

VILLAGE OF NILES PLAT REQUIREMENTS-2018

The requirements below are intended to assist the surveyor in producing a plat in a standardized format that is acceptable to the Village of Niles. 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 or consolidation, the petitioner shall be required to submit a completed "Petition for Subdivision/ Consolidation" and pay the appropriate fees and escrow. Staff will then review the submitted plat to ensure its completeness and adherence to guidelines and communicate to the applicant or their designee (...such as the surveyor...) any changes that need to be made to the plat.

A. General Requirements

In addition to being compliant with the Village of Niles Subdivision Ordinance (Chapter 94 of the Village Code), all plats of subdivision or consolidation shall adhere to the following requirements:

1. The location of the subdivision 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 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 the 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# xxxxxxxx month/day/year” or “HERETOFORE VACATED PER DOC #xxxxxxx 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 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 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 the Mylar sheet shall not exceed 24 inches by 36 inches.
24. When more than one 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 Niles, 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 curved of different radii, the angle between the main chords shall be shown.