

Village of Homer Glen and Will County Requirements for Filing Subdivision Plats

January 23, 2004

Recordation by Surveyor

Plat must be recorded by the surveyor, or by an individual designated in writing by the surveyor to record in his/her stead.

Legal Description(s)

Permanent Index Number(s)

The North Point of the Property

Owner Certificate:

- Notarized
- Owner's Current Address Included

Surveyor's Certificate:

- Signature & Seal
- FEMA Flood Hazard Information
- Amount of Acreage
- Statement of Whether or Not in a Municipality or Within 1.5 Miles of Municipality

Public Utility Easements:

- Electric
- Phone
- Natural Gas
- Cable Television

Access to State Roadways & Public Waterways

Requires Illinois Department of Transportation (IDOT) signature.

Access to County Roadways

Requires Will County Highway Commissioner's signature.

Signatures Within 90 Days

County signatures must not be more than 90 days old at the time of Recording.

Owner Statement:

- Signature of Owner
- Notarized
- Indicating High School & Elementary School Districts for each lot, block, tract, or parcel in the subdivision lines.

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Required Signature (County Subdivision) **::

- Supervisor of Assessments
- County Clerk with Seal
- Plat Committee & Meeting Date
- Subdivision Engineer
- County Zoning Department
- Superintendent of Schools
- Health Department

Required Signatures (Municipal Subdivision):**

- Supervisor of Assessments
- County Clerk with Seal
- Municipal Planning Committee and/or Meeting Date
- Municipal Clerk and Seal
- Mayor/President
- IDOT (If applicable)
- County and/or Township Highway Commissioner (If applicable)

**** NOTE: Unincorporated areas within 1.5 miles of a municipality require ALL SIGNATURES in the above two lists combined.**

PHYSICAL REQUIREMENTS FOR SUBMISSION:

To be retained by Will County Recorder:

- One (1) must be on Mylar, Linen, or Velum and prepared in BLACK INK.
- Must be at least 24" x 36", but no larger than 30" x 36".
- Four (4) 24" x 36" paper copies of the original plat.
- One (1) 11" x 17" PAPER reduction of all pages over 11" x 17"

To be returned to Village of Homer Glen with Recording Label affixed:

- One (1) must be on Mylar, Linen, or Velum and prepared in BLACK INK.
- Must be at least 24" x 36", but no larger than 30" x 36".
- Three (3) 24" x 36" paper copies of the original plat.
- One (1) 11" x 17" PAPER reduction of all pages over 11" x 17"

****The Village of Homer Glen also requires an electronic file of said subdivision.****