

## **CHAPTER 3: FINAL PLAT**

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### 3.00 INTRODUCTION

The final plat document is the legal document that is recorded with the County Recorder's office. Upon this recording, the sale of lots may proceed. The final plat shall not be recorded until the requirements of these regulations are met. The primary purpose of the final plat is to delineate property boundaries and to describe and dedicate right-of-way and easements. Public improvements are not shown on the face of the final plat, but are submitted through separate design documents (construction plans, stormwater management plans, subsidiary drainage plats, etc.) These separate design documents and bonding must be approved by the City Engineer prior to approval of the final plat. The final plat is typically only reviewed by City staff and reviewed/approved by the City Council and is not typically reviewed by the Plan Commission. If new waivers are being requested, Plan Commission review is also required.

In special cases, with the approval of the Planning Director, the preliminary plat and final plat may be combined into a plat document called a "preliminary / final" plat, which generally has the combined submittal and review requirements for both plats.

The following information includes instructions for the preparation of a final plat together with the associated application and a summary of the review and approval process.

### 3.01 FORM OF APPLICATION

A completed application shall include the following items:

*(Note: Incomplete applications will be returned marked "incomplete".)*

- A. Application.
- B. One copy of all supporting materials.
- C. Statement of Beneficial Interest (if changed from the preliminary plat submittal).
- D. Review fees as required in the City of Champaign Municipal Code, Chapter 26, Sections 17 and 17.1.
- E. Waiver Request Letter — shall include all new waiver requests and justification for the waiver item(s) in accordance with these regulations and standards.
- F. Final Plat Phasing Plan, if requested or required.
- G. The number of additional copies and the sheet size for submittals as required by Section 3.03 of this chapter.
- H. Identification of the owner's representative — development manager, engineer, surveyor, etc.

### 3.02 REQUIRED INFORMATION

A final plat and supporting documents shall include, but not be limited to, the following information:

- A. **General Provisions:** The final plat shall show reasonable conformity to the preliminary plat.

1. A 3 in. x 3 in. vertical blank space shall be provided in the upper right hand corner of all subdivision plats that are to be recorded, i.e. final plats, minor plats, replats, etc.
2. Name of subdivision.
3. Names, signatures and addresses of property owner, developer / subdivider, engineer and land surveyor.
4. If the owner is a land trust, then the beneficial owners shall be disclosed in accordance with state statutes. This information must be listed in the application but does not have to be shown on the face of the plat.
5. Standard Engineering Scale (not greater than 1 in. = 100 ft.). Standard Engineering Scale shall be one of the following: 1 in. = 10 ft.; 1 in. = 20 ft.; 1 in. = 30 ft.; 1 in. = 40 ft.; 1 in. = 50 ft.; 1 in. = 60 ft.; 1 in. = 100 ft. (*Note: The plat shall be drawn at such a scale and limited to essential information such that it will be readable and uncluttered.*)
6. North arrow.
7. Date of preparation, including most recent revision.
8. The location of the subdivision expressed in each of the following ways:
  - a. By quarter section, section, township, range, County and State.
  - b. By distances and bearings from the astronomic or assumed north with reference to a corner or corners established in the United States Public Land Survey System. The plat shall cross reference rotation as necessary, when the subdivision abuts an existing plat.
  - c. By a graphically depicted and a written legal description of the exterior boundaries of the subdivision.
9. The description and location of all survey monuments.
10. Survey data sufficient to reproduce any line or re-establish any monument in the subdivision.
11. All highways, streets, alleys, blocks, lots, parcels, public grounds, easements, rights-of-way and the associated required access control zones. The City Engineer shall approve proposed street names.
12. The length of all boundary lines of all streets, blocks, lots, public grounds, easements, rights-of-way and information sufficient to derive the length of these lines by simple calculation. Where the boundary line is an arc of a circle, the radius and the length of the arc shall be shown. All dimensions shall be shown to hundredths of a foot, except in the case of riparian boundaries, which may be shown to the nearest foot.
13. The width of all rights-of-way and easements.

14. Floodplain information in accordance with Chapter 9 of the City Code, included but not limited to:
  - a. Boundary of the special flood hazard area.
  - b. Boundary of the floodway, if shown on available flood boundary floodway map and flood insurance rate maps.
  - c. Easements or lands dedicated to the public for channel maintenance purposes.
  - d. Base flood elevation for lots and building sites.
  
15. All lots numbered as follows:
  - a. Lots shall be numbered in consecutive order.
  - b. Lot numbers shall contain a minimum of three digits, with alphabetic extensions as necessary, in subdivisions that contain more than one phase.
  - c. The first phase of a subdivision shall start with lot number 100 or 101; the second phase shall start with number 200 or 201, etc.
  - d. The City Engineer may approve deviations from this lot numbering system, if deemed necessary and appropriate.
  
16. A proposed addressing scheme shall be shown on the plat for all platted lots. The street addresses shall be assigned by the City Engineering Division.
  
17. The following notations:
  - a. "A part of the property covered by this plat "is" or "no part of this property is" in the special flood hazard area as identified by FEMA." If in a special flood hazard area, the FEMA sheet number showing the area shall be identified.
  - b. "The property subdivided is within the corporate limits of the City of Champaign," or "The property subdivided is within 1-1/2 miles of the corporate limits of the City of Champaign."
  
18. Conditions or restrictions imposed by the City Council in approving waiver requests or carrying out the intent of these Regulations, if directed that they be shown on the final plat or in supporting documents.
  
19. An Owner's Certificate, complying with the requirements of Section 3.06 of this chapter, stating that the owner of the land described on the attached plat is the sole owner of the land and has caused the land to be surveyed. The Owner's Certificate shall contain dedications to the public and shall be dated, signed by the owner or duly authorized attorney and notarized. The Owner's Certificate may be either shown on the face of the plat or attached thereto. The Owner's Certificate shall also state the school district in which the property is located.
  
20. The Surveyor's Certificate prepared in accordance with 765 ILCS, as amended and as may hereinafter be amended, including the surveyor's seal and statement that all monuments are set as shown. The Surveyor's Certificate shall be shown on the face of the plat.

21. The following City Council signature block shall be shown on the face of the plat.

APPROVED:

The City Council of the City of Champaign, Illinois  
in accordance with Council Bill No. \_\_\_\_\_.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

### 3.03 SUBMITTAL AND DISTRIBUTION OF FINAL PLATS FOR REVIEW COMMENTS

**A. Review Process:** The primary review and approval process for the approval of a final plat typically includes the following steps:

1. Submittal for initial review by the Development Services Team (DST) and outside agencies.
2. Revision and submittal for final review and approval by the City Council.
3. Official recording.

**B. Review Timing:** A submitted plat, received by the end of a given work week, will be distributed at the DST meeting the following week. An official response letter will be drafted by the Planning Department and forwarded to the developer. The standard review time for each submittal will be ten working days from the date of submittal. Each additional revision / review cycle may repeat the 10-day review period.

**C. DST Submittal and Number of Copies:** The subdivider or developer shall submit seven copies of the final plat together with the other application items for review by DST to the Planning Department. The submittal copies shall be in the form of full-size (24 in. x 36 in.) or half-size (11 in. x 17 in.) copies of the final plat. Exact size of the drawings may vary somewhat due to office production facilities.

**D. Additional Copies Required for Outside Agency:** Additional copies of the final plat shall be submitted for review by outside agencies together with the above mentioned seven copies submitted for DST review. Final plat review by outside agencies is typically limited to the following agencies, unless otherwise requested:

1. *County Planning & Zoning:* If any part of the subdivision is located outside the City limits and within the City's extra territorial jurisdiction (ETJ), two additional copies shall be submitted to the City Planning Director for distribution to the County Planning and Zoning Administrator.
2. *Township Road Commissioners / Supervisors:* If any part of the subdivision is located outside the City limits and within the City's ETJ, two additional copies shall be submitted to the City Planning Director for distribution to the Township Road Commissioner / Supervisor.

3. *IDOT*: If any part of the subdivision is adjacent to IDOT right-of-way, two additional copies shall be distributed to the City Planning Director for distribution to IDOT.

### 3.04 DISTRIBUTION OF PLATS FOR FINAL APPROVAL

Following the review by DST and other agencies, and notification from the Planning Director that the final plat has been approved by City staff, additional copies of the final plat shall be submitted for Plan Commission action (as necessary) and for City Council final approval as outlined in Sections 3.04-A and 3.04-B below. Copies for City Council should not be submitted until after Plan Commission has approved any new waivers. After approval of new waivers by the Plan Commission and approval of the Final Plat by the City Council, additional copies of the original signed Final Plat as outlined in Section 3.04-C shall be submitted to the office of the Planning Department for distribution and recording.

The process for final approval of a final plat is outlined in the Subdivision Regulations, Article IV, Division I: Final Plat Procedures, of the Municipal Code / Subdivision Regulations.

- A. Plan Commission Review:** Final plats are not reviewed by Plan Commission unless there is a new waiver request. All new waivers must be reviewed by the Planning Commission prior to City Council action, with the following two exceptions: 1) Final Plat Phasing Plans or modifications thereof 2) Administrative Design Waivers as allowed for by this Manual. Previously approved waivers that occurred with the approval of the preliminary plat do not need to be reviewed by the Plan Commission. If new waivers are requested, 15 additional half-size (11 in. x 17 in.) copies of the signed Final Plat shall be submitted to the Planning Department for consideration by the Plan Commission. The Planning Department shall forward the waiver request / final plat along with recommendations for consideration to the Plan Commission.
- B. City Council Submittal:** Following the formal recommendation of the Development Services Team (DST), the subdivider shall submit 13 half-size (11 in. x 17 in.) copies of the signed final plat for consideration by the City Council. The Planning Director shall forward the final plat along with recommendations for consideration to the City Council. No final plat shall be approved until the City Engineer has given written approval of the Engineering Plans and Specifications, the Subsidiary Drainage Plat, Stormwater Management Plan and Design and the Subdivision Improvement Performance Bond (each as applicable).
- C. Submittal for Distribution and Recording:** Following approval of any additional waivers by the Plan Commission and approval of the final plat by the City Council, the subdivider shall submit one full-size (24 in. x 36 in.) (Mylar or high quality vellum paper) signed original and one additional half-size (11 in. x 17 in.) signed copy for distribution. After signature by the Mayor, as outlined in Section 3.02-A-21, the signed original will then be recorded by City staff, or its agent. Signed copies will be distributed as necessary to the subdivider, various City departments and any applicable outside agencies.

### 3.05 ADMINISTRATIVE WAIVERS

(RESERVED)

### 3.06 OWNER'S CERTIFICATE

The required form of an Owner's Certificate shall be as follows (RESERVED).

**3.07 SPECIAL ASSESSMENT REQUIREMENTS**

(RESERVED)