

**PROPOSED SUBSTITUTE TO FILE 20-4415
(Legislation and Intergovernmental Relations Committee 10/21/2020)**

Sponsored by: BRANDON JOHNSON, Cook County Board of Commissioners

BE IT ORDAINED, by the Cook County Board of Commissioners, that the following provisions of the Cook County Code are hereby amended as Follows:

Chapter 2 - ADMINISTRATION, ARTICLE I. – IN GENERAL, Sections 2-3 and 2-7(b)

Sec. 2-3 – Transmittal of municipal disconnection ordinances

The County Clerk ~~and the County Recorder~~ shall, upon receiving a copy of an ordinance disconnecting territory from any municipality, prepare and transmit a copy of such ordinance to the President of the County Board.

Sec. 2-7 – Real Estate donations; approval

(b) The ~~Recorder of Deeds~~ Clerk of the County shall not accept for filing with its office any deed or other instrument purporting to convey any interest in real estate to the County unless the Board shall have previously approved the acceptance thereof.

Chapter 2 - ADMINISTRATION, ARTICLE II. – PRESIDENT OF THE COUNTY BOARD

Sec. 2-43 – Transition of office of president

Because the general election is held on the first Tuesday of November and the new term of any county elected official begins on the first Monday of December, then at any general election for the office of President of the Cook County Board of Commissioners where the incumbent President is not elected, the President, not more than one day after such election, shall provide space located at the George W. Dunne Cook County Office Building, 69 West Washington, Chicago, Illinois, for not more than five persons designated by the President-elect to enable the President-elect to begin a review and analysis of budgeted expenditures during the then-current budget and budget requests for the ensuing budget and to acquire a working knowledge of the various offices, departments, commissions, boards and other agencies of County government. The President, Sheriff, State's Attorney, Chief Judge, ~~Recorder of Deeds~~, Clerk of the Circuit Court of Cook County, Treasurer, Clerk, Assessor, Board of Review and the Cook County Health and Hospitals System shall cooperate with the President-elect and the staff so designated and provide on the first day after such election any assistance that may be reasonably requested, including, but not limited to, reports from all the various offices, departments, commissions, boards and other agencies of County government on the current operations and budgets. If the outcome of the election is in doubt one day after such election, then all information, services and assistance mentioned above shall be provided to all candidates who have a reasonable chance of being declared President-elect.

Chapter 2 - ADMINISTRATION, ARTICLE IV. – OFFICERS & EMPLOYEES, DIVISION 2. - COUNTY CLERK

Subdivision I. - In General

Sec. 2-161. – Assumption of duties.

Effective December 1, 2020, the Office of the Cook County Clerk shall assume all duties and responsibilities previously assigned to and performed by the Cook County Recorder of Deeds or Cook County Registrar of Titles, unless those duties and responsibilities are modified by County ordinance.

Sec. 2-162. – Employee rights on assumption of duties.

- (a) Pursuant to the Office of the Cook County Clerk’s obligation to assume all duties and responsibilities of the Office of the Cook County Recorder of Deeds, employees in the Office of the Cook County Recorder of Deeds must be afforded the right to transfer to non-exempt vacant and newly created positions in the Office of the Cook County Clerk for which they meet the minimum qualifications in order of their seniority before any other individuals can fill any vacant or newly created non-exempt positions within the Office of the Cook County Clerk.
- (b) Employees in the Office of the Cook County Recorder of Deeds shall have the transfer rights set forth herein until the earlier of (a) such time as they are placed in a position in the Office of the Cook County Clerk, or (b) December 7, 2021 for employees with less than one (1) year of service; December 7, 2022 for employees with one (1) or more years of service and less than seven (7) years of service; or December 7, 2023 for employees with seven (7) years or more of service. For purposes of this section, all dates of service shall be calculated from the employee’s most recent hire date with the Cook County Recorder of Deeds through December 7, 2020.
- (c) The rights set forth herein shall apply to all non-exempt employees in the Office of the Cook County Recorder of Deeds who were actively employed at any time during the one-year period immediately preceding the implementation of the assumption of duties who have not voluntarily left employment or been discharged for just cause.
- (d) In effectuating the assumption of duties, the Office of the Cook County Clerk shall initially adopt the job descriptions and duties that existed or were in effect within the Office of the Recorder of Deeds for all non-exempt positions within the Office of the Recorder of Deeds during the one-year period immediately preceding the implementation of the assumption of duties by the Office of the Cook County Clerk. Thereafter, to the extent that there are new or changed job classifications or duties to non-exempt positions which entail job functions that are similar to functions already covered under any existing collective bargaining agreement, the Office of the Cook County Clerk must cooperate with the labor organization which is a party to an existing collective bargaining agreement covering the impacted positions to ensure uninterrupted continuity of labor union representation. No new or changed job classifications or duties shall go into effect until the Office of the Cook County Clerk has fulfilled its obligation to bargain in good faith with a labor organization which is the exclusive bargaining representative of the employees involved.
- (e) There shall be no subcontracting of any work regularly performed during the one-year period immediately preceding the implementation of the assumption of duties by employees of the Office of the Cook County Recorder of Deeds represented for purposes of collective bargaining until the Office of the Cook County Clerk has provided the exclusive representative of the impacted employees with at least five months’ notice prior the projected date of such subcontracting, and the Office of the Cook County Clerk makes every reasonable effort to place adversely affected employees in other bargaining unit positions.
- (f) Employees in the Office of the Recorder of Deeds who are placed in positions with the Office of the Cook County Clerk shall have seniority credited to them for all time worked in the Office of the Cook County Recorder of Deeds for all purposes where seniority is a factor in the Office of the Cook County Clerk, including but not limited to rate of pay, benefit time accruals, and preference in the event of promotional opportunities and reductions in force.
- (g) Nothing in this chapter shall be deemed to interfere with, impede, or in any way diminish the right of employees to bargain collectively with their employers through representatives of their own choosing in order to establish wages or other conditions of work in excess of the applicable minimum standards of the provisions of this chapter. The requirements of this chapter may be

waived in a bona fide collective bargaining agreement, but only if the waiver is set forth explicitly in such agreement in clear and unambiguous terms.

Sec. 2-~~201~~ 163. - Office hours.

The ~~Recorder of Deeds/Registrar of Titles Clerk~~ is hereby authorized to open the main office, located in the County Building at 118 N. Clark, at 8:00 a.m. and close at 5:00 p.m. The ~~Recorder of Deeds/Registrar of Titles Clerk~~ is further authorized to open the suburban offices at 8:00 a.m. and to close those offices at 4:00 p.m.

Sec. 2-~~202~~ 164. - Tract indices.

The ~~Recorder Clerk~~ is hereby instructed to prepare a set of tract indices and update them daily.

Sec. 2-~~203~~ 165. - Judgment record.

The ~~Recorder Clerk~~ shall prepare a judgment record, commencing back with his records and cause the same to be written up at once, and thereafter daily.

Sec. 2-~~204~~ 166. - Property index number.

(a) Every instrument which purports to affect real property and which is filed with the ~~Recorder of Deeds Clerk~~ must have a computer index number. The proper computer index number for any instrument affecting real property and filed with the ~~Recorder of Deeds Clerk~~ shall be the property index number (P.I.N.) of the parcel or parcels of real property which the instrument purports to affect.

(b) The ~~Recorder of Deeds Clerk~~ may refuse to accept for recordation any instrument affecting title to real estate where the instrument has an incorrect P.I.N. number.

(Code 1980, § 6-60; Ord. No. 95-O-22, § 1, 10-17-1995.)

Sec. 2-~~164~~ 167. - Tax maps.

(a) The following terms used in this Section shall have the meanings set forth below:

(1) *Mylars* means the approximately 8,300 original transparencies of the tax maps maintained by Cook County Clerk's Office that show the index numbers used to identify parcels for the purposes of assessing and collecting real estate taxes.

(2) *Commercial user* means any person seeking County real estate tax maps for the purpose of furthering a commercial enterprise.

(b) The original mylar transparencies shall be made available to the public and commercial users for photographing on equipment provided by the user at a fee as set forth in Section 32-1, payable in advance by cash, money order or certified or cashier's check made payable to the Clerk of the County.

(c) Access to the mylars shall be provided free of charge to elected officials and employees of governmental agencies per written reasonable request.

(d) The County Clerk's Office may impose such restrictions on access to the mylars as are reasonably necessary to protect the original transparencies and to prevent the disruption of regular County business.

Sec. 2-~~205~~ 168. - Remote access to computerized indexing system.

(a) This Section shall be known as the ~~Recorder of Deeds Clerk~~ Remote Access Ordinance.

(b) The ~~Office of the Recorder of Deeds Clerk~~ is granted authority to negotiate contracts with various commercial and noncommercial entities ("remote access users") for the purpose of providing remote access to the computerized indexing system of the ~~Recorder of Deeds Clerk~~ and the current tax year information inquiry screen of the Treasurer in accordance with the provisions set forth herein.

- (c) The ~~Office of the Recorder of Deeds Clerk~~ is also granted authority to negotiate agreements with other State Recorder's Offices that have a computerized indexing system.
- (d) All contracts and agreements shall be presented to the County Board for approval and execution.
- (e) Remote access users shall only be entitled to access the computerized indexing system and the current tax year information inquiry screen in a "read-only" mode. Therefore, the remote access user agrees to not down-load or electronically copy data to another computer readable medium.
- (f) The County and the ~~Office of the Recorder of Deeds Clerk~~ shall be held harmless and indemnified by the remote access users for the use of any data, records or documents accessed from the computerized indexing system and the current tax year information inquiry screen. The County and ~~Office of the Recorder of Deeds Clerk~~ and the Office of the Treasurer shall make no guarantee as to the accuracy of the data, records or documents contained within the computerized indexing system and the current tax year information inquiry screen. All data, records or documents within the computerized indexing system and the current tax year information inquiry screen shall be provided "as is" without any warranty of any kind, express or implied, including but not limited to, the warranties of performance, merchantability and fitness for a particular purpose.
- (g) All remote access users shall be responsible for all installation, hook-up and maintenance costs and charges in connection with access to the computerized indexing system and the Current Tax Year Information Inquiry Screen.
- (h) Remote access users will be charged per transaction shall be as set out in Section 32-1. A transaction is defined as every time the remote access user hits the "enter" key, "function" keys and "page" key of the computerized indexing system and the current tax year information inquiry screen.
- (i) All remote access users shall be charged by a monthly invoice which shall be payable upon receipt of invoice. Failure to pay such charges in a timely manner may subject the remote access user to termination of the contract.
- (j) All money paid by remote access users shall be collected by the ~~Office of the Recorder of Deeds Clerk~~ and shall be turned over to the County Treasurer for deposit in the County General Fund. Such money shall be turned over within 30 days of receipt by the ~~Office of the Recorder of Deeds Clerk~~.

Sec. 2-~~206-169~~. - Bulk Database Index Information.

- (a) This Section shall be known as "The ~~Recorder of Deeds Clerk~~ Bulk Database Index Information Ordinance".
- (b) The Office of the ~~Recorder of Deeds Clerk~~ is granted authority to negotiate contracts with industry customers (commercial and noncommercial entities) for the purpose of providing access to the Computerized Indexing System in accordance with the provisions set forth herein.
- (c) All contracts and agreements shall be presented to the Cook County Board of Commissioners for approval and execution.
- (d) The County and the ~~Office of the Recorder of Deeds Clerk~~ shall be held harmless and indemnified by Title Industry Customers for the use of any data, records or documents accessed from the Bulk Database Index Information System. The County and ~~Office of the Recorder of Deeds Clerk~~ shall make no guarantee as to the accuracy of the data, records or documents contained within the Bulk Database Index Information System. All data, records or documents shall be provided "as is" without any warranty of any kind, expressed or implied, including but not limited to, the warranties of performance, merchantability and fitness for particular purpose.
- (e) All Title Industry Customers shall be responsible access fee, connectivity, network maintenance costs and charges in connection with accessing the Bulk Index Information Database.
- (f) All Title Industry Customers will be charged no more than \$0.10 per line of data.
- (g) All money paid by Industry Customers will be collected by the ~~Office of the Recorder of Deeds Clerk~~ and shall be remitted to the County Treasurer within 30 days of receipt by the ~~Office of the Recorder of Deeds Clerk~~.

Sec. ~~2-207~~ 170. - Electronic compiled data.

- (a) This Section shall be known as and be cited as the "Electronic Compiled Data Ordinance."
- (b) The ~~Office of the Recorder of Deeds Clerk~~ is granted authority to enter into contractual agreements with commercial and noncommercial entities or persons (hereinafter referred to as "Subscriber") for the purpose of the Recorder providing non-exclusive access to Electronic Compiled Data from the Recorder's Computerized Indexing System in accordance with the provisions of 55 ILCS5/5-1106.1 and the terms set forth herein.
- (c) The "Electronic Compiled Data" is data that is electronically aggregated from documents recorded in connection with property transaction records that are individually available to the general public for free via the internet services of the ~~Office of the Recorder of Deeds Clerk~~, but which for a fee, can be aggregated in a compiled format that is not otherwise maintained in regular course of business by the ~~Office of the Recorder of Deeds Clerk~~.
- (d) Access to Electronic Compiled Data by Subscriber shall occur only upon execution of an Access Agreement and payment of the required annual subscription fee.
- (e) The County and the ~~Office of the Recorder of Deeds Clerk~~ shall be held harmless and indemnified by Subscriber for the compilation and use of the Electronic Compiled Data acquired pursuant to Access Agreements. The County and ~~Office of the Recorder of Deeds Clerk~~ shall make no guarantee as to the accuracy of the Electronic Compiled Data and the same shall be provided "as is" without any warranty of any kind, express or implied, including, but not limited to, warranties of performance, merchantability and fitness for a particular purpose.
- (f) Electronic Compiled Data shall mean:
 - (1) Transfer Data: to which access shall occur only upon execution of an Access Agreement and payment of the \$400.00 annual subscription fee.
- (g) All money collected by the ~~Office of the Recorder of Deeds Clerk~~ from the subscriptions for Electronic Compiled Data shall be remitted to the County Treasurer within 30 days of receipt.

Secs. ~~2-162~~ ~~2-170~~. - Reserved.

Subdivision II. - Fees

Sec. 2-171. - Duty to collect fees.

The County Clerk shall collect the following:

- a) fees authorized by 55 ILCS 5/4-12003 (fees of County Clerk in third class counties), unless otherwise provided by ordinance.
- b) fees required to be collected by 55 ILCS 5/4-12002 (fees of Recorder in third class counties), unless otherwise provided by ordinance.

The County Clerk shall otherwise collect fees as provided by County Ordinance.

Sec. 2-172. - Clerk fees generally.

- (a) The fees of the County Clerk with respect to the herein described services shall be as set forth in Section 32-1.
 - (1) The fee for certifying from the official records of the County the general taxes levied and paid for each year, for each lot or tract shall be as set forth in Section 32-1.
 - (2) The fee for issuing a certificate of deposit for redemption from sold or forfeited taxes shall be as set forth in for the original and for each duplicate certificate.
 - (3) The fee for making a search and report of general taxes and special assessments for use in the preparation of estimate of cost of redemption from sales or forfeitures or for withdrawn or otherwise delinquent taxes or for use in the preparation of estimate of cost of purchase of forfeited property, or for use in preparation of order on the County Collector for searches requested by

buyers at annual tax sale, for each lot or tract, for the first year searched, and for each additional year or fraction thereof shall be as set forth in Section 32-1.

- (4) The fee for each tract or lot for preparing from tax search report an estimate of cost of redemption concerning property sold, forfeited or withdrawn for nonpayment of general taxes and special assessments shall be as set forth in Section 32-1.
 - (5) The fee for issuance of a tax deed as directed by order of the Circuit Court of Cook County shall be as set forth in Section 32-1.
 - (6) The County Clerk shall charge and collect a fee as set forth in Section 32-1 for the filing of a certificate of an assumed business name. The County Clerk shall also charge and collect a fee as set forth in Section 32-1 for any subsequent amendments by an assumed business name registrant to a previously filed certificate.
 - (7) The fee for issuing a report of all redemptions of sold or forfeited taxes submitted to the County Clerk for any seven-day period shall be as set forth in Section 32-1.
 - (8) The fee for certification of taxes paid for multiple years in conjunction with the filing of a plat of subdivision, dedication or vacation shall be as set forth in Section 32-1.
- (b) The following fees shall be deposited by the County Clerk with the Comptroller of Cook County to the general fund:
- (1) The fee for issuing an original certificate of deposit for redemption from sold or forfeited taxes shall be as set forth in Section 32-1.
 - (2) The fee for the first year searched on each lot or tract and the fee for each additional year or fraction thereof searched when making a search and report of general taxes and special assessments for use in the preparation of estimate of cost of redemption from sales or for use in the preparation of estimate of cost of purchase of forfeited property, or for use in preparation of 20-year delinquent tax certifications to be filed in tax deed petition cases, or for use in preparation of order on the County Collector for searches requested by buyers at annual tax sale shall be as set forth in Section 32-1.
 - (3) The fee for preparing from tax search report an estimate of cost of redemption concerning property sold, forfeited or withdrawn for nonpayment of general taxes and special assessments.
- (c) The fees listed hereafter shall be deposited by the County Clerk in the following manner:
- (1) The fee for certifying the general taxes levied and paid for each lot or tract, for each year as set forth in Section 32-1:
 - a. One dollar shall be deposited with the Comptroller to the general fund;
 - b. Four dollars shall be deposited with the Comptroller to the County Clerk's automation fund.
 - (2) The fee for making a search and report of general taxes and special assessments for use in the preparation of estimate of cost of redemption for forfeited property or for withdrawn or otherwise delinquent general taxes or special assessments, except in connection with a sale of the taxes as set forth in Section 32-1:
 - a. For the first year searched for each lot or tract, \$4.00 shall be deposited with the County Comptroller to the general fund and \$6.00 shall be deposited with the County Comptroller to the County Clerk's automation fund; and
 - b. For each additional year searched, \$2.00 for each year shall be deposited with the County Comptroller to the general fund and \$1.00 shall be deposited with the County Comptroller to the County Clerk's automation fund.
 - (3) The fee for issuing a duplicate certificate of deposit for redemption for sold or forfeited taxes as set forth in Section 32-1:
 - a. Three dollars shall be deposited with the County Comptroller to the general fund.
 - b. Seven dollars shall be deposited with the County Comptroller to the County Clerk's automation fund.
 - (4) The fee for issuing a tax deed pursuant to order of the Circuit Court of Cook County as set forth in Section 32-1:
 - a. Thirty-five dollars shall be deposited with the County Comptroller to the general fund.

- b. Sixty-five dollars shall be deposited with the County Comptroller to the County Clerk's automation fund.
- (5) The fee for issuing a report of all redemptions of sold or forfeited taxes submitted to the County Clerk for any seven-day period as set forth in Section 32-1:
 - a. Ten dollars shall be deposited with the County Comptroller to the general fund.
 - b. Ten dollars shall be deposited with the County Comptroller to the County Clerk's automation fund.
- (6) The fee for certification of taxes paid for multiple years in conjunction with the filing of a plat of subdivision, dedication or vacation as set forth in Section 32-1:
 - a. Ten dollars shall be deposited with the County Comptroller to the general fund.
 - b. Forty dollars shall be deposited with the County Comptroller to the County Clerk's automation fund.

Sec. 2-173. - Cook County Clerk automation fee.

- (a) *Cook County Clerk Vital Records automation fee.* The fees in Section 2-174 include an automation fee as set out in Section 32-1, which shall be remitted monthly by the Clerk to the County Treasurer, to be retained in a special fund designated as the Clerk's Automation Fund. Upon request of the County Clerk, the Board shall make expenditure from the fund to pay costs related to the automation of functions performed by the Clerk including hardware, software, research and development costs and personnel related thereto.
- (b) *Cook County Clerk marriage application automation fee.* The automation fee to apply for a marriage license as set out in Section 32-1 shall be remitted monthly by the Clerk to the County Treasurer, to be retained in a special fund designated as the Clerk's Automation Fund. Upon request of the County Clerk, the Board shall make expenditure from the fund to pay costs related to the automation of functions performed by the Clerk including hardware, software, research and development costs and personnel related thereto.
- (c) *Cook County Clerk Civil Union application automation fee.* The automation fee to apply for a civil union license as set out in Section 32-1 shall be remitted monthly by the Clerk to the County Treasurer, to be retained in a special fund designated as the Clerk's Automation Fund. Upon request of the County Clerk, the Board shall make expenditure from the fund to pay costs related to the automation of functions performed by the Clerk including hardware, software, research and development costs and personnel related thereto.
- (d) *Cook County Clerk Commemorative Certificate automation fee.* The automation fee to apply for a commemorative marriage certificate or a commemorative civil union certificate as set out in Section 32-1 shall be remitted monthly by the Clerk to the County Treasurer, to be retained in a special fund designated as the Clerk's Automation Fund. Upon request of the County Clerk, the Board shall make expenditure from the fund to pay costs related to the automation of functions performed by the Clerk including hardware, software, research and development costs and personnel related thereto.

Sec. 2-174. - Vital records fees for County Clerk.

- (a) *Birth records.* The Cook County Clerk shall continue to charge and collect a fee for the first copy, and a fee for each additional copy of a birth record as set out in Section 32-1. The following individuals may receive a copy of their birth record at no cost.
 - (1) Individuals, or not for profit organizations representing such individuals, who meet the definition of homeless as defined by Section 103 the federal McKinney-Vento Homeless Assistance Act of 1987, (42 U.S.C. 11302, et seq.), or any individual residing in any of the living situations defined in 42 U.S.C. 11434a(2), as such statutes existed at the time of the enactment of this ordinance; or
 - (2) Individuals in the custody of, or who have been released within the previous 90 days by, the Cook County Department of Corrections or the Illinois Department of Corrections; or
 - (3) Individuals residing in a shelter for victims of domestic violence.

The Cook County Clerk may promulgate regulations to determine how individuals can apply for a no cost birth record.

- (b) *Marriage records.* The Cook County Clerk shall charge and collect a fee for the issuance of a marriage license, sealing, filing and recording the same and the certificate thereunto as set out in Section 32-1. The Cook County Clerk shall continue to charge and collect a fee for the first copy, and a fee for each additional copy of a marriage record as set out in Section 32-1.
- (c) *Death records.* The Cook County Clerk shall charge and collect a fee for the first copy, and a fee for each additional copy of a death record as set out in Section 32-1.
- (d) *Genealogical records.* The County Clerk shall charge and collect a fee as set out in Section 32-1 for the first copy and a fee as set out in Section 32-1 for subsequent copies of any genealogical birth, death or marriage certificate.
- (e) *Emergency fee.* The County Clerk shall charge and collect an emergency fee as set out in Section 32-1 for providing a copy of a vital record on an overnight basis. The emergency fee authorized in this subsection shall be in addition to any other fees authorized to be collected by the County Clerk for providing the requested document.
- (f) *Waiver and refund of death record fee.* The County Clerk shall waive the County portion of the vital records fee for death records requested (first copy only) as set forth in Section 32-1 by those persons legally authorized to request and obtain a death certificate and seeking a copy of a death certificate for a decedent buried at Burr Oak Cemetery. Said waiver shall apply only to death records indicating a date of death prior to July 6, 2009, and burial at Burr Oak Cemetery; the waiver extends only to the County's portion of the fee for the first copy only and shall not extend to requests for additional copies. The County Clerk is required to continue to collect a \$2.00 fee for the first copy of the death record as required by State Statute unless waived by the State. The waiver shall run through September 15, 2009, unless otherwise authorized by the Cook County Board of Commissioners. In accordance with the County Clerk's records, the County Clerk is hereby authorized to refund Cook County's portion of the death records fee for death records requested (first copy only) to those individuals who legally requested and obtained a death record/certificate since July 6, 2009, for a decedent buried at Burr Oak Cemetery.
- (g) *Civil Union records.* The Cook County Clerk shall charge and collect a fee for the issuance of a civil union license, sealing, filing and recording the same and the certificate thereunto as set out in Section 32-1. The Cook County Clerk shall charge and collect a fee for the first copy, and a fee for each additional copy of a civil union record as set out in Section 32-1.
- (h) *Commemorative Certificates.* The Cook County Clerk shall charge and collect a fee for the issuance of a Commemorative Certificate of Marriage or for the issuance of a Commemorative Certificate of Civil Union as set out in Section 32-1. With each Commemorative Certificate issued, the Clerk shall also issue a certified copy of the underlying record. The fee charged and collected as set forth in Section 32-1 shall cover the cost of both the commemorative certificate and the certified copy.

Sec. 2-175. - Clerk's legal description fee.

- (a) That the County Clerk shall charge and collect a fee as set out in Section 32-1 from each party who purchases a copy of a legal description in the County, and a fee as set out in Section 32-1 from each party who purchases a certified legal description, to be deposited in the (County) Clerk's Automation Fund.
- (b) This fee shall be in addition to all other fees and charges of the Clerk and shall be remitted monthly by the Clerk to the County Treasurer in the special fund designated as the Clerk's Automation Fund.

Secs. 2-176—2-200 209. - Reserved.

~~Chapter 2—ADMINISTRATION, ARTICLE IV.—OFFICERS & EMPLOYEES, DIVISION 3.—RECORDER OF DEEDS~~

~~Subdivision I. — In General~~

~~Sec. 2-201. — Office hours.~~ [Moved to Division 2. Renumbered Sec. 2-162]

~~Sec. 2-202. — Tract indices.~~ [Moved to Division 2. Renumbered Sec. 2-163]

~~Sec. 2-203. — Judgment record.~~ [Moved to Division 2. Renumbered Sec. 2-164]

~~Sec. 2-204. — Property index number.~~ [Moved to Division 2. Renumbered Sec. 2-165]

~~Sec. 2-205. — Remote access to computerized indexing system.~~ [Moved to Division 2. Renumbered Sec. 2-166]

~~Sec. 2-206. — Bulk Database Index Information.~~ [Moved to Division 2. Renumbered Sec. 2-167]

~~Sec. 2-207. — Electronic compiled data.~~ [Moved to Division 2. Renumbered Sec. 2-169]

~~Secs. 2-208, 2-209. — Reserved.~~

Sec. 2-210. - Predictable recording fees.

- (a) Pursuant to 55 ILCS 5/4-12002.1, effective January 1, 2019, third class counties are required to adopt and implement, by ordinance or resolution, a predictable fee schedule that eliminates surcharges or fees based on the individual attributes of a standard document to be recorded. Under a predictable fee schedule, which only applies to standard documents as defined by 55 ILCS 5/4-12002.1, no charge shall be based on: page count; number, length, or type of legal descriptions; number of tax identification or other parcel identifying code numbers; number of common addresses; number of references contained as to other recorded documents or document numbers; or any other individual attribute of the document except as expressly provided in 55 ILCS 5/4-12002.1.
- (b) For nonstandard documents, the fees imposed by Section 55 ILCS 5/3-5018 and/or Section 55 ILCS 5/4-12002 shall remain in effect.
- (c) As defined by 55 ILCS 5/4-12002.1(a), "nonstandard document" means:
 - (1) A document that creates a division of a then active existing tax parcel identification number;
 - (2) A document recorded pursuant to the Uniform Commercial Code;
 - (3) A document which is non-conforming, as described in paragraphs (1) through (5) of Section 4-12002 (55 ILCS 5/4-12002);
 - (4) A State lien or a federal lien;
 - (5) A document making specific reference to more than five tax parcel identification numbers in the county in which it is presented for recording; or
 - (6) A document making specific reference to more than five other document numbers recorded in the county in which it is presented for recording.
- (d) As defined by 55 ILCS 5/4-12002.1(a), "standard document" means any document other than a nonstandard document.
- (e) The predictable fees charged pursuant to this ordinance shall be inclusive of all county and State fees that the county may elect or is required to impose or adjust, including, but not limited to, GIS fees, automation fees, document storage fees, and the Rental Housing Support Program State surcharge.
- (f) Pursuant to 55 ILCS 5/4-12002.1(b), the predictable fee schedule takes effect 60 days after this ordinance is adopted.
- (g) For the purposes of determining the fee to be charged for recording a document, standard documents shall be divided into the following classifications:

- (1) Deeds;
 - (2) Leases, lease amendments and similar transfer of interest documents;
 - (3) Mortgages, including assignments, extensions, amendments, subordinations, and mortgage releases;
 - (4) Easements not otherwise part of another classification, including assignments, extensions, amendments, and easement releases not filed by a State agency, unit of local government, or school district;
 - (5) Miscellaneous documents that are not nonstandard documents and do not otherwise fall within the other classifications set forth in paragraphs (1) through (4) above.
- (h) Fees. The fees to be charged for the recordation of documents contained in each classification as set forth in paragraph (g) above shall be as set out in Section 32-1. A standard document is not subject to more than one classification at the time of recording for the purposes of imposing any fee.

Sec. 2-210.1. - Emergency waiver of nonrequired fees for Transfer on Death Instruments.

- (a) As a result of Cook County's Proclamation of Disaster, the fees for recording Transfer on Death Instruments for the period from May 21, 2020, through September 30, 2020, shall be as follows:
- (1) For this period, the total fee to be charged for the recording of Transfer on Death Instruments shall be \$39.00 to the County plus \$9.00 for the Rental Housing Support Program State surcharge imposed by 55 ILCS 5/4-12002.1(c)(5).
 - (2) This fee shall be the same for electronic recording of Transfer on Death Instruments.
 - (3) If the Rental Housing Support Program State surcharge is amended and the surcharge is increased or lowered, the aggregate amount of the document flat fee attributable to the surcharge in the document may be changed accordingly.
- (b) The Cook County ~~Recorder of Deeds~~ Clerk shall not collect any additional fees beyond those imposed by [subsection] 2-210.1(a) in regard to Transfer on Death Instruments.
- (c) The predictable fees charged pursuant to this ordinance as set out in Section 32-1 shall be reimposed on October 1, 2020.

Sec. 2-211. - Exemption for County officials, departments and agencies.

The ~~Recorder of Deeds~~ Clerk shall not collect the fees authorized by 505 ILCS 60/2 (fee for recording name under Farm Names Act), 505 ILCS 60/4 (fee for canceling registration under Farm Names Act); 55 ILCS 5/3-5015 (certificates of discharge or release from active military duty), 55 ILCS 5/3-5018 (fee for recording deeds, plats, etc.), 55 ILCS 5/3-5037 (re-recording instruments destroyed by fire or other casualty), 55 ILCS 5/3-5039 (certificate of transcript of abstract books), 55 ILCS 5/3-5043 (fee for tax or judgment search), 55 ILCS 5/4-12002 (fee for recording deeds, plats, etc.), 770 ILCS 45/3 (fee for recording notice of lien under Labor and Storage Lien Act), 770 ILCS 45/5 (fee for recording release of lien under Labor and Storage Lien Act) or any other statute or ordinance which authorizes the payment of fees to the Recorder of Deeds or Clerk from which local government units are not otherwise exempt, for any services provided to or on behalf of the County, its officials, departments or agencies for official purposes. Any County officials, department or agency requesting services from the ~~Recorder of Deeds~~ Clerk pursuant to this provision shall be required to indicate that the request is made for "OFFICIAL PURPOSES." The ~~Recorder of Deeds~~ Clerk shall establish and keep a record of the fee exempt services rendered to each County official, department or agency. Such records shall be available on request, to the Chief Financial Officer of the County.

Sec. 2-212. - Exemption from recorder's fee for lien recordation in connection with the Chicago Homeowner Assistance Program.

The ~~Recorder of Deeds~~ Clerk shall not collect fees authorized by the Illinois Compiled Statutes for lien recordation in connection with the Chicago Homeowner Assistance Program. Each such lien shall be clearly designated "Chicago Homeowner Assistance Program - Lien." The ~~Recorder of Deeds~~ Clerk shall establish and keep a record of the fee exempt services rendered in connection with the program.

Sec. 2-213. - Document storage fee.

- (a) The ~~Recorder of Deeds~~ Clerk shall in addition to the fees provided therein charge an additional fee as set out in Section 32-1 for the filing of every instrument, paper or notice for record.
- (b) Each such fee collected shall be placed in a special fund to be held by the Treasurer of the County.
- (c) Such monies collected and placed in such special fund shall be used by the Recorder of Deeds Clerk to defray the cost of converting the document storage system of the ~~Recorder of Deeds~~ Clerk to computers or micrographics and such monies shall be used solely for a document storage system to provide the equipment, material and necessary expense and costs incurred in the implementing and maintaining of such a document records system.
- (d) Upon the consolidation of the Office of the Recorder of Deeds with the Office of the County Clerk, this section will become applicable to the Office of the County Clerk.

Sec. 2-214. - GIS fee.

- (a) The terms used in this Section shall have the meanings set forth below:

Additional charge is a charge as set out in Section 32-1, which is added to the existing fees imposed by the Recorder of Deeds for the filing of every instrument, paper, or notice of record.

Countywide map is a parcel-based map of the County which includes all the supporting Geographic Information System.

Geographic information system is an organized collection of computer hardware, software, and geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information.

- (b) The additional charge will be distributed as follows:

- (1) Seventeen dollars will be deposited into a distinct fund set up by the County Bureau of Technology. These monies will be used solely to finance equipment, materials, and other necessary expenses incurred in implementing and maintaining a geographic information system.
- (2) Six dollars will be deposited by the ~~Recorder of Deeds~~ Clerk pursuant to 55 ILCS 5/3-5005.4 (deposit of fee income-special funds).

- (c) Upon the consolidation of the Office of the Recorder of Deeds with the Office of the County Clerk, this section will become applicable to the Office of the County Clerk.

Sec. 2-215. - Reserved.

Sec. 2-216. - Internet document copy fee.

- (a) For electronic copies of recorded documents obtained from the ~~Recorder of Deeds'~~ Clerk's Internet website, the ~~Recorder of Deeds~~ Clerk is hereby authorized to charge a fee as set out in Section 32-1 per document.
- (b) For payment of the fees set forth in Subsection (a) of this Section, the ~~Recorder of Deeds~~ Clerk is authorized to accept electronic payment by credit card. If a convenience fee is charged pursuant to Subsection (b)(1) or (b)(2) of this Section, such fee must be clearly posted.
 - (1) The ~~Recorder of Deeds~~ Clerk may impose a convenience fee or surcharge upon such payments to the extent allowable under the applicable credit card service agreement. Such convenience fee shall not exceed the actual cost to the County for such transactions; or
 - (2) The ~~Recorder of Deeds~~ Clerk may enter into agreements, subject to approval by the Board of Commissioners, with one or more financial institutions, Internet companies, or other business entities to act as third party payment agents for the payment of fees. These agreements may authorize the third-party payment agent to retain a service fee out of the payments collected, or to impose an additional convenience fee;
 - (3) Receipt by the ~~Recorder of Deeds~~ Clerk of the amount of the fee paid by credit card or through a third party payment agent authorized by the ~~Recorder of Deeds~~ Clerk, less the amount of any service fee retained under the ~~Recorder of Deeds'~~ Clerk's agreement with the credit service

provider or third party payment agent, shall be deemed receipt of the full amount of the fee or other charge and shall discharge the payment obligation in full.

Sec. 2-217. - Postal fee.

- (a) When a customer of the ~~Recorder of Deeds Clerk~~ submits a document to be recorded by the ~~Recorder of Deeds Clerk~~ by mail or by commercial shipping carrier, the ~~Recorder of Deeds Clerk~~ is hereby authorized to charge, in addition to the recording fees, a mail handling fee as set out in Section 32-1 for each document that is submitted by mail or by commercial shipping carrier.
- (b) The ~~Recorder of Deeds Clerk~~ is further authorized to rent mail type boxes to customers for delivery of its documents from the ~~Recorder of Deeds Clerk's~~ office. The rental for each box per month shall be as set out in Section 32-1.

Sec. 2-218. - UCC filing fee.

The County ~~Recorder of Deeds Clerk~~ is hereby authorized to charge a fee as set out in Section 32-1 per page of attachment to U.C.C. filings.

Sec. 2-219. - Noncertified document copy.

- (a) *Authorization to provide.* The Cook County ~~Recorder of Deeds Clerk~~ is hereby authorized to provide, upon request, noncertified reproductions of deeds and other recorded instruments.
- (b) *Disclaimer.* Such reproductions shall have affixed thereto, the following statement:
"THIS DOCUMENT MAY OR MAY NOT BE A TRUE AND CORRECT COPY OF THE RECORDS OF THE OFFICE OF ~~RECORDER OF DEEDS/REGISTRAR OF TITLES~~ THE COOK COUNTY CLERK."
- (c) *Limitation on requests.* Requests for noncertified copies shall be limited to documents in their entirety.
- (d) *Fee.* The ~~Recorder of Deeds Clerk~~ is hereby authorized to charge a fee for noncertified copies, equal to one half of the fee authorized by law for certified copies, as provided by the Counties Code, Fees of Recorder in Third Class Counties, 55 ILCS 5/4-12002 as amended by P.A. 93-671, effective June 1, 2004.

Sec. 2-220. - GIS data and map production fee.

- (a) *Definitions:* The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this subsection except where the context clearly indicates a different meaning:

Commercial User means any person seeking County GIS Data for the purpose of furthering a commercial enterprise.

County means Cook County.

Geographic Information System means the organized collection of computer hardware, software, and geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information operated and maintained by the County.

GIS Data means all forms of digital geographically referenced digital information or data, legally disclosable and generated by the County's Geographic Information System, including, but not limited to, the types of data set forth in Section 32-1 of the Cook County Code of Ordinances.

Map means a product that is a visual depiction, image, or picture of data, whether digital or hardcopy.

Noncommercial User means any of the following: a not-for-profit organization established under the Laws of Illinois or another state; an organization exempt under Section 501(c)3 of the Internal Revenue Code; a municipality, county or unit of local government of the State of Illinois, the State of Illinois and its departments or agencies; or an educational institution such as a college, university, or public or private secondary or college preparatory school.

Open GIS Data means all legally distributable orthoimagery, oblique imagery, planimetry datasets, hyperspectral imagery, contours and soil data, reference guides for orthoimagery and oblique imagery, and

any other GIS Data that the Primary Custodian determines appropriate for publishing and is available for downloading from the Open Government Website.

Open Government Website means that Website that is described in Section 2-5 of this Code.

Primary Custodian means a County agency or department that creates, develops or owns GIS Data.

- (b) *Internet Access.* All standard hardcopy countywide Maps produced by the County's GIS Department will be placed on the County's website in a PDF format and available for download free of charge.
- (c) *Fees.* GIS Data shall be provided at no charge to Noncommercial Users. To the extent permitted by law, the Bureau of Technology shall charge fees to any Commercial User for GIS Data as set forth in Section 32-1 of this Code. This subsection (c) shall not apply to Open GIS Data that is downloaded from the Open Government Website.
- (d) *Annual Increases in Fees.* The charges set forth in the GIS fee schedule shall be increased on an annual basis for any GIS Data provided after January 1, 2011. The amount of such increase shall be the percentage increase in the Consumer Price Index for Urban Consumers (utilizing the index which includes Cook County) from January 1, 2011, to January 1 of the calendar year in which such GIS Data is being provided. The amount of such increase will be calculated by the Department of Finance.
- (e) *Deposit of Fees.* All fees from sales of GIS Data shall be deposited in the GIS special use fund described in Section 2-214 of the Cook County Code of Ordinances.
- (f) *Authorized Uses of GIS Data.* Commercial Users are authorized to utilize the GIS Data in furtherance of its commercial enterprise by incorporating the GIS Data with other data compiled or provided by the Commercial User in programs, packages or data created by the Commercial User and providing access to and use of such programs, packages or data to others (including Internet access) in the conduct of the Commercial User's business. All other uses of GIS Data are prohibited.

Noncommercial Users may use GIS Data only for charitable, educational or research purposes and not for the purpose of furthering a commercial enterprise. Noncommercial Users may permit access to and use of the data only by individuals employed or otherwise authorized by the Noncommercial User to perform such research or accomplish such purpose on behalf of the Noncommercial User. All uses of the data not specifically permitted by this subsection are prohibited to Noncommercial Users.

Except for the authorized uses of GIS Data set forth above in this subsection, commercial and Noncommercial Users are prohibited from duplicating, copying or publishing (including publishing on the Internet) all or a substantial portion of any GIS Data, or transferring, distributing or providing all or a substantial portion of any GIS Data to any other person or entity; provided that this restriction does not apply to Open GIS Data.

- (g) *No Representations or Warranties.* The provision of GIS Data by the County shall not constitute a representation or warranty by the County, its commissioners, employees, independently elected officials and any officer or agent affiliated with the County (collectively, "County and Agents") that any GIS Data is accurate, complete or suitable for the purposes of the user and the County and Agents expressly disclaims any and all liability arising from the inaccuracy, incompleteness or unsuitability of any GIS Data, which is provided on an "as is" basis.
- (h) *Transaction Database.* The Bureau of Technology shall develop an online interactive database through which all requests and payments for GIS Data disseminated by the Bureau of Technology may be accomplished. The Bureau of Technology is authorized to develop appropriate forms and promulgate reasonable rules, regulations and policies to effectuate the provisions of this Ordinance [section].
- (i) *Primary Custodians not Restricted.* This Ordinance [section] shall not be construed to restrict or abridge the rights of any Primary Custodian to sell, lease, or otherwise disseminate data such

Primary Custodian produces regardless of whether such data is ultimately synthesized to form a part of GIS Data.

- (j) *Open GIS Data to Be Available.* The County's Chief Information Officer shall publish all Open GIS Data to the Open Government Website.

Secs. 2-221—2-240. - Reserved.

Chapter 2 – ADMINISTRATION, ARTICLE IV. – OFFICERS AND EMPLOYEES, DIVISION 8. – INTERNET ADVERTISING AND ASSET MANAGEMENT, Sec. 2-320 – Internet advertising, (a) and (e)

Sec. 2-320 – Internet advertising

(a) Definitions. The following terms used in this Section shall have the meanings set forth below: *Websites* mean any current or subsequent sites, websites, Internet pages, and/or web pages of the Offices of the Cook County Assessor, ~~and Clerk of the Circuit Court of Cook County and the Cook County Recorder of Deeds,~~ with the respective Internet addresses and/or subdomains of:

(e) The websites shall be used exclusively to provide information from the Offices of the Cook County Assessor; and Clerk of the Circuit Court of Cook County ~~and the Cook County Recorder of Deeds~~ to the public and shall not be used as a public forum.

Chapter 2 – ADMINISTRATION, ARTICLE VII. – ETHICS, DIVISION 2. – CODE OF ETHICAL CONDUCT, Subdivision II. – Code of Ethical Conduct, Sec. 2-582 – Employment of relatives (c) and (d), and Sec. 2-585, Limitations of Contributions to Candidates

Sec. 2-582 – Employment of relatives

(c) Any person or persons doing business with the County shall be required, upon execution of a contract with the County of Cook, to disclose to the Board of Ethics the existence of familial relationships they may have with all persons, defined as a relative in Section 2-562, holding an elected office associated with the County of Cook, i.e., Cook County Commissioner, Cook County Board President, Cook County Sheriff, Cook County State's Attorney, Cook County Assessor, Cook County Clerk, Cook County Clerk of the Circuit Court, ~~Cook County Recorder of Deeds~~, Cook County Treasurer, Cook County Board of Review, and Cook County State's Attorney. In the event that a business entity is contracted to do business with the County of Cook, the disclosure shall apply to the following persons who are employed by the business entity or who were employed by the business entity during the 12-month period immediately preceding the date of the contract:

(d) All persons registered as a lobbyist with the County of Cook shall be required, upon filing with the Cook County Clerk, to disclose to the Board of Ethics the existence of familial relationships they may have with all persons, as defined as a relative in Section 2-562, holding an elected office associated with the County of Cook, i.e., Cook County Commissioner, Cook County Board President, Cook County Sheriff, Cook County State's Attorney, Cook County Assessor, Cook County Clerk, Cook County Clerk of the Circuit Court, ~~Cook County Recorder of Deeds~~, Cook County Treasurer, and Cook County Board of Review Commissioner.

Sec. 2-585 – Limitations of contributions to candidates

(a) No person shall make contributions exceeding the limits established by the Election Code, 10 ILCS 5/9-1 et seq., when making contributions to any of the following elected officials or candidates for such office: County Board President; Cook County Commissioner; Cook County State's Attorney; Cook County Clerk of the Circuit Court; Cook County Assessor; Cook County Treasurer; Cook County Board of Review Commissioner; Cook County Sheriff; and Cook County Clerk; ~~and Cook County Recorder of Deeds~~ except as otherwise provided in Section 2-585.

Chapter 2 – ADMINISTRATION, ARTICLE VII. – ETHICS, DIVISION 3. – LOBBYISTS, Subdivision I. – In General, Sec. 2-622 - Definitions

Sec. 2-622 – Definitions

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

County Official means the Assessor, members of the Board of Review, Clerk of the Circuit Court, Clerk, Commissioners, President, ~~Recorder of Deeds~~, Sheriff, State's Attorney, and Treasurer of the County, and any County Agency or member thereof.

Chapter 2 – ADMINISTRATION, ARTICLE VII. – ETHICS, DIVISION 3. – LOBBYISTS, Subdivision II. – Registration, Sec. 2-641 – Prohibition from lobby activities

Sec. 2-641 – Prohibition from lobby activities

The President of the Cook County Board, the Assessor, the Clerk of the Circuit Court, the County Clerk, the Board of Review, ~~the Recorder of Deeds~~, the Sheriff, the State's Attorney, the Public Defender, the Treasurer and any Cook County Commissioner are hereby prohibited, while serving in such elected or appointed position, from Lobbying (as defined under Chapter 2, Section 2-622 of Article I of the County Code).

Chapter 2 – ADMINISTRATION, ARTICLE IX. – ADMINISTRATIVE HEARINGS, Sec. 2-918 – Sanctions; transfer or conveyance, Subsection (a)

Sec. 2-918 – Sanctions; transfer or conveyance

- (a) The order to correct a code violation and the sanctions imposed by the County against a respondent property owner as the result of a finding of a code violation shall attach to the property, subject to the interests of all lien holders of record, as well as to the owner of the property, so that the owner cannot avoid the finding of a code violation against the owner by conveying or transferring the property to another. Any subsequent transferee or owner of property takes the property subject to the findings, decision, and order of a hearing officer under this Article if a notice consisting of a copy of the order to correct a code violation and imposing any sanctions and costs, if applicable, and a description of the real estate affected that is sufficient to identify the real estate has been filed in the office of the ~~Recorder of Deeds~~ Clerk by the County prior to the transfer or conveyance to the subsequent transferee or owner.

Chapter 2 – ADMINISTRATION, ARTICLE X. – PERFORMANCED BASED MANAGEMENT AND BUDGETING, Sec. 2-931 – Definitions

Sec. 2-931 – Definitions

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

Agency or Agencies means all Elected Officials, Departments, Offices, Institutions or Agencies of the County, including, but not limited to, the offices and departments under the jurisdiction of the County Board President, the Board of Commissioners, the Cook County Health and Hospitals System, Cook County State's Attorney, Cook County Sheriff, Cook County Public Defender, Clerk of the Circuit Court of Cook County, Cook County Treasurer, Cook County Clerk, ~~Cook County Recorder of Deeds~~, Cook

Amendments to Code Addressing References to Recorder of Deeds

County Assessor, Chief Judge of the Circuit Court of Cook County, Board of Review, the Office of the Independent Inspector General, the Cook County Land Bank Authority, and the Public Administrator.

Chapter 2 – ADMINISTRATION, ARTICLE XII. – COOK COUNTY INFORMATION TECHNOLOGY, DIVISION 1. – COOK COUNTY INFORMATION SECURITY, Sec. 2-961 – Purpose and policy

Sec. 2-961 – Purpose and policy

All separately elected County and State Officials, Departments, Office Institutions or Agencies funded by the Cook County Board of Commissioners, including, but not limited to, the offices and departments under the control of the County Board President, the Board of Commissioners, Cook County Health and Hospitals System, State's Attorney of Cook County, Cook County Sheriff, Cook County Public Defender, Illinois Clerk of the Circuit Court of Cook County, Cook County Treasurer, Cook County Clerk, ~~Cook County Recorder of Deeds~~, Cook County Assessor, Chief Judge of the Circuit Court of Cook County, Board of Review, Cook County Independent Inspector General, Cook County Veteran's Assistance Commission and the Public Administrator (collectively, "Agency") shall take all appropriate precautions to protect the confidentiality, integrity, and availability of information. Such precautions shall be in accordance with applicable Federal and State laws and regulations and take into consideration industry standards and best practices.

Chapter 2 – ADMINISTRATION, ARTICLE XII. – COOK COUNTY INFORMATION TECHNOLOGY, DIVISION 2. – COOK COUNTY INFORMATION TECHNOLOGY CONSOLIDATION, Sec. 2-981 – Purpose and policy – CC Information technology consolidation

Sec. 2-981 – Purpose and policy – CC Information technology consolidation

All separately elected County and State Officials, Departments, or Agencies funded by the Cook County Board of Commissioners, including, but not limited to, the offices and departments under the control of the County Board President, the Board of Commissioners, Cook County Health and Hospitals System, State's Attorney of Cook County, Cook County Sheriff, Cook County Public Defender, Illinois Clerk of the Circuit Court of Cook County, Cook County Treasurer, Cook County Clerk, ~~Cook County Recorder of Deeds~~, Cook County Assessor, Chief Judge of the Circuit Court of Cook County, Board of Review, Cook County Independent Inspector General, Cook County Veteran's Assistance Commission and the Public Administrator (collectively, "Agency") shall, except as otherwise provided in this Division, coordinate to deliver information technology services in an efficient and cost-effective manner consistent with County, State and Federal law and industry standards. Agencies not established under the Board of Commissioners or Office of the County Board President may elect, but are not required to, abide by the provisions of this Division.

Chapter 2 – ADMINISTRATION, ARTICLE XIII. – ASSET MANAGEMENT AND SPACE STANDARDS, Sec. 2-1000 – Legislative findings and purpose, Subsection (a) and Sec. 2-1001 – Establishment of the Asset Management Steering Committee, Subsection (c)(14)

Sec. 2-1000 – Legislative findings and purpose

- (a) Section 5/5 of the Counties Code (55 ILCS 5/5-1106) provides that "it shall be the duty of the County Board" to provide proper rooms and offices for the accommodation of the County Board, State's Attorney, County Clerk, County Treasurer, ~~Recorder~~ and Sheriff.

Sec. 2-1001 – Establishment of the Asset Management Steering Committee

Amendments to Code Addressing References to Recorder of Deeds

(c)The AMSC shall consist of representatives from each of the following Cook County agencies and Elected Officials:

- (14) ~~The Recorder of Deeds~~

Chapter 2 – ADMINISTRATION, ARTICLE XVI. – CHARITABLE CONTRIBUTIONS PROGRAM, Sec. 2-1064 – Definitions

Sec. 2-1064 – Definitions

County Agency or *Agencies* means Elected Officials, offices, institutions, bureaus, departments under the jurisdiction of the County Board President, the Board of Commissioners, Cook County Health and Hospitals System, Cook County State's Attorney, Cook County Sheriff, Cook County Public Defender, Clerk of the Circuit Court of Cook County, Cook County Treasurer, Cook County Clerk, ~~Cook County Recorder of Deeds~~, Cook County Assessor, Chief Judge of the Circuit Court of Cook County, Board of Review, the Office of the Independent Inspector General, the Cook County Land Bank Authority, and the Public Administrator.

County Official or *Elected Official* means the President and Commissioners of the Cook County Board, Assessor, Board of Review, Chief Judge, Clerk of the Circuit Court, County Clerk, ~~Recorder of Deeds~~, Sheriff, State's Attorney, Treasurer, and any other elected official included in the Cook County Appropriations Ordinance.

Chapter 14 – COMMUNITY DEVELOPMENT, ARTICLE IV. – CALUMET ENTERPRISE ZONE, Sec. 14-39 – Amendment to the existing enterprise zone and establishment of an Enterprise Zone

Sec. 14-39 – Amendment to the existing enterprise zone and establishment of an Enterprise Zone

The existing Calumet Enterprise Zone is hereby amended to include the Village of Lansing, the Village of South Holland, the Village of Thornton, and the County of Cook as additional designated units of local government of said Enterprise Zone. The area of this enterprise zone is also hereby altered to consist of the area described in the map Exhibit A and the legal description Exhibit B, attached hereto. This area of the amended zone is within the 15-square mile limit required for enterprise zones that include more than four jurisdictions per the Illinois Enterprise Zone Act (20 ILCS 655/4). Exhibits A and B are incorporated herein by reference and become part of this Section as if fully stated herein. These amendments shall not be effective until and unless the Illinois Department of Commerce and Economic Opportunity upon application approves the amended designating Ordinance, issues an amended certification for the existing Calumet Enterprise Zone, records a certified copy of the amended Ordinance with Cook County ~~Recorder of Deeds~~ Clerk and files the same with the Illinois Secretary of State.

Chapter 32 – FEES, Sec. 32-1 – Fee schedule

Sec. 32-1 – Fee schedule

The fees or charges provided for or required by the below-listed sections shall be as shown below:

2-216(a)	Electronic copies of documents from Recorder's <u>Clerk's</u> website, per document	5.00
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Chapter 34 – FINANCE, ARTICLE III. – UNIFORM PENALTIES, INTEREST AND PROCEDURES, Sec. 34-88 – Liens and right to levy, Subsection (b)

Amendments to Code Addressing References to Recorder of Deeds

Sec. 34-88 – Liens and right to levy

- (b) A tax lien shall not be effective against any bona fide purchaser for value of any item purchased in the usual and ordinary course of business from a person's stock in trade. The Department shall file a tax lien upon the property to be encumbered:
- (1) For real property, with the ~~Recorder of Deeds~~ Clerk of the County, or similar jurisdiction, in which the real property is located;
 - (2) For personal property, with the ~~Recorder of Deeds~~ Clerk of the County and with the Secretary of State of the State. At least ten days prior to filing a lien, the Department shall give notice to the final assessee of its intent to file the lien.

Chapter 34 – FINANCE, ARTICLE IV. – PROCUREMENT CODE, DIVISION 1, GENERAL PROVISIONS, Sec. 34-121 – Definitions

Sec. 34-121 – Definitions

Unless defined elsewhere in this Procurement Code or in Chapter 1, Section 1-3 of the County Code, terms used in this Procurement Code shall have the meanings set forth below:

Elected Official means the President and Commissioners of the Cook County Board, Assessor, Board of Review, Chief Judge, Clerk of the Circuit Court, County Clerk, ~~Recorder of Deeds~~, Sheriff, State's Attorney, Treasurer, and any other elected official included in the Cook County Appropriations Ordinance.

Chapter 44 – HUMAN RESOURCES, ARTICLE II. – PERSONNEL POLICIES, Sec. 44-53 – Prohibition of discrimination and harassment, Subsection (b) and Sec. 44-58 – Sexual harassment training, Subsection (a)

Sec. 44-53 – Prohibition of discrimination and harassment

(b) Each Cook County Agency (Office of the President/Board of Commissioners; Cook County Assessor; Cook County Board of Review; Cook County Clerk; Clerk of the Circuit Court of Cook County; ~~Cook County Recorder of Deeds~~; Cook County Sheriff; Cook County State's Attorney; Office of the Chief Judge; Cook County Treasurer; Cook County Land Bank; Cook County Health and Hospitals System; Office of the Independent Inspector General; and Public Administrator) shall adopt policies that prohibit discrimination and harassment, including the prohibition of sexual harassment.

Sec. 44-58 – Sexual harassment training

- (a) Each official and employee of a Cook County Agency (Office of the President/Board of Commissioners; Cook County Assessor; Cook County Board of Review; Cook County Clerk; Clerk of the Circuit Court of Cook County; ~~Cook County Recorder of Deeds~~; Cook County Sheriff; Cook County State's Attorney; Office of the Chief Judge; Cook County Treasurer; Cook County Land Bank; Cook County Health and Hospitals System; Office of the Independent Inspector General; and Public Administrator) must complete, at least annually, beginning in 2018, a sexual harassment training program. This sexual harassment training program shall be formulated by each Agency in collaboration with the Cook County Bureau of Human Resources and the Department of Human Rights and Ethics. The human resources offices or designee of the appointed or elected Agency official shall deliver this training to officials and employees under the applicable Agency jurisdiction. Compliance with the sexual harassment training program shall be monitored by the Office of the Independent Inspector General.

Chapter 58 – OFFENSES AND MISCELLANEOUS PROVISIONS, ARTICLE II. – OFFENSES INVOLVING PROPERTY RIGHTS, Sec. 58-45 – Unlawful clouding of title, Subsection (a) and Sec. 58-46 – Unlawful filing of fraudulent lien, judgment, or encumbrance against individuals and organizations, Subsection (a).

Sec. 58-45 – Unlawful clouding of title

- (a) Any person who intentionally records or files or causes to be recorded or filed any document in the Office of the Cook County ~~Recorder of Deeds~~ Clerk that is a cloud on the title of land in Cook County, knowing that the theory upon which the purported cloud on title is based is not recognized as a legitimate legal theory by the Courts of the United States, the State of Illinois, or any County within the State of Illinois, commits the offense of unlawful clouding of title.

Sec. 58-46 – Unlawful filing of fraudulent lien, judgment, or encumbrance against individuals and organizations.

- (a) Any person who knowingly or intentionally records or files or causes to be recorded or filed with the Office of the Cook County ~~Recorder of Deeds~~ Clerk any document which alleges to be a judgment, lien or encumbrance against a person or organization, not attached to real property, knowing that the theory upon which the purported lien, judgment or encumbrance is based is not recognized as a legitimate legal theory by the Courts of the United States, the State of Illinois, or any County within the State of Illinois, commits the offense of filing a fraudulent lien or judgment.

Chapter 58 – OFFENSES AND MISCELLANEOUS PROVISIONS, ARTICLE VII. – REPORT OF LOST STOLEN, DESTROYED OR TRANSFERRED FIREARMS, Sec. 58-186 – Purpose; Sec. 58-187 – Definitions; Sec. 58-189 – Report of lost, stolen or destroyed firearms, Subsection (b); Sec. 58-190 – Report of transferred firearms, Subsection (b); Sec. 58-193 – Enforcement; rules and regulations, Subsections (f) and (g).

Sec. 58-186 – Purpose

Requiring persons who own or possess firearms within Cook County to promptly report to the Cook County Sheriff the loss, theft, destruction or transfer of firearms will enable Cook County law enforcement agencies or the Sheriff's Office to timely investigate the loss or theft, protect the public and help improve the public health and safety of all persons in Cook County.

Permits a person who reports to the Cook County Sheriff the loss, theft, destruction or transfer of firearms to submit a copy of that report to the Cook County ~~Recorder of Deeds~~ Clerk's Office to maintain a permanent record of the loss, stolen, destroyed or transferred firearm.

Sec. 58-187 – Definitions

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

Clerk means the Cook County Clerk's Office.

~~Recorder~~ means the Cook County Recorder of Deeds Office.

Sec. 58-189 – Report of lost, stolen or destroyed firearms.

- (b) Any person residing in Cook County who owns or possesses a firearm that is lost, stolen, destroyed, or is otherwise missing, in addition to any other requirements of this Code, may notify the ~~Recorder's~~ Clerk's Office by filing a copy of the report given by a law enforcement agency that his or her firearm has been lost, stolen, destroyed, or is otherwise missing.

Sec. 58-190 – Report of transferred firearms

Amendments to Code Addressing References to Recorder of Deeds

(b) Any person residing in Cook County who owns or possesses a firearm may report the sale, transfer, inheritance, or other disposition of the firearm to the ~~Recorder's~~ Clerk's Office by filing a copy of the documentation recording the sale, transfer, inheritance or other disposition.

Sec. 58-193 – Enforcement; rules and regulations

(f) The ~~Recorder~~ Clerk is authorized to adopt, promulgate and enforce rules and regulations for the implementation of this article and to develop a mechanism for ensuring the privacy of this information.

(g) The ~~Recorder~~ Clerk is authorized to disseminate this information only to law enforcement agencies as part of a criminal investigation.

Chapter 74 – TAXATION, ARTICLE II. – REAL PROPERTY TAXATION, DIVISION 1. – GENERALLY, Sec. 74-39 – Tax billing information form

Sec. 74-39 – Tax billing information form

(c) Tax billing information forms shall be filed with the County Collector and an additional filed stamped copy shall also be filed with the County ~~Recorder of Deeds~~ Clerk at the time documents are presented for recordation.

Chapter 74 – TAXATION, ARTICLE III. – REAL ESTATE TRANSFER TAX, Sec. 74-101 – Definitions; Sec. 74-102 – Tax imposed, Subsection (b); Sec. 74-104 – Payment of a tax, Subsection (a); Sec. 74-105 – Real estate transfer declaration; Sec. 74-107 – Filing of real property transfer declaration, Subsection (a); Sec. 74-109 – Tax Stamps, Subsection (a)-(d); Sec. 74-110 – Open transactions; Sec. 74-112 – Maintaining books and records; Sec. 74-113 – Rules and regulations

Sec. 74-101 – Definitions

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

Clerk means the Cook County Clerk's Office.

~~Recorder or Recorder of Deeds means the County Recorder of Deeds or the County Registrar of Titles.~~

Sec. 74-102 – Tax imposed

(b) Every trustee of a land trust holding title to land which is located in the County shall upon the transfer, conveyance or assignment of any beneficial interest in a land trust so report such transfer, conveyance or assignment to the ~~Recorder of Deeds~~ Clerk in a manner prescribed by the ~~Recorder~~ Clerk which shall show the transfer, conveyance or assignment price of the beneficial interest, transferred, conveyed or assigned.

Sec. 74-104 – Payment of a tax

(a) Except in the case of tax paid pursuant to Section 74-109, the tax imposed by this Article shall be paid by the purchase of tax stamps issued by the ~~Recorder~~ Clerk or agents of the ~~Recorder~~ Clerk.

Sec. 74-105 – Real estate transfer declaration

If a real property transfer declaration is not filed with the ~~Recorder of Deeds~~ Clerk as provided by Section 74-106, then the transferee shall be liable for any unpaid tax imposed by this Article, together with all applicable penalties.

Sec. 74-107 – Filing of real property transfer declaration

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- (a) At or before the time that the tax imposed by this Article is due or, in the case of an exempt transfer, at or before the time that the deed, assignment or other instrument of transfer is delivered, there shall be filed with the ~~Recorder-Clerk~~ a real property transfer declaration signed by at least one of the transferors and also signed by at least one of the transferees, or by their respective attorneys or agents. The declaration shall be on a form prescribed by the ~~Recorder-Clerk~~, and shall contain such information as the ~~Recorder-Clerk~~ may reasonably require. Declarations may also be submitted electronically through a transfer tax management software program approved by the ~~Recorder of Deeds Clerk~~, and these shall be considered filed with the ~~Recorder-Clerk~~ upon the ~~Recorder's-Clerk's~~ receipt of a unique transaction identification number. Electronically submitted declarations shall also be considered signed by the parties when they are clearly identified with a statement of attestation.

Sec. 74-109 – Tax Stamps

- (a) The ~~Recorder-Clerk~~ may cause to be printed, in such form and quantities and in such denominations as the ~~Recorder-Clerk~~ may from time to time, determine adhesive stamps for the purpose of paying the tax imposed by this Article. Tax stamps may also be sold in a manner where they are affixed as an alternative or electronic indicia. The ~~Recorder-Clerk~~ also may appoint one or more agents to sell the stamps.
- (b) (1) The ~~Recorder-Clerk~~ from time to time may provide for the issuance and exclusive use of tax stamps of a new design and forbid the use of stamps of any prior design, but only after giving at least 60 days' notice of the change. The notice shall be published at least three times in one or more daily newspapers of general circulation in the County during the 60-day period before the change takes effect. After the effective date of the change, it shall be unlawful for any person to make use of any other than the new issue or design of stamps to pay the tax imposed by this Article.
- (2) Any person lawfully in possession of unused tax stamps of a superseded issue or design may, not later than 90 days after the effective date of the change, surrender the stamps to the ~~Recorder Clerk~~ together with a sworn application setting forth the name and address of the owner and party surrendering the stamps, how, when and from whom the stamps were acquired and such other information as the ~~Recorder-Clerk~~ reasonably may require. If the ~~Recorder-Clerk~~ determines that the application is in proper order, the ~~Recorder-Clerk~~ promptly shall issue, or authorize an agent to issue, replacement stamps of the new issue or design in exchange for the surrendered stamps.
- (c) No person shall sell or expose for sale, traffic in trade, barter or exchange tax stamps issued pursuant to this Article without first obtaining the ~~Recorder's-Clerk's~~ written consent. No person shall sell or expose for sale, traffic in, trade, barter or exchange any transfer tax stamp for an amount less than the stamp's face value.
- (d) In every case where a physical tax stamp is used to pay the tax imposed by this Article, the person affixing the stamp shall write or stamp thereupon the person's name or initials and the date upon which the stamp is affixed, and further shall cut or perforate the stamp in a substantial manner so that the stamp cannot be again used; provided, however, that no stamp shall be defaced in such a manner as to prevent its authenticity and denomination from being determined. In the case of electronically affixed stamps, the ~~Recorder of Deeds-Clerk~~ shall ensure that electronic stamps or indicia are affixed and used in a manner that prevents multiple use or reuse.

Sec. 74-110 – Open transactions

In the case of a transfer where any part of the transfer price is contingent upon the occurrence of a future event or the attainment of a future level of financial performance, additional tax shall be due at the time each additional amount of consideration is furnished and shall be paid directly to the ~~Recorder Clerk~~. A supplemental real estate transfer declaration shall be filed with the ~~Recorder-Clerk~~ at the time each tax payment is due.

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Sec. 74-112 – Maintaining books and records

Every transferor and transferee shall retain for at least seven years all books and records relating to any transfer of title to, or beneficial interest in, real property located in the County, including the contract of sale, the closing statement and all other original source documents. Every trustee shall retain for at least seven years every real estate transfer declaration it receives pursuant to Section 74-108. All materials described in this Section shall be kept in the English language and, at all times during business hours of the day, shall be open to inspection by the ~~Recorder~~Clerk.

Sec. 74-113 – Rules and regulations

The ~~Recorder~~Clerk is authorized to adopt, promulgate and enforce rules and regulations pertaining to the administration and enforcement of this Article.

PART II – LAND DEVELOPMENT ORDINANCES

Chapter 102 – BUILDINGS AND BUILDING REGULATIONS, ARTICLE II. – VACANT BUILDINGS, Sec. 102-21. – Termination, Subsections (c)(1) and (d)(1) and Sec. 102-23 – Demolition of open, hazardous, residential and commercial buildings, Subsection (3).

Sec. 102-21 – Termination

- (c) Upon the occurrence of any of the following, the requirements of Sections 102-19 and 102-20 shall terminate with respect to a mortgagee:
 - (1) The filing with the ~~Recorder of Deeds~~ Clerk of a satisfaction or release of the mortgagee's mortgage.
- (d) Upon the occurrence of any of the following, the requirements of Sections 102-19 and 102-20 shall terminate with respect to a building:
 - (1) The filing with the ~~Recorder of Deeds~~ Clerk of a conveyance of title to the underlying real estate, pursuant to foreclosure proceedings or otherwise

Sec. 102-23 – Demolition of open, hazardous, residential and commercial buildings.

- (3) Cause to be filed in the office of the ~~recorder of deeds and registrar of titles~~ Clerk, a notice setting forth (i) the address of the building or a description of the real estate sufficient for its identification; and (ii) a statement that the Department of Building and Zoning has initiated an action under Section 102-23 to cause the demolition, repair or enclosure of the building or the removal of garbage, debris or other hazardous, noxious, or unhealthy substances or materials located on the property if the owner or owners or lien holders of record fail to do so. If the building is not demolished, repaired, or enclosed, or the garbage, debris, or other hazardous, noxious, or unhealthy substances or materials are not removed, within 30 days of mailing the notice described in subsection (a)(1) of this section or within 30 days of the last day of publication of the notice, whichever is later, the Department of Building and Zoning shall cause to be sent, by mail, a final determination to the owners of record, the beneficial owners of any Illinois land trust having title to the property, and all lien holders of record in the property, which provides notice that the Department of Building and Zoning has determined that the necessary demolition, repair, enclosure or removal action has not been taken and that the building remains open and vacant and an immediate and continuing hazard to the community in which the building is located. The final determination shall include a statement that, unless a hearing is sought under this chapter before a court of competent jurisdiction to object to the proposed actions of the Department of Building and Zoning and a copy of the complaint served on the Cook County Board President within ten days of the mailing of the final determination, the Department of Building and Zoning intends to exercise its power to demolish, repair, or enclose the buildings, or to remove any garbage, debris, or other hazardous, noxious, or unhealthy substances or materials.

...

Following the demolition, repair, or enclosure of a building, or removal of garbage, debris, or other hazardous, noxious, or unhealthy substances or materials under this subsection, the County may file a notice of lien against the real estate for the cost of the demolition, repair, enclosure, or removal within 180 days after the repair, demolition, enclosure, or removal occurred, for the cost and expense incurred, in the office of the ~~recorder of deeds and registrar of titles~~ Clerk. The notice of lien shall consist of a sworn statement setting forth (i) a description of the real estate, such as the address or other description of the property, sufficient for its identification; (ii) the expenses incurred by the enforcing authority in undertaking the remedial actions authorized by this chapter; (iii) the date or dates that the expenses were incurred by the Commissioner of the Department of Building and Zoning or his designee; (iv) a statement by the Commissioner of the Department of

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Building and Zoning that the building was open and vacant and constituted an immediate and continuing hazard to the community; (v) a statement by the Commissioner of the Department of Building and Zoning that the required sign was posted on the building, that notice was sent by certified mail to the owners of record, and that notice was published in accordance with this subsection; and (vi) a statement as to when and where the notice was published. The lien authorized by this chapter may thereafter be released or enforced by the County as provided in 55 ILCS Division 5-41 or by a participating municipality as provided by 65 ILCS 5/11-31-1(c), previously codified as Illinois Revised Statutes, Ch. 24, Par. 11-31-1(c) and Section 2-901 et seq. of the Cook County, Illinois Code of Ordinances.

Chapter 102 – BUILDINGS AND BUILDING REGULATIONS, ARTICLE III. – BUILDING CODE, Sec. 102-103 – Rules and Definitions

Sec. 102-103 – Rules and Definitions

Lot of Record is a lot which is part of a subdivision, the plat of which has been recorded in the office of the ~~Recorder of Deeds~~ Clerk of Cook County; or a parcel of land, the deed to which was recorded in the office of said ~~Recorder~~ Clerk prior to the adoption of the Cook County Zoning Ordinance.

Chapter 122 – SUBDIVISION CONTROL, Sec. 122-3 – Definitions; Sec. 122-6 – Violations and penalties; Sec. 122-8 – Procedure and general requirements for subdivision plats, Subsection h.-i.; and Sec. 122-10 – Final subdivision record plats, Subsections (c) and (f).

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:

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

County Recorder of Deeds is the ~~Recorder of Deeds of the County of Cook, Illinois.~~

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 ~~Recorder of Deeds~~ Clerk that any of the provisions of this chapter governing plats have been violated, it shall be the ~~Recorder's~~ 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.

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

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 ~~Recorder of Deeds~~ 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.

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i. Attached to such resolution or order, when the same is presented for filing for record in the Office of the County ~~Recorder of Deeds~~ 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.

Sec. 122-10 – Final subdivision record plats

(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.

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 ~~Recorder of Deeds~~ 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.

(f) *Procedure for approval and recording of plats.*

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 ~~Recorder of Deeds~~ Clerk for record, together with such recording fees required by said County ~~Recorder~~ 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 ~~Recorder of Deeds~~ Clerk for record, all roads, streets, and alleys shall become official township roads, subject to the provisions of this section.

Appendix A – ZONING, ARTICLE 8. – GENERAL PROVISIONS, Sec. 8.9 – Miscellaneous

Sec. 8.9 – Miscellaneous

8.9.2. *Municipal boundary lines.* The boundary lines of incorporated villages, cities and municipalities shall be the lines determined by due process of law and made a matter of record in the office of the Cook County ~~Recorder~~ Clerk.

Appendix A – ZONING, ARTICLE 9. – PLANNED UNIT DEVELOPMENT, Sec. 9-6 – Final Plan Approval, Subsections 9.6.1; 9.6.7; and 9.6.8

Sec. 9-6 – Final Plan Approval

9.6.1. *Application and supporting documents.* The applicant shall, within one year from the date of preliminary plan approval, submit an application for PUD ordinance to the Department of Building and Zoning. The applicant shall submit one original application and the following supporting documents:

A. Final PUD plat, suitable for recording with the Cook County ~~Recorder of Deeds~~ Clerk, which includes the following information:

9.6.7. *Recordation.* The applicant, upon adoption of a PUD ordinance, shall record the PUD plat, common open space documents, dedications, agreements, provisions or covenants with the Cook County

Amendments to Code Addressing References to Recorder of Deeds

~~Recorder of Deeds Clerk~~. Recording the PUD plat and supporting documents shall constitute notice of the restrictions placed upon the property and act as a zoning control device.

9.6.8. *Building permits*. The Department of Building and Zoning may not issue building permits until the PUD plat and supporting documents have been recorded with the County ~~Recorder of Deeds Clerk~~. The applicant shall present proof of recording to the Cook County Department of Building and Zoning. Construction authorized by a building permit shall be in full conformance with the recorded PUD plat. Failure of the applicant to develop and construct the PUD according to the PUD ordinance shall constitute a violation of the zoning ordinance.

Appendix A – ZONING, ARTICLE 11. – OFF-STREET PARKING AND LOADING SPACE, Sec. 11.2 – Off-Street Parking Space, Subsection 11.2.3 B. 4.

Sec. 11.2 – Off-Street Parking Space

11.2.3. *Location*. Off-street parking shall be located on the same lot where use is conducted, unless otherwise provided.

B. *Special location plan*.

4. Approved special location plans shall be recorded by the applicants with the Cook County ~~Recorder of Deeds Clerk~~.

Appendix A – ZONING, ARTICLE 14. – RULES AND DEFINITIONS, Sec. 14.2 – Definitions, Section 14.2.1

14.2. - Definitions.

14.2.1. The following words and terms shall have the meaning[s] set forth [in this section], except where otherwise specifically indicated. Words and terms not defined shall have the meaning indicated by common dictionary definition:

Lot of record. A "lot of record" is a lot which is a part of a Subdivision or a parcel of land the plat of which has been recorded in the Office of the ~~Recorder of Deeds Clerk~~ of Cook County or registered in the Office of the Registrar of Titles of Cook County prior to the effective date of this zoning ordinance.

Planned unit development plat. A "planned unit development plat" is a drawing or map made to measurable scale upon which is presented a description and definition of the way in which the design requirements of the planned unit development are to be met. A plat is intended for recording with the Cook County ~~Recorder of Deeds Clerk~~.

Recording (of a document). A "recording" shall mean to officially record a document in the Office of the Cook County ~~Recorder of Deeds Clerk~~ or when it was applicable, to have registered a document (in Torrens) with the Cook County Registrar of Titles.