



Madison County Government
Building & Zoning Department

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Madison County Administration Building
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Kurt Prenzler, CPA
County Board Chairman

FINAL PLAT APPLICATION

PROJECT INFORMATION

Submittal Date: _____

Project Name: _____

Project Address: _____

Parcel ID: _____

Number of Lots: _____

Office Use Only

Intake Clerk: _____

Fee Amount: _____

Cash: _____ Check: _____

Credit Card: _____

File No: _____

CONTACT INFORMATION

Property Owner: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

Contractor / Developer: _____ Contact Name: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

Project Engineer: _____ Contact Name: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-Mail: _____

Submittal Requirements

Every person who proposes to subdivide any land within the county's subdivision jurisdiction shall comply with the procedural and substantive provisions as listed in Madison County Subdivision Ordinance 92.48- Final plats.

Final Plat Review Fee

\$300.00 plus \$30.00 per lot

Information Required

All previously recorded or newly created easements shall be identified on the plat by way of locations, dimensions and purposes of. Any access easements require a maintenance agreement as per Section 92.23 of the Subdivision Ordinance. Restrictions of all types which will run with the land and become covenants in the deeds for lots must be identified. Five (5) paper copies and one (1) mylar copy of the final plat shall be submitted with the application.

Review and Approval

The Land Use Committee shall not approve any final plat of subdivision until the following items have been satisfied:

1. All completed improvements have been inspected and approved by the subdivider's professional engineer.
2. Adequate security has been posted with the appropriate governmental entity to guarantee the satisfactory conditions of all completed public improvements for the time period stated in § 92.62 (A).
3. In accordance with § 92.61, the subdivider has posted adequate security to guarantee the satisfactory completion of all improvements shown on the approved improvements shown on the approved improvements plans.
4. The subdivider has provided sufficient information to show how all improvements which are intended to remain in private ownership will be perpetually maintained.
5. In accordance with § 92.63, the subdivider has posted adequate security to guarantee the satisfactory condition of all public improvements for the time period stated in §92.62.

Following Approval

The subdivider shall file their final plat with the Madison County Recorder of Deeds not later than 60 days after the Land Use Committee has approved the plat.

Process for Recording

After approval from the Land Use Committee, it is the developer's responsibility to collecting all signatures for certificates on the plat. Once all signatures are collected, the following information must be submitted to the Madison County Recorders of Deeds within 60 days:

1. One (1) signed mylar of the final plat.
2. Two (2) copies of the signed final plat: one on paper and the other on mylar.
3. A copy of the approved covenants and restrictions.
4. A signed copy of any maintenance agreements for easements (when necessary).
5. Authorization from the surveyor to allow the plat to go on record.

AUTHORIZED SIGNATURE

By signing this application, the applicant takes responsibility for all activities, any damages caused by these activities, and adherence to the Madison County Code of Ordinances.

Print Name: _____

Signature: _____ Date: _____

A signed copy of this application, a permit card, and, if applicable, a stamped approved copy of the plan.
A copy of these items will be kept on file with the Madison County Building & Zoning Department.

For Office Use:

Review Date: _____ Permit Issuance Date: _____

Reviewer Signature: _____ Assigned Site Inspector: _____

Building & Zoning Administrator Signature: _____