

Permit Plat Requirements

Show a plat of a boundary survey prepared according to the Illinois Minimum Standards as set forth in Section 1270.56 of the Rules for the Administration of the Illinois Professional Land Surveyor Act of 1989 drawn on a stable and durable medium with a minimum size of 8½" by 11" and shall contain the following:

- Survey firm name, address and registration number.
- Illinois Professional Land Surveyor seal, signature, date of signing, and license expiration date. Rubber-stamp signatures, computer generated signatures or other reproduced signatures are prohibited.
- Client name.
- North arrow.
- Scale.
- Date of completion of fieldwork.
- Legal description of the property.
- Legend for all symbols and abbreviations used on the plat.
- Monuments or witness corners, whether set or found, intended to represent or reference corners of the survey, shall be shown and described as to size, shape and material, and their positions noted in relation to the survey corners.
- Sufficient angles, bearings or azimuths, 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 unless otherwise requested by the client.
- 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 way or easements and setback lines shown on the recorded plat that affect the subject parcel are to be shown and dimensioned.
- Visible physical evidence of possession or occupation either way from the exterior lines of the survey shall be shown and dimensioned.
- Exculpatory statements that attempt to restrict the uses of boundary surveys shall not be affixed to any plat.
- The following statement shall be placed near the Illinois Professional Land Surveyor seal and signature: "This professional service conforms to the current Illinois minimum standards for a boundary survey."
- Show the proposed new structure.
- All adjacent streets, easements and yard (setback) lines.
- Show applicable water, fire service, sewer, gas, communication, electrical including points of connection, and existing utilities on the site.
- Show all required parking, drainage and grading information (with reference to finish floor and adjacent streets). Indicate drainage flow directions.