CDOT Plat Requirements

Each project must be accompanied by a preliminary plat that shows the subject area to be vacated, dedicated, closed, opened, or subdivided. This plat will be distributed to the utilities for review, to the City's GIS system, and will ultimately be recorded separately along with the enabling ordinance. Please make sure to format your plat(s) to the following standards:

1) All plat information shall appear within the confines of the page border.

2) Plat should be labeled "Exhibit A" (unless the project includes a dedication, in which case *it* will be "Exhibit A" and the vacation Exhibit B)."

3) The plat should include the centered title of "Plat of Vacation / Subdivision / Opening / Closing (etc.)" under which the legal description must be placed. Historical subdivision names with recording dates and document numbers should be cited, (or ante fire statement) in both the legal and graphic sections of the plat. Use words (not symbols) for degrees/minutes/seconds and feet. Square footage and acreage "...more or less" should be calculated and placed at the end of the legal text.

4) Make sure boundary legal closes, plat and Word legal agree and area calculates out. The legal from the plat must be emailed separately to us in Word, 11pt. Ariel font, all caps and bolded.

5) The segment of public way under review should be heavily bounded, lightly shaded (b/w), and marked with the verbiage "HEREBY VACATED" (or dedicated or other as appropriate). The limits of subdivisions should be heavily bounded, but not shaded.

6) When multiple Plats are required, each type of Plat, (vacation, dedication, etc.) should reference the other(s) with the verbiage "PENDING VACATION / PENDING DEDICATION." Only the subject area of that particular Plat should be shaded.

7) The surrounding four boundary streets (with street directionals N. E. S. W.) along with R.O.W. width and traffic flow arrows must be noted for orientation, even if not directly adjacent to the subject area. Verify street classifications (Street, Avenue, Blvd, etc.) against City record.

8) A drawing/file number will be provided to you by Maps & Plats. Include this number on the plat. It should be prominent in the lower left margin. (Format: **CDOT# XX-XX-XX-XXXX)**

9) A bordered chart with a list of PINs for the adjacent and/or affected lots should be placed along the upper right-hand margin on the signature page for the County's use.

10) Include "Prepared For;" (client) and "Mail to:" (attorney, if any) information, north arrow and graphic scale.

11) Every plat must include a bounded and dated revisions chart

12) The Plat must include this statement in the surveyor's certificate: "This professional service conforms to the current Illinois Minimum Standards for a Boundary Survey." Surveyors' notes should include the field date, zoning and other pertinent information.

13) All Opening, Dedication, Subdivision, etc. corners are to be monumented and noted as set on the plat.

14) The final 'full sized' version of the plat (preferably 11x17 or letter, but larger sites may require 24"x36") requires empty boxes for official City and County stamps (on the same page as Surveyor's certificate). The text is to be placed under and at the center of each box.

- Box size to be 3" wide by 1.5" tall; "CHICAGO DEPARMENT OF FINANCE"
- Box size to be 4" wide by 1.5 tall; "COOK COUNTY."
- Box size to be 2.5" wide by 3" tall; "CHICAGO DEPARTMENT OF TRANSPORTATION."
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15) The description of any curve must adhere to the IDOT standard of four elements.

16) Plats of Subdivision must include a current plat of survey of same sized page, covering the same area and showing improvements.

17) Plats of Subdivision and Dedication must include an owner's certification signature block in the title holders' names, and an accompanying notarization for each of those owners. Openings must include DPD Commissioner signature block, along with a notary block for each. An owner's signature block is also required for any plat granting an access easement to a neighbor.

18) Evidence of a recorded easement between landlocked parcels and dedicated public way, must be provided for any subdivision that proposes such parcels.

19) All measurements should be shown as "measured (M)" or "record (R)," and these abbreviations should appear in the legend, along with other symbols and line types used in the Plat. Bearings and distances should be same size and large.

20) An elevation drawing, isometric drawing and/or enlargement drawing may be necessary for some projects. Elevation drawings must include measurements in C.C.D. and "height above grade".

21) Subdivision common areas, the recorded HOA declaration responsible for same, and the individual lots for sale must be indicated on the plat.

22) Upon CDOT approval, Plats must be signed with a reproducible seal and embossed (crimped) by a licensed surveyor. Promotional blocks for the company must be minimized and placed at the lower-right of the sheet. Superfluous clutter such as topographical or utility information should be removed.

23) Regardless of final full size, provide both 11x17 and 8.5x11 versions of the preliminary plat to your client for submittal with their application package. These plats need not be signed or stamped. Plats will undergo further refinement and CDOT review later.

24) When requested by the Superintendent of Maps, email the final legal text in all capital letters, bolded, eleven-point Ariel font in a Word document. The legal in Word must be EXACTLY the same as the legal text on the hard-copy plat. This should be verified prior to sending.

25) After revisions, hard copies of your final plat(s) will be requested. <u>This document must come directly from the surveyor</u>, and it will become part of the ordinance. The full-sized plat will also be recorded under a separate recording number.