

PLATS

Guidelines for Recording

The following guidelines based on statutory requirements are offered to help in the preparation, execution and recordation of various plats. It is my hope as Lake County Recorder, that these guidelines are helpful to our customers and landowners. Should you have additional questions or need further clarification, please do not hesitate to contact my office at (847) 377-2575. We look forward to serving you with courtesy and efficiency!



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Subdivision of Land

Illinois Compiled Statutes Ch. 765 Act 205

Whenever the owner of land subdivides it into 2 or more parts, any of which is less than 5 acres, he must have it surveyed and a subdivision plat thereof made by an Illinois Registered Land Surveyor. If any city, village or town has adopted an official plan, or part thereof, the plat of land situated within the area affected thereby must conform to the official plan or part thereof. (Requirements apply to Plats of Resubdivision, Planned Unit Developments and Consolidations as well.)

No subdivision plat is required in the instances outlined per the Plat Act Affidavit (see attachment), however the completed Plat Act Affidavit must be recorded with the deed.

Recording Requirements Checklist

- Is the plat an original between 8½" x 14" and 30" x 36"? (pg. 4)
- Has the Surveyor authorized another party to record the plat by a statement with his original signature and seal? (May be on a separate piece of paper, but must include the surveyor's original signature and seal.) (pg.4)
- Does the plat contain the name and address of the party submitting the recording? (pg. 4)
- Does plat have a mail-to address specified? (pg. 5)
- Has the Surveyor signed and sealed the plat after completing the legal description, a description of public ways and utilities, a certificate stating the location of the property within a municipality or the county, FEMA certification, and Department of Natural Resources approval? (pg. 6)
- Has the owner, his representative, or a Trust Officer signed the plat and included the printed name and address of the signer? (pg. 5)
- Has the owner, his representative, or a Trust Officer signature been notarized and the notary seal affixed? (pg. 5) (All owners must be notarized.)
- Has the owner submitted the School District Certificate? (not applicable for Plats of Resubdivision, Planned Unit Developments or Consolidations) (May be on a separate piece of paper, but must include the owner's signature(s) and must be notarized.) (pg. 5)
- Have the municipal corporate authorities approved the plat and indicated same by signatures, date and seals? (pg. 7)
- Has the municipal collector signed off on the plat? (Not necessary for property in unincorporated Lake County.) (pg. 7)
- Has the county plat officer approved the plat and signed and sealed it? (Only for property in unincorporated Lake County.) (pg. 7)
- Has LCDOT or IDOT signed and sealed the plat? (applies to plats with applicable roads) (pg. 7)
- Has the county clerk certified tax payment and signed and sealed the plat? (pg. 7)

General Plat Requirements

1. Plats must measure at least 8½" x 14", but no larger than 30" x 36".
2. We suggest additional copies be submitted at the time of recording for the customer's use. The Recorder's Office can provide copies at the time of recordation for a fee of \$5.00 per page.
3. Plats containing blank or illegible signature certificates will not be accepted for recording.
4. Plats of Subdivision, Resubdivision, Planned Unit Developments or Consolidations must be presented for recording by the Registered Land Surveyor who signed and sealed the plat. The surveyor may designate another party to submit the plat for recording on a certificate on the plat or by a separate letter. This designation must include the original surveyor signature and seal.
5. All plats must contain the name and address of the person actually submitting the plat for recording.
6. The names of all persons signing the plat must be typed or printed under or next to each signature except for notaries, as the notary seal is sufficient. The notary seal must be readable so the expiration date can be confirmed.
7. Corporate and municipal seals should be affixed to the plat where applicable.
8. *Note:* The Recorder's Office assumes that all statutory requirements enforced by the municipality and/or county have been met as verified by the approval and signatures of the municipal and/or county officers.
9. Plats of Consolidation are referenced in the Lake County Unified Development Ordinance (UDO) and some municipal development ordinances to address the use of more than one parcel for development purposes. Plats of Consolidation must meet all the requirements of a Plat of Resubdivision and should be renamed to reflect the new identity of the consolidation.

Public Act 92-0361 effective 1/1/02 provides that a plat of consolidation is exempt from municipal approval if the sole purpose of the consolidation is to bring a non-conforming parcel into conformance with local zoning requirements. The county must notify all municipalities located within 1 ½ miles of the subject property within 10 days after receiving a request. This exemption does not apply for an area in excess of 10 acres or to any consolidation that results in a plat of more than 10 individual lots flowing the consolidation.

Consolidations for combining tax parcels for tax purposes can be made by written request of the property owner to the Map Services Department. This type of consolidation does not change the underlying lot numbers in the subdivision. To create

a new lot of record, a Plat of Subdivision or Plat of Resubdivision should be prepared and named - for example, Plat of Subdivision - Smith Consolidation. (Rev. 12/15/97)

10. Plats of Survey and Highway Plats will be accepted for recording and indexed by property owner name. Additional signature certificates are not required. A clear designation of the owner, highway or property name will facilitate indexing and retrieval of the plat. (Rev. 12/31/97)

11. Mail-to name and address are required.

Owner's Certificate

1. The plat must contain a signature certificate with original signatures of the landowner or a representative of the owner.
2. If the property is owned under a Trust, the Trust Officer signature and seal of the bank (if available) must be included on the plat.
3. The name and address of the owner(s) or Trust Officer are to be printed under each signature.
4. The signature of the owner(s) must be acknowledged by a Notary Public and a legible seal for the notary stamped on the plat.
5. Public Act 90-286 (765 ILCS 205/1.005) requires 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. Can be a certificate on plat or separate paper. If statement included on plat, owner(s) signature and acknowledgement need not be provided twice. **(not applicable for Plats of Resubdivision or Consolidation)**

Recorder's Certificate

The Recorder's file stamp will indicate the date and time of recording and assign a document number.

Surveyor's Certificate

1. The plat must contain a complete legal description of the property being subdivided or resubdivided.
2. The plat must particularly describe and set forth all public streets, alleys, ways for public service facilities, ways for utility services and community antenna television systems, parks, playgrounds, school grounds or other public grounds, and all the tracts, parcels, lots or blocks, and numbering all such lots, blocks or parcels by progressive numbers, giving their precise dimensions. Additional topographical and profile studies may be prepared as subsidiary studies. (For further reference see 765 ILCS 205/1)
3. Surveyor's certificate must state if the land is or is not within any incorporated city, town or village, or within 1.5 miles of the corporate limits of any incorporated city, town or village which has adopted a city plan and is exercising the special powers authorized by Division 12 of Article 11 of the Illinois Municipal Code, as now or hereafter amended, and not included in any municipality. (See attached Samples of Surveyor's Certificates)
4. Surveyor's certificate must indicate whether any part of the land is located within a special flood hazard area as identified by the Federal Emergency Management Agency (FEMA).
5. Any land bordering on or including any public waters of the State must be approved by the Department of Natural Resources. Sample certificate:

Approved by the Department of Natural Resources of the State of Illinois insofar as this subdivision plat, showing lands bordering upon or including public waters of the State of Illinois, relates to the provisions of 615 ICLS 5/7, "An Act in relation to the regulation of rivers, lakes and streams of the State of Illinois" approved June 10, 1911, as mended, requiring review and approval by said Department as to the boundary line between private interests and public interests. Dated at Springfield, Illinois, this _day of _____, 2____

_____.

State of Illinois by its Department of Natural Resources

By: _____, Director

6. The original plat must contain the Surveyor's original signature and seal, which may either be printed or embossed/raised. (For further reference see 225 ILCS 330/15)

Municipal Certificates

1. The corporate authorities may provide by ordinance that any map, plat or subdivision of any block, lot, sub-lot, or part thereof, shall be submitted to the corporate authorities, or to some officer to be designated by them, for approval prior to being accepted for recording. (65 ILCS 5/11-15-1)

The municipality or county shall not approve the plat unless the topographical and profile studies to be submitted with the subdivision plat have on their face the signed statement of a Registered Professional Engineer, and the owner of the land or his duly authorized attorney, a statement re: the drainage of surface waters. The topographical and profile studies shall not be recorded but shall be retained and filed by the municipality or county.

Neither should the municipality or county approve a plat until the Illinois Department of Transportation, local highway authority, and or local health departments have provided written approval as needed.

2. Corporate approval must be indicated by the signature of the mayor/president and attested to by the municipal clerk with the date of approval included. Corporate approval signed by City Clerk only is acceptable as long as date of approval is listed.
3. Village seal must be applied/embossed.
4. Approval by a municipal Planning Commission may be indicated by the signature of the chair of said commission including the date of approval.
5. The municipal collector or other municipal representative must sign off attesting to any unpaid special assessments.

County Certificates

1. If county approval is required (based on description included in Surveyor's Certificate), the County Plat Officer must sign and seal the plat.
2. If the plat includes a County Highway, the Lake County Division of Transportation must sign the applicable certificate (see samples) allowing or prohibiting access (765 ILCS 205/2).
3. The County Clerk must certify that there are no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against any of the land included in the described property. The certificate must be signed and sealed by the County Clerk or an authorized staff member. (35 ILCS 200/9-55) A sample County Clerk certificate can be found on page 12.

Condominium Plat & Declaration

Illinois Compiled Statutes Ch. 765 Act 605/4-5

Condominium Plat - This is a plat of survey of the land parcel and all units in the property. The Condominium Plat shall consist of a horizontal and vertical delineation (drawing) of each unit. These unit drawings within the Condominium Plat must provide linear measurements and location of building improvements and/or structures located on the parcel. The unit drawing must also provide the elevations above and below and measurements of finished or unfinished interior surfaces of floors and ceilings; the measurements of finished or unfinished interior surfaces of all perimeter walls; locations of wall surfaces and/or unit boundaries with respect to the exterior boundaries as projected upward. The plat (unit) drawings must also provide measurements of the perimeter boundaries of that part of the property which constitutes a unit or any part thereof. Each unit shall be identified on the plat by a distinguishing number or symbol.

General Condominium Plat Recording Requirements

1. Plats must measure at least 8½" x 14", but no larger than 30" x 36".
2. Plat must contain legal description and signature certificate from the Registered Land Surveyor as preparer of the plat including an original signature and the surveyor's seal.
3. Plat must contain floor and ceiling elevations of condominium units.
4. Each unit must be identified by number or symbol *as stated in the Declaration*.
5. 1 original Condominium Plat and Declaration and 3 copies of each must be provided to the Recorder's Office.

Condominium Declaration

The Condominium Plat must be filed simultaneously with the Declaration.

The contents of the Declaration are as follows:

- The legal description of the parcel.
- The legal description of each unit w/identifying number or symbol.
- The name of the condominium, including the word Condominium.
- The name of the city and county where the condominium is located.
- The percentage of ownership interest in each unit. (Must total 100%.)
- The Declaration must also have preparer's name.
- The Declaration must also have the mail-to information.
- Declaration must be signed, dated and notarized. (*Signed by owner, developer, declarant.*)

Please note that the Recorder's office assumes, where it is applicable, that all statutory requirements enforced by the county and/or the municipality have been met.

Recording Requirements for Amendment to a Declaration for Condominium

1 original and 3 copies required for the Recorder

Illinois Compiled Statutes Ch. 765 Act 605/17 & 25

- Legal description.
- Name of the Condominium.
- Document number of the original recorded Condominium.
- Reference in language to pages/exhibits being amended.
- Amendment must have preparer's name.
- Amendment must have the mail-to information.
- Amendment must be signed, dated and notarized. (*Signed by owner, developer, declarant.*)

Recording Requirements for Amendment that Adds Units

1 original and 3 copies required for the Recorder

Illinois Compiled Statutes Ch. 765 Act 605/17 & 25

- Name of the Condominium.
- Document number of the original recorded Condominium.
- Legal description of each unit w/identifying number or symbol.
- Percentage of ownership interest in each unit. (Must total 100%.)
- Amendment must have preparer's name.
- Amendment must have the mail-to information.
- Amendment must be signed, dated and notarized. (*Signed by owner, developer, declarant.*)
- Plat adding units have same requirements as original condominium plat.
- Plat must measure at least 8.5" x 14" but no more than 30" x 36".
- Plat must contain legal description and signature certificate from the Registered Land Surveyor as preparer of the plat including an original signature and the surveyor's seal.
- Plat must contain floor and ceiling elevations of condominium units.
- Each unit must be identified by number or symbol as stated in the Declaration.

Dedication Plat (Also applies to dedication of right of way)

Illinois Compiled Statutes Ch. 765 Act 205/3

The acknowledgement and recording of a plat of dedication, or the acknowledgement and the filing of the same shall be held in all courts to be a conveyance in fee simple of such portions of the premises platted as are marked or noted on such plat as donated or granted to the public, or any person, religious society, corporation, or body politic, and as a general warranty against the donor, his or her heirs and representatives, to such donee or grantee, for their use or for the use and purposes therein named or intended, and for no other use or purpose; and the premises intended for any street, alley, way, common or other public use in any city, village or town, or addition thereto, shall be held in the corporate name thereof in trust to and for the uses and purposes set forth or intended.

Recording Requirements for Dedication Plats

1. Plat must measure at least 8½" x 14", but no larger than 30" x 36".
2. As an instrument of conveyance, the name and address of the owner or owners to whom subsequent tax bills are to be sent shall be endorsed on the instrument. If eligible for tax exemption, an application for tax-exempt status on dedicated property is required through the Chief County Assessment Office.
3. The plat must contain a legal description and signature certificate from the Registered Land Surveyor as preparer including an original signature and surveyor's seal.
4. Metes and bounds descriptions must contain section, township and range with an identifiable point of beginning.
5. The plat must contain a signature certificate with original signatures of the land owner or representative of the owner.
6. The name and address of the owner must be printed under the signature.
7. The signature of the owner must be acknowledged by a Notary Public and a legible seal for the notary stamped on the plat.
8. Corporate approval (when applicable) must be indicated by the signature of the mayor/president/county chair and attested to by the municipal/county clerk including date of approval.
9. Village seal must be applied/embossed.
10. The attached guidelines apply to plats of dedication to the County of Lake for public road purposes. (Rev. 5/2/00)
11. The County Clerk must certify that there are no delinquent or current property taxes due, or outstanding special assessments. The certificate must be signed and sealed by the County Clerk or an authorized staff member.
12. The Recorder's file stamp will indicate the date and time of recording and assign a document number.
13. Mail-to name and address required.

Plat of Dedication to the County of Lake for Road Purposes

**PLEASE CONTACT LAKE COUNTY DIVISION OF TRANSPORTATION
FOR ADDITIONAL ASSISTANCE REGARDING THIS INFORMATION**

Heading: PLAT OF DEDICATION
TO THE COUNTY OF LAKE
FOR
PUBLIC ROAD PURPOSES

- Items Needed:
1. Legal Description (under heading)
 2. Sketch showing old and new right of way, name of road and County Highway number
 3. Right of way shall be designated as "HEREBY DEDICATED FOR PUBLIC ROAD PURPOSES."
 4. PIN of property
 5. Title report

- Certificates Needed:
1. Certificates for property owner(s) stating that property has been surveyed and dedicated. Includes owner's address.
 2. Notary Public Certificate
 3. Mortgagee Certificate (if applicable)
 4. County Clerk's Certificate (unpaid taxes – see below)
 5. Collector's of Special Assessments Certificate (unpaid assessments)
 6. Surveyor's Certificate
 7. County Engineer's Certificate (see below)

Sample County Engineer's Certificate

STATE OF ILLINOIS }
COUNTY OF LAKE } SS

This dedication hereby accepted for public road purpose this ____ day of _____, _____

COUNTY ENGINEER

Sample Mortgage Subordination

_____ as the legal holder and owner of a mortgage dated _____ and recorded as document number _____ in Lake County, Illinois, on _____ does hereby consent to and subordinate its interests in the property described in this Plat of Dedication to the County of Lake for Public Road Purposes. This subordination only applies to the portion of the mortgaged property dedicated for public road purposes and does not release the property owner from any of the obligations of the mortgage with respect to the remaining property.

Dated this _____ day of _____, _____

By: _____

Title: _____

Sample County Clerk's Certificate

STATE OF ILLINOIS

COUNTY OF LAKE

} SS

I, _____, County Clerk of Lake County, Illinois, do hereby certify that there are **no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments** against any of the land included in the described property. I further certify that I have received all statutory fees in connection with the plat.

Given under my hand and seal of the County Clerk of Lake County, Illinois.

Dated this _____ day of _____, A.D. _____

Lake County Clerk

Vacation Plat

Illinois Compiled Statutes Ch. 765 Act 205/6

Any plat may be vacated by the owner of the premises at any time before the sale of any lot therein, by a written instrument to which a copy of the plat is attached, declaring it to be vacated. If there are public service facilities in the highways, streets, alleys and other public ways and in easements shown on the plat, the instrument shall reserve to the public body or public utility owning such facilities, the property, rights of way and easements necessary for continuing public service by means of those facilities and for the maintenance, renewal and reconstruction of same. The instrument shall be approved by the city council or village or county board in the same manner as plats of subdivisions. The instrument shall also be submitted for approval to the Highway Commissioner and to the county engineer or superintendent of highways and to the District Engineer of the Department of Transportation of the state and to the public utility or utilities involved. The instrument shall be executed, acknowledged or proved and recorded or filed in the same manner as plats or subdivisions. When lots have been sold the plat may be vacated in the manner provided in this section by all the owners of lots in the plat joining in the execution of the writing.

Vacating of Streets and Alleys

Municipal Vacations 65 ILCS 5/11-91-1

Whenever the corporate authorities of any municipality, whether incorporated by special act or under any general law, determine that the public interest will be subserved by vacating any street or alley, or part thereof, within their jurisdiction in any incorporated area, they may vacate that street or alley, or part thereof, by an ordinance. But this ordinance shall be passed by the affirmative vote of at least three-fourths of the aldermen, trustees or commissioners then holding office. This vote shall be taken by ayes and noes and entered on the records of the corporate authorities.

The ordinance may or may not include a plat as an exhibit. A plat without an ordinance may be accepted if reference is made to the ordinance.

Title Upon Vacation

Municipalities 65 ILCS 5/11-91-2

Except in cases where the deed, or other instrument, dedicating a street or alley, or part thereof, has expressly provided for a specific devolution of the title thereto upon the abandonment or vacation thereof, whenever any street or alley, or any part thereof, is vacated under or by virtue of any ordinance of any municipality, the title to the land included within the street or alley, or part thereof, so vacated, vests in the then owners of the land abutting thereon.

Township Roads 605 ILCS

5/6-303

Existing township and district roads may be widened, altered or vacated, and new township and district roads may be laid out in the manner provided in this Division of this Code. Any number of voters not less than 5% of the legal voters, or 12 legal voters, whichever is less, residing in any road district may file a petition with the highway commissioner of such district, praying for the laying out, widening, altering or vacation of such roads.

5/6-329

Upon the vacation of any township or district road or part thereof, the highway commissioner shall cause a legal description of the road or part thereof vacated to be recorded in the office of the recorder of the county. The recorder shall mark the plat previously recorded in such manner as to show the vacation and to indicate the book and page number where the description is recorded.

County Highways 605 ILCS 5/5-109

When the County Board determines that the public and economic interest is served by vacating a county highway or part of it, it may vacate that highway or part of it by resolution adopted by the favorable vote of 2/3 of the members of the County Board, subject to the approval of the Department (of Transportation)... The resolution may provide that it is not effective until the owners of property abutting on the highway or part of it to be vacated pay compensation in an amount which, in the judgment of the County Board, is not in excess of the fair market value of a similar acreage abutting the highway.

Vacation of Utility Easement

All you need is the utility company representative's signature. No owner signature is required.

Recording Requirements for Vacations
(excluding vacation of easement)

1. Plat must measure at least 8½" x 14", but no larger than 30" x 36".
2. The plat must contain a legal description and signature certificate from the Registered Land Surveyor as preparer including an original signature and surveyor's seal.
3. Metes and bounds descriptions must contain section, township and range with an identifiable point of beginning.
4. The plat must contain a signature certificate with original signatures of the landowner or representative of the owner.
5. The name and address of the owner must be printed under the signature.
6. The signature of the owner must be acknowledged by a Notary Public and a legible seal for the notary stamped on the plat.
7. Corporate approval (when applicable) must be indicated by the signature of the mayor/president/county chair and attested to by the municipal/county clerk including date of approval.
8. Village seal must be applied/embossed.
9. The vacation plat must be approved by the Highway Commissioner (township), county engineer or superintendent of highways, and/or the District Engineer of the Illinois Department of Transportation and the public utilities involved.
10. The County Clerk must certify that there are no delinquent or current property taxes due, or outstanding special assessments. The certificate must be signed and sealed by the County Clerk or an authorized staff member.
11. The Recorder's file stamp will indicate the date and time of recording and assign a document number.
12. Mail-to name and address required.

Annexation/Disconnection Plat

Illinois Compiled Statutes Ch. 765 Act 205/1.02

When any city, village, municipal corporation or political subdivision annexes or disconnects territory, a plat of the land included in the disconnection or annexation must be filed with the recorder in the county or counties where the territory is located. Each plat shall state a legal description or descriptions sufficient to identify the boundaries of the annexed or disconnected territory, by reference to government surveys or by metes and bounds, including the section, township and range in which the territory is located. Such a plat must be prepared by a Registered Land Surveyor or a duly employed municipal engineer registered under the laws of the State of Illinois, provided such engineer has had training in the field of civil engineering.

Municipal Annexations **65 ILCS 5/7-1-40**

A certified copy of the ordinance together with an accurate map of the annexed territory must be filed with the office of the recorder of the county in which the annexed property is located and also with the office of the recorder of the county in which the annexing municipality is located. This must be done within 90 days after the final step in the annexation process is completed. The plat of annexation must be prepared by a registered land surveyor or a duly employed municipal engineer registered under the laws of Illinois, provided such engineer has had training in the field of civil engineering.

65 ILCS 5/7-1-8

A copy of the ordinance annexing the territory together with an accurate map of the annexed territory shall be recorded with the recorder and filed with the County Clerk within the county wherever the annexed territory is located.

Park District Annexations **70 ILCS 1205/3.1**

A certified copy of the annexing ordinance shall be filed in the offices of the county clerk and recorder of each county in which the annexation takes place.

Library District Annexations **75 ILCS 16/15-80**

A copy of each annexation ordinance of any library district annexing territory, together with an accurate map of the territory annexed, shall be deposited with and recorded by the recorder and filed with the county clerk of the county in which the annexed territory is situated.

Recording sequence

Annexation ordinance and annexation agreement can be recorded in any order, but if you have an annexation and a zoning ordinance – record the annexation first.

Recording Requirements for Annexations/Disconnections

1. A certified copy of the ordinance, court order or resolution of annexation or disconnection together with an accurate map of the territory annexed or disconnected must be recorded with the County Recorder and County Clerk. (Plat size must be between 8½" x 14" and 30" x 36".)
2. The certified copy must include an original signature and the village seal must be applied/embossed.
3. The map must contain a legal description and signature certificate from the Registered Land Surveyor or municipal engineer as preparer including signature and surveyor's seal.
4. Metes and bounds descriptions must contain section, township and range with an identifiable point of beginning.
5. The Recorder's file stamp will indicate the date and time of recording and assign a document number.
6. Mail-to name and address required.

Plat Certificate of Amendment / Plat Certificate of Correction

1. The certificate must contain a description of the amendment or correction, referencing the plat name, document number and recorded date prepared by the surveyor.
2. The surveyor must sign and seal the certificate.
3. **The certificate of correction need only be signed by the surveyor. A certificate of amendment must contain a signature certificate with original signatures of the landowner or a representative of the owner. It must also contain an original signature and the embossed (or otherwise applied) seal of the Village or County, whomever approved the original plat.**
4. If the property is owned under a Trust, the Trust Officer signature and seal of the bank (if available) must be included on the certificate of amendment.
5. The name and address of the owner(s) or Trust Officer are to be printed under each signature.
6. The signature of the owner(s) must be acknowledged by a Notary Public and a legible seal for the notary stamped on the plat.
7. The certificate of amendment or correction will be recorded and filed with the original plat of subdivision.
8. Mail-to name and address required.

(Rev. 9/14/98)

Samples and Exhibits

- (a) Samples of Surveyor's Certificates
- (b) Sample School District Certificate
- (c) Sample County Highway Signature Certificates
- (d) Plat Act Affidavit
- (e) Request for Consolidation or Division of Tax Parcels
- (f) Schedule of Fees

Samples of Surveyor's Certificates

(Re: Special Powers authorized by Division 12 of Article 11 of the Illinois Municipal Code and Flood Hazard Areas)

1.) LOCATED WITHIN CORPORATE LIMITS (REQUIRES MUNICIPAL APPROVAL)

"I further certify that the attached plat is a true and correct representation of said survey and subdivision. All distances shown in feet and decimals parts thereof, that the property hereon shown and described is within the corporate limits of the (CITY/VILLAGE) of _____
_____ Lake County, Illinois, and that said property is designated as "Zone – C" defined as areas of minimal flooding as shown in the flood insurance rate map Community Panel No. _____, dated _____ as published by the Federal Emergency Management Agency."

2.) LOCATED OUTSIDE CORPORATE LIMITS BUT WITHIN 1.5 MILE LIMIT OF MUNICIPALITY WHICH HAS ADOPTED A COMPREHENSIVE PLAN AND IS EXERCISING ITS POWERS (REQUIRES MUNICIPAL AND COUNTY APPROVAL)

"I further certify that the attached plat is a true and correct representation of said survey and subdivision. All distances shown in feet and decimals parts thereof. Part of the above described tract is located within the area designated as flood hazard as shown in the flood insurance rate map Community Panel No. _____, dated _____ as published by the Federal Emergency Management Agency. Said tract is not within the corporate limits, but is within 1.5 miles of the corporate limits of the (CITY/VILLAGE) of _____ Lake County, Illinois, which has adopted and is exercising the special powers authorized by Division 12 of Article 11 of the Illinois Municipal Code."

3.) LOCATED OUTSIDE CORPORATE LIMITS BUT WITHIN 1.5 MILE LIMIT OF MUNICIPALITY WHICH HAS ADOPTED A COMPREHENSIVE PLAN BUT IS NOT EXERCISING ITS POWERS (REQUIRES COUNTY APPROVAL)

"I further certify that the attached plat is a true and correct representation of said survey and subdivision. All distances shown in feet and decimals parts thereof. The above described tract is not located within the area designated as flood hazard as identified by the Federal Emergency Management Agency. Said tract is within 1.5 miles of the corporate limits of the (CITY/VILLAGE) of _____ Lake County, Illinois, which has adopted the special powers authorized by Division 12 of Article 11 of the Illinois Municipal Code, but is not exercising said powers."

4.) LOCATED OUTSIDE CORPORATE LIMITS AND OUTSIDE 1.5 MILE LIMIT OF MUNICIPALITY WHICH HAS ADOPTED A COMPREHENSIVE PLAN (REQUIRES COUNTY APPROVAL)

"I further certify that the attached plat is a true and correct representation of said survey and subdivision. All distances shown in feet and decimals parts thereof. Part of the above described property is located within the area designated as flood hazard as shown in the flood insurance rate map Community Panel No. _____, dated _____ as published by the Federal Emergency Management Agency. Said property is not located within 1.5 miles of the corporate limits of any city or village in Lake County, Illinois, which has adopted a comprehensive plan."

Sample School District Certificate

This is to certify that I _____ as owner of the property described as the _____ Subdivision and legally described on the plat of the same name, have determined to the best of my knowledge the school district in which each of the following lots lies.

Signature of Owner

SCHOOL DISTRICTS
ELEMENTARY HIGH SCHOOL

LOT NUMBER(S)

STATE OF ILLINOIS
COUNTY OF LAKE

} SS
}

I, _____, a Notary Public, do hereby certify that _____
_____, owner of the property commonly known as _____

Subdivision, appeared before me this day in person and acknowledged the execution of this statement as his free and voluntary act.

Given under my hand and notarial seal this _____ day of _____, _____.

Notary Public

seal

Sample County Highway Signature Certificates

Access prohibited

STATE OF ILLINOIS }
COUNTY OF LAKE } SS

This plat is hereby approved this _____ day of _____, _____ by the County Engineer of Lake County pursuant to Chapter 765, Act 205, Section 2 of the Illinois Compiled Statutes, as amended, as to roadway access to County Highway __, also known as _____

Direct access either to or from County Highway _____ is prohibited as shown on this plat.

County Engineer

Access allowed, but restricted

STATE OF ILLINOIS }
COUNTY OF LAKE } SS

This plat is hereby approved this _____ day of _____, _____ by the County Engineer of Lake County pursuant to Chapter 765, Act 205, Section 2 of the Illinois Compiled Statutes, as amended, as to roadway access to County Highway __, also known as _____

Direct access either to or from County Highway _____ shall be restricted as shown on this plat and shall be subject to the Lake County Highway access regulation ordinance which requires, in part, that application be made and an access permit be obtained from the County Engineer of Lake County prior to any access installation.

County Engineer



Plat Act Affidavit

18 N County St – 6th Floor
Waukegan, IL 60085-4358
Phone: (847) 377-2575
FAX: (847) 984-5860

STATE OF ILLINOIS }
COUNTY OF LAKE } SS

I, (name) _____, being duly sworn on oath, state that I reside at _____, and that the attached deed is not in violation of the Plat Act, Ch. 765 ILCS 205/1.1(b), as the provisions of this Act do not apply and no plat is required due to the following allowed exception ***(Circle the number applicable to the attached deed):***

1. The division or subdivision of land into parcels or tracts of 5 acres or more in size which does not involve any new streets or easements of access;
2. The division of lots or blocks of less than 1 acre in any recorded subdivision which does not involve any new streets or easements of access;
3. The sale or exchange of parcels of land between owners of adjoining and contiguous land;
4. The conveyance of parcels of land or interests therein for use as a right of way for railroads or other public utility facilities and other pipe lines which does not involve any new streets or easements of access;
5. The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access;
6. The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use;
7. Conveyances made to correct descriptions in prior conveyances;
8. The sale or exchange of parcels or tracts of land following the division into no more than 2 parts of a particular parcel or tract of land existing on July 17, 1959, and not involving any new streets or easements of access;
9. The sale of a single lot of less than 5 acres from a larger tract when a survey is made by an Illinois Registered Land Surveyor; provided, that this exemption shall not apply to the sale of any subsequent lots from the same larger tract of land, as determined by the dimensions and configuration of the larger tract on October 1, 1973, and provided also that this exemption does not invalidate any local requirements applicable to the subdivision of land;
10. The conveyance of land does not involve any land division and is described in the same manner as title was taken by grantor(s).

AFFIANT further states that this affidavit is made for the purpose of inducing the RECORDER OF LAKE COUNTY, ILLINOIS to accept the attached deed for recording. (This affidavit is not applicable to Facsimile Assignment of Beneficial Interest.)

SUBSCRIBED and SWORN to before me this ____ day
of _____, _____

(Signature)

Notary: _____
(seal)



Chief County Assessment Office
Mapping Division
 18 N County St – 7th Floor
 Waukegan, IL 60085
 Phone: (847) 377-2373
 Email: maps@lakecountyil.gov

Request for Consolidation or Division of Tax Parcels

Date: _____

Request for a **consolidation** of the following Permanent Index Numbers (PIN)

Request for a **division** of property for tax purposes.
 The following Permanent Index Number (PIN) involved as underlying land for this division is:

The legal description of the part being divided out is:

Note: If necessary, use the reverse side for a continuation of the legal description or attach on a separate sheet. A plat of survey with a legal is acceptable. If more than one new tax parcel is being created from the same underlying land, attach information regarding the legal description, taxpayer and property location on a separate sheet for each additional parcel.

NEW TAX PARCEL INFORMATION

TAXPAYER Name: _____
TAXPAYER Address: _____

PROPERTY LOCATION (if available)
Address: _____

SIGNATURE REQUIRED TO PROCESS REQUEST

Owner or Authorized party: _____
 Address: _____

 Phone: _____

Note: Consolidations or divisions will be done for the tax year following the date of the request of the date the request is received by this office. This request is subject to a check for all unpaid and delinquent taxes on any parcels that are listed (please see certificate on next page). The request will not be acted on until all unpaid taxes are paid and/or redeemed.

COUNTY CLERK'S CERTIFICATE

NOTE: An original certificate must be submitted for each property.

STATE OF ILLINOIS
COUNTY OF LAKE

} SS

The Lake County Clerk's Office hereby certifies that there are no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against any of the land included in the described property on the above Request for Consolidation or Division of Tax Parcels Form.

Given under my hand and seal of the County Clerk of Lake County, Illinois.

This _____ day of _____, _____.

Lake County Clerk or Deputy County Clerk

Important Information About Dividing Property For Tax Purposes

As a result of creating a land division for tax purposes, you MAY create parcels which MIGHT not meet requirements for the improvement of land (building permits.)

If you wish to divide a parcel in Lake County, please read the following information carefully, in order to protect yourself or your client.

A parcel owner may wish to divide the parcel into two or more new parcels, for tax purposes. This procedure is available through the Mapping Division of the Chief County Assessment Office. However, if the owner wished to sell one of the resulting parcels at some later date to another party, the parcel in question may not necessarily meet all local development permitting requirements, if the new owner intended to improve the parcel.

Therefore, simply creating a tax parcel through the Mapping Division **does not guarantee** that the parcel may be built upon or improved, due to local permitting requirements. The resulting burden on the landowner might be avoided through simple administrative review by all applicable permitting agencies or departments prior to the creation of a tax parcel.

If your property is in unincorporated Lake County, you can call the Lake County Planning, Building and Development Department at (847) 377-2600 for such a review at no charge.

Please note that the informal County administrative review suggested herein is performed as a courtesy only and is not intended and should not be interpreted to create or cause the vesting of any property rights. Nor does the suggested County review relieve a landowner from complying with all applicable local development regulations and obtaining all required permits and approvals prior to development or improvement of land.

If your property is within a city or village, you can contact the municipal department responsible for building permits to discuss their local requirements.

SCHEDULE OF FEES



Effective Date: December 1, 2017

18 N County St – 6th Floor
Waukegan, IL 60085-4358
Phone: (847) 377-2575
FAX: (847) 984-5860

THE NUMBER OF PAGES A DOCUMENT CONTAINS NO LONGER MATTERS THESE “PREDICTABLE” FEES ARE FLAT RECORDING FEES

Fees include a \$15.00 charge for Automation Fund, a \$23.00 charge for Geographic Information System (GIS) Fund and may include a \$10.00 surcharge for the Rental Housing Support Program Act (55 ILCS 5/3-5018)

NON-STANDARD DOCUMENT (55 ILCS 5/3-5018.1) \$72.00

- Any document failing to meet the requirements listed under STANDARD DOCUMENT. Some examples of a “non-standard document” are...
 - A document that includes legal-size (8½” x 14) pages unless those pages are exhibit drawings or plats
 - A document that creates a division of an existing Property Identification Number (PIN)
 - A document with six or more Property Identification Number (PIN) references
 - A document with six or more related document number references
 - PLATS as a standalone document (765 ILCS 205/2) – plats must be at least 8½” x 14”, but no larger than 30” x 36”
-

RHSP EXEMPT NON-STANDARD DOCUMENT \$62.00

- The \$10.00 Rental Housing Support Program surcharge does not apply to public utility easements and other documents recorded by Federal, State or local government agencies. (55 ILCS 5/3-5018)
-

COPIES OF PLATS

Paper copy of plat	\$5.00	per page
Individual plat image sent via e-mail (TIF or PDF format)	\$5.00	per image (page)
Individual plat image via CD-ROM or FTP download (TIF or PDF format) on a regular basis (i.e. daily, weekly or monthly)	\$10.00	CD/FTP production fee plus \$5.00 per image (page)
Certified Plat	\$10.00	

No additional postage costs will be charged