

**Final Plat of Subdivision Checklist**  
**Municipal Code Section 29-209(a – t)**

- a. The date of preparation of the final plat and by whom prepared.
- b. The boundary of the plat, based on accurate traverse, with angles and lineal dimensions.
- c. All permanent survey monuments, markers and bench marks.
- d. Exact location, width and name of all streets within and adjoining the plat, and the exact location and widths of all cross walkways.
- e. True angles and distances to the nearest established street lines or official monuments, not less than three.
- f. Municipal, township, county and section lines accurately tied to the lines of the subdivision by distances and angles.
- g. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.
- h. All easements for rights of way established for public use and utilities.
- i. All lot numbers and lines, with accurate dimensions given in hundredths of feet.
- j. Accurate outlines and legal descriptions of all areas dedicated or reserved for public use, with the proposed uses indicated thereon; and all areas to be reserved by deed covenant for the common use of all property owners; together with the proposed uses indicated thereon.
- k. The text of protective covenants, approved by the Plan Commission, relating to the proposed subdivision.
- l. An endorsement by the County Clerk in the form acceptable to Cook County, that there are no delinquent, forfeited, foreclosed or purchased general taxes, or unpaid current general taxes, against the land proposed to be subdivided.
- m. A summary of all restrictions applicable to any part of such subdivision concerning building restrictions, use restrictions, building setback lines and similar matters.
- n. A deed of dedication in the form set forth in Section 29-217(a):  
The Final plat shall contain a deed of dedication substantially as follows:

"We, the undersigned, (Names), owners of the real estate shown and described herein, do hereby lay off, plat and subdivide said real estate in accordance with the within plat. This subdivision shall be known and designated as (Name), an addition to the Village of Arlington Heights, Cook County. All streets and alleys and public open spaces shown and not heretofore dedicated are hereby dedicated to the public. Front and side

yard building setback lines are established as shown on this plat, between which lines and the property lines of the streets, there shall be erected or maintained no building or structure. There are strips of ground, (Number) feet in width, as shown on this plat and marked 'Easement' reserved for the use of public utilities for the installation of water and sewer mains, poles, ducts, lines and wires, subject at all times to the proper authorities and to the easement herein reserved. No permanent or other structures are to be erected or maintained upon these strips of land, but owners of lots in this subdivision shall take their titles subject to the rights of the public utilities, and to the rights of the owners of other lots in this subdivision.

(Additional dedications and protective covenants, or private restrictions, would be inserted here upon the subdivider's initiative or the recommendation of the Plan Commission or Village Board; important provisions are those specifying the use to be made of the property and, in the case of residential use, the minimum habitable floor area.)

The foregoing covenants (or restrictions), are to run with the land and shall be binding on all parties and all persons claiming under them until January 1, 20\_\_\_\_ [25 year period is suggested], at which time said covenants (or restrictions) shall be automatically extended for successive periods of ten years unless indicated otherwise by negative vote of a majority of the then owners of the building sites covered by these covenants (or restrictions), in whole or in part, which said vote will be evidenced by a petition in writing signed by the owners and duly recorded. Invalidation of any one of the foregoing covenants (or restrictions) by judgment or court order shall in no way affect any of the other various covenants (or restrictions), which shall remain in full force and effect.

The right to enforce these provisions by injunction, together with the right to cause the removal, by due process of law, of any structure or part thereof erected or maintained in violation, is hereby dedicated to the public, and reserved to the several owners of the several lots in this subdivision and to their heirs and assigns.

WITNESS our hands and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

STATE OF ILLINOIS )  
COUNTY OF COOK ) SS.

Before me the undersigned Notary Public, in and for the County and State aforesaid, personally appeared (Names), and each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed, for the purposes therein expressed.

WITNESS my hand and notarial seal this \_\_\_\_ day of 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public"

- o. A blank certificate of approval in the form set forth in Section 29-217(b).  
The Final plat shall contain a certificate of approval as follows:

"Under the authority provided by 65 ILCS 5/11-12 as amended by the State Legislature of the State of Illinois and Ordinance adopted by the Village Board of the

Village of Arlington Heights, Illinois, this plat was given approval by the Village of Arlington Heights AND MUST BE RECORDED WITHIN SIX MONTHS OF THE DATE OF APPROVAL BY THE VILLAGE BOARD, OTHERWISE IT IS NULL AND VOID.

APPROVED by the Plan Commission at a meeting held \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

APPROVED by the Village Board of Trustees at a meeting held \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Village Clerk

APPROVED by the Village Collector

APPROVED by the Director of Engineering

\_\_\_\_\_”

- p. A certification by a registered surveyor in the form set forth in Section 29-217(c).

The Final plat shall contain a certificate signed by an Illinois Registered Land Surveyor in substantially the following form:

“I, (Name), hereby certify that I am an Illinois Registered Land Surveyor in compliance with the laws of the State of Illinois, and that this plat correctly represents a survey completed by me on (Date); that all monuments and markers shown thereon actually exist, and that I have accurately shown the materials that they are made of.

\_\_\_\_\_  
Signature

(SURVEYOR'S SEAL)

Illinois Land Surveyor  
No. \_\_\_\_\_”

- q. A notarized statement from the owner indicating the school district in which each tract, parcel, lot or block lies.
- r. A certificate in the form as required by the Illinois Department of Transportation or Cook County Highway Department, respectively, when any new street or new driveway will access one of these Department's streets.
- s. The parcel index numbers of all lots contained within the plat shall be included on the plat of subdivision.

- t. A block stating "Send Tax Bill To: (Name/Address)." The actual name and address shall be provided by the developer.

The Village of Arlington Heights Municipal Code can be accessed over the internet at [www.vah.com](http://www.vah.com) .