

## PLAT GUIDELINES

The guidelines below are intended to assist the surveyor in producing a plat in a standardized format that is acceptable to the Village of Skokie. Information is also provided to help the petitioner understand the plat review and recording process.

Prior to the Planning Division's review of any plat of subdivision, dedication, or vacation, the petitioner shall be required to submit a completed "Petition for Subdivision/Dedication" or "Petition for Vacation of a Public Street or Alley" and pay the appropriate fees. Staff will then review the submitted plat to ensure its completeness and adherence to guidelines and communicate to the surveyor any changes that need to be made to the plat.

### A. General Requirements

In addition to being compliant with the Village of Skokie Subdivision Ordinance (Chapter 94 of the Village Code), all plats of subdivision, dedication, and vacation shall adhere to the following requirements:

1. The location of the subdivision, dedication, or vacation shall be provided by a full legal description clearly labeled in bold "Legal Description," including but not limited to: distances and bearings from true north of angles with reference to a corner or corners established in the United States Public Land Survey System (PLSS), quarter-section, section, township, range, meridian, county, and state.
2. The document number and date of recording shall be provided when reference is made to a recorded plat or other document in the legal description.
3. All features and points shall be described within the legal description.
4. The subdivision boundary shall be drawn in a bold line.
5. The plat shall be oriented to the Illinois State Plane Coordinate System (SPCS) with north at the top of the drawing.
6. A north arrow shall be provided and aligned to true north.
7. A graphical and text scale shall be provided and state "x inch equals x feet".
8. Cook County Permanent Identification Numbers shall be provided for all properties affected by the subdivision, dedication, easement, or vacation.
9. The initial date of the drawing and all subsequent revisions shall be listed.
10. All linear measurements shall be provided in U.S. survey feet (as defined in "Guide for the Use of the International System of Units [SI]", by the United States Department of Commerce National Institute of Standards

and Technology, NIST Special Publication 811, dated November 2008, or the most recent version; as exactly equal to 1200/3937 meters [hereinafter to be referred to as foot or feet]) and decimal fractions of a U.S. survey foot defined to at least the nearest hundredth thereof. All horizontal coordinate values (X [east of the origin] and Y [north of the origin] values) shall be referenced to the Illinois SPCS, East Zone, at grid level using North American Datum of 1983, High Accuracy Reference Network (HARN) Adjustment of 2007, hereinafter to be referred to as "NAD 83 (2007)", in addition to all required distances and bearings (angles to be referenced in degrees, minutes, seconds, and decimal fractions of a second) from given points. All vertical values (elevations above mean sea level) shall be referenced to North American Vertical Datum of 1988 (or most recent adjustment), hereinafter to be referred to as "NAVD 88".

11. All distances and bearings shall be noted as being either measured (M), recorded (R), or based upon deed (D).
12. All property and lot boundaries shall show bearings to at least the nearest second, and distance/radius/chord to at least the nearest hundredth of a foot. All points of tangency shall be shown and noted on the plat.
13. Survey data on the plat shall be sufficient enough to reproduce any line or reestablish any junction, point, or monument.
14. The coordinates of each monument shall be provided on the plat to the nearest hundredth of a foot.
15. All referenced documents including recorded subdivisions, dedications, takings, easements, and vacations along with their document numbers and dates of recording shall be notated.
16. All adjacent lots and rights-of-way shall be shown.
17. Notation of the direction, position, and distance to the nearest streets shall be provided if no cross streets are adjacent to the subdivision, dedication, or vacation.
18. All right-of-way dedications shall clearly state: "HEREBY DEDICATED TO THE PUBLIC – *NAME OF STREET*".
19. Any previous dedications or vacations shall be labeled: "HERETOFORE DEDICATED PER DOC# xxxxxx month/day/year" or "HERETOFORE VACATED PER DOC# xxxxxx month/day/year".
20. When a street section is on a curve, the main chords of the right-of-way lines shall be drawn as dotted lines in their proper places. The following shall be noted either on the plat or in an adjoining table: their bearings and lengths, the radius of the circle of which the curve is a part, the central angle subtended and the tangent bearing at either the point of curve or point of tangency. The lot lines may be shown in the same manner or by bearings and distances. When a circular curve of 30-foot radius or less is used to round off the intersection between two 2 straight lines, it shall be

sufficient to show on the plat the radius of the curve and the tangent distances from the points of curvature to the point of intersection of the straight lines.

21. The location of any township line and corner, section line and corner, quarter-section line and corner, quarter-quarter section line, or reservation line and corner within 300 feet of the site shall be depicted.
22. The plat shall be printed on Mylar film with waterproof non-fading ink, at a common engineering scale in a form acceptable by the Mayor and Board of Trustees and Cook County Recorder of Deeds. Plats shall not be printed on any other material.
23. The size of each Mylar sheet shall not exceed 24 inches by 36 inches.
24. When more than 1 sheet is used for any plat, each sheet shall be numbered consecutively (e.g. Sheet 1 of 2), contain a notation giving the total number of sheets in the plat, show the relationship of that sheet to the other sheets, and bear the title of the plat at the top of each sheet.

## **B. Subdivision Requirements**

All plats of subdivision shall adhere to the following additional requirements:

1. The title (name) of the subdivision shall be printed on the plat in prominent bold letters "*Name* Subdivision" including a unique subdivision name not previously recorded within the Village of Skokie, followed by an abbreviated legal description providing the location of the subdivision within a given quarter-section, section, township, range, and meridian. The full legal description of the subdivision shall be provided in conjunction with the surveyor's certificate.
2. All subdivision corners shall be surveyed to at least 2 of the nearest Village Primary or Secondary monuments (values and Data Sheets available upon request) with a horizontal survey accuracy of 1 part in 20,000 or better (Second Order Class II, Supplemental Horizontal Control). Subdivisions over 5 acres shall have their corners surveyed to at least 3 of the nearest Village Primary or Secondary monuments.
3. At least 2 opposite corners of a subdivision shall have a concrete monument in place as indicated on the plat. All other subdivision corners, lot corners, points of curvature, points of tangency and any other bends in lot lines shall be monumented in the field with iron pipes unless already existing, and noted on the plat as set or existing. All monuments shall be set no later than 1 year after the date of the recording of the plat.
4. The area of each lot within the subdivision shall be listed in both square feet and acres along with a total.

5. All underlying subdivision information shall be provided in gray-scale.
6. All lots shall be numbered (starting with "Lot 1") within a given subdivision. Letters shall not be used to define lots. The blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively through the several additions.
7. The location and area shall be indicated of all property proposed to be dedicated or reserved for public use, or to be reserved by deed covenant for use of all property owners in the subdivision, with the conditions, if any, of such dedication or reservation.
8. The exact length and bearing of the exterior boundaries of the subdivision shall be provided, along with the boundary lines of all lots, blocks, public areas, streets, and alleys. Easements shall be shown by width, distances, and bearings unless noted to be parallel to a line with given bearings.
9. Where the exterior boundary lines of the subdivision show bearings and lengths which vary from those recorded in abutting or underlying plats, a note shall be placed along such lines. "Recorded as (show recorded bearing or length, or both): the allowable error of closure shall be one part in 20,000 or better (Second Order Class II, Supplemental Horizontal Control).
10. The number of degrees, minutes, and seconds in all exterior boundary and block angles shall be indicated. When such angles are between a curve and its tangent, the angle shown shall be that between the tangent and the main chord of the curve. When between curves of different radii, the angle between the main chords shall be shown.

### **C. Dedication Requirements**

All plats of dedication shall be monumented with crosses or iron pipes where existing right-of-way and lot lines intersect with the dedicated right-of-way lines. All monuments shall be set no later than 1 year after the date of the recording of the plat.

### **D. Vacation Requirements**

All plats of vacation shall adhere to the requirements stated in Section A General Requirements of this pamphlet.

### **D. Certificates Required**

To enable a plat to be recorded in the Office of the Cook County Recorder of Deeds, the following properly executed certificates shall accompany it, where applicable, and be lettered or printed legibly with durable ink on the plat.

**COOK COUNTY PERMANENT IDENTIFICATION NUMBERS (PINs)**

00-00-000-000-0000 (list all PINs in a vertical column)

**PLAT RETURN ADDRESS**

This plat is to be recorded by the Village of Skokie, Illinois for the undersigned. Upon recordation return this plat to:

Corporation Counsel  
Village of Skokie  
5127 Oakton Street  
Skokie, IL 60077

**PROPERTY OWNER'S CERTIFICATE**

STATE OF ILLINOIS)

COUNTY OF COOK) SS

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, subdivided and/or dedicated, and platted as shown by the plat for the uses and purposes indicated thereon and does hereby acknowledge and adopt the same under the style and title thereon indicated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, AD 20\_\_\_\_\_

\_\_\_\_\_  
Owner (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Owner (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

**NOTARY CERTIFICATE OF PROPERTY OWNER**

STATE OF ILLINOIS)

COUNTY OF COOK) 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 person(s) whose name(s) are subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged that they signed the 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 \_\_\_\_\_, AD 20\_\_\_\_, at \_\_\_\_\_, Illinois.

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

(SEAL)

**OWNER'S MORTGAGEE CERTIFICATE**

STATE OF ILLINOIS)

COUNTY OF COOK) SS

\_\_\_\_\_, as mortgagee, does hereby, consent to the subdivision and plat hereon drawn. Dated this \_\_\_\_\_ day of \_\_\_\_\_ AD 20\_\_

by: \_\_\_\_\_ attest: \_\_\_\_\_  
President Secretary

**NOTARY CERTIFICATE**

STATE OF ILLINOIS)

COUNTY OF COOK) 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 \_\_\_\_\_ President of \_\_\_\_\_, and \_\_\_\_\_, Secretary of said corporation, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such \_\_\_\_\_ President and the \_\_\_\_\_ Secretary of said corporation, they signed and delivered the said instrument as their free and voluntary act, for the purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_  
AD 20\_\_

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

(SEAL)

### **SURVEYOR'S CERTIFICATE**

(surveyor shall be responsible for providing their own)

### **UTILITY EASEMENT PROVISIONS**

An easement is hereby reserved for and granted to all Village and Village franchised utilities, their respective successors, and assigns, jointly and severally, in, under, upon, across all platted "public utility easement" areas. Public utility easements, streets, alleys, other public ways shown on this plat, said easement to be for installation, construction, maintenance, relocation, renewal, operate, and removal of said utilities for the purpose of serving all areas shown on this plat as well as other properties, whether or not contiguous there to with said utilities and other municipal services. Also there is hereby granted the right to enter upon said areas to installation, construction, maintenance, relocation, renewal, operate, and remove utilities. The right of ingress and egress is hereby granted over, upon, and through said areas for emergency repair vehicles. Together with the right to install required service connections to serve improvements thereon. The right to cut, trim, or remove vegetation dead or alive, and other obstructions as may be reasonably required to obtain access. No buildings, structures, trees, or other obstructions shall be constructed, erected, or placed in any such "easement" areas, streets, alleys, or other public ways nor shall any other use be made thereof which will interfere with easements reserved and granted hereby. The grade of the areas shall not be altered in a manner so as to interfere with the proper operation, maintenance, and access thereof.

### **PROPERTY ENGINEER'S CERTIFICATE**

STATE OF ILLINOIS)

COUNTY OF COOK) SS

I, \_\_\_\_\_, "Registered Illinois Professional Engineer" do hereby certify that, to the best of my knowledge and belief, the drainage of surface waters will not be changed by the construction of this subdivision or any part thereof, or, that if such surface water drainage will be changed, adequate provision has been made for collection and diversion of such surface waters into public areas or drains which the subdivider and developer have the right to use, and that such surface waters will not be deposited on the property of adjoining landowners in such concentrations as may cause damage to the adjoining property because of the construction of the subdivision.

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, AD 20\_\_\_\_\_

Registered Illinois Professional Engineer

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

(SEAL)

**SKOKIE PLAN COMMISSION CERTIFICATE**

STATE OF ILLINOIS)

COUNTY OF COOK) SS

I, \_\_\_\_\_, Chairman of the Skokie Plan Commission do hereby certify that the accompanying plat complies with the approved plat, and is in conformance with the regulations, requirements and intent of the Skokie Comprehensive Plan and Subdivision Ordinance.

Approved this \_\_\_\_\_ Day of \_\_\_\_\_, AD 20\_\_\_\_\_

Skokie Plan Commission

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**SKOKIE VILLAGE BOARD APPROVAL CERTIFICATE**

STATE OF ILLINOIS)

COUNTY OF COOK) SS

The Village of Skokie, Illinois, hereby certifies that the accompanying plat was presented to and by Ordinance Number \_\_\_\_\_ duly approved by the Village Board of the Village of Skokie at its regular meeting held on \_\_\_\_\_ AD 20\_\_\_\_. In witness whereof, I have hereunto set the seal of the Village of Skokie, Illinois. I further certify that the required bond or instrument of credit is posted for the completion of all required public improvements.

Attested to this \_\_\_\_\_ day of \_\_\_\_\_, AD 20\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Village Clerk

**DIRECTOR OF ENGINEERING CERTIFICATE**

STATE OF ILLINOIS  
COUNTY OF COOK

I, \_\_\_\_\_, Director of Engineering of the Village of Skokie, do hereby certify that all provisions pertaining to street, and drainage requirements and all other engineering matters as prescribed in Ordinances of the Village of Skokie, insofar as they pertain to the accompanying plat, have been satisfactorily complied with. Attested to this \_\_\_\_\_ day of \_\_\_\_\_, AD 20 \_\_\_\_\_

\_\_\_\_\_  
Director of Engineering  
Village of Skokie

**SKOKIE VILLAGE COLLECTOR CERTIFICATE**

STATE OF ILLINOIS)

COUNTY OF COOK) SS

I, \_\_\_\_\_, Collector of the Village of Skokie, do hereby certify that there are no delinquent or unpaid current or forfeited special assessments or any deferred installments thereof that have been apportioned against the tract of land included in the accompanying plat or any other unpaid fee, judgment or lien imposed by the Village of Skokie. Dated at Village of Skokie, Cook County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, AD 20\_\_\_\_\_

\_\_\_\_\_  
Village Collector

**COOK COUNTY HIGHWAY DEPARTMENT CERTIFICATE**

STATE OF ILLINOIS)

COUNTY OF COOK) SS

“This plat has been approved by the Cook County Highway Department with respect to roadway access pursuant to 765 ILCS 205/2. However, a Highway Permit, conforming to the standards of the Cook County Highway Department is required by the owner of the property for this access.

\_\_\_\_\_  
Cook County Superintendent of Highways

## ILLINOIS DEPARTMENT OF TRANSPORTATION CERTIFICATE

STATE OF ILLINOIS  
COUNTY OF COOK } SS

This plat has been approved by the Illinois Department of Transportation with respect to roadway access pursuant of SS2 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.

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Deputy Director of Highways,  
Region One Engineer

### **E. Electronic Copy**

Once the proposed plat of subdivision, vacation, or dedication is approved by the Mayor and Board of Trustees, the petitioner shall submit to the Planning Division an electronic file of the plat in approved and finalized form. The electronic file shall be scaled and saved in AutoCAD format (current version or older). The drawing shall be formatted to SPCS, NAD83, HARN2007, with SPCS north being straight up, and the primary units in U.S. Survey Feet. All elements shall be contained within a single file, no XREF or PDF attachment files shall be used.

### **F. Recording**

Once the proposed plat of subdivision, vacation, or dedication is approved by the Mayor and Board of Trustees, the Village staff will contact the surveyor who drafted to plat to have a copy of the plat printed onto a polyester film, also known as a Mylar. The Mylar is the final version of the plat that is recorded with the county. The surveyor will be instructed by the Village to send the Mylar to the petitioner. It shall be the petitioner's responsibility to have all required non-Village signature blocks (such as property owner, project engineer, Illinois Department of Transportation official, Cook County Highway Department official) signed by the respective authorities. The Mylar shall then be forwarded to the Village's Planning office where it will receive a final review and be signed by Village officials.

The Mylar is then forwarded to the Village's Legal Department. A Notice of Approval document will be sent to the owner of the property affected by the subdivision, vacation, or dedication, requesting their review and approval of the ordinance. The owner shall sign the Notice of Approval and forward it to the Village's Legal Department. Upon receipt of the signed Notice of Approval, the Village will then send the Mylar to the title

company. The title company will check to see if there are any existing tax parcels within the proposed plat that are delinquent in payment. If taxes on the parcels have been paid, the title company will forward the Mylar directly to the Cook County Recorder of Deeds office. If any tax parcel is found to be overdue on the payment of taxes, the title company will return the Mylar to the Village's Legal Department. The Village will hold the Mylar until the petitioner can provide proof that the taxes have been paid.

Upon recordation of the Mylar, the Cook County Recorder of Deeds office will send the Mylar back to the title company, who will then forward the document to the Village. The period from when the Mylar is sent to the title company to the time that it returns to the Village averages 1 to 2 months. The petitioner will then be mailed a copy of the recorded plat and ordinance for reference.