

CHAPTER 22

MAPPING AND PLATTING/G.I.S.

ARTICLE I – GENERALLY

22-1-1 RECORDING AND GIS REGULATIONS. It shall be unlawful for any person, firm, corporation or municipality to file final plats or subdivision developments unless they comply with the following:

(A) For all improvement plans, record plats, and as-built renderings, a digital media copy of such information shall be submitted in an ESRI Shapefile or other computer readable format approved by the Geographic Information System Coordinator to the Data Processing Department concurrent to releasing the mylar reproduction for recording; and

(B) The outboundary of the subdivision shall be tied to the Illinois State Plane Coordinator System, West Zone, NAD 1983 in accordance with the current Minimum Standards for Property Boundary Surveys (<<St. Clair County document number>>) and its subsequent amendments and the coordinates of the controlling corners shall be shown on the plat. In addition, the vertical elevation points will be reported in NAVD 1988 elevation datum.

(C) **Easements.** No easement for ingress or egress shall be recorded on any conveyance of property created after the year 1984. All easements on deeds must have the date created and the recording information on them if the easement was recorded on or before 1984.

(D) **Easements.** No real estate in St. Clair County shall be divided with an easement recorded after 1984.

(E) **Addresses.** All deeds that are presented to Mapping & Platting must have a valid property address imposed on the document.

[NOTE: The first paragraph requires the developer to submit a digital file that we can use. The second paragraph specifies the applicable standards for digitally encoding the information.]

22-1-2 DEFINITE DIMENSIONS. Any portion of lot or lots should have adequate bearings and dimensions or be tied into street or road intersections and lot lines on a recorded plat.

22-1-3 UNRECORDED PLAT. No description shall refer to an unrecorded plat.

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22-1-4 **DESCRIPTION MUST BE ESTABLISHED.** All metes and bounds descriptions of tracts must begin at some known point of beginning that can be readily identified and is so established and witnessed that it can be relocated with certainty if the marker or monument that identifies the point should be destroyed or removed, and markers or monuments referred to for a beginning point must be highway or street intersections on a recorded plat section corners, quarter section corners and boundaries or a stone or other permanent marker, properly located and witnessed.

22-1-5 **MEASUREMENTS; ERROR.** All calls in the metes and bounds description must have an angular bearing or course that is defined by degrees, minutes and seconds and must have a distance measured in chains, rods or feet and inches. The description must close; that is, if the courses and distances of the description are followed step by step from corner to corner, one must come back to place of beginning, the error of closure being not greater than 1 in 5,000.

22-1-6 **CURVED LINES.** All calls in the description which follow a curved line must refer to the point of tangency of the curve as well as to the radius of the curve or must follow the curve of a street or highway as established on a recorded plat. The distance given on the call of a curved line should be identified as being measured along the curve or on the arc of the curve.

22-1-7 **ASSESSING IMPROVEMENTS.** Whenever a tract lies in **two (2)** or more tax districts, the acreage shall be divided by the Assessor and improvements on such tract shall be assessed in the district in which the major portion of such improvement lies.

22-1-8 **TRACT EXCEPTIONS.** Whenever there is an exception to a tract, the exception must be fully described in the deed to be transferred and comply with the aforementioned requirements.

22-1-9 **ADDRESSES OF TAXPAYER.** All deeds must list the name and address of the person or persons to whom tax bills will be sent and the address of the property conveyed and must be approved by the Department of Mapping and Platting before recorded. **(Ord. No. 206-81-0; 11-30-81)**

22-1-10 **INDEX NUMBER.** The instrument shall contain the permanent property index number of the parcel conveyed on the face of the instrument immediately under the property description. **(Ord. No. 13; 04-30-73)**

(Ord. No. 06-920; 10-30-06)

ARTICLE II – RECORDER OF DEEDS

22-2-1 **DEFINITIONS.** The following words shall have the meanings specified with regard to this Article.

(A) **Document.** Includes, but is not limited to, deed, mortgage, release of mortgage, lien, release of lien and financing statement.

22-2-2 **DOCUMENT – PERMANENT PARCEL NUMBER.** Any document describing or referring to real estate, filed with the Recorder of Deeds Office shall include the permanent parcel number. **(Ord. No. 91-322; 12-30-91)**

[Editor’s Note: See Chapter 36, Article II and III for fees associated with the above documents.]