

DEVELOPMENT PLAT PROCEDURES FOR THE CITY OF NAPERVILLE, ILLINOIS

To help our customers prepare complete plat documents, in order to minimize resubmittals and expedite approvals, the City of Naperville has prepared this Plat Checklist. The purpose of this information is to aid land surveyors, developers, and landowners seeking to plat any parcel in the City of Naperville per City Code 7-1-1. Please note, the Plat Checklist is not copyrighted. This allows surveyors to conveniently import certificates and plat related details directly from this site into their CAD Plats. The Plat Checklist can be accessed for viewing or downloading at www.naperville.il.us/platreview.aspx.

Plat submittals to the City of Naperville Development Review Team (DRT), can be made Monday, through Friday from 8:00 AM to 1:00 PM and from 2:00 PM to 5:00 PM. Direct questions to DRT at 630-420-7002 or send email to: DRT@naperville.il.us. The DRT is an interdepartmental staff reviewing body coordinated by the Transportation, Engineering and Development Business Group in place to assist with any development, including platting, application.

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How to Get Your Plat Review Started

Prior to preparing a plat, the applicant shall schedule a Concept Meeting with the City of Naperville DRT to discuss the development concepts and review preliminary sketches of the development site so interaction can occur between the developer and City staff before formal drawings are produced. The link to the concept meeting request form can be found at www.naperville.il.us/globalassets/media/permits-and-licenses/concept-meeting-request-form.pdf.

After the Concept Meeting, the applicant, shall submit to the City Council through the DRT, an application for development approval, along with eight (8) – 24” x 36” paper copies, folded to approximately 9” x 12” size, and two (2) 8.5” x 11” reduced copies of the required, accurate and legible, plat(s) meeting the requirements on the following pages.

City Plat Review Process

After the DRT has completed its review, written comments will be sent to you from your assigned Project Manager. Upon receipt of the plat comments, the petitioner’s Illinois Professional Land Surveyor is responsible for making the necessary changes or revisions and/or submitting any additional materials requested by the DRT. The Project Manager is always available to answer any questions you have during this process.

Simple Subdivisions

The City has established an Administrative Approval Process for small subdivisions that will not create any additional lots. This abbreviated process can save time for those persons who are simply subdividing their land to consolidate it into one zoning lot. Contact the DRT at 630-420-7002 to discuss your project and to learn if it qualifies to be administratively reviewed/approved.

Official Recording

After a plat has been approved by the City of Naperville, it must be officially recorded with the county in accordance with state law. All plats being recorded must be drawn on rolled, not folded, 24" x 36" sheets of Mylar, with all relevant signatures completed in black ink, to facilitate the permanent archival of plats and plans. One copy shall be submitted to the City Clerk's office for recording.

Disclaimer

Please keep in mind that the Plat Checklist should not be substituted for competent legal, land surveying, and land planning advice. Further, all checklist items may not be applicable in the review of each project and all project specific items of concern to the City staff may not be covered in the Plat Checklist. Each type of plat has its own checklist, so please choose the type of plat that you wish to submit and use the checklist when preparing your plat.

The City of Naperville does not guarantee the accuracy of the various Plat Checklist components and, therefore, City staff recommends that users exercise the same standard of care that is expected in preparing complex documents. It is the responsibility of the land surveyor, attorney, developer, or landowner to consult the Naperville City Code pertaining to subdivision control ordinances, zoning ordinances, and the Comprehensive Plan to ensure conformity with intent and compliance with all regulatory requirements. A copy of the City Code can be viewed at the City Clerk's office at 400 S. Eagle Street between the hours of 8:00 AM and 5:00 PM, Monday – Friday. The City Code is also available for viewing on the City's web site at www.naperville.il.us/municipalcode.aspx.

Common Required Elements

1. Title: The type of plat, the name of the subdivision or address, then, a short legal description; Section(s), Township(s), Range(s), County, and State.
 - Example: Plat of Easement
 SUBDIVISION or ADDRESS
Being part of Section, Township, Range, DuPage/Will County, Illinois
2. An accurate full length legal description of the boundary(ies).
3. A north arrow, map scale note, and graphic scale (bar scale) are required to appear on the plat.
 - Land Surveyors are requested to prepare the plat maps at a scale which provides clarity and legibility.
4. A location map showing the subject property within the City of Naperville.
5. Date of plat preparation - Also, note all revision dates with description of item(s) revised along with the date of the City review, such that the review comments can be tracked.
6. A note installed near the lower right corner of the first page that indicates the City Project Number is 16 -10000000. This number shall be revised when an actual City Project Number is assigned.
7. Each sheet of the plat shall be labeled in the lower right corner with a sheet number, and a sheet total (i.e.; sheet 1 of 1, sheet 2 of 4, etc).
8. A note installed near the upper right corner of the first page that indicates the Tax Parcel Numbers (PINs), (in DuPage County only) per County ordinance F-ORD-01-84, of land being subdivided.
 - If in Will County, the Will County Supervisor of Assessments assigns the Tax Parcel Numbers, therefore, only the Will County Tax Mapping Certificate is required.
9. All relevant contact information (names, addresses, telephone numbers, web addresses) for all relevant parties (owner, subdivider, engineer, land surveyor, firm) shall be on the plat.
10. Location of municipal corporate boundary and County boundaries (if applicable) with a label or line symbol indicating direction and adjoining lot lines at or near the subject property.
11. Names and document recording numbers or PIN(s) of adjacent subdivisions and/or lots.
12. The measured and recorded distance to at least two (2) of the nearest monuments marking section, quarter-section, or subdivision corners (including the document number establishing said corners), or N.A.V.D. 88 benchmarks.
 - The City has established a geodetic horizontal and vertical control monument network. Elevation Benchmark description sheets are available from the City of Naperville website. <http://www.naperville.il.us/surveymonuments.aspx>. The consultant should label existing FEMA and County Benchmarks shown on the plans and in a table or notes with their respective datum elevations as published by those organizations together with elevations of the City of Naperville's NAVD88 Datum.
13. Basis of bearings: Include a basis of bearings (assumed from XX reference document; grid north of IL State Plane East; platted bearing between two found monuments).
14. Legend - Please show **all** symbols used.
 - Use your own discretion and judgment to clearly identify all lines and points used. If it is not clearly understood, it will be rejected.
15. Abbreviations Table - Please show **all** abbreviations used in the plat and legal description.
 - Use your own discretion and judgment to clearly identify all abbreviations used. If it is not clearly understood, it will be rejected.
16. City Clerk Recording Note should be near the upper right corner of sheet 1.
 - The City Clerk's Staff of the City of Naperville records all plats which are subject to City jurisdiction.

THIS PLAT HAS BEEN SUBMITTED FOR
RECORDING BY **AND RETURN TO:**
NAME: NAPERVILLE CITY CLERK
ADDRESS: 400 S. EAGLE STREET
NAPERVILLE, IL
60540

17. Area Summary Table
 - The area summary table shall be shown on page one and include the following calculations, if necessary, in square feet: each individual lot, total easements granted to the City, total property, any road dedications, any annexation, and any vacation.
 - All areas must be accounted for.
18. The Point of Commencement and Point of Beginning (for metes and bounds descriptions) shall be noted on the map in their proper locations. The bearings and distances, in a clockwise fashion, shall be noted on the plat map along with lot dimensions, if applicable.
19. Underlying items such as old lot lines and old lot and block numbers (if any) are to be shown. Additionally, all existing easements, roads, and lots shall be shown.
 - Use your own discretion and judgment to clearly identify underlying items. If it is not clearly understood, it will be rejected.
20. All corners must be marked, labeled, or symbolized in some fashion.
21. Roadway geometrics, such as width, centerline, dimensions, as well as, right-of-way line geometrics (existing and proposed), and distance from lot to centerline shall be noted (Note: This is not required on a Plat of Easement).
 - Road Right-of-Way widths shall be in compliance with the following sources, which can be verified through the City of Naperville City Clerk's Office; The Master Thoroughfare Plan, City Development Ordinances, Annexation Agreement, matching existing ROW and City of Naperville Ordinances.

Unique Requirements

Plat of Subdivision

1. No certificates or Mylar submittals are required on preliminary plats.
2. Required by the IL Plat Act, at least two (2) stone or reinforced concrete monuments set at opposing extremities of the platted property. Additionally, all lot corners must have iron or stone monuments.
3. All new street names should be 12 characters or less and shall not be spelled or sound like any existing street names now in use or proposed on a preliminary plat in the City of Naperville. Also, street name continuity and the spelling of continued street names should be closely monitored by the developer's consultant.
4. For new subdivisions, the name must not be spelled, or sound like, any existing recorded subdivision names currently in use in the County in which the plat is to be recorded. We recommend that the developer's consultants contact the county recorder staff to have them determine if a certain development name has been recorded previously.
 - DuPage County Recorder 630-407-5401
 - Will County Recorder 815-740-4637.
5. All new public road right-of-way shall be designated on the plat with a street name and the words "Hereby Dedicated".
6. Account for all land (i.e. lots, streets, parks, common space, out lots, etc).

7. The character of the lands immediately contiguous to the proposed subdivision to a minimum distance two hundred feet (200') showing the subdivision thereof and the location and dimensions of public streets, alleys, access easements, public utility easements, drainage easements, street pavements, storm water management retention and detention easements areas, if any, adjoining the proposed subdivision.
 - *Note that all items listed above do not necessarily need to be included on the plat. Items should be determined on a case by case basis as necessary.*
8. The location within the proposed subdivision of any existing public streets, alleys, public utilities and drainage easements, street pavements, storm water management easements, stormwater best management practice easements, storm water retention and detention areas, similar facilities and the location of existing buildings, if any. Also, all existing and proposed streets, utility pipes and mains shall be marked on the plat as being publicly or privately maintained so that such responsibilities are clearly defined.
 - *Note that all items listed above do not necessarily need to be included on the plat. Items should be determined on a case by case basis as necessary.*
9. Thirty foot (30') or fifty foot (50') cut corners at arterial street intersections for sight distance, traffic control devices, public utilities and public sidewalks.
10. Public Utilities and Drainage Easement Provisions statement – the notes on the plat map shall match the words in the provisions.
 - Use Naperville's standard easement provisions located at <http://www.naperville.il.us/platreview.aspx>
11. If a multi-family development is proposed, it is recommended that the developer grant the City of Naperville a blanket style "Public Utilities and Drainage Easement" over and under all the development area excepting therefrom any buildings using the "Public Utilities and Drainage Easement provisions" statement on a separate Plat of Easement or on the Final Subdivision plat.
12. All planning team concept meeting comments have been addressed, if applicable.
13. Plat is consistent with controlling documents (such as: annexation agreement, SIA, OAA, etc.)
14. Plat is in substantial conformance with the approved preliminary plat.
15. Location, dimensions and area of all lots within the proposed subdivision are provided on the plat.
16. Lot dimensions and areas are in compliance with Municipal Code requirements (if applicable, verify compliance with 90% rule).
17. Lots are at least 40' wide at the right-of-way (except where not applicable) and comply with minimum zoning lot width at the setback line.
18. Pre-existing (previously platted) building setback lines are delineated on the plat.
19. If applicable, all special easements, proposed covenants and restrictions are delineated on the plat (i.e. landscape, signage, conservation, access, etc.)
20. No zoning setbacks or deck statements should be included on the plat.

Planned Unit Development Plat

1. No certificates or Mylar submittals are required on preliminary plats.
2. Location, widths, centerline of roadway pavement and road Right-of-Way (including curve data) and other dimensions of all existing and proposed streets, alleys, easements, building structures, public utilities and access within the Planned Unit Development. All proposed dedications of streets, easements, alleys, stormwater control areas, stormwater best management practices, and public utilities shall be identified as "Street To Be Dedicated" or "Easement To Be Granted" on the preliminary plat. Also, all existing or proposed streets, utility pipes and

mains shall be marked on the preliminary plat as being publicly or privately maintained so such responsibilities are clearly noted.

- *Note that all items listed above do not necessarily need to be included on the plat. Items should be determined on a case by case basis as necessary.*

3. Thirty-foot (30') or fifty foot (50') cut corners at arterial street intersections for traffic control devices, public utilities and public sidewalks.
4. Sidewalks or pedestrian access and circulation must be shown in the planned locations.
5. The existing and proposed character of the subject property and the surrounding area within 200 ft. of the Planned Unit Development including location and dimension of streets, alleys, easements and stormwater control areas.
6. If a multi-family development is proposed, it is recommended that the developer grant the City of Naperville a blanket style "Public Utilities and Drainage Easement" over and under all the development area excepting therefrom any buildings using the "Public Utilities and Drainage Easement provisions" statement on a separate Plat of Easement or on the Final Subdivision plat.
7. If there are any proposed dedications of streets, easements, alleys, stormwater control areas, access easements or public utilities easements, they shall be dedicated or granted to the City of Naperville by separate plats or agreement documents. The additional documents shall be submitted to the City of Naperville Development Review Team with each final PUD plat.
8. When the land within the proposed PUD is also to be subdivided into lots and streets, the developer shall submit a final PUD and a separate subdivision plat on which the information outlined for each separate document is combined.
9. All concept meeting comments have been addressed, if applicable.
10. Plat is consistent with controlling documents (such as: annexation agreement, SIA, OAA, etc.) and with all corresponding plans (such as: subdivision, engineering, landscape, lighting plans, etc.)
11. Plat is in substantial conformance with the approved preliminary PUD plat.
12. Statement of Intent and Concept explaining the character of the PUD is included on the Plat.
13. Dimensions of the lots into which the property is proposed to be subdivided are depicted on the plat.
14. Location within the PUD of existing and proposed streets, alleys, buildings, structures, sidewalks, etc. If not clear on the PUD plat a separate sidewalk/pedestrian access and circulation plan is required.
15. Character and zoning classifications of the surrounding area of the planned unit development including existing land uses, subdivision of lands, location and dimensions of streets, alleys, easements, and stormwater control areas, and location of buildings and structures.
16. The plat includes a Design Schedule, including but not limited to the following:
 - Acreage of proposed land uses including single-family residential, multi-family residential, business areas, industrial areas, common open spaces, and park and school sites,
 - Proposed use of each building, structure or parcel of land,
 - Proposed density of the entire development and for individual land uses,
 - If different from the underlying Code requirements, a listing of the area, lot width, yard, height and bulk requirements including density applicable to the planned unit development,
 - Number of vehicle and bicycle parking spaces and loading spaces proposed and required,
 - Total and footprint square footage for nonresidential principal structures,
 - Total and footprint square footage for accessory structures,
 - If the development is to be constructed in phases, the design schedule shall include a designation of the phase components, and
 - Any requirements specific to the PUD that differ from the underlying zoning regulations.

17. Proposed off street vehicle and bicycle parking, and loading is depicted on the plat and complies with Code.
18. Area of common open space is depicted on the plat (or on a separate Common Open Space exhibit) and complies with Code.
19. Associated plans have also been submitted, such as: landscape, photometric, building elevations, signage, or other special design elements or studies.

Annexation Plat

1. The words “HEREBY ANNEXED” shall appear on the plat map over the area to be annexed.
2. The Land surveyor is to determine the location of all municipal corporate limits adjoining the property to be annexed.
 - We recommend that the developer’s Land surveyor research the City of Naperville Annexation ordinances at the offices of the City of Naperville City Clerk. The City Clerk has a map of the City of Naperville Annexation ordinances to aid the Land surveyor in the required research of the City of Naperville Annexations.
3. The Land surveyor is to determine and note the location of all Naperville Park District corporate limits adjoining the property to be annexed.
 - We recommend that the developer’s Land surveyor research the existing Naperville Park District boundary with a Naperville Park District Planner at 630-848-5016.
4. Where the corporate limits of other cities or villages are shown on the plat map, the ordinance number and document number(s) for their annexations shall be researched by the developer’s consultants and be shown on the plat map.
5. Any adjoining roadways shall be drawn on the plat map. The document number which dedicated the adjoining road along with the width of the dedication shall be shown on the annexation plat map.
6. The Land surveyor shall note on the Annexation Plat that “There are (or are not) any electors that reside on the property annexed hereby.” We note that an elector is a person who would be eligible to vote in an election.
7. Depict that all existing residential structures be shown in their actual location. If there are no dwellings, then include a note that states “There are no habitable structures on the property annexed hereby.”

Plat of Easement

1. The words “PUBLIC UTILITIES AND DRAINAGE EASEMENT HEREBY GRANTED” shall appear in writing or lettering across those areas of the plat map intended for use as easements.
2. The City of Naperville shall generally accept only those plats which show utility easements that are available for use by all public utilities as defined in the Easement Provisions Statement.
3. The developer’s consultants shall determine if the land shown on the subject Plat will be mortgaged at the time the plat is recorded at the office of the County Recorder of Deeds. If there is a mortgage, the developer’s consultants should install a Mortgagee Certificate and a Notary Certificate.

Plat of Easement Vacation

1. The words “HEREBY VACATED” shall be lettered over the easement area(s) to be vacated.

2. The Land Surveyor is to determine the location of all municipal and public utility mains and lines existing in the area of the easement to be vacated or existing within 20 feet thereof.
 - The surveyor should contact J.U.L.I.E. for utility locations at 1-800-892-0123 to obtain on site utility markings. The utility pipes and mains are to be drawn, dimensioned and labeled on the plat. All adjacent structures and facilities shall be drawn on the plat including buildings, roadways, sidewalks, utilities, etc.

Plat of Vacation of Public Road

1. The words "HEREBY VACATED" shall appear over the area(s) of the road(s) on the plat map which is/are to be vacated.
2. The street or road name as shown on the original dedication documents and as commonly known or changed by City ordinance and the City Ordinance Number must appear on the subject plat map.
3. Road right-of-way typically does not have existing tax parcel numbers assigned. Therefore, tax parcel numbers are not required on the plat.
4. Prior to the submittal of the mylar plat, the developer shall obtain all utility company signatures on the original mylar plat. The developer shall submit the original mylar plat and four (4) prints and one (1) 8.5" x 11" reduced copy thereof to the Development Review Team.
5. The Land surveyor shall determine the location of all existing municipal and public utilities mains and lines within the area of right-of-way to be vacated or within 20 feet thereof.
 - The Land Surveyor shall contact J.U.L.I.E. at 1-800-892-0123 to obtain an on-site utility location marking. The Land Surveyor shall indicate the position of the J.U.L.I.E. marks on the plat along with the position of any surface utility structures. If existing utilities are to remain within the R.O.W. to be vacated then an easement provision certificate should appear on the plat and a note should be made within the R.O.W. vacation area on the plat map(s) stating: "A PUBLIC UTILITIES AND DRAINAGE EASEMENT IS HEREBY RESERVED AND GRANTED SUBJECT TO THE TERMS AND CONDITIONS CONTAINED IN THE EASEMENT PROVISIONS STATEMENT HEREON".

Plat of Dedication of Public Right-of-Way

1. The words "HEREBY DEDICATED" shall appear over the area(s) on the plat map which is/are to be dedicated.
2. The street or road name shall appear on the subject plat map and must be in accordance with applicable state laws and city ordinances.
3. The land surveyor shall reference the document numbers or effective date of any previous road opening or dedication.
4. Any adjoining roadways or access easements shall be drawn on the plat. The document number which dedicated the adjoining road along with the width and length of the dedication shall be shown on the plat map.
5. All roads or parts of roads shall be staked in the field prior to the submittal of a final Plat of Dedication (in accordance with State Law).
6. The following note should be added to the Notes Block on the plat: "ALL STREET RIGHTS OF WAY NOTED ON THIS PLAT AS "HEREBY DEDICATED" ARE HEREBY DEDICATED, CONVEYED, GRANTED, AND TRANSFERRED TO THE CITY OF NAPERVILLE FOR PUBLIC RIGHT OF WAY PURPOSES".

Plat of Condominiums

1. ADDITIONAL SURVEYOR'S NOTES
 - a. HORIZONTAL PLANES SHOWN HEREON ARE MEASURED TO TOP OF FINISHED FLOOR AND TO BOTTOM OF FINISHED CEILING.
 - b. VERTICAL PLANES SHOWN HEREON ARE MEASURED TO FINISHED FACE OF INTERIOR WALLS.
 - c. CROSS HATCHING (////) ON THE PLAT MAP INDICATES A COMMON ELEMENT RESERVED FOR THE USE BY THE ENTIRE BUILDING AND INCLUDES THE ROOF AND PERIMETER WALLS AS COMMON ELEMENTS OF THE ENTIRE BUILDING.
 - d. UNIT AREAS SHOWN IN SQUARE FEET BASED UPON FIELD MEASUREMENTS TO INTERIOR FINISHED FACE OF INTERIOR WALLS AND ASSUMING THAT THE WALL INTERSECTIONS ARE AT 90 DEGREES WHERE APPLICABLE.
 - e. CONCRETE PATIOS, BALCONYS AND PARKING STALLS SHOWN ON THE PLAT MAPS ARE LIMITED COMMON ELEMENTS. EACH PATIO OR BALCONY IS RESERVED FOR THE USE OF THE UNIT TO WHICH IT IS ATTACHED.
 - f. BUILDING SETBACK LINES ARE SHOWN ONLY WHERE THEY ARE PREVIOUSLY PLATTED ON A RECORDED PLAT. REFER TO THE LOCAL ZONING ORDINANCES OR MUNICIPAL CODE FOR BUILDING SETBACKS IN YOUR ZONING DISTRICT.
 - g. COMPARE THE LEGAL DESCRIPTION ON THIS PLAT WITH YOUR DEED AND TITLE POLICY AND REPORT ANY DIFFERENCE IMMEDIATELY.

