

Walk-In:
McHenry County
Administration Building
667 Ware Road, Room 109
Woodstock IL 60098

McHENRY COUNTY RECORDER

Joseph J. Tirio

Main Phone:
815.334.4110

Copy Department:
815.334.4128

Mail:
McHenry County
Government Center
2200 N. Seminary Ave.
Woodstock IL 60098

www.mchenryrecorder.org
E-Mail: Recorders@co.mchenry.il.us



Fax:
815.334.0276

Office Hours:
Monday - Friday
8:00 a.m. – 4:30 p.m.

REQUIREMENTS FOR RECORDING PLATS OF SUBDIVISION

1. All signatures must be in black ink.
2. Plat must be signed by owner(s), or by his/her attorney duly authorized, and their signatures(s) must be acknowledged before a notary & under signature and seal of a notary.
3. Plat must bear surveyors certificate, complete with date, signature & seal.
4. Surveyor must make reference on the plat to the placement of permanent monuments from which future surveys may be made, and if the plat falls within the County Jurisdiction (all areas of unincorporated McHenry County and the Villages of Greenwood & Trout Valley) the plat must also bear a dated, signed & sealed certificate from the surveyor indicating that all subdivision monuments have been set and describe them on the final plat.
5. The surveyor must state if the property is within a city, village or town-or-if not then which township it is in.
6. Plat must have a statement from surveyor indicating whether any part of the plat is- or –is not within any incorporated city, village or town. If not within the corporate limits of any municipality, then it must state whether any part thereof is-is-not within 1 ½ miles of the corporate limits of any incorporated city, village or town which has adopted an official plan. If it is within 1 ½ miles of any city, village or town then that municipality must sign it. *Note: If within 1 ½ miles of more than one city, village or town then the closest municipality must sign it.*
7. Plat must be accepted by the County Board-or-city-or-village and bear the proper officials' signatures, seal & dates of acceptance.
8. Plat must have a statement from surveyor indicating whether any part of the property as shown on map or plat of subdivision is located within a special Flood Hazard Area as identifies by the Federal Emergency Management Agency. Certificate must identify Community-or-County having FEMA mapped areas and Flood Insurance Rate Map Panel No.____. *(See list of Communities and sample certificates attached.)*

Note: Refer to APPENDIX C-2-R-2 of the McHenry County Subdivision Ordinance for additional information and wording of a special certificate which is required if the subdivision borders or includes any public waters.

9. If any area on the plat is within the County Jurisdiction_(all areas of unincorporated McHenry County and the Villages of Greenwood & Trout Valley) the Township Road Commissioner must sign plat indicating that the Township Road Commissioner will accept the subdivision streets & roads when they are completed. HIS SIGNATURE MUST BE NOTARIZED. No seal is required from Road Commissioner.
Note: If interior subdivision Streets or Roads access upon a County or State Highway an additional Certificate of acceptance signed by either the County Engineer or a representative of the Illinois Depart. Of Transportation (as appropriate) shall be place upon the plat. (See example in County Subdivision Ordinance).

10. Neither the City Council, Board of Trustees of a village or town (or officer designated by them) or the County Board shall approve such Plat; unless, in addition to other requirements, the plat has been approved in writing by the Illinois Department of Transportation with respect to roadway access where such access is to a State Highway- or by the relevant Local Highway Authority with respect to all other roadway access.
11. Plat must be approved by the McHenry County Health Department and bear signature of County Public Health Administrator with respect to sewage disposal systems if any part of the platted land will be served by a septic system.
12. Plat must bear certificate with signature & seal of the County Clerk, indicating that there are no delinquent General Taxes, unpaid current General Taxes, no unpaid Forfeited Taxes and no Redeemable Taxes against any of the land included in the annexed plat.
13. If within the County Jurisdiction (all areas of unincorporated McHenry County and the Villages of Greenwood & Trout Valley) Plat must bear a certificate with date & proper signatures of the Planning & Development Committee and Zoning Enforcement Officer, indicating their approval of such plat (Note: Obtain signatures after County Board approval).
14. If the platted area is within the County Jurisdiction, (all areas of unincorporated McHenry County and the Villages of Greenwood & Trout Valley) in accordance with the McHenry County School Developer Donation requirements, a certificate referencing the recorded agreement between the owner(s) and the School District – countersigned by the Regional Superintendent of Schools shall be placed on the Final Plat- or a certificate indicating a donation in accordance with the DEVELOPER DONATION ORDINANCE.

Note: When the subdivision lies within 1 ½ miles of a municipality which is required to sign the plat, the developer may be required to meet the school donation requirements of that municipality. In that case, a certificate referencing the recorded agreement between the municipality and the developer – countersigned by the Regional Superintendent of Schools shall be placed on the final plat.

15. The plat must be recorded by the Land Surveyor, who prepared the plat, or a person designated by the Land Surveyor, or upon death, incapacity, or absence of that Land Surveyor, by the owner of the land or his or her representative.

Note: Any plat that is being presented for recording by someone other than the surveyor who prepared the plat, that person must have a letter from the surveyor naming the particular subdivision and the person or company designated to record the plat. It must be dated and bear the signature and seal of the land surveyor who prepared the plat. It will be recorded as a separate document immediately preceding the plat. (A recording fee of \$50.00 will be charged to record the letter).

16. Before the Recorder can accept a plat for recording it must have a statement indicating:
THIS PLAT PRESENTED BY: and give the name & address of the person or company presenting the plat for recording.
17. When an owner is required to file a plat pursuant to Section 1 of the Plat Act, the owner shall submit simultaneously with the subdivision plat a notarized statement indicating, to the best of the owner's knowledge, the school district in which each tract, parcel, lot, or block lies.
18. Recording fee is \$88.00 for the 1st page, and \$1.00 for each additional page.
19. Nothing may be typed and then stuck onto the plat EXCEPT public utility easement.
20. Only the original Mylar will be recorded.
21. Maximum size for plats is 24" x 36"; minimum size for plats is 8 ½" x 14"

There will be a charge of \$2.00 per page for the Recorder's Office to make 3 True & Exact Copies (made after all signatures & seals are obtained). This charge is only for the required copies. All other copies are \$4.00 per page.

22. Condominium Plats must be the original Mylar only.

Charge for Recording of a Condominium Mylar as an Exhibit to the Condo Declaration, or any amendments thereof shall be \$50.00 for the 1st page and \$1.00 for each additional page thereafter.

There will be a charge of \$2.00 per page for the Recorder's Office to make 3 True & Exact Copies (made after all signatures & seals are obtained). This charge is only for the required copies. All other copies are \$4.00 per page.

COMMUNITIES WITH FEMA MAPPED SPECIAL FLOOD HAZARD AREAS

COUNTY OF McHENRY

ALGONQUIN	BULL VALLEY	CARY
CRYSTAL LAKE	FOX RIVER GROVE	FOX RIVER VALLEY GARDENS
HARVARD	HOLIDAY HILLS	HUNTLEY
ISLAND LAKE	JOHNSBURG	LAKE IN THE HILLS
LAKEMOORE	LAKEMOORE	MARENGO
MCCULLOM LAKE	MCHENRY	MCHENRY COUNTY
MCHENRY SHORES	OAKWOOD HILLS	PRAIRIE GROVE
RICHMOND	SPRING GROVE	UNION
WONDER LAKE	WOODSTOCK	

THE ILLINOIS DEPARTMENT OF TRANSPORTATION SUGGESTS THE FOLLOWING LANGUAGE BE USED IN RECORDING NEW MAPS OR PLATS OF SUBDIVISION AS REQUIRED BY PUBLIC ACT 85-267.

For maps, plats or subdivisions located in communities where no FEMA map has been published:

“This is to certify that no Special Flood Hazard Area has been identified for the (city/village) of _____, Illinois by the Federal Emergency Management Agency.”

Dated at _____, Illinois, this _____ day of _____ A.D., 20_____.

Illinois Registered Land Surveyor

No. _____

For maps, plats or subdivisions located in unincorporated counties or in communities where a FEMA map has been published:

“This is to certify that the parcels included in this record of deed (are/are not) located in the Special Flood Hazard Area identified for the (city/village/county) of _____, Illinois Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel No. _____ Dated _____, 20_____.”

Dated at _____, Illinois, this _____ day of _____ A.D., 20_____.

Illinois Registered Land Surveyor

No. _____