



Final Plat of Subdivision Checklist

- 1. All plats must be legible. All lettering shall not be less than 1/10" in height.
- 2. Plats shall be drawn on 24" x 36" sheets of mylar. This is a City requirement to facilitate the permanent archival of plats and plans.
- 3. Title: The name of the subdivision shall be lettered on the plat in capital letters at a height not less than 1/2". The words "Final Plat of Subdivision" shall be positioned above and be 50% of the height of the lettering for the name of the subdivision.
- 4. The name of the subdivision must not be spelled or sound like any existing recorded subdivision names currently in use in the County in which the plat is to be recorded. We recommend that the developer's consultants contact the county recorder staff to have them determine if a certain development name has been recorded previously.
- 5. An accurate full length legal description of the subdivision boundary.
- 6. A short legal description, Section(s), Township(s), Range no(s), County and State shall be lettered under the main title of the development.
- 7. An accurate plat map of the property including bearings, distances and line notes in accordance with item 5.
- 8. A Map Scale note and graphic scale (bar scale) are required to appear on the plat near the plat map drawing. We prefer 50 ft./inch. Note: Small parcels of land may require a larger survey map drawn to a scale of 10, 20, 30 or 40 ft./inch. Larger tracts of land may require a composite map drawn at 200, 400 or 600 ft./inch and detail map pages drawn at 1" = 100 ft. or 1" = 50' scale. Land Surveyors are requested to prepare the plat maps at a scale which provides clarity and legibility.
- 9. North arrow - note type of meridian (true north, grid north, etc.). The north arrow is required to appear on the plat near the plat map drawing.
- 10. Legend - must show all symbols used on the plat map.
- 11. Area Summary Table: The area of each individual lot should be noted in square feet and in acres. The area of the total property should be shown in square feet and in acres. The area of any road dedications should be shown. Net area should be shown. This table shall be shown on page one.
- 12. An Abbreviation Table shall appear on the plat near the Legend. The abbreviation table shall indicate the abbreviations used on the plat map and in the legal description.
- 13. Date of plat preparation shall appear on the plat near the lower right corner of sheet 1 - Also, note all revision dates with description of item(s) revised along with the date of the City review such that the review comments can be tracked.
- 14. The name of the development and type of plat should be labeled near the lower right corner of sheet 1 of the plat. i.e. FOX WOODS - FINAL PLAT OF SUBDIVISION.
- 15. Each Plat shall have a note installed near the lower right corner of the first page that indicates the City Project Number as 09-10000000. This number shall be revised when an actual City Project Number is assigned.
- 16. Names, addresses, telephone numbers, fax numbers of the owner, subdivider, engineer, land surveyor and firm that prepared the plat with their job numbers/file numbers of the subject plat.
- 17. The Point of Commencement and Point of Beginning (for metes and bounds descriptions) shall be noted on the map in their proper locations.
- 18. The lots into which the project is proposed to be subdivided with sufficient details and dimensions to determine character of the development (all lots shall be numbered consecutively). Block numbers (lots and blocks) shall not be used.
- 19. Thirty foot (30') cut corners at arterial street intersections for sight distance, traffic control devices, public utilities and public sidewalks. Du Page and Will Counties may require 50' cut corners at intersections of two County roads or at intersections of County and State roads.

- 20. Street names. All street names should be 12 characters or less and shall not be spelled or sound like any existing street names now in use or proposed on a preliminary plat in the City of Naperville. Also, street name continuity and the spelling of continued street names should be closely monitored by the developer's consultant.
- 21. Roadway geometrics (centerline geometry and dimensions) as well as right-of-way line geometrics.
- 22. The measured and recorded distance to the nearest Quarter Section Corner (for large subdivisions) or intersection of road right-of-ways (for small subdivisions) shall be shown on the plat. State the type of Monument found at the corner and if the Quarter Section corner has been remonumented, note the document number of the monument record.
- 23. Underlying items such as old lot lines and old lot and block numbers (if any) are to be shown in dotted lines and lettering.
- 24. Road Right-of-Way dimensions at existing and proposed ROW.
- 25. Road Right-of-Way widths shall be in compliance with the following sources, which can be verified through the City of Naperville City Clerk's Office; a. The Master Thoroughfare Plan, b. City Development Ordinances, c. Annexation Agreement, d. matching existing ROW and e. City of Naperville Ordinances.
- 26. Existing easement(s) - delineate the easement area and note the type of easement and the document no. of the instrument which created the easement(s).
- 27. Proposed easements - delineate as short dashed lines, drawn along each lot line, note the purpose of the easements. See "Easement Specifications" in [Final Plat of Subdivision Certificates, Statements, Easements](#).
- 28. Easement provisions - the notes on the plat map shall match the words in the provisions. Use Naperville's standard easement provisions. Examples can be found at [Final Plat of Subdivision Certificates, Statements, Easements](#).
- 29. Stormwater Management Easement provisions - install the Stormwater Management Easement Provisions found at [Final Plat of Subdivision Certificates, Statements, Easements](#). The notes on the easement area(s) on the plat map shall match the words in the provisions. Stormwater Management Easements on Overflow Routes shall be of sufficient width for the quantity of water planned to travel through the easement.
- 30. Points of curvature and points of tangency shall be indicated on the plat map with short perpendicular lines on the centerline and road ROW lines.
- 31. The bearings and distances shall be noted on the plat map along the lot lines at each of the lots created by the subdivision.
- 32. All park, detention, walkway and public utility lots and school land granted to the City shall be identified by a lot number on the plat and conveyed by a deed.
- 33. Hereby Dedicated. All public road right-of-way shall be designated on the plat with a street name and the words "Hereby Dedicated." Also see note #6 in the "Surveyor's Notes" block example.
- 34. Concrete monuments are required by 765 ILCS 205 etc. as permanent monuments at two opposite corners of the subdivision. The monument locations shall be marked with a small square symbol on the plat map and the monument descriptions noted at each corner as "concrete monument set (or found)".
- 35. Account for all land (i.e. lots, streets, parks, common space, out lots, etc).
- 36. Names of adjacent subdivisions, including their document recording numbers.
- 37. The names and document numbers of other existing instruments which affect the subdivision or use of the land shall be noted on the plat map.
- 38. Cul-de-sac geometry: Cul-de-sac road rights-of-way must be designed in accordance with City standards.
- 39. Basis of bearings. A note shall appear on each plat indicating the origin of the bearings used on the plat map and in the legal description.
- 40. Each sheet of the plat shall be labeled in the lower right corner with a sheet number, and a sheet total, (i.e.: sheet 1 of 1, sheet 2 of 4, etc).
- 41. Covenants and restrictions - vehicular access from rear yards not permitted on double fronting lots, etc.
- 42. Tax Parcel Number of land being subdivided (in DuPage County only) per County ordinance F-ORD-01-84. The Tax Parcel Number shall appear in the upper right corner of the plat.

43. Will County Tax Map Department Certificate. The Will County Supervisor of Assessments assigns Tax Parcel Numbers, therefore, only the certificate is required. The certificate can be found at [Final Plat of Subdivision Certificates, Statements, Easements](#).
44. According to State of Illinois statutes 765 ILCS 205, a notation shall appear on the plat (i.e. upper right corner of sheet 1 of the plat) which indicates that the City Clerk is the person that submitted the plat of subdivision to the County Recorder of Deeds. The notation can be found at [Final Plat of Subdivision Tables, Legends, Notes, Etc.](#)
45. The City requires that a Mortgagee Certificate together with a Notary Certificate appear on the plats for land that is mortgaged. The Mortgagee Certificate shall indicate the name of the Mortgagee and the Mortgagee's permission for the subdivision of the land, the dedication of roads and streets together with the granting of easements. If there is more than one Mortgage, additional certificates are required for each mortgage holder's consent. The certificate can be found at [Final Plat of Subdivision Certificates, Statements, Easements](#).
46. Floodplain and Floodway Affidavit. In the land surveyor certificate, the Land Surveyor shall certify that the development is (or is not) in a flood hazard area as defined on maps published by the Federal Emergency Management Agency (FEMA). Be advised that some of the FEMA maps for the City of Naperville are dated May 18, 1992. Also be advised that Du Page County in concert with FEMA has created digital Flood Insurance Rate Maps for all areas of Du Page County. Check the Du Page County Website for digital Flood Insurance Rate Maps. (Go to www.dupageco.org, click government tab, top of page, go down to stormwater management, scroll down, to view maps, and use the regulatory flood map link. Click the township and then the section of the 9 sections of the township to get the .pdf sheet to open up.) The DuPage County and Will County FEMA maps may apply to unincorporated portions of the Naperville area. The FEMA maps for Will County are dated September 6, 1995. This certification shall be contained in the Land Surveyors Certificate on each subdivision plat. FEMA Flood Insurance Rate Maps may be available from the City of Naperville, Transportation, Engineering and Development Business Group.
47. A Surface Water Statement is required to be placed on the plat irregardless of whether surface water drainage is being altered now, in the future or not at all. The statement can be found at [Final Plat of Subdivision Certificates, Statements, Easements](#).
48. A Land Surveyor Certificate is required on all plats of subdivision and resubdivision. The land surveyor shall include the following information in the Land Surveyor Certificate on the plat.
- a. The state and county where the land surveyor signed the plat. State of Illinois) County of DuPage) SS, etc.
 - b. The name of the land surveyor and their I.P.L.S. license number.
 - c. A statement that they have surveyed and subdivided or resubdivided the property.
 - d. The complete legal description of the subdivision boundary.
 - e. The Land Surveyor shall state that the property is (or is not) within the Corporate Limits of the City of Naperville or is (or is not) within 1.5 miles of the Corporate Limits of the City of Naperville.
 - f. The Land Surveyor shall state that "the City of Naperville has adopted an Official Comprehensive Plan and is exercising the special powers authorized by the State of Illinois according to 65 ILCS 5/11-12-6 as heretofore and hereafter amended." (FYI.... formerly known as division 12 of article 11 of the Illinois Municipal Code)
 - g. The Land Surveyor shall state that the site is (or is not) within a specific zone as shown on the applicable Flood Insurance Rate Map(s) produced by the Federal Emergency Management Agency.
 - h. The Land Surveyor shall include a Land Surveyor signature line, date line, Land Surveyor License Expiration/Renewal date and Land Surveyor (or Land Surveyor Corporation) name below the Land Surveyor's Certificate.
49. The Land Surveyor shall provide an original black ink signature, date, and impressed seal (optionally an ink stamped or computer generated seal) on each original plat of subdivision presented to the City for recording at the Recorder of Deeds office.
50. Required certificates can be found at [Final Plat of Subdivision Certificates, Statements, Easements](#). Note: Property owner's and notary certificates are always required.