

DEPARTMENT OF TRANSPORTATION
Procedures for Recording All Maps & Plats Projects (Revised RD 7/7/21)

1. CHICAGO CITY CLERK - City Hall , 121 N. LaSalle, Council Division, Room 107

On your behalf, CDOT Maps and Plats will obtain from the City Clerk a Certified Copy of the City Council Journal pages reflecting your ordinance (yellow back) at publication, 30 days after passage.

2. CHICAGO/CDOT MAPS AND PLATS - 2 N. LaSalle, Suite 950 (312-744-4996)

- (a) The Superintendent of Maps will apply the CDOT stamp to the certified copy cited in 1) above, and to your full sized, approved final plats (on file in our office).
- (b) We will remind you of the specific agencies requiring fees/deposits for your particular project as mentioned in the ordinance and in your previously-provided utility review. (See comprehensive list of possible payees below).
- (c) We will provide invoices for the security deposit for any construction in the public way, and for the appraised value (if either is necessary). Valuation payments must be made either by certified/cashiers check at either City Hall; or by credit card online. Save your receipts. Do not mail this payment.
- d) On your behalf, CDOT will obtain the Tax Stamp from the Department of Finance on your documents to reflect no back-taxes due to the City (Any issue will be reported to you).
- e) We will alert you to pick up the certified plat and ordinance documents.

3. COOK COUNTY CLERK / REAL ESTATE AND TAX SERVICES DIVISION - County Building 118 N. Clark Street /Map Department - Room 434 Clerk.Maps@cookcountyil.gov (312-603-5640)

(a) The applicant or representative should take the originals of the documents from 2e) above to the County Clerk to obtain a current County Tax Stamp on the Certified Copy of the Ordinance AND on the full sized plat(s), in the depicted boxes. Other project related documents (if any) need not be stamped. To save time, a digital copy of the plat may be emailed to Clerk.Maps@cookcountyil.gov so that the 24-hour tax search can be performed prior to your visit.

Fees: Street/Alley Vacation: \$10 (no wait), Street/Alley Dedication: \$50 for 20-year tax search (24-hours)
Subdivision/Resubdivision: \$50 for 20-year tax search (24-hours)

4. APPLICANT OR REPRESENTATIVE

- (a) CAREFULLY check the returned stamped documents from 3). All stamp boxes should now be complete, and any additional applicant signatures and notary blocks must be complete by the at this time. Recording without ALL OF THE THREE INDICATED STAMPS and approvals mentioned above will nullify the ordinance and require re-recording.
- (b) DO NOT white-out, apply any stickers or block out any information on the documents. Contact your project manager or the Supt of Maps (312-744-4996) if you have any questions, or are in need of revisions.
- (c) Once complete, the applicant should make 8 hard copies of each original document to be recorded. Some projects require additional documents such as a covenant, redevelopment agreement or easement agreement). These too should be copied.

5. COOK COUNTY CLERK / RECORDINGS DIVISION County Building 118 N. Clark Room 120 (312-603-5050)

Present original yellowback copies of ordinance, plat and any other docs from 4c) to be recorded. Record all original documents separately. Before leaving, make sure that all docs have the bar code stamp applied by the County as proof of recording. The County will keep the original document plus six copies, leaving you with any additional documents.

6. CHICAGO/CDOT MAPS AND PLATS - 2 N. LaSalle, Suite 950 (312-744-4996)

Return to Maps and Plats and provide a copy of all recorded documents so correct and complete recording can be verified. Documents should now reflect the County date and recording number to close out your file. This step is not optional.

FEES, DEPOSITS AND COMPENSATION (All Departments will not be required. Retain your receipts.)

- (a) **Department of Transportation/ Construction Compliance/Traffic** City Hall - Room 905
We will provide the invoice for this returnable security deposit (see 2c above)
- (b) **Department of Water Management - Plumbing Permit and Plan Section** - Room 906 - City Hall
Instructions will be provided in Water Department correspondence provided to you.
- (c) **Department of Water Management - Sewers Section**
Instructions will be provided in Water Department correspondence provided to you.
- (d) **Department of Transportation /Electrical Operations** - 2 N. LaSalle, 8th Floor
An invoice and instructions will be provided by the involved unit.
- (e) **Dept of Finance Utility Billing** 333 S.State Street, Room 330
You may also be asked to provide a Full Payment Certificate (FPC). See www.cityofchicago.org and search "FPC" for instructions
- (f) **Department of Revenue (for appraised projects):** City Hall, 121 N. LaSalle, Room 107.
1) present FPC from e) above 2) Present invoice for appraised value from 2(c), and certified check payable to Chicago- Dept. of Revenue