

Instructions for Final Plat Submission and Approval

Templates and language provided by the City must be used. They may be supplemented to create or document additional easements, covenants, etc., as appropriate.

- Complete any fields specific to the project.
- Wet-Sign and have notarized, as needed.
- Scan to PDF for online submission. Save the originals.

The following items are to be submitted separately from the Plat itself. Some certificates require multiple signatures.

- Petition: Owner signature.
 - Select the “Expedited” template if:
 - The plat depicts a total of not more than three lots and out lots
 - The plat includes all contiguous property in common ownership or unified control
 - The proposed subdivision shall not necessitate the construction or installation of public street improvements
 - No waivers of this Code be requested other than waivers of bonds and fees
 - The developer has approved construction plans for needed public improvements
- Owner’s Certificate: notarized Owner signature required
 - Two different templates are available; a simple/standard template and one that creates Covenants for how the property and any obligations will be governed
 - The appropriate template should be selected based on consultation with City staff
- Drainage Statement: project Engineer signature *and* Owner signature required
- School District Certificate: notarized Owner signature required
- County Clerk’s Certificate: Clerk signature and raised seal required
- An [EcoCAT](#) and [IHPA](#) review, completed within the last two (2) years for all undeveloped properties.
- Utility signoffs if any existing utility easements or right-of-way is to be vacated

The following items are to be ON the Plat:

- City Clerk’s Certificate
- City Engineer’s Certificate
- Surveyor’s Certificate (signature required on final draft; we will notify you when to sign)
- Full legal description (you will also need to enter this *in text* into the online application)

The Plat must be prepared according to the *Manual of Practice*, section 1.05C, starting on page 24.
<https://ecode360.com/attachment/318138/BL4015-024b%20Manual%20of%20Practice.pdf>

Submit all items *in PDF format* online at:
<https://cityblm.seamlessdocs.com/f/FinalPlats>

You will be provided with an Application (APP) # and the total for the Filing (\$300 + \$20/Lot) and Recording (\$84) fees. You can pay these fees by calling 309-434-2226 and providing the APP #.

Final Plat Processing

The plat and supporting documentation will be reviewed for conformance with the instructions on the first page, Chapter 24 of the City Code (Subdivision Regulations), and the Manual of Practice.

The case will not be scheduled for City Council review and approval until all certificates have been appropriately completed, signed, and certified.

City Council meetings are the 2nd and 4th Monday of the Month (usually). Cases must be scheduled at least two weeks prior to the meeting where they are to be reviewed.

Minor technical corrections can be made to the Plat after scheduling.

Once the Plat has been scheduled for Council approval, send the following:

- 2 mylar copies of the plat, signed by the Surveyor, and original copies of all certificates. These should be mailed to:

City of Bloomington
Attn: Planning
115 E. Washington St.
Bloomington, IL 61701

- A CAD file of the Final Plat.
 - The data should be georeferenced to the project areas using Projected Coordinate System: NAD 1983 HARN StatePlane Illinois East FIPS 1201 (US Feet) WKID 3443.
 - The file should be emailed to planning@cityblm.org.

After City Council approval:

- City staff will provide you a copy of the signed Ordinance approving the Plat.
- If **tap-on fees (or other related fees or bonds) are due**, these fees will be billed at this time and must be paid **prior to the plat being recorded**, unless otherwise provided for in the plat approval documents.
 - They may be paid by check or by phone, just like the filing fees (309-434-2226)
 - If you send a check, please reference the APP # *and* Subdivision name.
- It takes approximately one week for the Plat to be sent to the Recorder's office; you will be notified once the Plat has been transferred for recording.
- For Recording status, contact the McLean County Recorder's office at 309-888-5170.
- Following recording, the Plat is sent to the City of Bloomington Township Assessor's office for the creation of new PINs and updates to the Parcel layer on the McGIS website.
- For PIN creation or taxing status, contact the Assessor's office at 309-434-2895.

For inquiries or requests related to the address for a newly created property(s), contact comdev@cityblm.org and Cc: planning@cityblm.org.