Geological Survey datum, including the location and elevation of benchmarks used to determine said topography.

ILLINOIS SOIL AND WATER CONSERVATION DISTRICT
LAW AS AMENDED DECEMBER 3, 1971

SECTION 22. POWERS OF DISTRICTS AND DIRECTORS

SECTION 22.02a THE SOIL AND WATER CONSERVATION DISTRICT SHALL MAKE ALL NATURAL RESOURCE INFORMATION AVAILABLE TO THE APPROPRIATE COUNTY AGENCY OR MUNICIPALITY IN THE PROMULGATION OF ZONING ORDINANCES OR VARIANCES. ANY PERSON WHO PETITIONS ANY MUNICIPALITY'S OR COUNTY AGENCY IN THE DISTRICT FOR VARIATION, AMENDMENT, OR OTHER RELIEF FROM THE MUNICIPALITY'S OR COUNTY'S ZONING ORDINANCE (OR – WHO PROPOSES TO SUBDIVIDE VACANT OR AGRICULTURAL LANDS THEREIN SHALL FURNISH A COPY OF SUCH PETITION OR PROPOSAL TO THE SOIL AND WATER CONSERVATION DISTRICT. THE SOIL AND WATER CONSERVATION DISTRICT SHALL BE GIVEN NO MORE THAN 30 DAYS FROM THE TIME OF RECEIPT OF THE PETITION OR PROPOSAL TO ISSUE ITS WRITTEN OPINION CONCERNING THE PETITION OR PROPOSAL AND SUBMIT THE SAME TO THE APPROPRIATE COUNTY AGENCY OR MUNICIPALITY FOR FURTHER ACTION).

Checklist for Final Engineering

Final engineering document may be filed concurrent with or prior to submission of the Final Plat. Not less than twenty (20) copies of the final engineering documents shall be filed, and said final engineering document shall meet the following criteria:

1. Stormwater Management Facilities: The engineering drawings showing proposed stormwater facilities as required by Section 406. Shall be submitted for approval by the Stormwater Division.
 - (a) The same time the final plat is filed with the Plat secretary, an application for Stormwater Management Permit must be filed with the Stormwater Division.

2. Erosion and Sediment Control Plan: The erosion and sediment control plan shall include the following minimum criteria:
 - a. List of type of soils as indicated on Soil Conservation Service Maps or soils report by a soil engineer
 - b. Earth movement plan including approximate quantities of materials
 - c. Method(s) of controlling erosion and sedimentation.

3. Profile Study: A reproducible Mylar, reflecting original signatures drawn at the same scale as the final plat and containing the following information:
 - All elevations shall be referenced to the United States Geological Survey datum
 - Existing contours at one (1) foot intervals indicating the locations and elevations of benchmarks used to determine said contours
 - Finished grade elevations or contours at one (1) foot intervals of the proposed site as required by the Stormwater Division
 - The elevation of any opening to a habitable area for existing and proposed buildings shall be no lower than the flood protection elevation
 - Rim and invert elevations of all existing and proposed drainage structures with the development
 - Size, slope and location of all storm sewers
 - Size, shape, invert and location of the downstream receiving drainage structures including capacities of downstream channels

Signature Block Required for Profile Study

STATE OF ILLINOIS
COUNTY OF DU PAGE

To the best of our knowledge and belief, the drainage of surface waters will not be changed by the construction of such subdivision or any part thereof, or that if such surface water drainage will be changed, reasonable provision has been made for collection and diversion of such surface waters into public areas, or drains which the subdivider has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property because of the construction of the subdivision.

Dated this ____ day of _____, 20____

Engineer

Owner or Attorney

Sewage Disposal Facilities

- a. Public Sewer: The engineering drawings showing the proposed sanitary sewer system shall be submitted for approval by the Department of Public Works, Sanitary District, or utility company as applicable.
- b. Private Sewage Disposal System: The subdivider shall provide for making the preliminary tests necessary to demonstrate the feasibility of using private sewage disposal facilities within the proposed development. Said tests may include soil gradation, soil compacting, or other tests appropriate for evaluating sewage disposal proposals. All lots in the subdivision must have a percolation test witnessed by a representative of the Health Department, and witnessing of other tests may be required. At least 75% of all proposed lots shall pass the percolation tests to qualify the subdivision for acceptance. Existing Private sewage disposal systems shall be shown.

Water Supply

- a. Public Water: All engineering drawings showing proposed public water supply systems shall be approved by the applicable County department, pursuant to the requirements of the Department of Public Works or the sanitary district.
- b. Private Water Supply System: Existing private water supply systems shall be shown.

Street Plans

The engineering drawings showing proposed street improvements shall be submitted for approval by the appropriate highway authority.

Special Features

Engineering drawings shall show all special features pursuant to Section 302.2(6) for which the subdivider requests credits in meeting requirements of the Subdivision Regulations. The engineering drawings shall also indicate the manner in which such special features will be preserved or protected.

Checklist for Submitting Final Plats

Two (2) weeks prior to presenting the Final Plat at the Plat Review Committee meeting, submit to the Plat Committee the following: (See Section 303, Final Engineering and Section 304, Final Plat, in the DuPage County Subdivision Regulations, Revised May 25, 1982).

- a. Copies of the Final Plat (with revisions if requested by Committee)
- b. Final Engineering documents may be filed concurrent with, or prior to, submission of the Final Plat. 20 copies required.
- c. Two (2) copies of the Profile Study may be submitted to the Stormwater Division for approval prior to submitting the Mylar Profile Study, along with the Final Plats.
- d. One (1) copy of the Homeowners Association agreement, when required, pursuant to Section 407 of the DuPage County Subdivision Regulations regarding ownership of detention areas.

The Final Plat shall be prepared at a minimum scale of 1" = 100' and shall show:

- Name of subdivision may be shown, however, a number will be assigned to the subdivision pursuant to policy of the Plat Committee.
- Location is to be made by appropriate legal description.
- Name and certification of the registered land surveyor responsible for the preparation of the plat.
- Scale shown graphically, date and north point.
- Size of plat on any single sheet shall be:
 - Minimum - 8½" by 14"
 - Maximum – 30" x 36"
- Angular, linear, and curvilinear dimensions for all lines, angles and curvatures, with functions and titles used to described all boundaries including perimeter survey of tract, streets, alleys, easements, areas to be dedicated for public use.
- And any other important features. Error closure of boundary line surveys shall not exceed one in ten thousand (one [1] foot for ten thousand [10,000] feet of perimeter survey). Angular error shall not exceed plus or minus twenty (20) seconds. Lot lines to show dimensions in feet and hundredths, and the bearings of all lot, street, and subdivision perimeter lines shall be shown in degrees, minutes and seconds.
- Subdivisions within one (1) mile of two (2) monuments established by the DuPage County Remonumentation Program shall be tied to said monuments by survey traverse, and the final plat shall show the bearing(s) and distance(s) thereto.
- Resubdivisions of subdivisions that have been previously tied to two (2) positions monumented by the DuPage County Remonumentation Program need only show on the final plat the

previously plotted distances and bearings, to said monuments established by the original subdivision plat.

- In accordance with the Illinois Revised Statutes, the surveyor shall be required to file with the DuPage County Recorder of Deeds a “Monument Record” for each section and/or quarter section corner(s) used as reference corners in the preparation of the subdivision plat. The “Monument Record” must be filed no later than the recording date of the final plat.
- An identification system for numbering all lots and blocks using (1) consecutive lot numbers throughout all units of any one (1) subdivision, or two (2) consecutive lot numbers throughout each identified block.
- Accurate location of all monuments required by Statutes and installed or to be installed in such a manner that a licensed surveyor may locate them.
- Exact location, width and name of all streets within and adjoining the plat, and the exact location and width of all alleys and crosswalks.
- Accurate outlines and legal description or lot designation of any areas to be dedicated or reserved for public use, including any area to be reserved by deed covenant for common uses of all property owners.

Certificates Required

- Certification by an Illinois Registered Land Surveyor that the subdivision is or is not within any incorporated city, town or village, nor within one and one half (1½) miles of the corporate limits of any city, town or village which has adopted a city plan and is exercising the special powers authorized by Division 12 of Article II of the Illinois Municipal Code as now or hereafter amended. The Illinois Registered Land Surveyor shall also certify as to whether the subdivision is or is not within five hundred (500) feet of any surface drain or watercourse serving a tributary area of six hundred (640) acres or more, all in accordance with Statute.
- Notarized certification by owner, and if required by any mortgage holder of record, of the adoption of the plat and the dedication of streets and other public areas.
- Certification by the County Clerk that all taxes and special assessments have been paid to date.
- Where private water supplies or sewage disposal systems are used, Certifications of Approval by the Health Department are required.
- Certification that the approval of the Stormwater Division has been given for drainage, and where DuPage County public sewer and water facilities are existing or proposed.
- Certification of the approval of the County Development & Environmental Concerns Department.

- Certification that in all plats, the approval of the Highway Commissioner and Superintendent of Highways, has been given regarding conformity with regulations governing streets as adopted by the County Board.
- Certification of approval by the City or Village, when required.
- Certification by the County Plat Officer.
- A separate recorded Plat of Vacation, approved in accordance with Illinois Revised Statutes, shall accomplish the Vacation of pre-existing plats, easements or right-of-way. A copy of the proposed Plat of Vacation shall be submitted to the Plat Committee concurrently with the final plat.
- Certificates of: Municipal Treasurer (for special assessments), Village or City Clerk and Sanitary District, as required.
- On any plat requiring more than one (1) sheet, a separate (approval) block shall be provided for each addition sheet indicating the required approvals or certificated.

Agreements Required:

No Final Plat shall be recorded until the owner or subdivider has provided the following:

- Bond, to ensure the completion of the public improvements, shall be deposited with the appropriate governmental authorities in accordance with the following:
- The appropriate highway authority for street grading, pavements, edging, signs, alley improvements, street and street storm sewer systems, and drainage.
- The DuPage County Department of Public Works for sewerage and sewerage treatment, drainage, water supply systems, and storm drainage facilities not included in the highway authority deposit.
- The appropriate highway authority for construction of sidewalks at the time an entrance permit is secured.
- All deposits shall be one hundred and ten (110) percent of the estimated cost of the completion of all required land improvements under their jurisdiction.
- The cost of public improvements shall be in accordance with cost estimates prepared for the subdivider at his expense, by a Registered Professional Engineer, and as approved by the Plat Committee.
- Homeowners Association (HOA) agreement, when creation of homeowners association is required under Section 407 of the Subdivision Regulations. HOA agreement includes the

following provisions: (PLEASE HIGHLIGHT THE FOLLOWING AND TAB THEM FOR REVIEW. These are to be submitted to the Plat Committee Secretary.)

- Homeowners Association responsible for maintenance and payment of real estate taxes for detention/retention areas, drainage facilities and drainage and wetland conservation easement areas. HOA agreement provides for means to finance above items.
- HOA agreement recites terms on County detention easement/covenant as set forth in Appendix 1-A1-7 of Subdivision Regulations.
- HOA agreement prohibits HOA from transferring title for detention/retention areas to parties not authorized to hold title to such areas under Section 407 of the Subdivision Regulations.
- HOA is duly incorporated and HOA agreement is in a form suitable for recordation at the time the plat of subdivision is to be recorded.

Ownership of Detention/Retention Areas:

- Ownership in detention/retention areas and drainage easements areas conform to ownership requirements of Section 407 of the Subdivision Regulation.
- Whenever detention/retention areas and drainage easement areas are owned by HOA, ownership documents provide that if HOA ceases operation, dissolves or terminates without a successor HOA, ownership of detention/retention areas and drainage easement areas shall revert to the owners of the lots created by subdivision in an undivided and equal interest.

PROCEDURE TO ACQUIRE STATE LETTER

If the final plat is within 500 feet of a waterway (stated in the surveyor's certificate) it requires a state letter from the Division of Water Resources in Springfield.

The state needs the following information to prepare a letter:

- 1) 1 copy of the plat showing topography
- 2) 1 copy of the final plat with all signatures except Recorder
- 3) 1 copy of grading (if available)
- 4) Application with all information filled in

Send all of the above to:

State of Illinois
Division of Water Resources
2300 South Dirksen Parkway
Springfield, Illinois 62700

The final plat is held by the Recorder's office after fees are paid, until they receive the comments from the state. Then they will assign the plat a document number and record. After being microfilmed the plat is returned to the owner.

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION
DIVISION OF WATER RESOURCES
2300 SOUTH DIRKSEN PARKWAY
SPRINGFIELD, ILLINOIS 62764

REQUEST FOR REPORT OF FLOOD HAZARD POTENTIAL
AS SPECIFIED IN "AN ACT TO REVISE THE LAW IN
RELATION TO RECORDERS," APPROVED MARCH 9, 1874 AS AMENDED.

Name of Subdivision _____

Name of Subdivider _____ Phone _____

Address _____ Zip _____

Name of Land Surveyor _____ Phone _____

Address _____ Zip _____

1. Location: _____ ¼ of _____ ¼ of Section _____, Township _____, Range, _____
of the _____ P.M., _____ County.

2. Legal description of subdivision with ties to section lines so that _____ subdivision can be
located without reference to any other subdivision (unless noted on plat).

3. Flow line elevation of watercourse adjacent to subdivision _____
(If elevations are not based on the 1929 Mean Sea Level Datum, please provide the
necessary conversion).

4. Normal water surface elevation of watercourse adjacent to subdivision _____.

5. Elevation of top of watercourse bank adjacent to subdivision _____.

6. Elevation of lowest topography within subdivision _____.

7. Typical bottom width of watercourse channel _____.

8. Distance from principal watercourse to closest point of the subdivision _____.

9. High water elevation, if known _____.

10. Comments that would have a bearing on the flood hazard potential of the subdivision.

Forwarded by _____

Address _____

Phone _____

Note: Requests for flood hazard reports should be submitted to the Division of Water Resources along with a print of the final plat bearing the signatures of all requisite local officials and a copy of the topographic map for the subdivision, which you are required, under the provisions of Public Act 78-567, to file with the plat.

ZONING/DRAINAGE DIVISION PROCEDURAL GUIDELINES

FOR

SUBDIVISION REVIEW

1. A drainage profile study must be presented and approved by the Department before final Subdivision approval will be approved.
2. Approval by all representatives of the Plat Committee will be required before any additional processing of the permit will take place.
3. An approved Letter of Credit must be on file before an Excavation-Fill permit will be processed.
4. The drainage portion of an Excavation-Fill permit will be granted based on the approved profile study for drainage facilities.
5. A Mylar of the Profile Study showing as-built conditions must be received and approved before Building Permits will be processed.
6. Building Permits will be processed.

Drainage Division

CERTIFICATE OF DATA PROCESSING DEPARTMENT
(GIS SECTION)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

Approved this _____ day of _____, _____.

By: _____
 Manager of Geographic Information Systems
 Data Processing Department

CERTIFICATE OF TOWNSHIP HIGHWAY COMMISSIONER

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

Approved this _____ day of _____, _____.

By: _____
 Township Highway Commissioner

CERTIFICATE OF HEALTH DEPARTMENT

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

Approved this _____ day of _____, _____.

By: _____
 Environmental Engineer

CERTIFICATE OF COUNTY ENGINEER

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

Approved by the DuPage County Division of Transportation this _____ day of _____,
20 ____.

By: _____
County Engineer

(IF THE SUBDIVISION ABUTS A COUNTY HIGHWAY ADD:)

CERTIFICATE OF COUNTY ENGINEER

This Plat has been approved by the DuPage County Division of Transportation with respect to roadway access to County Highway _____, _____ Pursuant to Illinois Rev. Stat. 765 ILCS 205/2; however, a highway permit for access is required of the owner of the property prior to construction within the County Right-Of -Way. Dated this _____ day of _____, 20____.

By: _____
County Engineer

(IF THE SUBDIVISION ABUTS AN ILLINOIS HIGHWAY ADD:)

CERTIFICATE OF ILLINOIS DEPARTMENT OF TRANSPORTATION

This Plat has been approved by the Illinois Department of Transportation with respect to roadway access pursuant to § 2 of “An Act to revise the law in relation to plats,” as amended. A plan that meets the requirements contained in the Department’s “Policy on Permits for Access Driveways to State Highways” will be required by the Department.

By: _____
District Engineer

OWNER'S CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

This is to certify that the undersigned is the legal owner of the land described on the attached plat, and has caused the same to be surveyed and subdivided as indicated thereon for the uses and purposes therein set forth.

Dated this _____ day of _____, 20 _____.

By: _____

Owner/Owners

NOTARY'S CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

I hereby certify that the persons whose names are subscribed to the foregoing certificate be known to me as such owners. Given under my hand and Notarial Seal this _____ day of _____, 20____.

By: _____

Notary Public

My Commission Expires: _____

NO OBSTRUCTIONS OF ANY TYPE SHALL BE PLACED OVER GRANTEE'S FACILITIES OR IN, UPON OR OVER SUCH EASEMENTS WITHOUT PRIOR WRITTEN CONSENT OF THE GRANTEE, SUCH FACILITIES SHALL BE LOCATED UNDERGROUND OR ON THE SURFACE AND AFTER INSTALLATION OF ANY SUCH FACILITIES THE GRADE OF THE SUBDIVIDED PROPERTY SHALL NOT BE ALTERED IN A MANNER SO AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF.

PERTAINING TO THOSE EASEMENT AREAS AS UTILIZED FOR STORM WATER AND OVERLAND DRAINAGE PURPOSES, NO BUILDINGS OR OTHER STRUCTURES SHALL BE PLACED ON SAID EASEMENT BUT THE SAME MAY BE USED FOR OTHER PURPOSES THAT DO NOT ADVERSELY AFFECT THE STORAGE/FREE-FLOW OF STORM WATER. EACH OWNER OF SUBSEQUENT PURCHASER SHALL BE EQUALLY RESPONSIBLE FOR MAINTAINING THE STORM WATER AND OVERLAND DRAINAGE EASEMENT AREAS AND SHALL NOT DESTROY OR MODIFY GRADES OR SLOPES WITHOUT HAVING FIRST RECEIVED PRIOR WRITTEN APPROVAL OF THE COUNTY OF DUPAGE, OR ANY OTHER LOCAL UNIT OF GOVERNMENT HAVING JURISDICTION OVER DRAINAGE. IN THE EVENT ANY OWNER OR SUBSEQUENT PURCHASER FAILS TO PROPERLY MAINTAIN THE STORM WATER AND OVERLAND DRAINAGE EASEMENT AREAS, THE COUNTY OF DUPAGE, ILLINOIS OR ANY OTHER UNIT OF LOCAL GOVERNMENT HAVING JURISDICTION OVER DRAINAGE, SHALL UPON TEN (10) DAYS PRIOR OF WRITTEN NOTICE, RESERVE THE RIGHT, BUT NOT THE DUTY, TO PERFORM, OR HAVE PERFORMED ON ITS BEHALF, ANY MAINTENANCE WORK TO OR UPON THE STORM WATER AND OVERLAND DRAINAGE AREAS REASONABLY NECESSARY TO INSURE ADEQUATE STORM WATER STORAGE AND FREE FLOW OF STORM WATER THROUGH THE STORM WATER AND OVERLAND DRAINAGE AREAS. IN THE EVENT THE COUNTY OF DUPAGE, ILLINOIS, OR ANY OTHER UNIT OF LOCAL GOVERNMENT HAVING JURISDICTION OVER DRAINAGE, SHALL BE REQUIRED TO PERFORM, OR HAVE PERFORMED ON ITS BEHALF, ANY MAINTENANCE WORK TO OR UPON THE STORM WATER AND OVERLAND DRAINAGE EASEMENT AREAS, THE COST TOGETHER WITH AN ADDITIONAL SUM OF TEN (10) PERCENT OF SAID COST SHALL UPON RECORDATION OF A NOTICE OF LIEN WITHIN NINETY (90) DAYS OF COMPLETION OF THE WORK CONSTITUTE A LIEN AGAINST ALL LOTS CREATED BY THIS PLAT WHICH MAY BE FORECLOSED BY ANY ACTION BROUGHT BY OR ON BEHALF OF THE COUNTY OF DUPAGE, ILLINOIS.