

# **SUBMISSION CHECKLIST**

## **FOR**

# **SUBDIVISION FINAL PLAT**

### **Lake County**

### **Planning, Building and Development Department**

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## **Notification of Project Team Recommendation**

No Final Plat shall be approved unless it is found to be in full compliance with all applicable regulations of Chapter 151 of the Lake County, Illinois Code of Ordinances (the Lake County Code) with the approved Preliminary Plat (if applicable), and all review fees have been paid (Review fees are not refundable).

If the Project Team recommends approval, the recommendation shall be accompanied by the following:

1. Instructions for obtaining Final Plat certificate signatures for submitting the signed Final Plat Mylar for final review prior to approval.
2. Instructions for executing the covenants and restrictions and agreements, if any, and for submitting the executed documents for final review prior to approval.
3. Instructions for obtaining performance assurances in accordance with Lake County Code Subchapter: Subdivisions (151.185 et seq.), and for submitting the assurances for final review prior to approval.
4. Upon finding that the Final Plat Mylar and any Covenants, Restrictions, Agreements and assurances are in the proper form, staff shall prepare a report and recommendation for presentation to the Planning, Building and Zoning Committee. The Planning, Building and Development Director also shall place the subdivision on the agenda of the next regularly scheduled Planning, Building and Zoning Committee Meeting and shall notify the applicant of the date, time and place of said meeting. Staff will present the proposed Final Plat to the Planning, Building and Zoning Committee for approval.
5. The petitioner shall then have the sole responsibility for recording the Final Plat and associated documents with the County Recorder and for paying all costs associated with the recording of the documents. Upon recording, the Final Plat shall be kept in the custody of the county.
6. The name, document number and recording date of the Final Plat and each associated document recorded together with the plat.
7. The amount and date of expiration of the performance assurance.
8. Directions for commencing construction activities, if construction has not already commenced, in accordance with Lake County Code Subchapter: Subdivisions (151.185 et seq.); and
9. Any conditions associated with approval of the final plat.

If the Project Team or the Planning, Building and Zoning Committee fail to approve a Final Plat, the applicant may:

1. Amend the Final Plat or obtain the additional information and documentation requested by the Project Team or the Planning, Building and Zoning Committee and resubmit the subdivision for further review in accordance with the standards of Lake County Code Subchapter: Subdivisions (151.185 et seq.)
2. Appeal the decision of the Planning, Building and Zoning Committee in accordance with the standards of Lake County Code Subchapter: Subdivisions (151.185 et seq.)

Lapse of Final Plat Approval

Planning, Building and Zoning Committee approval of the Final Plat shall expire if the Final Plat and associated documents are not recorded with the Lake County Recorder within 5 (five) days following Planning, Building and Zoning Committee approval.

**Final Plat Submittal Checklist for**  
**Subdivisions**

Final Plat documents are reviewed for the purpose of ensuring that the Final Plat, together with the other documents that will be recorded to legally create the proposed subdivision, are in full compliance with the state statutory requirements and all and applicable county regulations.

The following information and documentation shall be required for the Final Plat submittal and review:

- i. Application
- ii. General Requirements
- iii. Final Plat and plan Information
- iv. Covenants and Restrictions
- v. Agreements

Additional information regarding final engineering should be reviewed in the Final Engineering Checklist for Subdivisions as well as the Lake County Code.

**I. APPLICATION**

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\_\_\_\_\_ Completed application for Preliminary Plat - The application form may be obtained at the Development Services Division office or on the web at <http://www.lakecountyil.gov/Planning/publications/Forms.htm>.

**II. GENERAL REQUIREMENTS (PER SECTION 151.185 THROUGH 151.204)**

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\_\_\_\_\_ Submission is within 24 months of preliminary approval.

\_\_\_\_\_ Public Informational meeting has been held.

\_\_\_\_\_ Is cost estimate approved?

\_\_\_\_\_ IDNR has terminated the endangered species review.

\_\_\_\_\_ Has the natural resource inventory report been completed?

- \_\_\_\_\_ A wetland report has been submitted.
- \_\_\_\_\_ Has wetland jurisdiction been determined?
- \_\_\_\_\_ Does the project border a state water body?
- \_\_\_\_\_ Have all access points or permits for access been approved?
- \_\_\_\_\_ Have the site capacity calculations been approved?
- \_\_\_\_\_ Has all required Road right-of-way been dedicated?
- \_\_\_\_\_ Open space areas for natural resource are represented and labeled with the location, width and purposes of dedications and easements; (drainage, utility, open space, buffer yards)
- \_\_\_\_\_ Have all Health Department requirements been met?
- \_\_\_\_\_ Have all required notes from the Health Department been added to the Plat?
- \_\_\_\_\_ Do all lots meet the requirements of the Lake County Code for the zoning classification?

### **III. FINAL PLAT AND PLAN INFORMATION**

- \_\_\_\_\_ Sheet size not greater than 24 inches x 36 inches.
- \_\_\_\_\_ A scale of 1 inch equals 50 feet or 1 inch equals 100 feet to portray the proposed subdivision on a single sheet.
- \_\_\_\_\_ A graphic scale and a north arrow are provided.
- \_\_\_\_\_ Linear dimensions given in feet and decimals of a foot.
- \_\_\_\_\_ Area dimensions given in acres or square feet.
- \_\_\_\_\_ Sheets are numbered consecutively and bound into a package.
- \_\_\_\_\_ Each sheet shall have a title block that shall identify the name of the subdivision; the title of the sheet; the sheet number and the name, address and telephone number of the developer. The name, address and telephone number of the preparer and the date of original design along with all subsequent revision dates shall be noted.
- \_\_\_\_\_ Is all required Preliminary Plat information included on the Final Plat?

\_\_\_\_\_ All site data, dimensioning and interior plat information such as;

- Lot area;
- Consecutive lot numbering;
- School, park and recreation sites;
- Floodplain and flood table notes, elevations & limits
- Setback lines (Front/Streets)

\_\_\_\_\_ Appropriate certification blocks provided in the Plat Procedures Manual.

- See Lake County Code: Appendix E
- Owner's Certificate
- Surveyor's Certificate
- County Clerk's Certificate
- Certificate of the County Engineer
- Certificate of the Highway Access Authority
- Planning Building and Zoning Committee Certificate
- Director of Planning, Building and Development Certificate (if applicable)
- Certificate of Township Highway Commissioner (If applicable)
- Certificate of the Regional Superintendent of Schools
- Certificate of the Health Officer (project on septic and or wells)
- Certificate of Municipality
- State of Illinois and Federal. (The approval or certificate of the Illinois Department of Natural Resources is required for any plat bordering bodies of water in which the State of Illinois has any property interests.)
- Plat Submitted By Certificate.

\_\_\_\_\_ The Final Plat is sealed and signed by Surveyor.

\_\_\_\_\_ Has proposed grading been submitted or approved?

\_\_\_\_\_ A Tile Survey has been submitted.

\_\_\_\_\_ Twenty- foot wide easement for all storm sewers, drainage swales and overland flow routes outside the right-of-ways is shown.

\_\_\_\_\_ All detention basins are contained in an easement and labeled . . . "Common open space and easement for stormwater detention purposes".

\_\_\_\_\_ Wetlands and wetland buffers area contained in a deed restriction.

\_\_\_\_\_ Floodplains are contained in a deed restriction.

\_\_\_\_\_ The layout and design of all proposed public and private road rights-of-way; right-of-way widths and cul-de-sac radii; proposed road names are shown.

\_\_\_\_\_ All proposed public street rights-of-way are labeled as follows: "Hereby Dedicated for Public Road Purposes".

\_\_\_\_\_ Any existing public street rights-of-way include document number and labeled as follows:  
"Heretofore Dedicated for Public Road Purposed Per Document No. \_\_\_\_\_".

**IV. COVENANTS AND RESTRICTIONS**

\_\_\_\_\_ Have all covenants and restrictions been submitted?

\_\_\_\_\_ Do covenants and restrictions address maintenance and ownership of open space?

\_\_\_\_\_ Are covenants & restriction notes placed on the plat?

**V. AGREEMENTS**

\_\_\_\_\_ Is a performance guarantee required?

\_\_\_\_\_ Will maintenance guarantee be required?

\_\_\_\_\_ Have the School Contribution Agreement been reviewed and approved?

\_\_\_\_\_ Are the school agreements referenced on the plat?

\_\_\_\_\_ Have the Park Contributions been reviewed and approved?

**MISSING ITEMS**

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