

Cook County Clerk's Office
Plat Counter – Plats and Ordinances

Introduction

This document is to assist you, the customer, when presenting a Plat and Ordinance for recording. You will be provided with tips on how to present your document, what you need and how it will be priced, what we will do with your document and finally other situations.

Tips:

- Signatures:
 - Make sure all signature lines on your Plat are signed – there should be no blanks.
- Clerk's tax stamp:
 - Get your Clerk's mapping department stamp on the 4th floor of 118 North Clark at the Clerk's mapping department counter.
 - Your Plat must have the Clerk's Mapping Department Stamp. The Stamp expires when the next property tax bill is mailed (either 1st or 2nd installment).
- Copies (applies to Plats and Ordinances)
 - One original
 - Seven copies
- Plat Maximum Size is 24" X 36"
- Take note of the acknowledgement requirement in 765 ILCS 205/2 (i.e., notary requirement)

Price:

- The price for the Plat is \$133 and includes one lot
- Each additional lot over the first is charged \$2
- The price at the Plat Counter will not add the RHSP and Non-Government filer fee, those fees are added by the cashier (adds \$10 for non-government filers)

What We Will Do

- The Plat Counter Reviewer will check for:
 - Signatures
 - Clerk's Stamp
 - Appropriate number of copies
 - Provide a "Plat Coversheet"
 - Price the Document
- The "Plat Coversheet" will include handwritten information about the price
- We will distribute your Plat to the other agencies (eg. Assessor's Division Department and Clerk's Mapping)

Other Situations

- Easements – for value requires a State Transfer Tax Declaration (MyDec), exempt/no-value need a statement similar to: "Exempt From Transfer Tax by _____(signature)."
- Plat as an Exhibit – You may attach a Plat as an Exhibit to another document. You must clearly mark your Plat as an Exhibit and/or provide a coversheet clearly stating that the Plat is an exhibit.

- Legibility - Your Plat Exhibit must be legible (capable of being read after scanning) or it will be rejected.
- Ledger Size Paper vs. Actual Plat Size Pricing - Ledger size paper may allow your document to be priced as either standard or non-standard. Actual Plat Size will always be priced as non-conforming. Again, remember the document must be legible.