



# Village of Niles

Plat Information  
Requirements  
May 1, 2006



# Subdivision Application Instructions

## Flowchart

### Step 1

Retain the services of an Illinois land surveyor to prepare Plat of Subdivision

### Step 2

Preliminary Plat to be reviewed by staff

### Step 3

Review comments sent to applicant who required revisions. Applicant to make application, include applicable fee and submit correct quantity number of correct plats.

### Step 4

Plan Commission hearing and recommendation to Village Board

### Step 5

Village Board Approval

### Step 6

Submit final plat for recording and building permit may be released.

Allow total time of 45-60 days

# Subdivision

## Application Instructions

Subdivision is required when the subject property in which a permit is being requested is not a lot of record or the parcel contains more than 1 lot.

### Step 1

The applicant should retain the services of an Illinois licensed land surveyor to draft a Plat of Subdivision. The plat shall include the technical criteria, easement language and signature requirements beginning on Page 3. The review process begins with submitting 3 preliminary Plats of Subdivision for staff review.

### Step 2

The Community Development Department and the Engineering Department shall review the preliminary plat to determine if the proposed plat meets all the requirements of the Village of Niles. A letter shall be generated of any deficiencies and forwarded to the applicant to prepare revised plat for submission.

### Step 3

Upon receipt of the review comments it is the responsibility of the applicant to ensure that all technical deficiencies are corrected by the land surveyor. The applicant shall then submit:

25 folded copies of the corrected Plat of Subdivision  
Planning Commission Application  
Applicable fee

### Step 4

Upon receipt of all necessary submittals your proposal will be scheduled for the next available meeting. The applicant shall be present at the Plan Commission meeting if certain public improvements or waivers are requested. If no public improvements or waivers are indicated by the staff it is not mandatory to attend this meeting, as they are typically placed on the agenda for approval based on staff recommendation.

### Step 5

The Plan Commission's recommendation is typically placed on the Board of Trustees agenda at the next regularly scheduled meeting for approval and requires no attendance to the Village Board Meeting. If there are issues relating to the approval of the subdivision it may be necessary to appear at the Village Board meeting. If the applicant objects to the Plan Commission's determination, the applicant should be present at the Village Board meeting to make a brief presentation as to why the Plan Commission recommendation should be reversed.

## **Step 6**

Upon the approval of the Village Board of Trustees, the applicant shall include in the original plat any revisions that are required based on any conditions for approval. Submit the original plat of subdivision mylar with the required signature blocks/certificates properly signed.

Typically the owner(s), the mortgage blocks and the drainage statement by your engineer shall be signed before the original is submitted. IDOT and County signatures are also the responsibility of the applicant to obtain.

The applicant must also provide assurances for required public improvements, and sign any associated covenants that may be required as a condition of the subdivision.

The applicant shall provide documentation that all real estate taxes are paid in full. This can be obtained through the following web site:

<http://www.cookcountytreasurer.com/payments/status/>

The Village of Niles Engineering Department will record the plat with the Cook County Recorder of Deeds. No permits will be issued until the perfected plat is approved by the Board of Trustees and has been received by the Community Development Department for recording. In cases that the plat requires consolidation of lots, a permit may be issued prior to the Village Board approval described in Step 5.

# Technical Requirements for Plats of Subdivision

All Plats of Subdivision shall include the following:

- Indicate all existing and proposed public right-of ways.
- Show all existing and proposed easements
- Plats shall be of linen or mylar and no smaller than 11" x 17" and no larger than 30" x 36"
- Indicate property corners marked by iron pipes and/or concrete monuments.
- Indicate all dimensions of lots to be created.
- Indicate present and proposed easement locations that include sewers, water lines, detention and retention areas, and other public utilities.
- All permanent index numbers for the property located on the plat shall be indicated on the plat in a legible manner.
- Include the name and address of the individual or financial institution to whom the tax bill is to be mailed.

*Example:*

Mail Tax Bill To:

Name

Contact person

Address

City, State and Zip

- Include the following on the plat:

After recording mail to:

Niles Public Services

Attention: Superintendent of Engineering

6849 Touhy Ave.

Niles, Illinois 60714



CERTIFICATE INDICATING APPROVAL BY PLAN COMMISSION

The final plat must be approved by the Plan Commission. A certificate indicating such approval, to be signed by the Chairman, shall be placed on the plat. The following wording shall be used:

Approved by the Plan Commission of the Village of Niles this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
(signature)  
Chairperson

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SURVEYOR'S CERTIFICATE

The surveyor who prepared the Final Plat shall place thereon a certificate of substantially the following wording:

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF COOK )

I, \_\_\_\_\_, an Illinois Registered Land Surveyor do hereby certify that I have surveyed and subdivided the following described property, and the plat hereon drawn is a correct representation thereof, all distances are shown in feet and decimal parts thereof.

(Insert Legal Description)

Containing total area, including R.O.W.'s: (in square feet and acres). This is also to certify that upon completion of construction, concrete monuments, as shown, and iron pipes at all lot corners and points of change in alignment will be set, as required by the Plat Act (765 ILCS 205/0.01 et seq.). This is also to certify that the property, as described in the annexed plat, lies within the corporate limits of the Village of Niles, Illinois, which has adopted a comprehensive plan. I further certify that the above described property as subdivided is within Zone \_\_\_\_ as per FEMA Floodway Map, Cook County, Illinois, Community Plan Number, and effective date \_\_\_\_\_.

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

\_\_\_\_\_  
(signature)  
Illinois Registered Professional Land Surveyor

No. \_\_\_\_\_ (SEAL)

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CERTIFICATE REGARDING FLOOD HAZARD

In accordance with the Recorder's Act (55 ILCS 5/3-5001 et seq.) the surveyor shall determine if any part of the proposed subdivision lies within a flood hazard area as identified by the Federal Emergency Management Agency. An appropriate certificate shall be placed on the Plat and signed by the surveyor. The following wording is required, depending on which situation exists.

I certify that none of the above described property is located in a flood hazard area as identified by the Federal Emergency Management Agency (*except as indicated*).

\_\_\_\_\_  
(signature)  
Illinois Registered Land Surveyor

Map used, rate map  
Community name: Village of Niles  
Community number: \_\_\_\_\_  
Panel number: \_\_\_\_\_  
Map number: \_\_\_\_\_  
Effective Date: \_\_\_\_\_  
Flood Zone: \_\_\_\_\_  
Base flood elevation from Firm: \_\_\_\_\_

**NOTE: Refer to State of Illinois Certificate for additional information and the wording of a special certificate which is required if the subdivision borders or includes any public waters.**

VILLAGE OF NILES HEALTH DEPARTMENT CERTIFICATE (only if applicable)

The Plat Act, as amended January 1, 1988, requires the local Health Department, if one exists, to sign a plat with respect to sewage disposal systems if any part of the platted land will not be a public sewer system. The following wording is required:

No public sewer system exists to serve this subdivision. Septic system suitability has been determined for all platted lots in accordance with the pertinent sections of the Village of Niles Subdivision Ordinance.

\_\_\_\_\_  
(signature)  
Public Health Administrator

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COUNTY CLERK'S CERTIFICATE

The County Clerk shall make a tax search of the land being subdivided. A certificate is required on all final plats, indicating that any back taxes and the required Tax Search fee have been paid. The following wording is required:

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF COOK )

I, \_\_\_\_\_, County Clerk in Cook County, Illinois do hereby certify that there are no delinquent general taxes, no unpaid current general taxes, no unpaid forfeited taxes, and no redeemable tax 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 of the County at Chicago, State of Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
(signature)  
Cook County Clerk

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VILLAGE ENGINEER'S CERTIFICATE

A certificate shall be placed on the Final Plat to indicate the approval of the Village Engineer. The following wording is required:

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF COOK )

My signature, as Village Engineer for the Village of Niles, certifies that this plat meets all the requirements of Village ordinances.

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

\_\_\_\_\_  
(signature)  
Village Engineer

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**BOARD OF TRUSTEE'S CERTIFICATE**

A certificate shall be provided to indicate approval of the Final Plat by the Board of Trustees. Space for the signature of the Board of Trustees, President and the Clerk shall be provided. The following wording is required:

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF COOK )

Plat approved and dedications shown hereon are hereby approved by the Village of Niles, Illinois, at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
(signature)  
Village President

Attest

\_\_\_\_\_  
(signature)  
Village Clerk

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**RECORDER'S CERTIFICATE**

A certificate shall be placed on the Final Plat to indicate the date and time of recording, and the book and page on which recorded. The following wording is required:

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF COOK )

This instrument filed for record in the Recorder's Office of Cook County, Illinois, on this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
(signature)  
County Recorder

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Side Yard Drainage Easement Provisions

**An easement is hereby reserved and granted to the Village of Niles and to install and maintain, as needed, the side yard areas between buildings to insure proper slopes and drainage.**

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OTHER PLAT INCLUSIONS

**TAX BILL INFORMATION**

The address the tax bill should be mailed to should be included on the plat.

Mail Tax Bill To:

\_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Contact Person  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State & Zip

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**AFTER RECORDING CONTACT**

The following address should be included to provide mailing information after plat is recorded by Cook County.

**After Recording Mail To:**

Niles Public Services Department  
Attn. Superintendent of Engineering  
6849 Touhy Avenue  
Niles, Illinois 60714

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**PERMANENT INDEX NUMBER**

All permanent index numbers for property located on the plat should be indicated in a legible manner.

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**OTHER REQUIREMENTS**

**TAX SEARCH**

Before a Final Plat may be submitted to the Board of Trustees, the owner shall make all payments of any and all taxes and special assessments levied against the property being platted by him. In vacating subdivisions previously platted, the petitioner shall submit evidence of the payment of all taxes and special assessments levied against the property in the same manner as is required for subdividing.

**SIGNATURES**

All signatures must be in black ink.

**MATERIALS AND SCALE**

The plat shall be drawn in ink on suitable mylar drafting film. A photo reproduction on mylar is acceptable. The reproduction shall be either photographic or "Xerox." "Sepias" are not acceptable.

The plat shall be drawn to a scale of 100 feet to 1 inch. However, a larger scale may be used if desired for a proper exhibit of the subdivision, subject to the approval of the Director of Public Services.

The maximum sheet size shall be 30" x 36", but more than one sheet may be used if necessary. All typed or printer letter shall be at least the same size as "pica 12."

A north arrow, the scale and all section and quarter section lines shall be indicated on the plat.

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