

EXHIBIT E-3

FINAL PLAT CHECKLIST

VILLAGE OF LOVINGTON • 108 E. STATE • LOVINGTON, IL 61937 • (217) 873-4480

Fee: _____ Date Fee Paid: _____ [EXHIBIT 34-4-E3]

IMPORTANT INSTRUCTIONS

The purpose of this Final Plat Checklist is to assist the Subdivider/Developer in the timely and accurate submission of plans and documents required by the Village of Lovington. Missing or incomplete data can cause delays in the review and approval process. The Subdivider/Developer should closely review the requirements listed below as well as the Lovington Subdivision Code, complete this form in its entirety, and submit it along with the other required information. Attention is specifically directed to Section 34-4-13 "Subdivision Process" of the Lovington Subdivision Code.

NAME OF SUBDIVISION: _____ DATE: _____

SUBDIVIDER/DEVELOPER NAME: _____

Contact Person: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ENGINEER'S NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Required Submittals. As required by the referenced sections of the Lovington Subdivision Code, the Subdivider/Developer shall submit a Final Plat and other associated documents to the Building Department, including, but not necessarily limited to:	Section(s) of Ord/Paragraph	Check if Submitted
☐ This Final Plat Checklist, signed by both the developer and the engineer and/or surveyor who prepared this Final Plat	34-4-31(D)	
☐ Every Final Plat shall be prepared by a land surveyor registered in the State of Illinois and drawn with waterproof black ink on new mylar or other material of similar durability. ☐ Said plat shall be at any scale necessary for clarity, preferably no smaller than one (1) inch equals one hundred (100) feet, provided the resultant drawing does not exceed thirty (30) inches by thirty-six (36) inches, and shall provide all of the following information: ☐ Identification as a "Final Plat" and name of the proposed subdivision; ☐ North arrow, graphic scale, and data; ☐ The names, addresses and phone numbers of the Subdivider/Developer, owner, and land surveyor who prepared the plat; ☐ Accurate metes and bounds or other adequate legal description of the tract; ☐ Accurate boundary lines, with dimensions and bearing or angles which provide a survey of the tract, closing with an error of closure of not more than one (1) foot in ten thousand (10,000) feet; ☐ Locations of all monuments; ☐ Reference to recorded plats of adjoining platted land by record name, plat book and page number; ☐ Accurate locations and names of all existing streets intersecting the boundaries of the subdivision; ☐ Right-of-way lines of all streets, other right-of-way, easements, and lot lines with accurate dimensions, angles, or bearing and curve data, including, radii, arcs or chords, points of tangency, and central angles; ☐ Name and right-of-way width of every proposed street; ☐ Location, dimensions and purpose of any existing or proposed amendments; ☐ Number of each lot, lot dimensions, and lot area in square feet; ☐ Addresses for each lot as approved by the 911 Coordinator and illustrated within an oval, provided that on any corner or through lot, each possible address shall be illustrated at the appropriate street frontage; ☐ Building or setback lines with accurate dimensions; ☐ Location(s) and purpose(s) for any sites, other than private lots, that are reserved; ☐ Locations of all existing and proposed utilities; and ☐ An index, should two or more sheets be used.	34-4-31(A) 34-4-31(B)	
☐ As a separate supporting document, the Subdivider/Developer shall submit written restrictions of all types, which will run with the land and become covenants in the deeds of lots.	34-4-31(C)	
☐ As another separate supporting document, the Subdivider/Developer shall submit a completed "Certification of Agency Approval" from (Exhibit 34-4-E4), signed by a professional engineer or land surveyor, registered in the State of Illinois, and certifying that specific agencies were properly notified of the subdivision/development, as required, and that each has provided a "sign-off" for the development to proceed.	34-4-31(E)	

Required Certificates. As required in part by State law (Ill. Comp. Stat., Ch. 765, Sec. 205/2), and by the County of Moultrie and Village of Lovington, the following certificate shall be executed on all Final Plats.	Section(2) of Ord/Paragraph	Check if Submitted
☐ Owners Certificate	34-4-32(A)	
☐ Notary Public Certificate	34-4-32(B)	
☐ Surveyor's Certificate	34-4-32(C)	
☐ County Clerk's Certificate	34-4-32(D)	
☐ 911 Coordinator's Certificate	34-4-32(E)	
☐ Mapping and Platting Approval	34-4-32(F)	
☐ Certificate of Village Board	34-4-32(G)	
☐ Flood Hazard Certificate	34-4-32(H)	
☐ Surface Water Drainage Certificate	34-4-32(I)	
☐ Undermining Certificate	34-4-32(J)	
☐ Illinois Department of Transportation Certificate. <i>(For those subdivisions that provide access to State Highways).</i>	34-4-32(K)	
☐ Local Highway Department Certification. <i>(For those subdivisions that provide access to a County or Township Highway).</i>	34-4-32(L)	
Required Assurance of Completion. In the event that the Subdivider/Developer is seeking Final Plat approval prior to the completion of all improvements, he shall submit one of the following forms of assurance with this application:	Section(s) of Ord/Paragraph	Check if Submitted
☐ Cash.	34-4-24	
☐ Irrevocable Letter of Credit.	34-4-25	
☐ Certificate of Deposit, Treasury Bills, or other approved negotiable instrument.		
☐ N/A – All improvements have been completed and accepted by the Village.		
☐ N/A – No public improvements.		

BY OUR SIGNATURES BELOW, WE CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLAN SUBMITTED HERewith, ARE TRUE AND ACCURATE AND IN COMPLIANCE WITH THE LOVINGTON SUBDIVISION CODE. WE HEREBY CONSENT TO THE ENTRY IN OR UPON THE PREMISES DESCRIBED HEREIN, BY ALL AUTHORIZED OFFICIALS OF THE VILLAGE OF LOVINGTON FOR THE PURPOSE OF INVESTIGATING THIS INFORMATION, INSPECTING THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

APPLICANT: _____

DATE: _____

ENGINEER: _____

DATE: _____

FOR VILLAGE USE		Date Received _____	
Review Process	Administrator	Superintendent	Engineer
Final Plat	_____	_____	_____