

Preliminary Plat of Subdivision Checklist
Municipal Code Section 29-201(b)(1 – 13)

- 1. The name of the proposed subdivision.
- 2. A north-point indication, scale, date of preparation of the Preliminary plat, and by whom prepared.
- 3. A legal description of land proposed to be subdivided, by section, township and range, and other terms as used in describing land on the records of the Recorder of Deeds or Registrar of Titles, Cook County, Illinois.
- 4. Sufficient information to locate accurately the proposed subdivision in relation to its general neighborhood, by means of references to streets, railroad lines, recorded plats, etc. If the foregoing references cannot be made, then a vicinity plat showing the location of the proposed subdivision, drawn to a smaller scale, shall accompany the Preliminary plat.
- 5. The description and location of all survey monuments, existing and to be erected, in the area of the proposed subdivision.
- 6. The boundary lines of the proposed subdivision, drawn to accurate scale and bearing, and a statement of the total area encompassed by the boundary lines.
- 7. The location and dimensions of streets, easements, improvements and utilities within and immediately contiguous to the proposed subdivision, as well as the location and dimensions of major features such as railroad lines, airports, water courses, lakes and exceptional topography.
- 8. The location, dimensions and layout of proposed streets, alleys, and sidewalks of the proposed subdivision.
- 9. The layout, number, dimensions and area of each lot of the proposed subdivision.
- 10. The location, dimensions and layout of all parcels of land intended to be dedicated for public use, such as parks and other open spaces, or reserved for the use of all subdivision property owners, together with an indication of the nature of each such use within the proposed subdivision.

- 11. The location, dimensions and layout of all public utility easements in the proposed subdivision.
- 12. The location and dimensions of all building setback lines in the proposed subdivision.
- 13. The names and last known addresses of the owners of the land proposed to be subdivided, the subdivider and all owners of land immediately adjoining the land proposed to be subdivided.

The Village of Arlington Heights Municipal Code can be accessed over the internet at www.vah.com .