

ORDINANCE NO.: 06-02-14-01
Dated February 14, 2006

**ORDINANCE ADOPTING RULES AND PROCEDURES COVERING
PLATS, DIVISIONS OF LAND, SUBDIVISIONS,
CONDOMINIUMS, DEDICATIONS AND VACATIONS IN
WILLIAMSON COUNTY, ILLINOIS**

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ARTICLE I: GENERAL PROVISIONS

1.01 TITLE

These regulations shall officially be known, cited and referred to as the “Land Division/Subdivision Ordinance of Williamson County, Illinois” (hereinafter “this ordinance”)

1.02 PURPOSE

For the purpose of present and future development of Williamson County, Illinois, and for the promotion of the public health, safety, comfort and welfare of persons living within the area of Williamson County, Illinois, this Ordinance prescribes procedures for the subdivision and the re-division of land within the area of the jurisdiction of Williamson County, Illinois and contains the procedures, requirements, standards and specifications with respect thereto.

Within the territorial limits of this ordinance, no person shall change, re-subdivide, or rearrange the boundary or division line of any lot or parcel of land, or divide the same by any means into lots for any purpose excepted by permitted by this Ordinance and by “An Act to revise the Law in relations to plats approved March 21, 1874 as amended” (765 Illinois Compiled Statutes 205/0.01-14). Nor shall any person begin with any construction work in a proposed subdivision, including grading, without complying with the provisions of the Regulations and Requirements contained in this Ordinance and before obtaining approval of the preliminary plat of the proposed subdivision as hereafter provided.

1.03 COMPLIANCE WITH STATE LAW

All laws of the State of Illinois are made a part hereof the same as if fully set forth herein and all officers and employees of Williamson County, and specifically those hereinafter referred to are directed to compel compliance with such laws of the State of Illinois, and any amendments thereto.

1.04 LEGAL AUTHORITY

The authority of this ordinance is found in 55 ILCS 5/5-1041, 55 ILCS 5/3-5029 and 765 ILCS 205/1 et. seq. Section 205/5a empowers the various counties of the State of Illinois to enact and establish standards, ordinances, specifications, supplements, and other appropriate controls to provide for its administration, enforcement and amendments.

1.05 JURISDICTION

These rules and regulations governing plats and subdivision of land contained herein shall apply to all subdivided land located within the borders of Williamson County, Illinois and outside the corporate limits of any municipality. However, if a subdivision of land is located outside, but within 1 ½ miles of, any municipality having adopted an official comprehensive plat and ordinance regulating the subdivision of land, corporate approval shall be required in addition to County approval. This ordinance does not intend to repeal, annul or in any way impair or interfere with the existing provision of other law or ordinances except those specifically repealed by, or in conflict with this ordinance. Where this ordinance imposes a greater restriction upon the land than is imposed or required by such existing provision of law, ordinance, or restrictive covenants, the provisions of this ordinance shall control.

1.06 ENACTMENT

In order that land may be subdivided in accordance with these purposes and policies, these subdivision regulations are hereby adopted and made effective as of February 14, 2006. All applications for subdivision approval pending on the effective date of these regulations shall be reviewed under these regulations except that these regulations will not apply if preliminary plat approval was obtained prior to the effective date of these regulations.

1.07 RESERVATIONS AND REPEALS

Upon the adoption of these regulations according to law, the Subdivision Regulations of Williamson County, Illinois adopted September 13, 2005 and filed in Miscellaneous Record 294 page 131 on October 4, 2005, in the Recorder's Office of Williamson County, Illinois are hereby repealed, except as to those sections expressly retained in these regulations.

1.08 AMENDMENTS

For the purpose of protecting the public health, safety, and general welfare, the Plat Committee may from time to time propose amendments to these regulations which will shall be then approved or disapproved by the County Board at a public meeting following public notice.

1.09 ADMINISTRATIVE OFFICERS

In Williamson County, Illinois, two (2) officers are concerned with the administration of these regulations.

1. Plat officer created:

There is hereby created the position of Plat Officer, who shall be appointed by the County Board, and who shall administer this ordinance.

Plat officer duties:

The Plat Officer shall have the overall authority and responsibility of the administration of these regulations. In furtherance of this ordinance, the Plat Officer shall:

- Maintain permanent and current records of this ordinance, including amendments thereto
- Receive and review all preliminary plats, final plats, amendments or changes to those plans and plats, receive and review all tract surveys for compliance with the Plat Act of the State of Illinois Statutes and this ordinance.
- Serve on and schedule the meetings of the Plat Review Committee
- Schedule meetings of the Plat Committee to review preliminary plats and tract surveys, if deemed necessary.

2. County Engineer:

The County Engineer shall review all subdivision plans concerning street and drainage design standards and engineering specifications as stipulated. When the County Engineer desires additional technical data or professional assistance in completing his review, he may, take whatever measures are reasonably necessary to obtain information or services, the costs of such data and assistance will be borne by the developer/subdivider.

1.10 ENFORCEMENT, VIOLATIONS AND PENALTIES

1. General

- It shall be the duty of the Plat Officer, County Engineer and the Williamson County Clerk, to enforce these regulations and to bring to the attention of the State's Attorney or his designated agent any violations of these regulations.
- No owner, or agent of the owner, or any parcel of land located in a proposed subdivision shall transfer or sell any part of the parcel before a

final plat of the subdivision has been approved by the County Board in accordance with the provision of the regulations and filed with the Recorder of Williamson County, Illinois.

- The subdivision/division of any lot or parcel of any lot or any parcel of land by the use of metes and bounds description for the purpose of sale, transfer, or development requires the review of the Plat Officer.

2. *Violations and Penalties*

Any person who violates, disobeys, neglects or refuses to comply with or who resists the enforcement of any of the provisions of these regulations shall be guilty of a misdemeanor and upon conviction thereof shall be fined not less than fifty dollars (\$50.00) nor more than one thousand dollars (\$1000.00). Each week such violation or failure to comply is permitted to exist shall constitute a separate offense. The owner or lessee of any building or structure, lot or land, or part thereof where anything in violation of the Ordinance shall be placed or exist, and any architect, builder, contractor, agent, person or corporation employed in connection therewith and who may have assisted in the commission of any such violation shall each be liable to the fine hereinbefore specified.

3. *Civil Enforcement*

Appropriate actions and proceedings may be taken in law or in equity to prevent any violation of these regulations, to prevent unlawful construction, to recover damages, to restrain, correct or abate or violation and to prevent illegal occupancy of a building structure or premises. These remedies shall be in addition to the penalties described above.

ARTICLE II: RULES AND DEFINITIONS

2.01 DEFINITIONS, GENERAL

For the purposes of uniform interpretation of these regulations, the rules and definitions contained in this section shall be observed and applied, except where the context clearly indicates a different meaning:

2.02 RULES

- Unless the context clearly indicates to the contrary, words used in the present tense shall include the future, and words used in the singular number shall include the plural number, and plural the singular.
- The word “shall” is mandatory and not discretionary.
- The word “may” is permissive.
- The masculine gender includes the feminine and neuter.
- The word “person” includes individual, partnership, firm, corporation or association.
- The word lot” shall include the words “plot”, “piece”, and “parcel”.
- The phrase “used for” shall include the phrases “arranged for”, “designed for”, “maintained for” and “occupied for”.
- In case of any difference of meaning or application between the text of these regulations and any caption or illustration, the text shall control.
- Terms not herein defined shall have the meaning customarily assigned to them.

2.03 WORDS AND TERMS DEFINED

Alley- A secondary means of ingress or egress serving more than one tract of land and used for vehicular service and which may be used for public utility purposes. A minor way used to access the rear or side of properties otherwise abutting on a street.

Area, Gross: The entire area within the boundary lines of the territory proposed for subdivision, including the area to be dedicated for street and alley rights of way and public use.

Area, Net: The entire area within the boundary lines of the territory proposed for subdivision, less the area to be dedicated for street and alley rights of way and public use.

Block: An area of land entirely bounded by streets, highways or barriers (except alleys, pedestrian ways, or exterior boundaries of a subdivision unless exterior boundary is a street or highway) of a combination of streets, public parks, cemeteries, railroad right of way, shorelines or waters, or corporate boundary lines.

Board: The Williamson County Board of Commissioners.

Bond: A good and sufficient security meeting the requirements of this ordinance.

Boundary Survey: A boundary/tract survey for the purposes of this ordinance is a division or re-division of a tract of land into two lots, plat sites or parcels, all of which front upon an existing street, not involving any new streets or other rights of way or easements, any of which is less than 5 acres, regardless of contiguous and adjoining ownership that is described in a metes and bounds description.

Building Line: See Setback line

Contiguous: Land is contiguous when at least one boundary line of one parcel touches a boundary line or lines of another parcel.

County Engineer: The Williamson County Highway Engineer appointed by the Williamson County Board of Commissioners.

Cul-de-Sac, court and dead end street: A street or highway having one end open to traffic and being permanently terminated by a vehicle turnaround with a minimum right of way radius of 50 feet.

Culvert: A transverse drain that channels under a street or driveway.

Dedication: Intentional transfer by the developer to the public, ownership of land or an interest in land for a public purpose. Dedication may be effected by formal conveyance, or by any other method recognized by the laws of the state.

Design: The arrangement of uses of land and the arrangement of easements, lots and rights of way, including specifications of materials, alignment, grade and width of these elements.

Developer: That person by whom a tract will be subdivided and improved pursuant to the requirements of this ordinance.

Drainage Way: A water course, gully, dry stream, creek, or ditch which carries storm water runoff, which is subject to flooding or ponding, which is fed by street or building gutters or by storm sewers, or which serve the purpose of draining water from the lands adjacent to such water course, gully, dry stream, creek or ditch.

Easement: A grant by the property owner for the use of an area of land by the public, a corporation or persons for specified uses and purposes.

Engineer: A professional engineer, registered and licensed as such in the state, responsible for the design of site improvement plans and specifications for a project or subdivision.

Frontage: The length of any one property line of a premises, which property line abuts a street.

GIS: Geographic Information System is a tool for managing and analyzing spatial data

Health Department: The Franklin-Williamson Bi-County Health Department.

Highway: See Street

Highway Department: The Williamson County Highway Department.

I.D.O.T.: The Illinois Department of Transportation

Improvement: All required improvements, including but not limited to roads, road lighting, street work and utilities (including water, sewer, electric, gas and storm water) to be installed or agreed to be installed by the subdivider or developer on land to be used for public or private streets, and easements of other purposes as are necessary for the general use of lot owners in the subdivision. Includes the furnishing of all material, equipment, work and services such as engineering, staking and supervision, necessary to construct all the improvements required in this Ordinance or any other improvements that may be proved by the subdivider or developer.

Improvement Plan: The engineering plans showing types of materials and construction details for the physical structures and facilities to be installed in, or in conjunction with, the subdivision.

Land Surveyor: A State of Illinois Professional Land Surveyor.

Lot: A parcel of land intended to be separately owned, rented, developed or otherwise used as a unit.

Lot corner: A lot of which at least two (2) adjacent sides abut for their full length upon streets at their intersection.

Lot Depth: The average horizontal distance between the front and the rear lot lines measured in the general direction of the side lot lines.

Lot, Interior: A lot whose side lines do not abut upon any street

Lot Line, Front: The line separating the lot from the street. On a corner lot, the front lot line shall be the frontage having the least dimension.

Lot Line, Rear: The rear lot line is the lot line most nearly parallel to and most remote from the front lot line.

Lot Line, Side: Any lot line other than front or rear lot line. A corner lot line separating a lot from a street is called a street side lot line. A side lot line separating a lot from another lot or lots is called an interior side lot line.

Lot Width: The horizontal distance between side lot lines measured at right angle to the

general direction of the side lot lines.

Metes and Bounds: Describes a parcel of land by citing a specific bearing (or direction) and distance around the parcel. Whenever a monument is available, it is also called in the description.

Monument: A physical structure which marks the location of a corner or other survey point as required by provisions contained in this ordinance.

Ordinance: Any legislative action, however denominated, of a local government which has the force of law, including any amendment or repeal of any ordinance.

Owner: A person having sufficient proprietary interest in the land sought to be subdivided. This includes any person or entity having either the dominion and title to the land, a beneficial interest or an equitable interest.

Performance Guarantee or Bond: An irrevocable letter of credit or any security in cash or equivalent approved by the County Board to guarantee installation of any improvements as a condition to final plat approval.

Person: Any agent, individual, association, partnership, corporation, syndicate or trust.

Personal Bond: A bond executed by the promissory without surety, or a contract of promise to pay.

Plans: All of the drawings including plats, general plans, cross sections, profiles, working details and specifications, which the subdivider prepares or has prepared to show the character, extent and details of improvements required in this ordinance.

Plat: The maps, drawings, charts and other documents complying with all applicable provisions of this ordinance which constitute the plan for subdivision.

Plat Act: “An act to revise the law in relation to plats” approved March 21, 1874, as amended, currently found at 765 Illinois Compiled Statutes 205/0.01-14, which is hereby incorporated by reference.

Plat, final: A formal detailed map completed and prepared and certified by an Illinois Licensed Registered Land Surveyor for official recording and meeting the criteria of this ordinance and the plat regulations of the Illinois Compiled Statutes. The final plat must conform substantially to the preliminary plat. The final plat legally establishes the individual lots, easements, streets and other dedicated areas and is submitted to the County Recorder of Deed for recording after approval by the County Board. The final plat also indicates items such a building setback lines, restricted for septic systems and any ingress and egress restrictions.

Plat Officer: The person appointed by the Williamson County Board to administer the provisions of this ordinance.

Plat, preliminary: A preliminary map and supporting data, indicating the proposed layout of the subdivision in sufficient detail to provide adequate basis for the review by the County Plat Officer. It is subject to the review by the County Plat Officer, Williamson County Engineer, Franklin-Williamson Bi-County Health Department, where applicable, and the Williamson County Board of Commissioner

Project Area: That territory intended to be subdivided or developed and portrayed and defined in the Preliminary and Final Plats.

Private Sewage Disposal System: Any sewage handling or treatment facility receiving domestic sewage from less than 15 people or population equivalent and having a ground surface discharge or any sewerage handling or treatment facility receiving domestic sewage and having no ground surface discharge.

Publicly Owned Treatment Works: A treatment owned by a municipality, sanitary district, county or state agency, and which treats domestic and industrial wastes collected by a publicly owned or regulated sewer system. Industrial treatment works which are publicly owned and financed by bond issues of public agencies are not included in this definition

Publicly Regulated Treatment Works: Those otherwise private companies which are regulated as public utilities engaged in the disposal of domestic and industrial wastes and regulated as such by the Illinois Commerce Commission, pursuant to "an Act concerning public utilities" approved June 29, 1921, effective July 21, 1921, as amended. (Il Rev. Stat. 1979, ch 111 2/3, pars 1 et seq)

Professional Engineer: An Engineer properly licensed and registered in the State of Illinois.

Professional Land Surveyor: A land surveyor properly licensed and registered in the State of Illinois.

Recorder: The Williamson County Clerk and Recorder.

Restrictive Covenants or Contracts: Contracts entered into between private parties and constituting a restriction on the use of all private property within a subdivision for the benefit of the property owners, and to provide mutual protection against undesirable aspects of development which would tend to impair stability of values.

Replatting and resubdividing: The recombination or re-division of lots of record into larger or smaller lots.

Right of Way: A strip of land over which the owner, by dedication, prescription, condemnation, gift, purchase, eminent domain or any other legal means occupied or intended to be occupied by a street, alley, sidewalk, utility, sewer, or other public purposes.

Roadway: The entire improved portion of the street, including shoulders, parking lanes, travel ways, curbs and gutters.

Sanitary Sewer: A sanitary sewer is intended to receive and transport sewage.

Septic system: See Private Sewerage Disposal System

Setback: The distance that is usually parallel to the front, side or rear lot line establishing the minimum space to be provided as the front, side or rear yard.

Street and Highway: A public or private way for the purpose of vehicular travel. The term includes all facilities which normally occur within the right of way. It shall also include such other designation for a street as: a highway, thoroughfare, parkway, throughway, road, pike, avenue, boulevard, land, place, drive, court or otherwise designated, but excluding an alley or a way for pedestrian use only.

Subdivider: Any person who, having an interest in land, causes it, directly or indirectly to be divided into a subdivision; *or*,

- A. Who directly or indirectly sells, leases, develops or offers to sell, lease or develop, or advertises for sale, lease or development, any interest, lot, parcel site, unit or plot in a subdivision; or
- B. Who engages directly or through an agent in the business of selling, leasing, developing or offering for sale, lease or development, any interest, lot, parcel site, unit or plot in a subdivision; and
- C. Who is directly or indirectly controlled by, or under, direct or indirect common control with any of the foregoing.

Subdivision: The division of a parcel of land into two (2) or more parts, any of which part is less than five (5) acres, exclusive of all right of way, for the purpose of transfer of ownership or possession, or building development; or any division of land requiring the establishment or dedication of a public street or alley through a tract of land regardless of size. The area of division is given a specific name, lot numbers, and may or may not include dedicated roads. The term includes any division of land that attempts to avoid the requirements of this Ordinance. Subdivisions shall be submitted for review to the Plat Officer, County Engineer, Franklin-Williamson Bi-County Health Department, where applicable, and the Williamson County Board of Commissioners in accordance with the requirements set forth in this ordinance.

Tract Survey: A parcel of land described in a metes and bounds description (See Boundary Survey)

Zoning: The division of a city or county by legislative regulations into areas (zones), specifying the uses allowable for the real property in these areas.

ARTICLE III—LAND DIVISIONS, GENERAL

3.01 REVIEW BY PLAT OFFICER

All land divisions, preliminary plats, final plats, amendments or changes to those plans and plats, subdivisions, re-subdivisions and vacations must be submitted, along with the review fee, to the Plat Officer. The Plat Officer shall affix a compliance stamp to the document or indicate non-compliance of the land division, with recommendations. If the Plat Officer shall indicate any land division is in non-compliance with this ordinance, the Plat Officer shall set forth the requirements and/ or changes necessary to ensure compliance.

3.02 LAND DIVISION OPTIONS

There will be four options for dividing land in Williamson County, Illinois. These options are:

- Fractional Part
- Subdivision
- Platted Lot
- Boundary/Tract Surveys

3.03 FRACTIONAL PART

A fractional part division is one which creates a tract with a legal description of a fraction of a quarter section, with acreage divisible by 5, with no new easements required for access.

An example would be E 1/2 of NW 1/4 of SE 1/4 of NE 1/4 of Section 12, Township 9 South, Range 3 East of the Third Principal Meridian. (5 acres)

3.04 SUBDIVISION

The division of a parcel of land into two (2) or more parts, any of which part is less than five (5) acres, exclusive of all right of way, for the purpose of transfer of ownership or possession, or building development; or

Any division of land requiring the establishment of an easement of ingress and egress, or dedication of a public street or alley through a tract of land regardless of size.

The area of division is given a specific name, lot numbers, and may or may not

include dedicated roads. The term includes any division of land that attempts to avoid the requirements of this Ordinance. Subdivisions shall be submitted for compliance review to the Plat Officer and approval by the County Engineer, Franklin-Williamson Bi-County Health Department, where applicable, and the Williamson County Board of Commissioners in accordance with the requirements set forth in this ordinance. (See Article V for further particulars)

3.05 PLATTED LOT

A lot in a recorded subdivision that was approved through the current subdivision process can be divided under the following procedures:

- Minor lot line adjustment: If a portion of lot is being conveyed to an adjacent landowner and can be described simply, *such as the West 10 feet of Lot 20 in Willow Walk Subdivision.*
- Other conveyance to an adjacent owner: If the portion of a lot being conveyed to an adjacent landowner requires a metes and bound legal description, a tract survey prepared by an Illinois Registered Land Surveyor is required.

3.06 BOUNDARY/TRACT SURVEYS

A boundary/tract survey for the purposes of this ordinance is a division or re-division of a tract of land into two lots, plat sites or parcels, all of which front upon an existing street, not involving any new streets or other rights of way or easements, any of which is less than 5 acres, regardless of contiguous and adjoining ownership, that is described in a metes and bounds description.(See Article VI for further particulars)

ARTICLE IV— FEES

4.01 PLAT OFFICER

All subdivisions and boundary/tract surveys must be submitted for review to the Williamson County Plat Officer. A one-time review fee (per document), of twenty five dollars (\$25.00) shall be paid to the Williamson County Plat Officer at the time of submittal of the application, prior to the initiation of the review process. Expedited review fees of seventy five (\$75) for a twenty four hour (24) review and fifty five dollar (\$55) for a forty eight (48) hour review, both within working hours. A second or re-review of a land division shall be ten (\$10) dollars. Review of annexations or vacations shall be twenty five dollars (\$25). Compliance review for a subdivision plat shall be fifty dollars (\$50). All fees collected by the Williamson County Plat Officer shall be deposited into the GIS fund. Subdivision applications shall be submitted within the timeline provided in Article V –

Subdivision– Requirements. The Plat Officer shall have 5 working days, under normal conditions, from the date of application, affix a compliance stamp or indicate non-compliance, with recommendations, of all land divisions as provided in Article VI. – Land Divisions – Boundary/Tract Survey Requirements.

4.02 Williamson County Board – Subdivision/Approval Recording Fee

The approval/recording fee charged by the Williamson County Board of Commissioners for a subdivision within the jurisdiction of Williamson County, Illinois, shall be one hundred and ninety nine dollars (\$199.00) per plat and shall be collected by the Recorder of Deeds. The Recorder of Deeds shall also charge an additional four dollars (\$44.00) for automation fee and fourteen dollars (\$14.00) GIS fee, for a total of Two Hundred Seventeen dollars (\$217.00), plus an additional \$10.00, pursuant to State of Illinois Senate Bill 75, (Rental Housing Support Program Act), and any additional amounts as may be required by law. Thirteen dollars (\$13.00) of the above fee will be deposited into the GIS Fund by the Williamson County Recorder.

ARTICLE V—SUBDIVISION– REQUIREMENTS

5.01 PLANNING

- The layout should provide for proper circulation of traffic. In general, long blocks are desirable and minor streets should intersect main highways or arterial streets at right angles. Dead end roads shall be no longer than 1320 feet maximum. All dead end roads shall terminate with a cul-de-sac.
- In general, streets shall not be laid out on the boundaries of the tract, except, where such streets are desirable for further expansion of conformance to existing streets or where a previously dedicated half street adjoins the tract, in which case sufficient additional width of street shall be dedicated to make the street width conform to the minimum requirements specified herein. Plats with rights-of-ways such that access to the newly created public right-of-way is denied to neighboring property owners will be rejected. This refers to “spite strips”.
- All new subdivision along marked County Highways shall be arranged to provide access to such highways at intervals not less than 660 feet, except where impractical or impossible due to existing property divisions or topography.
- Private roads and streets shall be permitted only when a subdivider submits sufficient evidence that there can be no public interest in such

private road or street. The subdivider shall submit such evidence and obtain written approval from both the County Engineer and the Williamson County Board of Commissioners prior to the platting of any private road.

- The minimum right-of-way width of any street shall be fifty (50) feet.
- The minimum roadway width shall be twenty-four (24) feet with a minimum surface width of twenty (20) feet.
- All materials used in the construction of the road surfaces shall conform to the Standard Specifications for Road and Bridge Construction as established by the Illinois Department of Transportation.
- The minimum width of an alley wherever provided, shall be twenty (20) feet. Alleys will not be maintained by the Williamson County Highway Department.
- Easements of not less than ten (10) feet in width shall be provided on each side of all rear lot lines where necessary, for poles, wires, conduits, storm and sanitary sewers, gas, water and heat mains or other utilities. Such easements shall also be provided along the front of all lots and along the sides of the exterior lots.
- Streets shall be laid out so that intersecting streets will meet at intersection angle of not less than sixty-five (65) degrees. As far as physically possible, all streets shall intersect at right angles.
- Circular courts at the termination of any street shall have the minimum radius of forty (40) feet, with a corresponding right of way radius of fifty (50) feet.
- Except as provided for above, each lot shall front on a road, street or parkway dedicated for public use.
- Building set-back lines shall be twenty-five (25) feet minimum on all corners. Corner lots shall be laid out wide enough to permit building space back of the building line of each street. Set-back lines shall be ten (10) feet on lot sides and twenty (20) feet at the back end of lots.

5.02 PRELIMINARY PLAT

1. Any person planning to file for record in Williamson County, Illinois, a plat of a subdivision, dedication or vacation lying wholly or in part outside of the

corporate limits of any city or village, shall first submit one copy of the preliminary plat to the Plat Officer, one copy to the County Engineer, and one copy to Franklin-Williamson Bi-County Health Department, where applicable. It shall be the persons/subdividers responsibility to provide a copy of such preliminary plat to the Plat Officer, County Engineer and Franklin-Williamson Bi-County Health Department. Exception is made, however, in the case of plats or dedications prepared by or for the State of Illinois, the County or a Township in connection with the improvement of any highway or road or in connection with the laying out, altering, vacating or widening of roads by the County Engineer.

2. Such preliminary plat shall be prepared in accordance with provision of this ordinance where they apply. However, dimensions and locations of various required features which cannot be shown exact, shall be shown approximated in order that the plat may be sufficiently complete to be judged by the Plat Officer, County Engineer, Franklin-Williamson Bi-County Health Department, where applicable, and the Williamson County Board.
3. The preliminary plat shall be presented to the Plat Officer, County Engineer and Franklin-Williamson Bi-County Health Department, where applicable, at least thirty (30) days prior to the County Board meeting at which its approval shall be considered, The County Engineer shall note his approval on the plat or convey to the Plat Officer his recommendations for changes desired to make it eligible for inclusion in the Unit District Road System.
4. Each plat shall be drawn to a scale of one hundred (100) feet to one (1) inch. Variations in scale may be made where necessary for proper exhibit of a subdivision. The maximum size of a plat shall be no larger than 24" X 36". Minimum size for lettering on the plat shall be .08 if all capital letters are used or .10 inch if mixed letters are utilized.
5. The preliminary plat and plans shall contain the following information:
 - Existing interior adjacent roadways, or other public ways, railroad and utility rights-of-way, parks or other public open spaces adjacent to the site
 - Neighborhood land uses and Municipal boundaries
 - Names of all adjoining subdivisions shall be included and the adjoining property not subdivided shall be marked: "Not Subdivided". In addition the adjoining non-subdivided property shall have its present use shown from these classes: Agricultural, Undeveloped, Active Mine, Inactive Mine, Residential or Commercial. The owner(s) of adjacent subdivided and unsubdivided property shall also be included.

- All proposed streets and roads with their widths and proposed names, alleys, lots, easements, and building lines on property to be subdivided and the full width of streets bounding the proposed subdivision shall be shown. Road names shall not be that which will duplicate, or to closely approximate phonetically, the name of any other road or subdivision in the County. Roads that are extensions of, or in obvious alignment with existing roads shall bear the name of said existing road.
- Names and address of the owner, the subdivider, the person(s) preparing the plat and the engineer and land surveyor who will design improvements for and survey the tract or such part thereof as is proposed to be subdivided.
- Sites, if any, intended to be reserved for public use and/or for use of property owners in the subdivision, including the purpose and conditions of reservation or dedication, such proposed common land must meet the review for compliance of the Plat Officer, County Engineer and County Board, as to its suitability.
- All section lines, quarter-section lines, township, range, adjacent subdivision line, adjacent street and alley lines, water courses and existing features pertinent to a proper subdivision shall be shown. The most current property index number shall be indicated on the preliminary plat. (The most current property index number shall be provided by the Plat Officer upon request.)
- Legal description of land proposed to be subdivided and a site data information block which shall include, but not be limited to: the total acres of the tract stated in hundredths (.01) of an acre, the acreage in rights-of- way, and the acreage in open space, if any.
- Proposed alignment, width and typical cross section of all road and rights-of- way, sewer and water lines, and other public utilities where applicable.
- Lots, including layout, number, dimension and area in square feet or acreage.
- Required front building setback line, side and rear yard area lines and dimensions.
- Proposed site grading plan when required by the County Engineer, including building pads; top of foundation elevations, when required; proposed roadway grades and surface water drainage patterns.

- Existing sewers, water mains, culverts and other underground drainage structures within the tract or immediately adjacent thereto shall be shown. The location of the nearest water mains and sewers shall be indicated in a general way on the plan.
- Proposed type of treatment or method of sewage disposal. (Refer to the Williamson County Private Sewage Disposal Ordinance.)
- Text of proposed protective covenants, deed restrictions, homeowner's association, contract, easement provision and other documents whereby the subdivider proposes to regulate land use in the subdivision, restrict the design, development and/or use of the property and otherwise protect special areas within the proposed development.
- Any other pertinent information that may be requested by the Plat Officer, County Engineer or Franklin-Williamson Bi-County Health Department.
- A certificate shall be placed on the final plat if the proposed subdivision lies within 1.5 miles of any city, village or municipality which has adopted a comprehensive plan and is exercising its powers and a certificate shall be placed on the final plat if the proposed subdivision lies within 1.5 miles of any city, village or municipality which has adopted a comprehensive plan and is not exercising its powers. It shall be subdivider's responsibility to provide written proof of such approval.
- If the proposed subdivision shows access to a state highway, the preliminary plat must be approved the Illinois Department of Transportation. A certificate shall be placed on the final plat to indicate such approval. It shall be subdivider's responsibility to provide written proof of such approval.
- On -site and off-site easements.
- Upon approval of a preliminary plat, the developer may proceed to construct the road or streets necessary to service the subdivision. Approval of the final plat will be made by the County Board upon the completion of the roads in accordance with the requirements of this ordinance and contingent on satisfactory agreement between the County Engineer and the developer providing for the maintenance of the road including surfaces, ditches, slopes and shoulders for a period of one (1) year after completion of the roads. This approval will be further contingent on the developers providing suitable letters of commitment from the necessary utilities to provide service to the subdivision.

- The preliminary plat shall be signed by a Professional Land Surveyor, and plans to be signed by a Professional Engineer of the State of Illinois and shall bear the imprint of his seal.

5.03 Processing of Preliminary Plat

1. The preliminary plat and plan shall be presented by the subdivider to the Plat Officer and County Highway Engineer for compliance review and approval. When an on-site waste disposal system is utilized, the plat and plan shall also be submitted to the Franklin-Williamson Bi-County Health Department for approval
2. The preliminary plat shall be considered officially submitted after it is found by the Plat Officer to:
 - Contain the information necessary for its proper review by staff and applicable agencies.
 - Be submitted with the applicable subdivision review and processing fees as adopted by the Williamson County Board and from time to time amended.
 - The Plat Officer may reject any Preliminary Plat that does not meet any of the above filing requirements.
 - If, during the review process, changes are made to the preliminary plat, which in the opinion of the Plat Office require submittal of a revised preliminary plat or other preliminary plat documents, the subdivider shall submit such revised information as required. The revised preliminary plat and plans shall be presented to the Plat Officer and County Highway Engineer and Franklin-Williamson Bi-County Health Department, where applicable.
 - If the Plat Officer finds that changes, additions or corrections are required for compliance on the Preliminary Plat, the Plat Officer shall so advise the subdivider in writing and the subdivider may resubmit the preliminary plat to the Plat Officer without paying any additional fee.
 - Approval of the Preliminary Plat by the County Engineer, constitutes neither final approval of the subdivision nor the acceptance of required improvements.

5.04 GRADING

1. Each street shall be graded to a width of not less than twenty-four (24) feet from shoulder line to shoulder line. Either ditch or storm sewer of adequate size shall be provided for surface drainage. If ditches are constructed, the slope from shoulder line to ditch shall not be steeper than three to one (3:1) and the back slopes not steeper than three to one (3:1). Fill sections shall have a slope not steeper than two to one (2:1). All exposed areas shall be reseeded to prevent erosion. Such seeding shall be performed when weather conditions permit.
2. The grades of all streets shall not be greater than eight percent (8%). Vertical curves shall not be less than one hundred (100) feet in length. The plan and profile of streets shall be approved by the County Engineer before grading operations are started.
3. Each street shall be improved by the construction of a crushed stone base course not less than twenty (20) feet wide, and having a compacted thickness of not less than eight (8) inches. The minimum allowable surface will be dust free bituminous road constructed as a three (3) course bituminous surface treatment (commonly referred to as oil & chip). The Gravel or Crushed Stone Base Course shall be constructed in accordance with the specifications of Gravel or Crushed Stone Base Course, Type B, as set forth in the Standard Specifications for Road and Bridge Construction, as prepared by the Department of Transportation of the State of Illinois and adopted by the Williamson County Highway Department..
4. The regulations herein contained shall not prevent the owner or subdivider from constructing a soil cement base, lime modified subgrades, or other engineered higher types of pavement, any of which shall be in accordance with Department of Transportation of the State of Illinois specifications. The minimum thickness of any base shall be eight (8) inches. In the event a paved roadway with gutter is provided the width of the roadway shall not be less than twenty (20) feet. Minimum gutter thickness shall be six (6) inches and the minimum width shall be eighteen (18) inches.
5. Signs shall be erected at all street intersections giving the name of the streets and coordinated with the County Engineer.
6. The work of constructing streets or roads including the methods and materials

incident thereto, shall be subject to the approval of the Williamson County Highway Engineer. Final acceptance of the completed streets or roads shall rest with the Williamson County Highway Engineer. The subdivider shall enter into an agreement with the County Engineer which provides that in consideration of the acceptance of the roads and streets for inclusion in the Unit District Highway System, the subdivider agrees to construct the roads or streets in the subdivision to the standards prescribed herein at his own expense with no cost to the County. This work shall normally be done prior to plat acceptance.

7. If the owner or subdivider desires to complete the construction of the streets after the plat is placed on record, he shall be required to submit a cost estimate prepared by a Professional Engineer, setting forth all items of work to be performed and the estimated cost. Said estimate shall be subject to the approval of the Williamson County Engineer. A certified check or contract performance bond issued by a Surety Company, subject to the approval of the Williamson County Engineer, in an amount equal to the approved estimate to insure the completion of the work, shall be filed with the Williamson County Engineer or the Williamson County Clerk. All constructions items shall be completed within the year after the plat is placed on record, except where bituminous paving construction is required. When bituminous construction is required, it shall be completed within two years after the plat is placed on record. The certified check or performance bond shall be made payable to the Williamson County Highway Department for deposit. Providing the work is not satisfactorily completed within the time specified the check shall be cashed and deposited in a special account to be used for completing the road construction as specified for the subdivision. In the event the work is satisfactorily completed with the time specified, the certified check or surety bond shall be returned.
8. Road surfaces, backslopes and shoulders on all streets shall be maintained by the developer for a period of one year after their completion. All exposed surfaces on which turf or sod has not been developed shall be reseeded or sodded. To insure compliance, the owner or subdivider shall deposit with the Williamson County Engineer or the Williamson County Clerk a certified check or performance bond issued by a Surety Company, in an amount not less than the cost of maintaining said streets for a period of one year. An estimate of cost shall be prepared by the Williamson County Engineer, setting forth all work to be performed and the estimated costs.
9. The preliminary plat shall be signed by a Professional Land Surveyor of the State of Illinois and shall bear the imprint of his seal. The preliminary plans shall be prepared by a Professional Engineer of the State of Illinois and shall bear the imprint of his seal.

5.05 DRAINAGE AND SURFACING

Drainage structures shall be installed whenever required. The sizes of all drainage structures shall be computed by using “Talbot’s Formula” for run-off. The design, installation, and construction of all drainage structures shall be subject to the approval of the County Engineer. The material of all structures shall comply to the specifications for similar structures on County Highways and shall be subject to the approval of the County Engineer. All crossroad culverts shall be not less than fifteen (15) inches in diameter. All driveway entrance culverts shall not be less than 12” in diameter. The design of any culvert or bridge having a span of more than ten (10) feet must be approved by the Williamson County Engineer.

5.06 PROVISIONS FOR UTILITIES

1. The subdivider shall furnish the Williamson County Engineer and the Franklin-Williamson County Health Department, at the time the preliminary plat is filed, a statement of the description of the water supply and sewage disposal facilities, with design construction to prevent health hazards and nuances, which will be provided. A surface discharge flow plan shall be submitted with the plat.
2. All proposed sanitary facilities shall comply with the minimum requirements and recommendations of the Illinois Department of Public Health Private Sewage Disposal Licensing Act and Code and any amendments thereto, the Williamson County Private Sewerage Disposal Ordinance and any amendments thereto, as well as the regulations of the Franklin-Williamson Bi-County Health Department, and the Illinois Environmental Protection Agency for any community systems.
3. The subdivider shall furnish suitable letters of commitment from the appropriate utility to provide utility service needed in the subdivision.

5.07 ENGINEERING REQUIREMENTS

1. The preliminary plan shall be accompanied by an Engineering Report and either the report or the plan shall contain the following information:
 - Profile of each street showing existing ground line and proposed grades.
 - A typical cross-section of each type of roadway to be built.
 - The proposed type of surfacing for streets
 - Information regarding existing drainage systems in the subdivision both surface and underground, including the location, size, type and grade of drainage structures, storm sewers, drain tile and drainage

ditches.

- Information regarding proposed drainage system in the subdivision both surface and underground, including the location, size, type and grade of drainage structures, storm sewers, drain tile and drainage ditches proposed to be constructed and the drainage area they are designed for.
 - The location of all water courses, bodies of water or streams with their high and low water elevations. All elevations shall be United States Geological Survey datum.
 - Sanitary Sewers, either in place or proposed, refer to Williamson County Private Sewage Disposal Ordinance.
 - Results of soil seepage tests which have been conducted throughout the area to determine the ability of the soil to dispose of sewage waste by seepage must meet Section 905.55 of the Illinois Department of Public Health Private Sewage Disposal Licensing Act and Code and any amendments thereto. (This requirement applies only if needed by the Franklin-Williamson Bi-County Health Department)
 - A description of the water supply and sewage disposal facilities which will apply successfully in the subdivision.
 - Soil compaction tests shall be performed on any new road construction as per Illinois Department of Transportation specifications, and any amendments thereto.
2. The Engineering Report shall be signed by a Registered Professional Engineer of the State of Illinois and shall bear the imprint of his seal.

5.08 SEWERAGE FACILITIES

1. Each lot in the subdivision shall be provided at the property line with a connection to publicly owned or publicly regulated treatments works, where such system is provided. Sewage collection lines shall be in compliance with all Illinois Environmental Protection Agency size requirements..
2. The private sewage disposal system must be designed by a licensed engineer and must comply with the Williamson County Private Sewage Disposal Ordinance and any amendments thereto, as well as the regulations of the Illinois Department of Public Health Private Sewage Disposal Licensing Act and Code and any amendments thereto.

3. Individual private sewage systems shall be installed on at least one (1) acre of suitable land (Refer to the Williamson County Private Sewage Disposal Ordinance to the definition of “suitable land”) and be in accordance with all applicable regulations as set forth above.
4. When private sewage disposal systems are planned to be utilized, Franklin-Williamson Bi-County Health Department must approve the preliminary plat and sign the final plat.

5.09 - FINAL PLAT FOR RECORD

After approval of a preliminary plat and plan, there shall be submitted to the Williamson County Board within one (1) year, a final plat, together with two (2) prints thereof, made in accordance with the preliminary plat. The final plat for record shall be made on linen tracing cloth or mylar. No blueprints (white paper with Blue printed lines) Sepias (Brown pigmented in on mylar) or Vellums (parchment line paper) is acceptable.

The final plat shall be submitted at least five (5) working days, under normal conditions, prior to the next regular meeting of the Williamson County Board at which the final plat will be considered. This time period may be extended by mutual consent of the subdivider and the agencies involved.

In addition to the submittal of the final plat in mylar form, the subdivider will provide, for use by the Williamson County Supervisor of Assessments Office, a copy of the subdivision line drawing in digital form. The following shall also apply to any digital submittal:

- The scale shall be 1:1;
 - The digital subdivision plat line drawing shall be submitted to the Assessor’s Office through the Williamson County Plat Officer;
 - The drawing shall be in AutoCAD (DWG), (DXF) or (DGN) format or in any other format prescribed by the Supervisor of Assessments Office.
1. Each plat shall be drawn to a scale of one hundred (100) feet to one (1) inch. Variations in scale may be made where necessary for proper exhibit of a subdivision. The maximum size of a plat shall be no larger than twenty-four inch by thirty-six inch (24" X 36"). Minimum size for lettering on the plat shall be .08 inches if all capitals letters are used or .10 if mixed letter types are utilized.

2. Each plat shall show the date of preparation of map, the north sign, section and quarter section lines and corners, and the scale of the plat. Each subdivision plat shall contain a simple, complete and explicit title which does not duplicate the name of any previously recorded plat, except in the case of additions. In the case of a re-subdivision, the name of the prior vacated subdivision shall be shown on the new subdivision plat.
3. Each plat shall include a correct survey of property to be subdivided with a legal description giving section, township and range. The plat shall also show the location, widths and names of all roads, streets, alleys and other lands to be dedicated to public use and the lines, dimensions and names of all adjoining or abutting roads, streets and alleys. In the case of branching streets, the line of the departure of one (1) street to another shall be shown.
4. All lot lines shall be shown and lots and blocks properly numbered or lettered. Building lines and easements shall be shown and the location determined by dimensions.
5. The description and location of all permanent survey monuments placed in the subdivision shall be shown upon all plats for record. All lot corners, points of curvature, right-of-way intersections, changes in public right-of-way widths, and all offset points shall be monumented with a solid iron rod thirty (30) inches or longer and one-half (1/2) in diameter or larger. All monuments shall be set flush with the surface of the ground.

Two (2) monuments made of reinforced concrete with a top diameter of four (4) inches and thirty (30) inches in length must be set at the opposite extremities of the property platted.

6. Each lot shall contain an area of not less than one (1) acre, unless the subdivision is serviced by an approved publicly owned sewage disposal system, in which case a minimum lot size of 0.25 acre will be allowed. The minimum allowable street frontage is seventy-five (75) feet, and forty (40) feet is the minimum allowable frontage for lots around cul-de-sacs, as long as sufficient space for building is provided.
7. All signatures must be in black ink.
8. The subdivision plat must be signed by the owners(s), or by his/her duly authorized attorney, and their signature(s) must be acknowledged before a notary and under signature and seal of a notary.
9. The subdivision plat must bear the Professional Land Surveyors certificate, complete with date, signature and seal.
10. The subdivision plat must be accepted by the Williamson County Board of Commissioners and bear the proper official' signature, seals and dates of

acceptance.

11. The subdivision plat must have a statement from the Professional Land Surveyor indicating whether any part of the property as shown on the map or plat of subdivision is located within a special Flood Hazard Area as identified by the Federal Emergency Management Survey.
12. The subdivision plat must have a statement from the Williamson County Engineer, indicating approval of the subdivision streets and roads.

NOTE: The subdivision plat shall have an additional Certificate of acceptance signed by a representative of the Illinois Department of Transportation when the only direct access to the subdivision is from a state highway or roadway.

13. The most current Permanent Parcel Number(s) available shall be shown on the subdivision plat.
14. The subdivision plat must bear a certificate with signature and seal of the Williamson County Clerk, indicating that there are no delinquent general taxes, unpaid current general taxes, no unpaid forfeited taxes and no redeemable taxes against any of the land included in the plat.
15. The subdivision plat must bear a notarized statement from the owner indicating to the best of his/her knowledge, the school district in which each tract, parcel, lot or block the plat lies.
16. If the land shown on the subdivision plat has been annexed into any municipality within the last five (5) years, the annexation ordinance number issued by the municipality and the Miscellaneous Book and Page wherein the document was recorded in the Williamson County Clerk's Office shall be shown on the subdivision plat.
17. No plat of subdivision shall be accepted for recording that is platted over any part of an existing subdivision. The original subdivision must be **vacated**, prior to recording, in accordance with the State of Illinois statutes and in accordance with the requirements as set forth in Section 5.11-Plat Vacations, of this ordinance. In the case of a re-subdivision, the name of the prior vacated subdivision shall be shown on the new subdivision plat
18. All plats of subdivision must be reviewed prior to recording by the Williamson County Plat Officer, County Engineer, Franklin-Williamson Bi-County Health Department, where applicable, and the County Board. The final plat shall be submitted to the Williamson County Clerk along with the proper recording fee to be filed.
19. The subdivider shall also furnish a copy of his EPA Permit for any waterline extension or rural public sewer line extension.

20. All municipal approved plats of subdivision must be reviewed for compliance by the Williamson County Plat Officer prior to recording.

5.10 PLAT CERTIFICATE OF AMENDMENT/PLAT CERTIFICATE OF CORRECTION

If a minor error is discovered after the recording of any subdivision plat, that error may be corrected by a certificate of amendment or a plat certificate of correction.

- The certificate must contain a description of the amendment or correction, referencing the plat name, document number and recorded date prepared by the surveyor.
- The surveyor must sign and seal the certificate.
- The certificate of correction need only be signed by the surveyor. A certificate of amendment must contain a signature certificate with original signatures of the landowner or a representative of the owner, acknowledged by a Notary Public with their seal, and the municipality or the Williamson County Board of Commissioners whomever approved the original plat
- Mail to name and address is required.
- A digital copy of the line drawing, including corrections, shall be submitted to the Assessor's Office through the Williamson County Plat Officer
- The certificate of amendment or correction shall be recorded in the Williamson County Recorder's Office. The Williamson County Recorder shall write in letters on the recorded plat or portion thereof the word "corrected" or "amended" and shall also make a reference on the same to the volume and page in which the amendment or correction is recorded.

5.11 - PLAT VACATION

1. Any subdivision plat may be vacated by the owner at any time before the sale of lots, by means of a written instrument to which a copy of the plat is attached, said instrument declaring the plat to be vacated. If there are public service facilities in the highways, streets, alleys and other public ways and in easements shown on the plat, the instrument shall reserve to the public body or public utility owning such facilities, the property, rights of way and

easements necessary for continuing public service by means of those facilities and for the maintenance, renewal and reconstruction of the same.

2. When lots have been sold, the entire plat may be vacated in the manner provided in this section by all the owners of lots in the plat joining in the execution of the vacation document.
3. Any portion or part of a plat may be vacated by the owner of the land when the owners of adjoining lots give approval of the vacation by written instrument and subject to these conditions:
 - Such vacation shall not abridge or destroy any of the rights or privileges of other owners.
 - Nothing contained in this section shall authorize the closing or obstructing of any public highway land out according to law.
 - The vacation instrument must contain a copy of the original subdivision plat with delineation of the portion to be vacated clearly marked on said plat.
4. The vacation instrument shall be executed, approved and recorded in the same manner as subdivision plats. Once a plat vacation instrument has been recorded, the public rights involved with the platted roads or other public grounds shall be completely divested except for the reservations set forth for public service utilities.
5. When any plat or portion thereof is vacated, the Williamson County Recorder of Deeds shall write in letters across the recorded plat or portion thereof the word “vacated” and shall also make a reference on the same to the volume and page in which the vacation instrument is recorded.
6. The plat vacation process is initiated with the submittal of two (2) copies of the vacation instrument accompanied by two (2) copies of the subdivision plat on which is shown the portion thereof to be vacated. This submittal shall be made to the Williamson County Board of Commissioners.
7. The plat vacation instrument shall be reviewed for compliance by the Plat Officer and the Williamson County Board of Commissioners in the same manner as plats of subdivision. It shall also be submitted for approval to the County Engineer and/or to the District Engineer of the Illinois Department of Transportation and also to the public utilities involved. The Board of Commissioners, Plat Officer, the Illinois Department of Transportation or the Williamson County Engineer, as the case may be, may reject any such instrument that destroys any public right in any road or street.

5.12 VACATION OF COUNTY HIGHWAYS

County Highways

When the County Board determines that the public and economic interest is served by vacating a county highway or part of it, it may vacate that highway or part of it by resolution adopted by the favorable vote of 2/3 of the members of the County Board. The resolution may provide that it is not effective until the owners of property abutting on the highway or part of it to be vacated pay compensation in an amount which, in the judgment of the County Board, is not in excess of the fair market value of a similar acreage abutting the highway.

Upon the vacation of any county highway or district road or part thereof, the Williamson County Highway Engineer shall cause a legal description of the road or part thereof vacated to be recorded in the office of the recorder of the county. The recorder shall mark the plat previously recorded in such manner as to show the vacation and to indicate the book and page number where the description is recorded.

Vacation Instrument Recording Requirements

- Plat must measure at least 8 1/2" X 14", but no larger than 24" X 36"
- Plat must contain a legal description and signature certificate from the Professional Land Surveyor as preparer including an original signature and surveyor's seal.
- Metes and bounds descriptions must contain section, township and range with an identifiable point of beginning.
- The plat must contain a signature certificate with original signatures of the landowner or representative of the owner.
- The name and address of the owner must be printed under the signature.
- The signature of the owner must be acknowledged by a Notary Public and a legible seal for the notary stamped on the plat.
- Corporate approval (when applicable) must be indicated by the signature of the mayor/ County Board and attested by the municipal/County Clerk and Recorder and date of approval included.
- The vacation plat must be approved by the Williamson County Highway Engineer.
- Mail to name and address is required.

5.13 ANNEXATION/DISCONNECTION PLAT

When any city, village, or municipal corporation annexes, disconnects territory or vacates any subdivision, or portion thereof, a plat of the land included in the disconnection or annexation must be filed with the Williamson County Recorder. Each plat shall state a legal description or descriptions sufficient to identify the boundaries of the annexed or disconnected territory, by reference to government surveys or by metes and bounds, including the section, township and range in which the territory is located. Such a plat must be prepared by a Professional Land Surveyor or a duly employed municipal engineer registered under the laws of the State of Illinois.

Recording Requirements

- A copy of the ordinance, court order, or resolution of annexation or disconnection together with an accurate plat of the territory annexed or disconnected must be recorded with the County Recorder. (Plat size must be between 8 ½" X 11" and 24" X 36".)
- The plat must contain a legal description and signature certificate from the Professional Land Surveyor or municipal engineer as preparer including signature and surveyor's seal
- Metes and bound descriptions must contain section, township and range with an identifiable point of beginning.
- Mail-to name and address is required along with a copy of the owner's petition requesting the annexation, disconnection or vacation.

5.14 VARIANCES

Generally, the requirements included in this ordinance are the minimum acceptable to Williamson County.

However, pursuant to the authority granted to the Williamson County Board of Commissioners by 765 ILCS 205/1, paragraph (b), Item 9, they have elected to reduce the acreage minimum to 2 acres, as long as:

- The division or sub-division of land into parcels or tracts of two (2) acres or more in size which does not involve any new streets or easements of access, and when a survey has been made by a Professional Land Surveyor and a compliance stamp has been obtained by the Plat Officer. No such division shall be allowed unless the road frontage for said parcels equal or exceeds fifty (50) feet. The plat of survey thereof must be recorded, along with any conveyance. This division of land must be presented to the Williamson County Plat

Officer, along with the review fee, for compliance or non-compliance with recommendations..

- It should be noted and this is a reminder that if the division of land is to be improved, a review of the site by the Franklin-Williamson Bi-County Health Department should be made to ensure the parcel may be built upon and will be in compliance with the Williamson County Private Sewage Ordinance.

The Williamson County Board of Commissioners may grant a specific variance from the local ordinance, provided that the variance would meet all requirements imposed by the State of Illinois Statutes,

If the developer/subdivider desires to request a specific variance, the following procedure shall be followed:

- The subdivider shall apply in writing for such variance or exception upon filing the preliminary plat and plan with the Williamson County Engineer.
- The variance request shall be examined by the Williamson County Engineer, who shall make a recommendation in writing to the Williamson County Board of Commissioners and by the Williamson County Plat Officer.
- The Williamson County Board of Commissioners shall make its decision within thirty (30) days from the date of the receipt of the variance request.
- Any variation shall be in writing and clearly state all conditions requiring the variance and shall set forth the exact terms of the variance; a copy shall be attached to the preliminary and final plats and included in the minutes of the Williamson County Board of Commissioners with the reasoning set forth upon which variance was considered justified.

ARTICLE VI—LAND DIVISION BOUNDARY/ TRACT SURVEY

6.01 BOUNDARY /TRACT SURVEY REQUIREMENTS

1. A boundary/tract survey is a land survey that defines the location of boundary lines and that culminates in the deliberate location or relocation of the perimeters, division lines or boundaries of a certain lot, parcel or quantity of real estate, according to the record title description of the parcel or parent tract.

2. The purpose of a boundary/tract survey is to establish or re-establish the extent of title lines, and to define and identify those lines so as to uniquely locate each lot, parcel or other specific land area in relation to well recognized and established points of reference, adjoining properties and rights of way.
3. A boundary/tract survey for the purposes of this ordinance is a division or re-division of a tract of land from a parent tract into a lot, plat site or parcel, which fronts upon an existing street, with a minimum of 50 foot frontage on said existing street, any of which is less than five (5) acres, but not less than two (2) acres, regardless of contiguous and adjoining ownership, that is described in a metes and bounds description. If a new street or other rights of way or easements are proposed, the boundary/tract survey must be submitted as a subdivision and proceed thru the subdivision process as heretofore described.
4. The division must be surveyed and a boundary/tract survey thereof made by an Professional Land Surveyor.
5. The Plat Officer shall review the tract survey to ensure that it conforms to the pertinent requirements. The owner shall be notified of tract survey compliance or non-compliance, with recommendations, within five (5) working days, under normal conditions. After approval for compliance, the tract survey must be recorded in the Williamson County Recorder's Office. If the tract survey is not recorded within 180 days of the Plat Officer's stamp of compliance, the approval shall be null and void.
6. A boundary/tract survey shall include, but not be limited to, the following:
 - The completed boundary/tract survey plat shall be drawn on a stable and durable medium with a minimum size of 8 ½ " X 11".
 - Surveyor's firm name, address and telephone number.
 - Professional land surveyor seal, signature, date of signing and license expiration date.
 - Person(s) name for whom the boundary/tract survey was prepared.
 - North arrow.
 - Scale-written or graphic
 - Legal description of the property and the total acres of the tract stated in hundredths (.01) of an acre

- All angular and linear data along the exterior boundaries of the tract of land
- The names of all public streets and the width, course and extent of all public streets, alleys and ways for public service facilities
- Public service facilities, ways for utility services parks, playgrounds, school grounds or other public grounds
- Sufficient angles, bearings or azimuths, precise linear dimensions and curve data must be shown on the plat to provide a mathematically closed figure for the exterior of the survey. Where record angular dimensions, bearings or azimuths, linear dimensions or curve data exist, such data shall be shown on the plat and distinguished from measured dimensions or data. Area of the survey is to be shown on the face of the plat.
- Where bearing, azimuth or coordinate systems are used, the basis or proper names of the system shall be noted on the plat
- If the survey is a parcel in a recorded subdivision, any adjacent rights of ways or easements and set back lines shown on the recorded plat that affect the subject parcel are to be shown and dimensioned.
- Rights of way and easements shall be shown on the plat.
- Exculpatory statements that attempt to restrict the uses of boundary/tract surveys shall not be affixed to any plat
- Reference must be made upon the plat to known and permanent monuments from which future survey may be made and the surveyor must set in such manner that they will not be moved by frost, good and sufficient monuments marking the external boundaries of the tract to be divided and must designate upon the plat the points where they may be found (Monuments must be placed at all corners, at each end of all curves, at the point where a curve changes its radius, at all angle points in any line and at all angle points along a meander line, the points to be not less than 20 feet back from the normal water elevation of a lake or from the bank of a stream, except that when such corners or points fall within a street, or proposed future street, the monuments must be placed in the right of way one of the street.

- All internal boundaries, corners and points must be monumented in the field by a solid iron rod thirty (30) inches or longer and one-half (1/2) in diameter or larger. All monuments shall be set flush with the surface of the ground.
- The most current property index number of the parent tract shall be indicated on the boundary/tract survey.

6.02 EXCEPTIONS

All boundary/tract surveys must be submitted for review to the Williamson County Plat Officer, along with the review fee, to ensure that all divisions of land comply with the State Plat Act and this Williamson County Subdivision Ordinance, however, the following will not be subject to boundary/tract survey requirements:

- A division of land into tracts of five (5) acres or more not involving new streets or easements of access that can be described as a fractional part
- A division of lots or blocks of less than one (1) acre in a recorded subdivision not involving new streets or easements of access, provided the division does not require a metes and bounds legal description.
- A sale or exchange of land between owners of adjoining and contiguous land (If described in metes and bounds a boundary/tract survey prepared by a Professional Land Surveyor must be recorded with the conveyance. No deed shall be accepted for recording in the Williamson County Recorder's Office that attempts to circumvent this ordinance by creating a parcel and then re-conveying a portion of the parcel in the first deed by a second deed back to its original owner, as an adjoining and contiguous property owner, without a boundary/tract survey and review for compliance from the Williamson County Plat Officer)
- A conveyance of land for use as a right-of-way for public utilities and other pipelines not involving new streets or easements of access
- A conveyance of land owned by a public utility not involving new streets or easements of access
- A conveyance of land for highway or other public purpose, or relating to a dedication of land, or for vacation of land subject

to public use

- A conveyance made to correct a description in a prior conveyance
- The sale or exchange of parcels of land following the division into no more than two (2) parts of a parcel existing on July 17, 1959, and not involving any new streets or easements of access
- The sale of a single lot less than five (5) acres from a larger tract, but not a subsequent lot from the same larger tract, as determined by the dimensions and configuration of the tract as it existed October 1, 1973
- A tract of land that has previously been conveyed and the deed of the previous conveyance is on record in the Recorder's Office of Williamson County, Illinois.

ARTICLE VII – CONDOMINIUMS

7.01 CONDOMINIUM PLAT AND DECLARATION

Condominium Plat – This is a plat of survey of the land parcel and all units in the property. The Condominium Plat shall consist of a horizontal and vertical delineation (drawing) of each unit. These unit drawings with the Condominium Plat must provide linear measurements and location of building improvements and/or structures located on the parcel. The unit drawing must also provide the elevations above and below and measurements of finished or unfinished interior surfaces of floors and ceilings; the measurements of finished or unfinished interior surfaces of all perimeter walls; locations of wall surfaces and/or unit boundaries with respect the exterior boundaries as projected upward. The plat (unit) drawings must also provide measurements of the perimeter boundaries of that part of the property which constitutes a unit or any part thereof. Each unit shall be identified on the plat by a distinguishing number or symbol.

7.02 GENERAL CONDOMINIUM PLAT RECORDING REQUIREMENTS

- Plats must measure at least 8 1/2 " X 14", but no larger than 24" X 36".
- Plat must contain legal description and signature certificate from the Professional Land Surveyor as preparer of the plat including an original signature and the surveyor's seal.
- Plat must contain floor and ceiling elevations of condominium units.
- Each unit must be identified by number or symbol *as stated in the Declaration.*

- One (1) original condominium Plat and Declaration and One (1) copy of each must be provided to the Recorder's Office.
- Condominium Plats must be reviewed for compliance by the Williamson County Plat Officer in the same manner as subdivisions and boundary/tract surveys.

7.03 CONDOMINIUM DECLARATION

The Condominium Plat must be filed simultaneously with the Declaration.

The contents of the Declaration are as follows:

- The legal description of the parcel.
- The legal description of each unit with identifying number and symbol
- The name of the condominium, including the word Condominium.
- The name of the city and county where the condominium is located
- The percentage of ownership interest in each unit. (Must total 100%)
- The Declaration must also have preparer's name.
- The Declaration must also have the mail-to information.
- The Declaration must be signed, dated and notarized. (*Signed by the owner, developer, declarant.*)

7.04 RECORDING REQUIREMENTS FOR AMENDMENT TO A DECLARATION FOR CONDOMINIUM

- Legal Description
- Name of the Condominium
- Document number of the original recorded Condominium
- Reference in language to pages/exhibits being amended
- Amendment must have preparer's name

- Amendment must have the mail-to information
- Amendment must be signed, dated and notarized (*Signed by Owner, developer, declarant*)
- Amendments must be reviewed for compliance by the Williamson County Plat Officer

7.04 RECORDING REQUIREMENTS FOR AMENDMENT THAT ADDS NITS

- Name of Condominium
- Document number of the original recorded Condominium
- Legal Description of each unit with identifying number or symbol
- Percentage of ownership interest in each unit (Must total 100%)
- Amendment must have preparer's name
- Amendment must have the mail-to information
- Amendment must be signed, dated and notarized. (*Signed by the owner, developer, declarant.*)
- Plat adding units have same requirements as original condominium plat
- Plat must measure at least 8.5" X 14" but no more than 24" X 36"
- Plat must contain legal description and signature certificate from the Professional Land Surveyor as preparer of the plat including an original signature and the surveyor's seal
- Plat must contain floor and ceiling elevations of condominium units
- Each unit must be identified by number or symbol as stated in the Declaration
- Amendments must be reviewed for compliance by the Williamson County Plat Officer

In addition to the submittal of the condominium plat, the subdivider will provide, for use by the Williamson County Supervisor of Assessments Office, a copy of the condominium plat line drawing in digital form. The following shall apply to any digital submittal:

- The scale shall be 1:1;

- The digital condominium plat line drawing shall be submitted to the Assessor's Office through the Williamson County Plat Officer;
- The drawing shall be in AutoCAD (DWG), (DXF) or (DGN) format or in any other format prescribed by the Supervisor of Assessments Office.

ARTICLE VIII - GENERAL PROVISIONS

1. These rules and procedures shall not be interpreted to prohibit the filing for record of plats of survey which do not materially alter existing property lines and which are intended to correct or clarify existing errors, conflicts or indefiniteness of legal descriptions existing previously to the adoption of this ordinance.
2. If requested by the subdivider or his agent, the Board shall designate a time and place at which action will be taken upon the subdivider or his authorized agents may have a hearing. If such final plat is approved, it shall be signed by the Williamson County Board of Commissioners in the place provided on the certificate.
3. After reviewing plats to be recorded, the Williamson County Board of Commissioners may approve the plat, but only on a two-thirds (2/3) vote of the members present in favor of such approval. If such approval is given, the plat shall be signed by the Williamson County Board of Commissioners.
4. In case the Board disapproves such plat, it shall be returned to the owner with the reasons for the denial or disapproval. If the suggested amendments are made, a final plat may be submitted without the formality of submitting a preliminary plat where other requirements herein provided have been observed. After the approval of the final plat by the Board, said plat shall be filed with the Williamson County Recorder within thirty (30) days from the date of approval. And if not so filed, said plat shall have no validity and shall not be recorded without recertification by the Williamson County Clerk and reapproved by the Williamson County Board of Commissioners.
5. If any section, subdivision, sentences or clause of this ordinance is for any reason held invalid or to be unconstitutional, such decision shall not affect the remaining portion of this act, or any section or part thereof.
6. The provisions of all resolutions or ordinances heretofore adopted and in force and effect in Williamson County, Illinois inconsistent or in conflict with the provisions of this ordinance are hereby repealed and rescinded effective as of the date of adoption of this ordinance, with the exception of the provisions contained within the Williamson County Health Ordinance and the Williamson County Private

Sewage Disposal Ordinance

7. Any proposed sub-division which extends into another County shall be in compliance with the requirements of Williamson County, Illinois for the portion of the development in Williamson County.
8. No subdivision plat will be approved which proposes development of land within the one hundred (100) year flood plain as identified in the "Flood Hazard Boundary Maps" for Williamson County, Illinois as published by the U.S. Department of Housing and Urban Development. Refer to the Williamson County Flood Ordinance.
9. No deed shall be accepted for recording in the Williamson County Recorder's Office until all provisions of this ordinance have been complied with by the owners of properties covered by this ordinance.
10. No deed shall be accepted for recording in the Williamson County Recorder's Office without a properly completed Affidavit of Compliance, (a copy of which is attached hereto and is made a part herein). The deed must be in compliance with the requirements of the Williamson County Ordinance Adopting Rules and Procedures Covering Plats, Divisions of Land, Subdivisions, Dedications and Vacations and the State of Illinois Plat Act.
11. No deed shall be accepted for recording in the Williamson County Recorder's Office that attempts to circumvent this ordinance by creating a parcel and then re-conveying a portion of the parcel in the first deed by a second deed back to its original owner, as an adjoining and contiguous property owner, without a boundary/tract survey and review for compliance from the Williamson County Plat Officer.
12. Any deed or conveyance presented to the Williamson County Recorder's Office that cannot be described as a part of a platted lot or as a fractional part (Reference to Article II) must be accompanied by a boundary/tract survey prepared by a Professional Land Surveyor and The Williamson County Plat Officer must review and give approval of the boundary/tract survey. Said survey is to be recorded as a separate document immediately prior to or after the recording of the deed or conveyance, or as an intregal part of the deed or conveyance.

ARTICLE IX - SEVERABILITY

This Ordinance and every provision thereof shall be considered separable, and the invalidity of any section, clause, or provision of this Ordinance shall not affect the validity of any other portion of this Ordinance.

PASSED and DATED at Marion, Illinois on this 14th day of February, 2006 A.D.

Robert Barnett, Chairman

Brent Gentry, Commissioner

Wendell Fisher, Commissioner

APPENDICIES

Appendix I	Forms of Certificates
Appendix II	Plat Affidavit
Appendix III	Private Sewage Disposal Ordinance

APPENDIX I

Forms of Certificates

Notary Certificate

STATE OF ILLINOIS)
) ss.
COUNTY OF WILLIAMSON)

I, _____, a Notary Public in and for the aforesaid State and County, do hereby certify that _____ personally known to me to be the person(s) whose name(s) is/are subscribed to the foregoing certificate, appeared before me this day in person and acknowledged the execution of the plat and accompanying instruments for the uses and purposes therein set forth as his/her or their voluntary act.

Given under my hand and Notarial Seal this ____ day of _____, 200_.

(Notary Public)

My Commission Expires

COUNTY CERTIFICATES

If county approval is required (based on description included in Surveyor's Certificate) the Williamson County Plat Officer must sign and seal the plat.

If the plat includes a County Highway, the Williamson County Highway Engineer must sign and seal the plat.

The County Clerk must certify that there are no delinquent or current property taxes due, or outstanding special assessments. The certificate must be signed and sealed by the County Clerk or an authorized staff member.

If the plat is not to be serviced by a public sewer system and private sewage systems shall be installed, the plat must bear a certificate from the Franklin-Williamson Bi-County Health Department that the plat is in accordance with all applicable regulations of the Illinois Department of Health.

Health Department Certificate

STATE OF ILLINOIS)
) ss.
COUNTY OF WILLIAMSON)

This is to certify that the plat for the tract of land described in the foregoing certificates has been reviewed by the Franklin-Williamson Bi-County Board of Health and has/has not been found adequate for the use of individual septic systems. A central sewage treatment package will/will not be required.

Dated this _____ day of _____, 200__

Franklin-Williamson Bi-County Board of Health
John Rottman, Supervising Sanitarian

County Clerk Certificate

STATE OF ILLINOIS)
) ss.
COUNTY OF WILLIAMSON)

I, Sandra K. Jent, County Clerk and Recorder of Williamson County, Illinois, do hereby certify that there are no delinquent general taxes, no unpaid current taxes or special assessments, no unpaid forfeited taxes and no redeemable tax sales against any of the land included in the plat. I further certify that I have received all statutory fees in connection with the plat.

Given under my name and seal of the County Clerk and Recorder at Marion, Illinois, this _____ day of _____, 200__.

Sandra K. Jent , Williamson County Clerk and Recorder

Topographic and Profile Study Certificate

STATE OF ILLINOIS)
) ss.
COUNTY OF WILLIAMSON)

To the best of our knowledge and belief, the drainage of surface waters will not be changed by the construction of subdivision or any part thereof, or that if such surface water drainage will be changed, reasonable provision has been made for the collection and diversion of such surface waters into public areas, or drains which the subdivider has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property because of the construction of the subdivision.

Dated this _____ day of _____, 200__.

Professional Engineer
No. _____

Professional Land Surveyor
No. _____

Owner or Attorney

The subdivision plat shall have an additional certificate of acceptance signed by a representative of the Illinois Department of Transportation when the only direct access to the subdivision is from a state highway or roadway.

Illinois Department of Transportation Roadway Access Certificate

STATE OF ILLINOIS)
) ss.
COUNTY OF _____)

This plat has been approved by the Illinois Department of Transportation with respect to roadway access pursuant to 765 ILCS 205/2. However, a highway permit for access is required of the owner of the property prior to construction within State rights-of-way. A plat that meets requirements contained in the Department’s “Policy on Permits for Access Driveways to State Highways” will be required by the Department

District Engineer

Dated this _____ day of _____, 200__.

The subdivision plat must have a statement from the surveyor indicating whether any part of the property as shown on the map or plat of subdivision is located within a special Flood Hazard Area as identified by the Federal Emergency Management Survey

Flood Hazard Certificate

STATE OF ILLINOIS)
) ss.
COUNTY OF WILLIAMSON)

This is to certify that no portion of the parcel included in the plat for the tract of land described herein is located in the Special Flood Hazard Area identified for the County of Williamson, Illinois by the Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel No _____ dated August 17, 1979.

Dated this _____ day of _____, 2004__

Professional Land Surveyor
No. _____

Engineer Certificate

STATE OF ILLINOIS)
) ss.
COUNTY OF WILLIAMSON)

I (We), _____, owners of the land subdivided herein, and _____, Professional Engineer No. _____, do hereby certify that, to the best of our knowledge and belief, the construction of said subdivision will not change the drainage of surface waters in such a manner as to cause damage to adjoining properties, and that such waters will be deposited into a watercourse which the owner of said property has the right to use.

Owner

Professional Engineer
No. _____

Owner

1. **LOCATED OUTSIDE CORPORATE LIMITS BUT WITHIN 1.5 MILE LIMIT OF MUNICIPALITY WHICH HAS ADOPTED A COMPREHENSIVE PLAN AND IS EXERCISING ITS POWERS**

I, _____ Professional Land Surveyor No. _____, do hereby certify that at the request of _____, I have surveyed _____ and subdivided it into lots, to be known as _____

I further certify that this plat is not located within an incorporated city, but is within 1.5 miles of the corporate limits of the City of _____ that has adopted a city plan and is exercising the special powers authorized by Division 12 of Article II of the Illinois Municipal Code.

I further certify that no part of this subdivision is located in the special flood hazard area identified for the City of _____ by the Federal Emergency Management Agency and not of the lots platted hereon are within a surface drain or watercourse serving a tributary area of 640 acres or more.

I further certify that to the best of my knowledge and belief this is a true and correct survey as platted hereon.

In witness thereof, I have hereunto set my hand and affixed my Professional Land Surveyor's seal at _____, Illinois, this _____ day of _____, 200__.

Professional Land Surveyor
No. _____

2. **LOCATED OUTSIDE CORPORATE LIMITS BUT WITHIN 1.5 MILE LIMIT OF MUNICIPALITY WHICH HAS ADOPTED A COMPREHENSIVE PLAN BUT IS NOT EXERCISING ITS POWERS (REQUIRES COUNTY APPROVAL)**

I, _____ Professional Land Surveyor No. _____, do hereby certify that at the request of _____, I have surveyed _____ and subdivided it into lots, to be known as _____

I further certify that this plat is not located within an incorporated city, but is within 1.5 miles of the corporate limits of the City of _____ that has adopted a city plan but **is not** exercising the special powers authorized by Division 12 of Article II of the Illinois Municipal Code.

I further certify that no part of this subdivision is located in the special flood hazard area identified for the City of _____ by the Federal Emergency Management Agency and not of the lots platted hereon are within a surface drain or watercourse serving a tributary area of 640 acres or more.

I further certify that to the best of my knowledge and belief this is a true and correct survey as platted hereon.

In witness thereof, I have hereunto set my hand and affixed my Professional Land Surveyor's seal at _____, Illinois, this _____ day of _____, 200__.

Professional Land Surveyor
No. _____

3. **LOCATED OUTSIDE CORPORATE LIMITS AND OUTSIDE 1.5 MILE LIMIT OF MUNICIPALITY WHICH HAS ADOPTED A COMPREHENSIVE PLAN**

I, _____ Professional Land Surveyor No. _____, do hereby certify that at the request of _____, I have surveyed _____ and subdivided it into lots, to be known as _____

I further certify that this plat is not located within 1.5 miles of the corporate limits of any city or village that has adopted a city plan.

I further certify that no part of this subdivision is located in the special flood hazard area identified for the City of _____ by the Federal Emergency Management Agency and not of the lots platted hereon are within a surface drain or watercourse serving a tributary area of 640 acres or more.

I further certify that to the best of my knowledge and belief this is a true and correct survey as platted hereon.

In witness thereof, I have hereunto set my hand and affixed my Professional Land Surveyor's seal at _____, Illinois, this ____ day of _____, 200_.

Professional Land Surveyor
No. _____

APPENDIX II

Plat Affidavit

APPENDIX III

Private Sewage Disposal System Ordinance