

Chapter 122 SUBDIVISION CONTROL

Sec. 122-1. Short title.

This Resolution chapter shall be hereafter known, and may be cited, and referred to as: the Cook County Subdivision Manual of April 18, 1961.

Sec. 122-2. Purpose.

- (a) The provisions of this chapter are designed to protect the interests of the land owner or developer, the investor in land, the home owner and local governmental units alike, by providing reasonable rules and regulations governing the location, width and course of streets, highways and storm water or floodwater run-off channels and basins in any map, plat, or subdivision of any block, lot or subplot or any part thereof or any piece or parcel of land, not being within any incorporated village or city, which rules and regulations include such reasonable requirements with respect to water supply and sewage collection and treatment as are established by the State Department of Public Health, the County Health Department, Appendix A, Zoning, and such reasonable requirements with respect to street drainage and surfacing as are established by the [Superintendent of Highways Building and Zoning Department](#) and which by this chapter are deemed to be the minimum requirements in the interest of the health, safety and convenience of the public.
- (b) The intent of this resolution is that the County Board and the officers who are vested with the responsibility of administering this resolution shall be guided by accepted engineering and public health standards and practices, with due consideration for local conditions.

(Res. No. 01-R-673, art. II, 4-18-1961.)

Sec. 122-3. Definitions.

The following words, terms and phrases, when used in this chapter shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alley means a public right-of-way primarily designed to serve as access to the side or rear of those properties whose principal frontage is on some other street.

Block means a tract of land bounded by streets, or, by a combination of streets and public parks, cemeteries, railroad rights-of-way, bulkhead lines or shorelines of waterways, or boundary lines of the County.

Building means any structure built for the support, shelter, or enclosure of persons, animals, chattels, or movable property of any kind, and which is permanently affixed to the land.

Building setback line means a line within a lot or other parcel of land so designated on the tentative plan, between which line and the adjacent boundary of the street upon which the lots abuts, the erection of a building is prohibited, as prescribed by the Appendix A, Zoning.

County Clerk is the Clerk of the County of Cook, Illinois.

County Engineer means the [Illinois registered Professional Engineer, under the employ or contract of the Cook County Superintendent of Highways Building and Zoning Department of the County or duly authorized representative.](#)

County Health Department means the Department of Public Health of the County.

Crosswalk means a right-of-way within a block, dedicated to public use, five feet or more in width, and intended primarily for pedestrians, but which may include utilities where necessary; and from which motor propelled vehicles are excluded.

Cul-de-sac means a local street with only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement.

Easement means a grant by a property owner of the use of land for a specific purpose.

Final plat or *final record plat* means the map or plan of record of a subdivision, and any accompanying material, as described in Section 122-10.

Floodplain means that land typically adjacent to a body of water with ground surface elevations at or below the base flood or the 100-year frequency flood elevation, as defined in Chapter 106 of the Code of Ordinances of Cook County, Illinois.

Formatted: Not Highlight

Frontage means the length of front property line of the lot, lots or tract of land abutting a public street, highway or rural right-of-way.

Grade means the horizontal slope of a road, street or other public way, specified in percent and shown on street profile plans as required herein.

Grade landing means the grade required on streets entering major thoroughfares, at points of intersection, as specified in this chapter.

Improvement, public, means any sanitary sewer, storm sewer, pavement; drainage ditch, water main, roadway, parkway, planting strip, or other facility for which the County may ultimately assume the responsibility for maintenance and operation.

Limited access expressway or parkway means a highway for through traffic, in respect to which owners or occupants of abutting property or lands and other persons have no legal right of access to or from the same, except at such points only and in such manner as may be determined by the public authority having jurisdiction over such traffic-way.

Lot means a portion of a subdivision or other parcel of land intended for transfer of ownership or for building development.

Lot, butt, means a lot at the end of a block and located between two corner lots.

Lot, corner, means a lot situated at the intersection of two streets, the interior angle of such intersection not exceeding 135 degrees.

Lot, through, means a lot which has a pair of opposite lot lines along two substantially parallel streets, and which is not a corner lot. On a through lot both street lines shall be deemed front lot lines.

Owner means any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to the land sought to be subdivided under this resolution.

Parkway means an unpaved strip of land situated within the right-of-way.

Pedestrian way means a right-of-way across or within a block, for use by pedestrian traffic whether designated and delineated as a pedestrian way, crosswalk, or however otherwise designated.

P. C. or P.O.C. means point of curvature.

Plat Officer means the Commissioner of Building and Zoning.

P. T. means point of tangent.

P. V. C. means point of vertical curvature.

P. V. T. means point of vertical tangent.

Right-of-way means a strip of land occupied or intended to be occupied by a road, crosswalk, railroad, electric transmission line; oil or gas pipeline, water main, sanitary or storm sewer main, or for another special use. The usage of the term "right-of-way" for land platting purposes in the County shall mean that every right-of-way hereafter established and shown on a final record plat is to be separate and distinct from the lots or parcels adjoining such right-of-way, and not included within the dimensions or areas of such lots or parcels. Rights-of-way intended for roads, crosswalks, water mains, sanitary sewers, storm drains, or any other use involving maintenance by a public agency shall be dedicated to public use in fee simple by the maker of the plat on which such right-of-way is established.

Roadway means the paved portion of the street available for vehicular traffic.

Service drive means a public street, generally paralleling and contiguous to a main traveled way, primarily designed, to promote safety by eliminating promiscuous ingress and egress to the right-of-way, and providing safe and orderly points of access at fairly uniformly spaced intervals.

Sewage disposal system, central, means a system of sanitary sewers, serving ten or more lots that discharge either into an interceptor sewer or an approved sewage treatment plant.

Sewage disposal system, individual, means a septic tank seepage tile sewage disposal system or any other sewage treatment device approved by the County Department of Public Health, and servicing only one lot.

Sidewalk means that portion of street or cross walkway, paved or otherwise surfaced, intended for pedestrian use only.

Street means a public or private right-of-way which affords a primary means of access to abutting properties, whether designated as a street, avenue, highway, road, boulevard, lane, thoroughway, drive, court or however otherwise designated, but excepting driveways to buildings.

Street, collector, means a street which carries traffic from minor streets to a thoroughfare, including the principal entrance streets of residential development and the principal circulating streets within such a development.

Street, half, means a street bordering one or more property lines of a tract of land in which the subdivider has allocated but part of the ultimate right-of-way width.

Street, marginal access, means a minor street which is parallel to and adjacent to a thoroughfare, and which provides access to abutting properties and protection from through traffic.

Street, secondary or residential, means a street of limited continuity used primarily for access to abutting properties and local needs of a neighborhood.

Street width means the shortest distance between the property lines which delineate the right-of-way of a street.

Subdivider means any person or corporation or duly authorized agent who undertakes the subdivision of land as defined in this section.

Subdivision means a described tract of land which is to be, or has been, divided into two or more lots or parcels. The term "subdivision" includes resubdivision and, where it is appropriate to the context, relates to the process of subdividing or to the land subdivided. For the purpose of this chapter, however, the requirements contained in this chapter shall not apply, and no plat is required, in any of the following instances:

- (1) The division or subdivision of land into parcels or tracts of five acres or more in size which does not involve any new streets or easements of access;
- (2) The division of lots or blocks of less than one acre, in any recorded subdivision, which does not involve any new streets or easements of access;
- (3) The sale or exchange of parcels of land between owners of adjoining and contiguous land;

-
- (4) The conveyance of parcels of land or interest therein for use as right-of-way for railroads or other public utility facilities which does not involve any new streets or easements of access;
 - (5) The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access;
 - (6) The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use;
 - (7) Conveyances made to correct descriptions in prior conveyances;
 - (8) The sale or exchange of parcels or tracts of land of a particular parcel or tract of land into no more than two parts existing on July 17, 1959, and not involving any new streets or easements of access.

Subdivision design standards means the basic land-planning principles established as guides for the preparation of tentative plans.

Tentative plan means a preliminary map or plan of proposed subdivision, as described in 122-9.

Thoroughfare means a street or highway with a high degree of continuity and serving as an arterial trafficway between the various areas of the County.

Water supply, central, means a well or other source, supplying ten or more lots, as approved by the County Health Department and the State Health Department.

Water supply, individual, means a well and appurtenances supplying only one lot.

Zoning Ordinance is the Cook County Zoning Ordinance, as amended.

(Res. No. 01-R-673, art. IV, 4-18-1961; Ord. No. 20-4415, 12-17-2020 .)

Sec. 122-4. Jurisdiction.

This chapter shall apply to all subdivisions of land located within the County and not being within any city, village, or town; but shall not apply to contiguous territory located within 1½ miles of the corporate limits of any city, village, or town which has adopted an official comprehensive plan, in accordance with the statutory or constitutional authority that establishes standards of design for subdivisions and for resubdivisions affecting the contiguous territory.

(Res. No. 01-R-673, art. III, 4-18-1961.)

Sec. 122-5. Interpretation.

- (a) In their interpretation and application the provisions of this chapter shall be held to the minimum requirements for the promotion of the public health; safety, morals and welfare.
- (b) Where the conditions imposed by any provisions of this chapter upon the subdivision of land are either more restrictive or less restrictive than comparable conditions imposed by any other provisions of this chapter or of any other applicable law, ordinance, resolution, rule or regulation of any kind, the regulations which are more restrictive and impose higher standards or requirements shall govern.
- (c) This chapter is not intended to abrogate any easement, covenant or any other private agreement provided that where the regulations of this chapter are more restrictive or impose higher standards or regulations than such easement, covenant or other private agreement, the requirements of this resolution, shall govern.
- (d) No subdivision of land which was not lawfully existing at the time of the adoption of the resolution from which this chapter is derived shall become or be made lawful solely by reason of the adoption of the

resolution, and to the extent that that the subdivision of land is in any manner in conflict with the requirements of this chapter, said subdivision of land remains unlawful under this chapter.

- (e) Nothing contained in this chapter shall be deemed to be a consent, license, or permit to use or subdivide land in the County.
- (f) The provisions in this chapter are accumulative and additional limitations upon all other laws and ordinances heretofore passed or which may be passed hereafter, covering any subject matter in this chapter.

(Res. No. 01-R-673, art. V, 4-18-1961.)

Sec. 122-6. Violations and penalties.

Whoever sells or offers for sale or leases for any time exceeding five years any lot, parcel or block in the unincorporated areas of the County before all the requirements of this chapter have been complied with shall be fined \$25.00 for each lot, parcel or block or part thereof so disposed of, offered for sale or leased. Whenever it shall come to the knowledge of the Clerk that any of the provisions of this chapter governing plats have been violated, it shall be the Clerk's duty to notify the State's Attorney of the fact, who shall immediately institute suit and prosecute the same to final judgment against the person offending.

(Res. No. 01-R-673, art. VI(E), 4-18-1961; Ord. No. 20-4415, 12-17-2020.)

Sec. 122-7. Administration and enforcement.

- (a) *Organization.* Four offices of the government of the County are concerned with the administration of this chapter. These offices along with their pertinent functions are listed as follows:
 - (1) *Plat Officer.* The Plat Officer shall administer the provisions of this resolution, and in addition thereto, and in furtherance of said authority, the Plat Officer shall:
 - a. Maintain permanent and current records of this chapter, including amendments thereto.
 - b. Receive and file all tentative plans and final plats (together with applications).
 - c. Forward copies of the tentative plan to other appropriate agencies and public utilities for their recommendations and report.
 - d. Receive and file all final record plats, and check their compliance with the approved tentative plan.
 - e. Forward, with recommendations, to the County Board, all final plats.
 - f. Make all other determinations required of the Plat Officer by the regulations in this chapter.
 - (2) *The ~~Superintendent of Highways, County Highway Department~~ County Building and Zoning Department.* The ~~Superintendent of Highways~~ Building and Zoning Department is hereby vested with the duty and responsibility of reviewing all tentative subdivision plans and making determinations in the areas of design standards and engineering specifications, as stipulated in this chapter. The County Engineer, an Illinois licensed Professional Engineer under employ or contract of Cook County, shall review development for compliance with these requirements. Subsequent to approval by the County Engineer, The ~~superintendent's~~ Commissioner's determinations and recommendations shall be forwarded to the Plat Officer for incorporation into the tentative plan.
 - (3) *County Department of Health.* The Department of Health is hereby vested with the duty and responsibility of reviewing all tentative subdivision plans and making determinations and recommendations as to the proper type of water supply and sewage disposal facilities to be required in each subdivision as stipulated in this chapter. In addition, the Department of Health shall make determinations in all matters concerning the public health, as specified in means this chapter. Such

determinations and recommendations shall be forwarded to the Plat Officer for incorporation into the tentative plan.

(4) *The County Board.* The Board is vested with the following responsibilities in regard to subdivision control:

- a. Approval or disapproval of all final plats referred to it by the Plat Officer.
- b. Approval or disapproval of all variations and exceptions recommended by the Plat Officer.
- c. Amend the regulations of this chapter when found necessary and desirable, as hereinafter provided.
- d. Institute appropriate proceedings to enforce the provisions of this chapter.
- e. Approve or disapprove intended dedications.
- f. Order the vacation of a street, alley, or other public place and fix compensation therefor.

(b) *Enforcement.* No plat of subdivision shall be approved which does not comply with all the provisions of this chapter.

(c) *Variations and exceptions.*

(1) *Hardships.* Where the Plat Officer finds that extraordinary hardships or particular difficulties may result from strict compliance with this chapter the Plat Officer may recommend variations or exceptions to this chapter so that substantial justice may be done and the public interest secured, provided that such variation or exception shall not have the effect of nullifying the intent and purpose of this chapter; and, further, provided the Plat Officer shall not recommend variations or exceptions to the regulations of this chapter unless the Plat Officer shall make findings based upon the evidence presented to the Plat Officer in each specific case that:

- a. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;
- b. The conditions upon which the request for a variation is based are unique to the property for which the variation is sought, and are not applicable, generally, to other property;
- c. The purpose of the variation is not based exclusively upon a desire to make more money out of the property;
- d. The granting of the variation will not be detrimental to the public safety, health, or welfare or injurious to other property or improvements in the neighborhood in which the property is located.

(2) *Conditions.* In granting variations and exceptions the Plat Officer may require such conditions as will, in his judgment, secure substantially the objectives of the standards or requirements of this chapter. Such variations and exceptions as may be recommended by the Plat Officer shall be forwarded to the County Board, in writing, substantiating the recommended variations and/or exceptions. The County Board may approve such variations or exceptions, from the requirements of this chapter in specific cases as listed on the final plat, which in its opinion do not adversely affect the County Highway Plan or the intent and purpose of this chapter.

(Res. No. 01-R-673, art. VI(A)—(C), 4-18-1961.)

Sec. 122-8. Procedure and general requirements for subdivision plats.

(a) *Procedure.*

(1) A subdivider, before proceeding with the formal procedure outlined in this chapter, is urged to ascertain the problems and requirements affecting the subdivision of the subdivider's property. [If floodplains are within or adjacent to the subdivision, all requirements of Chapter 106 Floodplains must be met.](#)

(2) In order to provide an orderly basis for the processing of the subdivision plans prior to approval, the Plat Officer shall consider such plans in two stages, as follows:

- a. Tentative plan to be submitted with application for conditional approval.
- b. Final plat for recordation of all or part of subdivision to be submitted with the required supporting data and documents together with application for final approval and plat fee.

The formal, step-by-step procedure for approval of tentative plans and final record plats is established in Sections 50-178 and 50-179, respectively.

(3) The Plat Officer, in the examination of subdivision plats for approval, will take into consideration the requirements of the community and the best use of the land being subdivided. Particular attention will be given to width and location of streets, suitable sanitary utilities, surface drainage, lot sizes and arrangements, as well as local requirements, such as parks, highways, schools and recreation sites, public utilities and/or other public uses.

(4) The Plat Officer shall not recommend for approval by the County Board any plat of subdivision of land which does not make adequate provision for storm water or floodwater runoff channels or basins.

(5) In all subdivisions due regard shall be given to the preservation of natural features such as large trees, watercourses, historical and similar features.

(6) In cases of tentative plans for parts of tracts, where it appears necessary to the Plat Officer for the satisfactory over-all development of an area, an owner may be required to prepare at least a street plan of his entire tract based upon proper topographic surveys before approval of any portion of such plan.

(7) A subdivider may avail himself of the opportunity to obtain the determinations of the Plat Officer in regard to a central platting feature affecting his property prior to the preparation of detailed plans.

(b) *General requirements.* A registered professional engineer of Illinois shall be responsible for the design of all public improvements required by this chapter, as provided in the Illinois Professional Engineering Act (225 ILCS 325/1 et seq.).

(1) *Highways, streets and other public ways.*

a. *Conformance with approved plans, existing streets and topography.*

1. Highways and streets shall conform to the approved Plan of Highways of the County or parts thereof. Whenever a tract to be subdivided includes any part of a highway or street indicated on these plans, such part shall be suitably incorporated by the developer into his subdivision plan.
2. The proposed plan shall provide for continuation at equal or greater width of any existing highways or streets (constructed or recorded) that terminate at the boundaries of adjoining properties, unless otherwise determined by the [Superintendent of Highways Building and Zoning Department](#).
3. The proposed street plan provide reasonable ease of circulation of traffic within the subdivision as well as convenient, but not excessive, access to take best advantage of the existing topography of the land.
4. Access to other properties. The street plan of a proposed subdivision shall provide for such access to adjoining unsubdivided properties as may be necessary in the public interest.

-
5. Streets planned for specific purposes.
- i. Minor residential streets shall be so planned as to discourage their use by other than local traffic.
 - ii. In business and manufacturing developments the streets and other access ways shall be planned in connection with the grouping of buildings, location of rail and other transportation facilities and proper provision of alleys, truck loading and maneuvering areas, walks and parking areas so as to minimize conflict of movements between the various types of traffic, including pedestrian.
- Local bypasses shall be provided around shopping centers where feasible.
6. Streets adjacent to heavy traffic ways or railroads.
- i. Where a subdivision abuts or contains an existing or proposed major thoroughfare, access to such thoroughfare shall be a primary consideration, and the Superintendent of Highways may require either of several provisions for that access, such as:
 - A. Marginal access streets or service drives;
 - B. Parallel streets with lots backing to the thoroughfare where appropriate, together with screen planting strips contained in a nonaccess easement along the rear lot lines;
 - C. Parallel streets with short cul-de-sacs having terminal lots backing to the thoroughfare, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.
 - ii. In considering plans involving new or existing streets crossing railroad tracks the Superintendent of Highways may require provision for future underpasses or overpasses.
 - iii. A residential street paralleling a railroad shall be at a distance from the track sufficient to provide lots with a minimum of 165 feet depth backing to the railroad right-of-way.
7. Alleys. Alleys will not normally be required in a single-family residential subdivision, but may be required in any development plan where considered necessary for access, particularly in group housing, apartment, business or manufacturing developments.
8. Rights-of-way other than roads and streets.
- i. Rights-of-way may be required to be dedicated wherever deemed necessary by the Board for public uses, such as pedestrian paths, water, and/or sanitary sewer and storm drainage facilities. The extent and width of such rights-of-way shall be as determined by the Superintendent of Highways as local conditions may dictate.
 - ii. Whenever a stream or important drainage course is located within or along a proposed subdivision, determinations shall be made, with the advice of the ~~Superintendent of Highways~~[Building and Zoning Department](#) and the County Department of Public Health, after consultation with the State Division of Waterways, as to the method of treatment of such stream or drainage course, whether it shall remain in its natural state, whether it shall be straightened, widened or otherwise left open in an appropriately constructed channel, or whether closed drainage structures shall be required. Said determination shall
-

be referred to the Plat Officer, who shall incorporate such determination into the plan. At the same time, the appropriate street and lot layout will be determined and the Board may require dedication of a right-of-way or establishment of an easement along such stream or drainage course sufficient in extent and width to provide proper space for the necessary public uses involved in such treatment, including space for a street if needed, or for protection of the stream if it is to be left in the natural state, and for protection of the health and safety of abutting property owners and the public generally from floodwaters.

9. Easements. Easements for sanitary utilities, for public utilities, for road construction or maintenance, or for drainage purposes may be required by the Board as needed, the location and width in each case to be as determined by the [Superintendent of Highways Building and Zoning Department](#).

b. *Design standards.*

1. *Right-of-way widths.* Except in cases where the plan of highways or other approved street plan specifies a greater or lesser width, the minimum rights-of-way shall be as follows:

<i>Minimum Rights-Of-Way</i>	<i>Feet</i>
Limited access expressway and parkways	200
(Right-of-way requirements in this category) may vary from	200 to 500
Controlled access major highways	160
Section line roads and streets, and all state and county highways	100
Half section line roads and streets	80
Secondary and residential streets	66
Alleys	20
Mid-block crosswalks	10

2. *Coordination of street systems.*

- i. Whenever a proposed subdivision or resubdivision includes or involves land fronting along highways, streets and/or other public ways as classified in Subsection (b) of this section, the Superintendent of Highways shall require the coordination of roads within the subdivision with other existing, planned or platted roads or with other features of the area or with the Board general plan or with any road plan adopted or approved by the Board. Such dedication to public use shall be to the full extent of the required right-of-way in each case except those in Subsection (b) of this section. In cases involving widening of existing highways, streets and/or other public ways, such dedication to public use shall not involve more than a reasonable area of the proposed subdivision or resubdivision.
- ii. Two to one slope shall be established as a maximum slope along both sides of each street right-of-way hereafter dedicated to public use. The two to one slope shall be referred to the record street grade duly approved in accordance with the regulations hereinafter provided.

3. *Paving widths.*

-
- i. *County roads or streets.* The width of paving to be installed in any road, street, alley, or crosswalk, and other details of construction shall be in accordance with approved construction rules of the County Highway Department.
 - ii. *State roads.* Whenever a proposed subdivision or resubdivision includes or fronts upon a proposed or existing state road or highway, then before acting to approve such subdivision or resubdivision the Superintendent of Highways shall ascertain the latest proposals of the Illinois Department of Transportation with respect to said road or highway, including its recommendations as to any proposed new entrances upon said road, such proposals and recommendations to be incorporated into the pending subdivision or resubdivision plan, provided that the Board concurs in such recommendations, and provided, further, that the Board may exceed the Illinois Department of Transportation's recommendations if necessary to meet requirements of the Plan of Highways of the County.
 4. *Cul-de-sacs and courts.*
 - i. The use of cul-de-sacs in street layouts shall be limited to portions of developments which, due to unusual shape, size or topography, may better be served by cul-de-sacs than by continuous streets. A layout making unrestricted use of cul-de-sacs or courts will not be acceptable.
 - ii. A cul-de-sac shall not be longer than 500 feet, measured on its centerline, unless by reason of topography or other circumstances beyond the control of the developer, the ~~Superintendent of Highways~~[Building and Zoning Department](#) may find a greater length to be justifiable.
 - iii. The right-of-way diameter of a cul-de-sac turnaround shall be not less than 120 feet.
 5. *Half streets.* Half streets shall not be permitted. Whenever there is an existing half street adjacent to a tract to be subdivided, the other half of the street shall be platted within the tract to be subdivided.
 6. *Street grades and alignments.* All grading and other improvements in a public road, street, or other right-of-way within the County shall be established by the ~~Superintendent of Highways~~[Building and Zoning Department](#) in accordance with procedures and specifications prescribed in this chapter.
 - i. For major highways the grades and alignment shall be in accord with plans or design standards of the federal, state or County agency having jurisdiction of the particular road, provided that the ~~Superintendent of Highways~~[Building and Zoning Department](#) concurs in approval of such grades and alignment in each case.
 - ii. For arterial roads, and primary residential streets, grades in excess of the maximum eight percent shall not be permitted except that a short tangent at a greater rate serving as a projection for a vertical curve may be permitted.
 - iii. For secondary residential streets and rural roads grades in excess of ten percent shall not be permitted, except that a short tangent at a greater rate serving as a projection for a vertical curve may be permitted.
 - iv. For alleys, grades in excess of ten percent shall not be permitted. The grade of a road or street entering upon a Federal, State or County controlled highway shall be established in accordance with the requirements of the controlling agency for such entrances and for the prescribed distance along the road or street
-

from such highway, provided the [Superintendent of Highways Building and Zoning Department](#) concurs in the requirement specified by such agency in each particular case.

- v. Landing grades shall generally be required on streets entering highway, arterial road, or primary residential street. Such grades shall be based on a zero percent grade from the edge of the intersection and/or the existing pavement to the right-of-way line.
- vi. All breaks in grade shall be accomplished through suitable vertical curves properly incorporated into the design of the street profiles. In each particular case the length of the vertical curve shall be such as to provide a sight distance considered safe by the [Superintendent of Highways Building and Zoning Department](#).
- vii. Subdivision streets and improvements to existing roads shall be designed so that all deflections in horizontal alignment will be accomplished through segments of circular curves properly incorporated into the design. The minimum permitted centerline radii shall be as follows:
 - A. Primary streets, 300 feet.
 - B. Secondary streets, 150 feet.

The criteria of Subsections (b)(1)b.6.vii.A and B of this section are minimum radii. A tangent at least 100 feet long shall be used between two reverse curves, either one of which has a radius of 200 feet or less.

- viii. The provisions of subsections (b)(1)b.6.(2), (b)(1)b.6.(3), (b)(1)b.6.(4), and (b)(1)b.6.(6) of this section may be subject to variation in accordance with the provisions of Section 122-8, in situations involving steep terrain where a proper showing is made by the developer through submission of complete site grading plans that the variation from standards will avoid substantial site grading and destruction of natural features.
- ix. Invert elevations shall be supplied at each access point to each lot when open ditches are permitted.

7. *Intersections.*

- i. Streets shall be laid out so as to intersect as nearly as possible at right angles. A proposed intersection of two new streets at an angle of less than 70 degrees shall not be acceptable. This provision does not preclude the use of the Y-type intersection.
- ii. Proposed new intersections along one side of an existing road or street shall, wherever practicable, coincide with any existing intersections on the opposite side of such road or street. Street jogs with centerline offsets of less than 125 feet shall not be permitted, except where the intersected street has separated dual drives without median breaks at either intersection.
- iii. Where any street intersection will involve banks or existing vegetation inside any lot corner that would create a traffic hazard by limiting visibility, the developer shall cut such ground and/or vegetation (including trees) in connection with the grading of the public right-of-way to the extent deemed necessary to provide adequate sight distance.

(2) *Block and lot design.*

a. *Residential blocks.*

1. *Length of blocks.* The length of a residential block may vary within reasonable limitations. Approval of blocks in excess of 1,600 feet long will be granted only where it is shown that such a plan is the only feasible way of subdividing.
2. *Width of blocks.* A normal block shall be designed with sufficient width to provide two tiers of lots of appropriate depth. Exceptions to the normal block width shall be permitted in blocks adjacent to heavy trafficways or railroads, as provided in this section, or bordering streams, etc., as provided in this section.
3. *Blocks in multifamily developments.* The design and arrangement of access roads or drives within an apartment district or large-scale development project, together with the required parking facilities and pedestrian walks, shall be subject to review and approval by the Plat Officer. The question of what part of such access is to be provided by dedicated rights-of-way for future public maintenance and what part may be project facilities shall be decided by the Plat Officer in each case.
4. *Super-blocks.* Super-blocks are a development of the so-called Radburn type, with over-size irregular shaped blocks, with access from the surrounding through streets by means of short cul-de-sacs or loop streets, and containing interior parks, playgrounds and school sites, will be acceptable when such plans include adequate walks for pedestrian access from any lot in a block to the interior park. Such developments shall provide space for, and satisfactory access to, an elementary school site, if such is needed, and shall be covered by acceptable agreements as to development and maintenance of the public or joint-use areas.

b. *Residential lots.*

1. *Compliance with zoning ordinance.* Residential lots must comply with Appendix A, Zoning. Lots proposed for residential use in the County shall be designed and platted in accordance with all the requirements of the Appendix A, Zoning, for the district in which the property is situated, except as may be provided for large scale developments.
2. *Resubdivision of residential lots special requirements.* Every plat for the resubdivision of any lot, tract, or other parcel of land that is a part of an existing subdivision previously recorded in a plat book in the land records of the County shall be subject to the requirements of this chapter and Appendix A, Zoning.
 - i. Lots covered by a resubdivision plat shall be of the same character as to suitability for residential use, area, street frontage and alignment, and restrictions as other lots within the existing subdivision.
 - ii. Exceptions to Subsection (b)(2)b.2.i of this section may be considered when a substantial undeveloped portion of a recorded subdivision is so situated that the developed lots, or individually owned lots, in such subdivision, are not immediately adjacent to, or across the street from the lots proposed to be resubdivided. For the purpose of this Subsection (b)(2)b.2.ii, lots adjoining only along their rear lines are not considered adjacent.
3. *Lots to abut on a public street.* Every lot shall abut on a street or road which has been dedicated to public use or which has acquired that status through long usage as a public thoroughfare, except that in exceptional circumstances, the Plat Officer may approve not more than two lots on a private right-of-way provided proper showing is made that such access is adequate and not detrimental to future planning of adjacent lands. No subdivision which will result in more than two lots, residences, or establishments having access only by

means of a private right-of-way shall be approved by the Plat Officer. This section does not apply to nonresidential developments or large scale multifamily residential developments.

4. *Side lines perpendicular to street.* Side lines of lots shall be perpendicular to the street line, or radial to a curved street line, unless a variation from this rule is granted.
 5. *Through lots.* Through lots shall not be permitted unless a variation from this rule is granted. This section does not apply to lots which back to a major highway with a nonaccess easement between rear lot lines and the highway right-of-way line.
 6. *Corner lots.* Corner lots in a block shall have sufficient width to permit maintenance of setback lines required by Appendix A, Zoning. In cases where a midblock crosswalk or alley is provided, the lots adjoining such crosswalk or alley shall have sufficient width to permit maintenance of setback lines required by Appendix A, Zoning, as required for corner lots.
- c. *Nonresidential blocks.* Blocks designed for business or manufacturing shall be of such length and width as may be determined suitable by the Plat Officer for the prospective use.
- (3) *Improvements required.* The following public improvements generally shall be provided by the subdivider or developer in accordance with the specifications and under the supervision of the [Superintendent of HighwaysBuilding and Zoning Department](#).
- a. *Paving.*
 1. The streets, alleys, sidewalks and crosswalks in each new subdivision shall be graded and paved by the subdivider in accordance with the specifications of the approved construction rules of the County Highway Department, and subject to all applicable conditions specified in this chapter.
 2. Where a mid-block pedestrian crosswalk is included in a subdivision plan and is dedicated to public use, the subdivider shall grade and construct a paved walk therein, such construction to be according to a plan approved by the [Superintendent of HighwaysBuilding and Zoning Department](#).
 - b. *Storm drainage.*
 1. In connection with the street improvement program in every new subdivision the subdivider shall do such grading and provide such drainage structures and storm sewers as required by the [Superintendent of HighwaysBuilding and Zoning Department](#).
 2. In those districts where open ditch drainage structures are permitted, they shall not have a depth in excess of four feet below the established grade.
 - c. *Sidewalks, curbs, and gutters.* Curbs and gutters shall be constructed in and along all streets lying within the R3, R4, R5, R6, B1, B2, B3, B4 and B5 zoning districts. Such districts shall be as established and defined in Appendix A, Zoning, and in addition, in and along those streets deemed necessary by the [Superintendent of HighwaysBuilding and Zoning Department](#), in accordance with design and specification standards of the Highway Department of the County. Sidewalks shall be constructed in all of the above-mentioned zoning districts, with the exception of the R3 district. However, in any proposed subdivision containing ten or fewer lots, the [Superintendent of HighwaysBuilding and Zoning Department](#) may, at the Superintendent's discretion, waive these requirements.
 - d. *Street lights.* Street lighting shall be installed on those streets lying within the R3, R4, R5, R6, B1, B2, B3, B4 and B5 districts as set forth in Appendix A, Zoning, and, in addition, those streets deemed desirable by the [Superintendent of HighwaysBuilding and Zoning Department](#) in accordance with design and specification standards of the Highway Department of the County. However, in any proposed subdivision containing ten or fewer lots, the [Superintendent of HighwaysBuilding and Zoning Department](#) may, at the Superintendent's discretion, waive this requirement.
-

-
- e. *Unpaved areas.* All unpaved areas within the dedicated street areas where sidewalks, curbs and gutters are not required shall be graded and seeded or sodded in accordance with standard specifications of the County Highway Department.
 - f. *Street trees.* Street trees having a trunk diameter (measured 12 inches above the ground level) of not less than two inches shall be planted along all streets, where trees do not exist, no less than 40 feet apart nor more than 60 feet apart. Only oak, honey locust, hard maples, ginkgo, or other long-lived shade trees, acceptable to the Plat Officer, shall be planted.
 - g. *Street name signs.* Street signs shall be erected at each intersection in accordance with established policies of the County. Proposed streets obviously in alignment with, or a continuation of, existing streets already named shall bear, the name of such existing streets. Duplication of existing street names, irrespective of the use of suffix, such as street, road, lane, drive, place or court, shall not be permitted. No street names shall be used which have not been approved by the Plat Officer.
 - h. *Monuments.*
 - 1. Permanent reference monuments shall be placed as required by the Plat Officer. Such permanent reference monuments shall be stone or concrete at least 36 inches in length and six inches square with suitable center point and shall be set flush with the ground and planted in such a manner that they will not be removed by frost.
 - 2. Metal monuments three-fourths inch in diameter and 24 inches in length shall be placed in the ground at all lot corners, intersections of streets, intersections of streets and alleys with plat boundary lines, and at all points on street, alley, and boundary lines where there is a change in direction or curvature. All monuments shall be properly set in the ground before the streets and alleys are accepted for public maintenance.
- (4) *Water supply and sewage disposal.* Before recommending the approval of a subdivision, the Plat Officer will consider the availability of sanitary facilities, or the lack thereof, to the proposed subdivision. Determinations shall be made, with the advice of the Health Department of the County, as to the proper type of water supply and sewage disposal to be required in each subdivision. No final record plat containing lots which can only be served by individual wells and/or septic systems shall be recommended by the Plat Officer until written approval of such plat with respect to such lots has been received from the Health Department of the County. All regulations relative to water supply and sewage disposal contained in Appendix A, Zoning, and Chapter 102, Buildings and Building Regulations, shall be complied with.
- a. *Central sanitary systems.* All new subdivisions shall be supplied with central water and sewer facilities when conditions affecting the subject property result in one of the following determinations:
 - 1. Water and sewer connections are reasonably available to the proposed lots from existing mains, or Existing water and sewer mains can reasonably be extended to serve the subdivision.
 - 2. A well serving two to nine lots shall be unacceptable as a central water supply system.
 - 3. An individual water supply system or individual sewage disposal system located on a single lot shall serve only the uses located on such lot.
 - b. *Conditions relating to installation of utilities.* In those cases where private central systems are to be used, the developer shall secure the necessary permit for installation and operation of the system from the State Health Department, the County Health Department, and/or the Metropolitan Sanitary District of Greater Chicago, as the situation may dictate.
- (5) *Public open spaces and sites.*
-

-
- a. *Tentative plans to accommodate planned public spaces.* Whenever a tract to be subdivided includes a proposed site for a park, playground, school or other public use, such space shall be suitably incorporated by the developer into his subdivision plan after proper determination by the Plat Officer and the appropriate public agency involved in the acquisition and use of each such site as to its necessity.
 - b. *Requirements for adequate open spaces.*
 - 1. *Floodplain area.*
 - i. The Board may, when it deems necessary for the health, comfort, safety, or welfare of the present and future population of the area, and necessary to the conservation of water, drainage, and sanitary facilities, prohibit subdivision of any portion of the property which lies within the floodplain of any stream or drainage course.
 - ii. The areas referred to in Subsection (b)(5)1.i of this section shall be preserved from any and all destruction or damage by clearing, grading or dumping of earth, waste material or stumps during the course of building or development operations.
 - 2. *School sites and major parks.* Unless appropriate provision for dedication or donation of school sites or parks has been made by the Board in a previous action, such as in the case of a large scale development involving multiple land uses, any required school sites or major parks will be acquired by the Board of Education or the township.
- (6) *Acquisition of land for public use.* The Plat Officer shall consider all tentative subdivision plans and adopted or proposed studies related thereto, to determine the need for acquisition for public use any of the land included in the said tentative subdivision plan. Land may be acquired for: public school and building sites; parks, playgrounds or other recreation areas; or other public purposes, as provided by law.
- a. *Referral to public body concerned with acquisition.* The Plat Officer shall refer the plat to the public body concerned with acquisition; for its consideration and report. The Plat Officer may propose alternate areas for such acquisition and shall allow said public agency 30 days for reply. The agency's recommendation, if affirmative, shall include a map showing the boundaries and area of the parcel to be acquired and an estimate of the time required to complete the acquisition.
 - b. *Notice to property owner.* Upon receipt of an affirmative report, the Plat Officer shall notify the property owner and shall designate on the tentative and final subdivision plat that area proposed to be acquired by the public body.
- (7) *Refusal of areas not suitable for public use.* Whenever a tentative plan includes a proposed dedication of land to public use and the Plat Officer finds that such land is not required or not suitable for public use, the Plat Officer may either refuse to approve such dedication, or the Plat Officer may require the rearrangement of lots in the proposed subdivision to include such land.
- (8) *Vacation.*
- a. *Vacation of plats of subdivision.* In cases where an application is made to the County Board to vacate any subdivision, or part thereof, prior to the sale of any lot in the subdivision, the County Board may, by resolution, order the vacation of all or part of the said subdivision. When lots have been sold the plat may be vacated provided that all of the owners of lots in said plat join in the execution of said application.
 - b. *Vacation of streets, alleys or public places.* In cases where an application is made to the County Board to vacate any street, alley, or public place, or part thereof, within the jurisdiction of said
-

Board, the Board may in such cases order the street, or alley, or public place, or part thereof, vacated; and receive from the owner or owners of property abutting on such street, alley, or public place or part thereof so vacated, compensation in the amount which in the judgment of such County Board shall be equal to the benefits which will accrue to the owner or owners of such abutting property by reason of such vacation, provided that such order of vacation shall be passed by the affirmative vote of at least two-thirds of the members of the County Board, such vote to be taken by "yeas" and "nos", and entered upon the record of the Board.

- c. In all cases where application for vacation of any subdivision, street, alley, or public place, or part thereof, is made to said Board, such application shall be referred to the Plat Officer, who is hereby authorized and directed to make an investigation of the premises described in such application. Said Plat Officer shall make a search to determine whether a title is in applicants name as set forth in such application, and determine whether any lots in the subdivision have been sold. In case of the proposed vacation of any street, alley, or public place, or part thereof, the Plat Officer shall determine whether the vacation conforms to the plan of highways approved by the Board. The Plat Officer shall then prepare plats showing the area of the subdivision, and the street, alley, or public place, or part thereof to be vacated, which shall be colored in red and contain the words "hereby vacated"; and if a new street or alley, or public place is dedicated in the same subdivision in connection with the application for vacation, the same shall be colored in yellow, with the words, "To be dedicated." The Plat Officer shall thereupon make report thereof to the Board, together with the Plat Officer's approval or disapproval thereof, setting forth reasons therefor.
- d. If the report of the Plat Officer concerns only the vacation of a plat of subdivision, or part thereof, the Plat Officer shall submit to the Board a resolution together with the plat showing the area of the subdivision proposed to be vacated. If the Board approves and passes the resolution, the President of the Board shall stamp upon the resolution "Approved and passed by the County Board on the day of _____, _____, President." Thereafter the procedure shall be as provided for in cases of filing plats for subdivisions.
- e. When the report of the Plat Officer made to the Board concerns vacation of streets, alleys, or public places, or parts thereof, the Plat Officer is hereby authorized and directed to make an investigation thereof, and to recommend to the Board the amount of compensation, if any, to be paid for such vacation of streets, alleys, or public places, or the amount of damages, if any; which amount of compensation shall be equal to the benefits which will accrue to the owner or owners of the abutting property by reason of such vacation of the abutting street, alley, or public place.
- f. After the Plat Officer has determined the amount of compensation or damages, if any, to be paid, the Plat Officer shall prepare a resolution therefor with the plat attached, and submit these documents to the County Board. If the County Board shall approve and pass said resolution by an affirmative vote of at least two thirds of the members of the County Board, the President shall stamp upon said resolution, "Approved and passed by the County Board on the day of _____, _____, President," the procedure shall be the same as is made and provided for in cases of the filing of plats for subdivision.
- g. Compensation for vacation of any street, alley, or public place so fixed by the County Board shall be paid to the Treasurer of the County, and such vacation shall not be effective or in force until and unless such compensation is so paid to said County Treasurer.
- h. No resolution or ordinance vacating any street, or alley, or public place, or part thereof, shall be effective unless the public interest will be served by such vacation, and such order or resolution shall recite that the County Board has determined that the public interest will be served by such vacation. Such resolution or order shall further contain public utility easement reservations, a specific description of the street, alley, public place, or part thereof, vacated, together with plats attached showing the part vacated, colored red. Said resolution shall recite that the passage

thereof is subject to the payment of the compensation fixed therein, and the filing of a certified copy of such resolution or order with the County Clerk, and that payment of compensation and filing of same for record shall be within 60 days from the date of the passage of said resolution or order.

- i. Attached to such resolution or order, when the same is presented for filing for record in the Office of the County Clerk shall be the receipt of the Treasurer of the County showing payment of the compensation fixed therein, and such receipt shall likewise be filed for record.

(Res. No. 01-R-673, art. VII, 4-18-1961; Ord. No. 20-4415, 12-17-2020 .)

Sec. 122-9. Tentative subdivision plans.

- (a) *Generally.* Every proposed subdivision or resubdivision shall be submitted to the Plat Officer for tentative or conditional approval in the form of a tentative plan prior to the submission of a final record plat. The tentative plan is not intended to be a final record plat and must be prepared in such form as not to be confused with a final record plat. Its purpose is to show graphically all facts needed to enable the Plat Officer and other public bodies to determine whether the proposed layout of the land in question is satisfactory from the standpoint of the public interest. The tentative plan shall be prepared by a qualified professional, trained and experienced in the layout of subdivisions.
- (b) *Specifications for the tentative plan.* The following graphic and descriptive items are normally required to be shown on the tentative plan and the accompanying application for approval. The lack of information under any item specified in this section or improper information supplied by the applicant, shall be cause for disapproval of a tentative plan.
 - (1) *Application for approval.* Written application by the owner, or his agent, for approval, on forms furnished by the Plat Officer, shall accompany each tentative subdivision plan, and contain the following information:
 - a. *Name for file identification.*
 1. Name of subdivision if property is within an existing subdivision.
 2. Proposed name if not within a previously platted subdivision.
 3. Name of property if no subdivision name has been chosen. (This is commonly the name by which the property is locally known.)
 - b. *Location and description of property.* Location of property by township, section number, subdivision (with block and lot numbers), place or locality name as applicable shall be specific, and in case of unsubdivided properties, location on road by which property is reached, such as "On east side of Busse Road, 1.2 miles southeasterly from its intersection with U.S. 14."
 1. Basic facts and proposals pertaining to the property:
 - i. Size of tract in acres or of existing lots, if any, in square feet.
 - ii. Existing zoning classification of property and any rezoning proposed to be requested.
 - iii. Number of lots proposed in subdivision.
 - iv. Area of lots proposed; minimum, average and maximum.
 - v. Proposed Sanitary facilities:
 - A. Water.
 - B. Sewage disposal.

-
- vi. Any other proposals, such as parcels of land intended to be dedicated, conveyed, or reserved for public use, and the conditions proposed for such disposal and use.
- 2. Information as to ownership, preparation of plan and submission thereof:
 - i. Name and address including telephone number of legal owner or agent of property and citation of last instrument conveying title to each parcel of property involved in the proposed subdivision, giving grantor, grantee, date and land records reference.
 - ii. Citation of any existing legal rights-of-way or easements affecting the property.
 - iii. Existing covenants on the property, if any.
 - iv. Name and address including telephone number of professional responsible for subdivision design, registered professional engineer of Illinois responsible for the design of public improvements, and registered land surveyor of Illinois responsible for surveys, shown on tentative plan as submitted.
- c. *The drawing.* Tentative subdivision plans should be prepared on transparent material; either paper or cloth is acceptable, so that copies of the plans may be easily made. The original tracing shall be submitted to the Plat Officer, or in lieu thereof, as many copies of the plan as required by the Plat Officer for processing.
 - 1. *Scale.* The tentative plan shall be drawn at a scale suitable to the project involved. For the average development a scale of 100 feet to the inch is preferable. For very small areas a larger scale should be used. Very large tracts wherein lots will average more than one acre in size may be shown at the scale of 200 feet to the inch if desired.
 - 2. *Title.* The title shall ordinarily contain the following items:
 - i. Each separate sheet shall, be titled according to its subject matter.
 - ii. Name of subdivision or name of property in common usage. (Must be same as given in application under Subsection (a)(1)a of this section.)
 - iii. Any other appropriate identification, such as existing block, parcel or lot numbers and if it is a proposed resubdivision of recorded lots or parcels, such fact to be shown.
 - iv. Name of locality, township and section number where property is situated.
 - v. Scale and contour interval.
 - vi. North arrow.
 - 3. *Other notations.*
 - i. Certificate by a State of Illinois registered land surveyor as to source and accuracy of boundary outlines shown, and as to source and accuracy of topographic data shown on plan, together with date of completion of plan and address of said land surveyor.
 - ii. Legend whenever necessary to identify lines or symbols shown on the plan.
 - iii. Any notations necessary or helpful in interpreting the proposed plan of subdivision, the absence of which would require contacting the professional responsible for plan or applicant.
 - d. *Existing features.* Every tentative plan shall show clearly the extent and condition of the property which is proposed to be subdivided, together with sufficient information with respect to existing
-

conditions in adjoining properties which will enable proper determinations to be made as to the suitability of the proposed subdivision.

1. *Boundary outline.*

- i. The following items are required under this category.
- ii. The boundary line of the property included in the application to be shown on the plan symbolized thus.
- iii. The boundary line to be shown in accordance with an accurate survey or deed plotting checked by graphic correlation with identifiable corners or other features marking the property boundaries, which have been accurately located by field surveys, the source and accuracy of which the maker of the plan is prepared to certify to as specified in this section.
- iv. The bearing and distance of each course in the boundary outline.
- v. The true relationship between the boundary of the property and the right-of-way of any existing road which it may border upon, together with the location of existing improvements in such right-of-way.

2. *Other existing items required to be shown.*

- i. Locations and names of adjacent subdivisions, if any, and names of owners of adjacent unsubdivided property.
 - ii. Locations, names, and present widths of right-of-way and paving or improved surfacing, for all adjacent roads, streets, and alleys, including those intersecting any road or street that bounds the property. Any dedicated road, street, or alley, which is unimproved should be so labelled "Unimproved".
 - iii. Identification by block and lot number of recorded lots or parcels immediately adjoining the subject property.
 - iv. Locations, widths, and types of use of any existing roads, rights-of-way, easements or other special purpose areas within the property, or immediately adjacent thereto, together with locations of any towers, poles, or other structures in connection with electric distribution, transmission, and communications lines. Approximate locations of any existing underground utilities, such as sewers, water mains, storm drains, communications conduits or cable, gas or oil transmission lines, etc., within the property or immediately adjacent thereto, with approximate pipe sizes and directions of slope.
 - v. Existing topography with suitable contour intervals, not greater than five feet, together with drainage channels, streams, springs, swamps, flood zones, rock outcrops, buildings, wooded areas, or other features likely to affect the plan. The source and accuracy of the topographic details shown on the plan shall be certified by the land surveyor, as provided in this chapter and in terms of U.S.G.S. data.
 - vi. Contours may be omitted from plans of small subdivisions or resubdivisions which do not involve the opening of new streets or the use of private wells and septic tanks; provided however, that in any such case the Plat Officer may acquire in lieu thereof spot elevations at the corners of each proposed lot.
- e. *The proposed plan of subdivision.* The tentative plan shall show, superimposed upon the drawing of the property outlines and its existing features, a graphic representation of the subdivision,

resubdivision, or development which is being proposed for approval. The items to be shown, as applicable in each case, include the following:

1. *Street layout.*
 - i. The right-of-way lines of all proposed roads, streets, alleys, crosswalks or other rights-of-way to be dedicated for public use, including the widths thereof and the proposed use of special rights-of-way.
 - ii. Where the subdivision borders on an existing road or street which will require widening, the same is to be indicated by a new right-of-way line appropriately located and dedicated to meet the requirement.
 - iii. Any existing streets which are proposed to be abandoned to be shown in shaded pattern, or otherwise distinctly indicated.
2. *Street grades.* Each tentative plan which includes proposed new streets, or new development along an existing road or street for which there is no established grade, shall in all cases show proposed grades in the streets, together with drainage arrows indicating direction of slope and elevations of intersections.
3. *Lot and block layout.*
 - i. Layout showing proposed lot lines, scaled dimensions of lots, building restriction lines, and utility or other easements required.
 - ii. In resubdivisions the existing lot lines to be shown dashed and lot numbers dotted.
 - iii. Lots and blocks to be numbered so as to avoid duplication.
4. *Sites for public uses.* All sites proposed for schools, parks, playgrounds, water and/or sewage treatment plants, public wells, elevated tanks, reservoirs, or other public uses, showing scaled dimensions and approximate areas, as well as the proposed use and disposal of each site by appropriate notations such as "Proposed for park and playground use"; "Proposed for acquisition by the Board of Education," etc.
5. *Sites for other than single-family dwellings.*
 - i. All sites proposed for uses other than single-family dwellings, such as churches, public utilities, shopping centers, multifamily dwellings, general business or manufacturing, to be indicated for such use, together with scaled dimensions and area of each such site, provided that the proposed use is in accordance with the uses for which the property is actually zoned.
 - ii. When the property is included in more than one zoning classification, the lines showing the limits of each classification to be clearly indicated.
 - iii. A tentative plan, or portion of such a plan, showing a proposed subdivision, resubdivision, or development intended for a use other than that permitted by the existing zoning classification may be approved conditionally, subject to the rezoning of the property to the proper classification for such intended use, provided it is in accord with Appendix A, Zoning.
 - iv. In the case of a tentative plan showing a proposed single family residential development for a portion of a property with the remainder left open for future development, possibly with the intention of applying for more intensive zoning at a later date, it is required that the street and block pattern for which approval is requested be extended in light dashed lines over the areas intended for future development in such a way as to indicate that such areas set aside

can be satisfactorily subdivided for single family residential use if the future rezoning is not accomplished.

- v. For any lots proposed for multifamily dwellings the following items shall be shown:
 - A. Approximate location and shape of each structure.
 - B. Total number of dwelling units on each separate lot or parcel.
 - C. Gross and net residential acreage and density.
 - D. Parking areas to be provided on each lot with number of spaces on each.
- f. *Vicinity sketch.* A vicinity sketch or small scale key map of the area surrounding the subject property shall be included on the tentative plan to show its location unless the property can be unmistakably located by existing roads, streets and/or previously recorded subdivisions.
- g. *Wells and septic systems.* All tentative subdivision plans for lots in areas where individual wells and septic systems are to be installed should show, in addition to the usual data, the following items:
 - 1. The proposed location of water wells for each lot. Where there are existing wells on the property or adjoining lots, they must also be shown.
 - 2. A circular area with radius of 75 feet around each well to denote clear space in which no sewage system is to be located.
 - 3. The "usable area" for sewage disposal which, of course, must be situated beyond the 75-foot radius and down grade from the proposed house location and must all be in virgin soil.
 - 4. Any existing sewage disposal systems on the property or on adjoining lots.
 - 5. Swamps, rock outcrops and flood zones, when the same exists.

Where central water supply is furnished 75-foot circles are not necessary, with the exception of those for wells lying immediately adjacent to the subdivision. However, the usable area is limited by a ten-foot clear zone surrounding the water service line to each house.
- h. *The street profile plan.* Street profile plans, as hereinafter specified, shall accompany each tentative plan submitted to the Plat Officer for conditional approval, and shall be considered a part of said tentative plan. However, in cases where the grades of the roads or streets involved are already established, or in cases of small subdivisions or resubdivisions wherein the Plat Officer determines that no grade establishment is necessary, a street profile plan shall not be required.
- i. *Specifications.* All street profile plans submitted to the Plat Officer for establishment of street grades shall be in U.S.G.S. datum. Street profile plans shall be prepared in accordance with the following, standards:
 - 1. Profiles shall be prepared on standard plan and profile sheets.
 - 2. Scales shall be vertical one inch equals five feet and horizontal one inch equals 50 feet.
 - 3. All profiles shall be submitted on full size sheets.
 - 4. Request for approval on short, isolated sections should be avoided.
 - 5. Each sheet must show on it a plan, above the proposed profile, on a scale of one inch equals 50 feet, which must show:
 - i. North arrow.

-
- ii. Stations.
 - iii. Width of dedication and adjoining lot layout, including block numbers or letters.
 - iv. Arrows showing direction of drainage in blocks and intersections.
 - v. Existing pavement, curbs, sidewalks and driveways, if any.
 - vi. Existing drainage structures and drainage rights-of-way.
 - vii. Drainage structures and/or drainage rights-of-way proposed by the engineer, submitting the plan.
 - viii. Indication as to width of paving to be installed.
 - ix. Any other pertinent information which may assist in the approval of the grade, especially location and elevation of buildings, if any exist on adjoining property.
6. Profiles shall show the following details:
- i. Existing centerline plotted from elevations taken at all breaks in grade, but in no case more than 50 feet apart.
 - ii. Existing building line together with indicated distance of building line from centerline, plotted from elevations taken at all breaks in grade, but in no case more than 50 feet apart.
 - iii. Spotted elevations 30 feet back of the building line at all breaks in grade, but not more than 100 feet apart.
 - iv. Elevations at the property line for all existing driveways.
 - v. Invert elevations for all proposed driveways culverts if open ditch drainage is permitted.
 - vi. Vertical curve elevations for the P.V.C., P.O.C., and the P.V.T.
 - vii. centerline elevations at intersections and connections with paved streets.
 - viii. Elevations on each side of the paving at intersections with paved streets.
 - ix. Elevations, date of approval, and file number of previously approved profiles where connection is made to an established grade.
 - x. Proposed centerline profile in accordance with specifications contained in this section.
7. A typical cross section of each type of proposed roadway shall accompany, and be considered a part of, the street profile plan.
8. Additional information at intersecting streets and beyond the limits of the profiles submitted for tentative approval shall be furnished as follows: Sufficient information on both plan and profile to establish the first tangent beyond the P.C. or P.T. of vertical curves, but for not less than a distance of 200 feet beyond the limits of the proposed grade establishment.
9. Titles shall include the following items:
- i. Name, address, and registration number of the engineer or land survey or preparing the profile.
 - ii. Name of the street.
 - iii. Name of the subdivision.
-

-
- iv. Name of township.
 - v. Scale of the drawing.
 - vi. Date prepared.
 - vii. Legend.
 - viii. Certificate by engineer or land surveyor as follows: "I hereby certify that the drawings shown hereon are based on accurate filed surveys in the U.S.G.S. datum." (Signed)
- j. *Procedure for approval.* Street profile plans shall be submitted to the Plat Officer for tentative approval along with the tentative subdivision plan and shall follow the same procedure for approval as for said tentative plan, as specified in Subsection (c) of this section. After tentative approval, the profiles shall be returned to the submitting engineer or land surveyor for completion.
- (c) *Procedure for approval of tentative plans.*
- (1) *Filing of plan with application.* The owner or the owner's agent shall file the tentative subdivision plan with the Plat Officer in the form of a tracing, or in lieu of the tracing eight copies of same, together with application for its approval.
- a. *Tentative check and referral of plan.* If, after a tentative check by the Plat Officer, the plan is acceptable, two copies of the plan will be referred to the appropriate agencies and public bodies, as hereinbefore provided, for their review and recommendations with respect to approval of the plan.
- i. *Modifications required.* Before referring the plan to other agencies for review the Plat Officer will indicate thereon any modifications required in accordance with this resolution and other valid regulations, unless the plan appears wholly unacceptable, in which case the applicant will be contacted and requested to either modify his plan or withdraw same.
 - ii. *Recommendations from public agencies.* Each agency to which a given plan is referred will return one copy of the plan to the Plat Officer within 30 days with its recommendation noted thereon, such as "Approval," "Approval subject to modification," or "Disapproval" for stated reasons. If such recommendation is not made within the 30-day period by any agency to whom referred, the plan shall be deemed to be approved by it, provided said period may be extended for an additional 30 days upon request of such agency stating reasons therefor in writing.
- b. *Disposition of tentative plans.* Upon approval by the Plat Officer, the original tracing shall be returned to the applicant, and copies thereof shall be furnished each interested agency. Minor modifications approved by the Plat Officer shall be indicated on the tracing as revisions and so noted beneath the approval stamp. Any substantial modification approved by the Plat Officer will require that the tracing be returned to the applicant for complete revision before receiving the approval stamp. A copy of the original plan with modifications and a copy of the revised plan as approved will be stapled together and filed in the records of the Plat Officer.
- c. *Time limit on approval.* If within one year from the date of approval of a tentative plan the owner or the owner's agent has not submitted final plats of all or part of the area covered by such approved tentative plan, then the approval for the tentative plan shall expire. The owner or the owner's agent may apply for an extension of the approval of a tentative plan, subject to the same limitations as set forth in this section.
-

-
- d. *Revocation of approval.* Approval of a tentative plan may be revoked by the Plat Officer at any time prior to the approval of the final record plat covering the proposed subdivision, upon a finding by the Plat Officer that any conditions attached to the approval of such tentative plan have become inapplicable or that the plan itself has been rendered impractical by reason of an amendment or addition to the Highway Plan or any portion thereof, or by a proposed public improvement which conflicts with such plan. The Plat Officer shall afford the owner or the owner's agent an opportunity to be heard prior to taking any action to revoke approval of a tentative plan by sending such owner or subdivides a notice by registered mail not less than five days prior to the date of the proposed action and giving the time and place thereof.

(Res. No. 01-R-673, art. VIII, 4-18-1961.)

Sec. 122-10. Final subdivision record plats.

- (a) *Final record plat may constitute a portion of the approved tentative plat.* A final record plat may constitute only a portion of the approved tentative plan provided that the public improvements to be constructed in the area covered by the plat are sufficient by and of themselves to accomplish a proper development and to provide adequately for the health, safety and convenience of the proposed residents therein and for adequate access to contiguous areas.
- (b) *Specifications for the final record plat.* The final record plat shall be clearly and legibly drawn in black India ink upon tracing cloth. The final record plat and accompanying application for approval shall contain the following graphic and descriptive items. The lack of information under any item specified herein, or improper information supplied by the applicant, may be cited by the Board as cause for disapproval of a final record plat.
- (1) *Application for approval.* Written application by the owner or his agent for approval, on forms furnished by the Plat Officer, shall accompany each final record plat and contain the following information:
- a. Name of subdivision (which is subject to approval by the Board and should be cleared with the Plat Officer prior to submission of the plat) and description of blocks and lots included on plat.
 - b. Location of subdivision by township and section or sections thereof.
 - c. Name, date of approval, and file number of the tentative plan upon which the final record plat is based.
 - d. Zoning classification of property.
 - e. Total number of lots, and/or parcels included on plat.
 - f. Total area shown on plat, including streets, and total area dedicated to public use, if any.
 - g. Existing or proposed covenants, if any.
 - h. Name and address, including telephone number, of owner or his agent and registered land surveyor who prepared the plat.
- (2) *The drawing.* The plat of subdivision shall be accurately drawn to a scale approved by the Plat Officer as being large enough to show the necessary details clearly and shall include the following items:
- a. *Title.* The title shall be neatly and conspicuously drafted, in the lower right hand corner of the sheet when possible, and shall include the following information, as applicable in each case, in the following order:
 1. List of all blocks, lots, parcels, etc., on plat.
 2. Approved name of subdivision, and section thereof.

3. Scale of drawing and date of completion.

4. Name of Registered Land Surveyor who prepared plat.

(3) *Subdivision plan.* All boundaries, street lines and lot lines, plus any other lines pertinent to the plan, shall be neatly and clearly shown, together with sufficient data, accurately calculated, so that each lien and property corner may be located and reproduced upon the ground. The plan shall show the following items, as applicable in each case:

- a. All property boundary lines necessary to identify the subdivision with the conveyance, or part thereof, by which the owner acquired the property. Where a subdivision includes all or parts of two or more conveyances the boundaries of such separate deed descriptions shall be indicated by light lines running through the subdivision, together with deed reference to each original tract or parcel.
- b. Exact locations, widths, and names of all streets within the subdivision, and widths of alleys and crosswalks.
- c. All easements established or rights-of-way provided for public services or utilities in the subdivision, and any limitations of such easements.
- d. Accurate outlines of any areas to be reserved for common use by residents of the subdivision, or dedicated for general public use, or proposed to be acquired by a public body, with, the purposes indicated thereon.
- e. Accurate bearings and lengths of all blocks and lot lines, together with the length of radii, arcs, tangents, and chords with chord bearings and central angles for all curves in the layout. A curve table containing these data and references to the curves shown in the drawing is the usual practice.
- f. Accurate location of all monuments.
- g. Lots numbered in numerical order; in tracts containing more than one block, the blocks shall be lettered in alphabetical order. In the event there is a resubdivision of lots in any block, such resubdivided lots shall be numbered numerically, beginning with number following the highest lot number in the block and the original lot lines shown dashed and original lot numbers dotted.
- h. Area of each lot or parcel, shown on the plat.
- i. Front building lines, shown graphically with dimensions, and any other building restriction lines which may apply in a particular case.
- j. Tie connections as needed between adjacent blocks and other subdivisions.
- k. Names and locations of adjoining subdivisions with lot and block numbers immediately adjoining, together with plat references.
- l. Location and ownership of adjoining unsubdivided property.
- m. Key map showing location of subdivision when same is in an outlying area not adjoining a recorded subdivision. In case of a large subdivision requiring multiple plats, the key map shall show the location of previously recorded plats within the subdivision by section number.

(c) *Certificates.* Properly executed certificates by the surveyor and owners of the property shown on the plat are required in accordance with the typical examples given below, as applicable in each case.

(1) *Surveyor's certificate.*

I hereby certify that the plan shown hereon is correct; that it is a subdivision of (part of or all of) the lands conveyed by (insert name of former owner) to (insert name of present owner) by deed dated, and recorded with the County Clerk, Cook County, Illinois; and the stones, mark thus, and iron pipe,

marked thus, will be placed in the ground as indicated hereon, in accordance with provisions of the Subdivision Manual, after the streets are graded and paved or within 18 months after recordation of this plat, whichever shall occur first. The total area included on this plat is acres and the area dedicated to roads and streets is acres. Date: (Signature) Registered Land Surveyor Illinois No.

If the subdivision involves more than one conveyance to the makers of the plat, each such conveyance shall be cited and the quantity of land included on the plat out of each conveyance shall be stated in the certificate. If the plat includes a resubdivision of any part of a subdivision previously recorded, the certificate shall so state, giving the lot, block, or other description and the previous plat reference.

(2) *Owner's certificate.*

I/We (insert name(s) of owners), owners of the property shown and described hereon, hereby adopt this plan of subdivision; establish the minimum building restriction lines; dedicate the roads, streets, alleys, walks, and other areas indicated thereon, to public use; and establish standard slope easements as required in the Subdivision Manual, in addition to any other easements shown thereon. There are no suits, actions at law, easements, restrictive covenants, or rights-of-way affecting the property included in this plan of subdivision, except the following: (If none, so state) and all parties in interest thereto have hereunto affixed their signatures, indicating their assent to this plan of subdivision. Witnessed: Date: We assent to this plan of subdivision. Witnessed: Date: (Note: Omit any wording which may not apply. In case the owner is unmarried, this fact should be stated. If a right-of-way required by the County of Cook is on the plat, the following is to be included in Owner's certificate: "The right-of-way shown hereon for the construction, maintenance and operation of a water main, storm and sanitary sewers is hereby dedicated to public use for the purposes specified.")

(3) *Corporation certificates.* Corporation certificates are the same as the form for individuals set forth in Subsection (c)(2) of this section except as indicated in this subsection.

We, (insert name of corporation), a (name of state) corporation, by (insert name), President, and (insert name), Secretary, owners of the property, etc., etc. Date: Place Corporate Seal Here Name of Corporation Attest: President Secretary

(d) *The street profile plan.* Complete, detailed street profile plans, where applicable, shall accompany, and be considered a part of, each final record plat submitted to the Board for approval.

- (1) *Specifications.* All elevations shown on street profile plans submitted to the County Board for final approval shall be in terms of U.S.G.S. datum, and shall conform to the tentative street profile plan, as approved, and shall incorporate all modifications specified by the reviewing County agencies.
- (2) *Procedure for approval.* The final street profile plans shall be filed with the Plat Officer along with the final record plat and all other required supporting data, and shall follow the same procedure for approval as for said final record plat, as specified in Subsection (f) of this section.
- (3) *Agreements.* The final plat to be placed of record shall be accompanied by a statement signed by the owner or subdivides setting forth the following:
 - a. Plans and specifications for such improvements previously approved by the [Superintendent of Highways Building and Zoning Department](#), the County Health Department and the Plat Officer.
 - b. A notarized offer to the Township Highway Commissioner executed by the owner or his agent wherein the owner agrees to make and install the improvements provided for in accordance with the plans and specifications accompanying said final plat. Said offer shall be signed and notarized as acceptable by the Township Highway Commissioner.
 - c. A performance bond, naming the Township Highway Commissioner, issued by a Corporate Surety in a penal sum equal in amount to the estimated cost of the proposed work and construction shall be filed with the County Clerk to insure completion of the work. Upon failure of the subdivides to complete the required work in accordance with the rules and regulations specified

herein, the aforesaid performance bond shall be forfeited in an amount sufficient to cover the cost of the uncompleted work. Forfeited funds shall be used to complete the work and construction, as specified, under the direction of the Township, Highway Commissioner and the County ~~Superintendent of Highways~~[Building and Zoning Department](#). In the event the work is satisfactorily completed, the performance bond shall be released.

- (e) *Other supporting data.* Copies of any covenants, restrictions, or joint use and maintenance agreements which the owner or the owner's agent may wish to record with the subdivision shall be submitted to the Board with the application for approval of the final record plat, together with any other supporting plans or documents required pursuant to these and other valid regulations as a condition precedent to approval of such plat.
- (f) *Procedure for approval and recording of plats.*
 - (1) *Filing of plat with application.*
 - a. The subdivider or the subdivider's agent shall file the final record plat and all required supporting data, as specified herein, with the Plat Officer, together with application for its approval.
 - b. The plat shall be deemed filed with the Board when it is filed with the Plat Officer, provided that the Plat Officer shall have the authority to reject the plat within ten days of its receipt if the Plat Officer finds that it does not conform to the approved tentative plan, except for minor modifications, or with these regulations and the specifications and procedures adopted pursuant thereto, and further provided that the rejection is in writing and specifies the respects in which the plat is deficient. Such rejected plat shall be submitted to the Board if the applicant so desires.
 - (2) *Plat must comply with approved tentative plan.*
 - a. No final record plat shall be approved unless it complies with the tentative plan as approved by the Plat Officer, except that the Board may allow for minor modifications in the plan which in its opinion do not alter the intent of the previous approval.
 - b. A final record plat which is in compliance with a tentative subdivision plan approved by the Plat Officer not longer than six months prior to the effective date of adoption of these regulations shall be eligible for approval by the Board for a period not to exceed six months from the date of approval of such tentative plan in accordance with the regulations in effect at the time of the approval of such tentative plan.
 - (3) *Submission of plat to board and fee schedule.*
 - a. Upon final approval of the plat or map by the Plat Officer, and after the Plat Officer shall have stamped the plat "Final Map for Record," or, upon the request of an applicant whose final plat has not been approved, the Plat Officer shall at the next meeting of the County Board submit same to the Board for action.
 - b. Upon the submission of said final plat or map to the Board with the communications of the Plat Officer, the Board shall proceed to take action thereon. In case the Board disapproves such plat or map, the President of the County Board shall stamp thereon "Disapproved by the County Board on the day of, President." In case such final plat or map shall be approved, the same shall be stamped by the President "Approved by the County Board on the day of, President."
 - c. If such final plat or map shall be approved by the County Board, the same shall be returned to the Plat Officer, who shall immediately thereupon require a deposit to be made with the County Clerk of a sum per lot as set out in Section 32-1. However, in no case shall the total plat fee be less than \$10.00. When such deposit shall be made with the County Clerk, it shall be the duty of the County Clerk to at once forward such final plat or map to the County Clerk for record, together with such recording fees required by said County Clerk for recordation, provided however, that if such deposit for recording fees shall not be made with the County Clerk within

30 days from the approval of said plat or map by the Board, such plat or map shall have no validity.

- d. Following the filing of the final plat or map with the County Clerk for record, all roads, streets, and alleys shall become official township roads, subject to the provisions of this section.

- (4) *Board must act within 60 days.* The Board shall approve or disapprove a final record plat within 60 days after submission thereof, or after resubmission; otherwise such plat shall be deemed approved and on demand a certificate to that effect and the original final record plat signed in form for recording shall be issued by the Board, provided that the applicant may waive this requirement and consent to an extension of such period. If the plat is disapproved, the reasons therefor shall be stated in the minutes of the Board and shall be promptly transmitted in writing to the applicant.

- a. *Board may hold hearing on any plan or plat.* The Board may, upon its own motion, hold a hearing prior to acting upon any final record plat, at such time and place and on such notice as the Board may designate. All interested parties shall be entitled to appear at any such hearing.

- b. *Board may give conditional approval.*

1. In the case of a final record plat which requires supporting data, the Board may give approval to such a plat, which otherwise is eligible for approval, conditioned upon the applicant delivering to the Board all such supporting data specified above that is applicable in the particular case.
2. In such cases of conditional approval the Board will retain the original plat, unsigned, pending delivery of the required supporting data, but will furnish the applicant written notice of such conditional, approval, which shall become void after 90 days from date of such approval if the applicant fails to deliver said supporting data within that period. Any change in ownership, or encumbrances, affecting the property involved, will require alteration of the certificates on such plat and reapproval by the Board before recordation.

- c. *Signing and recording of plats.*

1. All plats will be signed by the authorized officers of the Board as soon as the Board has acted to approve them, or in case of conditional approval, as soon as such conditions have been complied with to the satisfaction of the Board.
2. The original tracing of each final record plat and the reproductions thereof required by the County Clerk shall have the official seal of the registered Land Surveyor who prepared the plat impressed thereon; likewise, if the maker of the plat is a corporation, its corporate seal shall also be affixed to such plat and the reproductions for recordation.

- (g) *Requirement to insure placement of monuments.*

- (1) All subdivisions recorded subsequent to the date of adoption of these regulations containing street and/or alley dedications shall be subject to the provisions of this section.
- (2) After completion of street and/or alley grading and paving in the subdivision and the grading and landscaping of lots adjacent thereto, it shall become the duty of the Registered Land Surveyor who prepared and signed the subdivision final record plat pertaining to such streets and/or alleys, or his successor, to place the appropriate survey monuments in the ground as specified, and as certified by such Registered Land Surveyor on the final record plat.
- (3) Prior to acceptance for maintenance of such streets and/or alleys outlined in the previous section, it shall be required that a certificate duly certified by a Registered Land Surveyor be presented to the effect that all survey monuments as shown on the final record plat pertaining to the streets and/or alleys requested to be accepted are actually in place as required by this resolution.

-
- (4) In cases where street improvements have not been made or request for street acceptance has not occurred within 18 months after the recordation of a subdivision plat, the Registered Land Surveyor who prepared and signed such final record plat, or his successor, shall proceed to install the required monuments, and shall present to the Plat Officer a certificate to the effect that such monuments are in place at the date of the certificates.

(Res. No. 01-R-673, art. IX, 4-18-1961; Ord. No. 20-4415, 12-17-2020 .)

Sec. 122-11. Field inspection.

- (a) The subdivider or contractor shall notify the County ~~Superintendent of Highways~~[Building and Zoning Department](#), in writing, as to the date of commencement of construction of public improvements within the subdivision. Such notification shall be made no later than ten days prior to the start of construction.
- (b) All public improvements (excepting central water and sewage treatment plants and systems) proposed to be made under the provisions of this article, in accordance with the final record plat, shall be inspected during the course of construction by a duly designated representative of the County ~~Superintendent of Highways~~[Building and Zoning Department](#). In addition, the ~~Superintendent of Highways~~[Building and Zoning Department](#) is hereby authorized and directed to inspect the trenching and backfilling required for the installation of water and sewer lines, when said lines fall within the right-of-way of any road or street within the Superintendent's jurisdiction. Costs connected with such inspection shall be assessed on the basis actual costs involved, as determined by the ~~Superintendent of Highways~~[Building and Zoning Department](#), but in no case shall these costs exceed three percent of the total estimated cost of construction. These costs shall be payable monthly on a pro rata basis as the inspection services are performed. Said costs shall be borne by the subdivider and shall be payable to the County ~~Superintendent of Highways~~[Building and Zoning Department](#).
- (c) The County Building and Zoning Department is hereby authorized and directed to inspect all installations pertaining to central water and sewage systems, excepting sewage trunk lines and laterals located within the jurisdiction of any Sanitary District in the County. Said department shall also inspect during the course of construction, all individual wells and septic systems, to ensure compliance with approved plans and specifications.
- (d) All central water plants shall be inspected by the State Department of Public Health, as authorized by State statute, to determine compliance with approved plans.
- (e) Final inspection of the subdivision site shall be made within 30 days after the subdivider and/or contractor has notified the ~~Superintendent of Highways~~[Building and Zoning Department](#), in writing, that all improvements have been completed.

[\\corp.baxwood.com\project\Azure\CKCBZ\0200172-Building and Zoning\80-Plan Review\003 - General Development Assistance\Ordinance Revisions\Chapter 122 SUBDIVISION CONTROL 20251111 Redlines.docx](#); [\\CKCBZ\200172-Building and Zoning\80-Plan Review\003 - General Development Assistance\Ordinance Revisions\Chapter 122 SUBDIVISION CONTROL 20231232 Redlines.docx](#)