

**VILLAGE OF SHOREWOOD
FINAL PLAT CHECKLIST**

FINAL PLAT DOCUMENT REQUIREMENTS

Village Code Section	Present	Description
11-4-1 A.		Prepared and certified by a registered Illinois land surveyor.
11-4-1 B.		The original final plat shall be drawn on Mylar with waterproof, non-fading black ink; and at a scale of not less than one hundred feet to the inch (1" = 100'), which scale must be graphically indicated on the plat.
11-4-1 C.		Contain all boundary lines with lengths of courses to hundredths of a foot and bearing to half minutes with the boundaries determined by an accurate field survey which shall be balanced and closed with an error of closure not to exceed one to ten thousand (1 to 10,000).
11-4-1 D.		Contain an accurate legal description of the parcel.
11-4-1 E.		Show the exact location and width along the property line of all existing recorded roads and streets intersecting or paralleling within two hundred feet (200') of the boundaries of the tract.
11-4-1 F.		Show true courses and bearings to at least three (3) established survey or other official monuments, one of which monuments must be a section corner and shall be located or accurately described on the plat. Any corporation lines shall be accurately described, monument-marked and located on the plat.
11-4-1 G.		Show the accurate location and material of all permanent reference monuments used for the plat.
11-4-1 H.		<p>Illustrate the exact subdivision layout, including:</p> <ol style="list-style-type: none"> 1. Street lines - their names, bearings, angles of intersection and widths, including widths along the line of any obliquely-intersecting street. 2. The length of all arcs, radii, points of curvature, tangent and chord length and bearings. 3. All easements and rights of way, with description and limitations. 4. All lot lines with dimensions in feet and hundredths, and with bearings to minutes of other than right angles to the street lines. Monument markers required for all lot corners.
11-4-1 I.		Show consecutively numbered lots and blocks as portrayed on the preliminary plat and street addresses.
11-4-1 J.		Accurately portray all property which is dedicated for public use and all property reserved for the common use of the property owners in the subdivision, with the purpose indicated thereon. All lands dedicated to public use other than streets or roads shall be marked "Dedicated to the Public". Streets and roads dedicated to the public shall be marked "Hereby

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		Dedicated". Streets and roads not dedicated shall be marked "Private Street".
11-4-1 K.		Show all utility, drainage, access, or no access and other easements.
11-4-1 L.		If the subdivision is traversed by a watercourse, channel, stream or creek, the proper or present location of such watercourse, channel, stream or creek must be indicated. In the event the subdivision borders or includes water in which the United States or the State has any property rights or other interest, approval by the appropriate governmental entities shall be obtained before presentation of the plat to the Plan Commission. In addition, any land lying within a Special Flood Hazard Area as identified by the Federal Emergency Management Agency shall be so labeled. If any subdivision accesses a County, State or Township Highway, the approval by the appropriate governmental entity shall be required before presentation of the plat to the Plan Commission.
11-4-1 M.		Building setback lines must be shown.
11-4-1 N.		Name of subdivision must be clearly shown.
11-4-1 P.		The names and addresses of the owner of record, the subdivider, the registered Illinois land surveyor and engineer must be indicated.
11-4-1 Q.		Include the north point and date of plat preparation and date(s) of any revisions.
11-4-1 R.		For those subdivisions within the corporate limits, a statement that all public improvements including, but not limited to, streets, lighting, storm sewers, sanitary sewers, water mains and rights of way are hereby offered for dedication to the Village.
11-4-1 S.		Certificates required to be attached to the final plat shall include and be in the form as provided by this Title and attached as Exhibit H to Ordinance 93-721 on file in the office of the Village Clerk.
11-4-1 T.		Provide an independent table indicating all lot areas in square feet.
11-4-1 U.		All lettering on the plat shall not be less than Leroy lettering template one hundred (100) or equivalent.
11-4-1 V.		Provide by independent documents all protective and restrictive covenants, if any.
11-6-5		A minimum of three (3) permanent monuments shall be placed at corners of the subdivision.
11-7-1		Whenever a tract to be subdivided embraces any part of a major arterial or major collector street, so designated on the Comprehensive Plan of the Village, the public way shall be platted by the subdivider in the location and width as per the Comprehensive Plan.
12-2-7 A.		All major drainage system flow paths shall be provided drainage easements. All drainage easements shall prohibit the placing of sandboxes, above grade planters, fences and other obstructions across these overland flow paths.

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12-2-7 C.		<p>Wetland Submittal Requirements:</p> <ol style="list-style-type: none"> 1. Identify the boundaries, extent, function and quality of all wetland areas on the site using methodology contained in the 1987 Corps of Engineers wetland delineation manual 2. Delineation must be completed within 2 years of original application date 3. Prepare a Wetland Delineation Report that includes: <ul style="list-style-type: none"> • A plan showing the location of the wetlands within the development site and the approximate boundaries of off-site wetlands • A color aerial photograph clearly delineating the wetland and development boundaries • A copy of the following maps delineating the site boundary: <ol style="list-style-type: none"> a. National Wetland Inventory b. U.S.G.S. quadrangle map c. FEMA floodplain map d. local soil survey • U.S. Army Corps of Engineers (COE) data sheets with representative upland and wetland data points • A written description of the wetlands that includes a Floristic Quality Assessment (FQA) as determined by methodology contained in Swink, F. and G. Wilhelm's <u>Plants of the Chicago Region</u> (1994.4th Edition, The Morton Arboretum, Lisle, Illinois). 4. Provide a farmed wetland determination (for sites containing agricultural land) prepared in accordance with current U.S. Natural Resources Conservation Service methodology. Farmed wetland boundaries shall be shown on the plan and aerial photograph required in D. and E. above 5. Obtain a Jurisdictional Determination from the COE for all on-site wetland areas 6. If jurisdictional wetlands are located on-site, provide a COE permit for the proposed direct impacts to jurisdictional wetland or documentation from the COE stating the proposed development does not require COE authorization 7. Provide appropriate soil erosion and sediment control measures to protect preserved wetland areas 8. Provide a Vegetated Buffer Strip of at least twenty five feet (25') in width surrounding the periphery of jurisdictional wetlands, preferably vegetated with native plant species
Additional Required		Names of all adjacent subdivisions

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Additional Required		Underlying title, if any, depicted in dotted lines and lettering.
Additional Required		Municipal, Township or Section lines accurately correlated to the lines of the subdivision by distance and angles.
Additional Required		Legend – must show all symbols used.
Additional Required		Indicate name, address, and telephone number for the Illinois Professional Land Surveyor preparing the plat with wet seal.
Additional Required		Indicate job number and page numbers if plat consists of more than one page.
Additional Required		Specify date of plat preparation and call out all revisions with revision dates and a description of all items revised.
Additional Required		Indicate the property index number(s)
Additional Required		The ownership of all outlots shall be designated.
Additional Required		All boulevard medians, cul-de-sac islands, etc. shall be dedicated as outlots to be maintained by a homeowners association
Additional Required		Maintenance responsibility for Stormwater management and detention facilities shall be specifically noted.
Additional Required		Show any encroachments or occupation with adjacent properties.
Additional Required		Show any contiguity, gore, or overlap with adjoining properties.
Additional Required		Delineated boundaries of any floodway, floodplains, or wetlands present on the property.
Additional Required		A Site Data Box for residential developments shall include the following information: total site acreage, open space acreage, detention acreage, minimum lot size, maximum lot size, median lot size, average lot size, number of lots (by each lot type), gross density, and a typical lot detail .
Additional Required		A Site Data Box for non-residential developments shall include the following information: total site acreage, open space/buffer yard acreage, detention acreage, number of lots, and average lot size, and setback requirements.
Additional Required		Locations of any proposed subdivision entrance or monument signs; none allowed within public right-of-way.
Additional Required		Proposed bike or walking trails, sidewalks and other site amenities should be shown on the plat.
Additional Required		A typical lot detail and notation of any individual lot restrictions regarding lot frontage or location of driveways.

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SUPPLEMENTAL DOCUMENTS

Village Code Section	Present	Description
11-4-2		At the time of final plat submittal, two (2) copies of the engineering plans, data and drawings, including drainage profile study, grading plan, cross sections, and details and calculations and other supporting data for all improvements as may be reasonably required by the village engineer for his review. The developer shall provide the village with four (4) copies of the approved engineering plans.
11-4-3		A letter from the developer or its engineer to the Planning Commission shall be submitted detailing any and all variations of the proposed final plat and engineering data from the approved preliminary plat and engineering.
11-4-4.		An estimate from the developer's engineer of all costs of all public improvements for the subdivision shall be submitted to the village engineer for his review and determination of required security.
11-4-5 A.		Before the village president and the Village Clerk sign the final plat, the developer shall submit an executed and effective irrevocable letter of credit from a federally insured bank, acceptable to the village and authorized to transact business in the State of Illinois.
11-4-9		<p>At the time of final plat submittal, the developer shall submit a construction schedule showing by number of days after final plat approval by the village board the completion schedule of the following items:</p> <ul style="list-style-type: none"> A. Mass grading. B. Street construction. C. Sanitary storm sewer, water line installation. D. Installation of curbs and gutters. E. Installation of bituminous binder course. F. Installation of fire hydrants. G. Installation of streetlights. H. Completion of final subdivision grading. I. Installation of all other utilities including telephone, electric, natural gas and cable TV. J. Anticipated date for request of issuance of first building permits.

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Final Plat Submittal

For each Final Plat submittal:

- Two (2) copies of final plat and required supplemental documents shall be submitted to Bryan Welch, PE at Christopher B. Burke Engineering, Ltd., 9575 W. Higgins Road, Suite 600, Rosemont, IL 60018.
- Two (2) copies of final plat and supplemental documents shall be submitted to Karen James, Village Planner at the Village of Shorewood, 903 W. Jefferson Street, Shorewood, IL 60404.