

PHYLLIS K. WALTERS
McHenry County Recorder

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Woodstock IL 60098

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REQUIREMENTS FOR RECORDING PLATS OF SUBDIVISION
EFFECTIVE DECEMBER 1, 2008

Note: Prior to presenting a Plat of Subdivision to either the County or Municipality for approval, you may wish to check the County Recorder's Subdivision File to determine availability of the proposed subdivision name within the Municipality and/or township.

1. **All signatures must be in Black Ink.** Blue ink will not reproduce.
2. Plat must be signed by owner(s), or by his/her attorney duly authorized, and their signature(s) must be acknowledged before a notary & under signature and seal of a notary.
3. Plat must bear surveyors certificate, complete with **date, signature & seal.**
4. Surveyor must make reference on the plat to the placement of permanent monuments from which future surveys may be made, and if the plat falls within **the County Jurisdiction** (all areas of unincorporated McHenry County and the Villages of Greenwood & Trout Valley) the plat must also bear a **dated, signed & sealed** certificate from the surveyor indicating that all subdivision monuments have been set and describe them on the final plat.
5. The surveyor must state if the property is within a city, village or town-or-if not then which township it is in.
6. Plat must have a statement from surveyor indicating whether any part of the plat is-or-is not within any incorporated city, village or town. If not within the corporate limits of any municipality, then it must state whether any part thereof is-or-is not within $1\frac{1}{2}$ miles of the corporate limits of any incorporated city, village or town which has adopted an official plan. If it is within $1\frac{1}{2}$ miles of any city, village or town then that municipality must sign it. **Note:** *If within $1\frac{1}{2}$ miles of more than one city, village or town then the closest municipality must sign it.*
7. Plat must be accepted by the County Board-or-city-or-village and bear the proper officials' signatures, seals & dates of acceptance.

8. Plat must have a statement from surveyor indicating whether any part of the property as shown on map or plat of subdivision is located within a special Flood Hazard Area as identified by the Federal Emergency Management Agency. Certificate must identify Community-or-County having FEMA mapped areas and Flood Insurance Rate Map Panel No._____. (See list of Communities and sample certificates attached).

Note: Refer to APPENDIX C-2-R-2 of the McHenry County Subdivision Ordinance for additional information and wording of a special certificate which is required if the subdivision borders or includes any public waters.

9. If any area on the plat is within the **County Jurisdiction** (all areas of unincorporated McHenry County and the Villages of Greenwood & Trout Valley) the Township Road Commissioner must sign plat indicating that the **Township Road Commissioner will accept the subdivision streets & roads when they are completed**. HIS SIGNATURE MUST BE NOTARIZED. No Seal is required from Road Commissioner.

Note: If interior subdivision Streets or Roads access upon a County or State Highway an additional Certificate of acceptance signed by either the County Engineer or a representative of the Illinois Dept.of Transportation (as appropriate) shall be placed upon the plat. (See example in County Subdivision Ordinance).

10. Neither the City Council, Board of Trustees of a village or town (or officer designated by them) or the County Board shall approve such Plat; unless, in addition to other requirements, the plat has been approved in writing by the Illinois Department of Transportation with respect to roadway access where such access is to a **State Highway** - or by the relevant Local Highway Authority with respect to **all other roadway access**.

11. Plat must be approved by the McHenry County Health Department **and bear signature of County Public Health Administrator** with respect to **sewage disposal systems** if any part of the platted land will be served by a **septic system**.

12. Plat must bear certificate **with signature & seal of the County Clerk**, indicating that there are **no delinquent General Taxes, unpaid current General Taxes, no unpaid Forfeited Taxes and no Redeemable Taxes** against any of the land included in the annexed plat.

13. If within the **County Jurisdiction** (all areas of unincorporated McHenry County and the Villages of Greenwood & Trout Valley) Plat must bear a certificate with **date & proper signatures** of the Planning & Development Committee and Zoning Enforcement Officer, indicating their approval of such plat (Note: **Obtain signatures after County Board approval**).

14. If the platted area is within the **County Jurisdiction**, (all areas of unincorporated McHenry County and the Villages of Greenwood & Trout Valley) in accordance with the McHenry County School Developer Donation requirements, **a certificate referencing the recorded agreement** between the owner(s) and the School District - countersigned by the **Regional Superintendent of Schools** shall be placed on the Final Plat - or a certificate indicating a donation in accordance with the **DEVELOPER DONATION ORDINANCE**.

Note: When the subdivision lies within 1½ miles of a municipality which is required to sign the plat, the developer may be required to meet the school donation requirements of that municipality. In that case, a certificate referencing the recorded agreement between the municipality and the developer - countersigned by the Regional Superintendent of Schools shall be placed on the final plat.

15. The plat must be recorded by the **Land Surveyor**, who prepared the plat, or a person designated by the Land Surveyor, or upon the death, incapacity, or absence of that Land Surveyor, by the owner of the land or his or her representative.

Note: Any plat that is being presented for recording by someone other than the surveyor who prepared the plat, that person must have a letter from the surveyor naming the particular subdivision and the person or company designated to record the plat. It must be dated and bear the signature and seal of the land surveyor who prepared the plat. It will be recorded as a separate document immediately preceding the plat. (A recording fee of \$50.00 will be charged to record the letter).

16. Before the Recorder can accept a plat for recording it must have a statement indicating: **THIS PLAT PRESENTED BY:** and give the **name & address of the person or company** presenting the plat for recording.
17. When an owner is required to file a plat pursuant to Section 1 of the Plat Act, the owner **shall submit simultaneously with the subdivision plat a notarized statement indicating, to the best of the owner's knowledge, the school district in which each tract, parcel, lot, or block lies.**
18. Recording fee is \$88.00 for the 1st page, and \$1.00 for each additional page. (This includes a statutory per document charge of \$13.00 per document Automation charge, \$15.00 Geographic Information System (GIS) charge and a \$10 surcharge for the Illinois Rental Housing Support Program (RHSP) for the recording of real estate-related documents executed or signed on or after August 1, 2005.*

**The \$10 surcharge for the Illinois Rental Housing Support Program does not apply to any document solely related to an easement for a public utility or documents from any state agency, unit of local government, federal government, or school district. Units of local government include counties, municipalities, townships, special districts, and units designated as a local government by law.*

19. Nothing may be typed and then stuck onto the plat EXCEPT public utility easement.
20. Only the original **Linen** or **Mylar** will be recorded.
No **Blueprints** (white paper with Blue printed lines), **Sepias** (brown pigmented ink on Mylar), or **Vellums** (parchment like paper) will be accepted.
21. Maximum size for plats is 24" x 36"; minimum size for plats is 8½" x 14"

There will be a charge of \$2.00 per page for the Recorder's Office to make **6 True & Exact Copies** (made after all signatures & seals are obtained). This charge is only for the required copies. **All other copies are \$4.00 per page.**

Note: The original Mylar subdivision plat will be retained permanently in the Recorder's Office.

22. **Condominium Plats must be the original Linen or Mylar only.**

All condominium plats & exhibits will be retained by the Recorder's Office. There will be a charge of \$2.00 per page for the Recorder's Office to make **3 True & Exact Copies** (made after all signatures & seals are obtained). This charge is only for the required copies. All other copies are \$4.00 per page.

Charge for Recording of Condominium Mylar as an Exhibit to the Condo Declaration, or any amendments thereof shall be \$50.00 for the 1st page and \$1.00 for each additional page thereafter.

Minimum size for plats is 8½" x 14" - Maximum size for plats is 24" x 36"

**COMMUNITIES WITH
FEMA MAPPED
SPECIAL FLOOD HAZARD AREAS**

****COUNTY OF McHENRY****

- | | |
|--------------------------|----------------|
| ALGONQUIN | LAKESWOOD |
| BULL VALLEY | MARENGO |
| CARY | MCCULLOM LAKE |
| CRYSTAL LAKE | MCHENRY |
| FOX RIVER GROVE | MCHENRY COUNTY |
| FOX RIVER VALLEY GARDENS | McHenry Shores |
| HARVARD | OAKWOOD HILLS |
| HOLIDAY HILLS | PRAIRIE GROVE |
| HUNTLEY | RICHMOND |
| ISLAND LAKE | SPRING GROVE |
| JOHNSBURG | UNION |
| LAKE IN THE HILLS | WONDER LAKE |
| LAKEMOOR | WOODSTOCK |

THE ILLINOIS DEPARTMENT OF TRANSPORTATION SUGGESTS THE FOLLOWING LANGUAGE BE USED IN RECORDING NEW MAPS OR PLATS OF SUBDIVISION AS REQUIRED BY PUBLIC ACT 85-267.

For maps, plats or subdivisions located in **communities** where no FEMA map has been published:

"This is to certify that no Special Flood Hazard Area has been identified for the (city/village) of _____, Illinois by the Federal Emergency Management Agency."

Dated at _____, Illinois, this _____ day of _____ A.D., 20 _____.

Illinois Registered Land Surveyor

No. _____

For maps, plats or subdivisions located in **unincorporated counties** or in **communities** where a FEMA map has been published:

"This is to certify that the parcels included in this record of deed (are/are not) located in the Special Flood Hazard Area identified for the (city/village/county) of _____, Illinois by the Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel No. _____ dated _____, 20 ____."

Dated at _____, Illinois, this _____ day of _____ A.D. 20 ____."

Illinois Registered Land Surveyor

No. _____