



**Kathy Michael McLean County Clerk**  
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[www.mcleancountyil.gov/recorder](http://www.mcleancountyil.gov/recorder)

# Predictable Recording Fee Schedule Effective July 1<sup>st</sup>, 2023

Illinois Statute 55 ILCS 5/3-5018 & 55 ILCS 5/3-5018.1- A document that does not conform to these standards shall not be recorded except upon payment of the additional fee required. This applies only to documents dated after January 1, 1995.

## ALL DOCUMENTS MUST BE ORIGINALS OR CERTIFIED COPIES FOR RECORDING

**Please note:** For docs with PINS please list the PIN with the associated legal/tract to prevent errors and future difficulties. This is used to accurately index the document.

### STANDARD DOCUMENTS \$61.00

- 8 ½" x 11" separate sheets – if exhibit drawings or plats are attached that are larger than 8 ½" x 11" document is Non-Standard (see below)
- Documents must be legibly printed in black ink, by hand, type, or computer
- Clear ½" margin around the edges of all pages – margins may be used for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations
- 3" x 5" blank space in the upper right-hand corner of the first page
- Document containing five or less PIN references
- Document containing five or less related document number references
- A page may not have anything affixed to it with tape, glue, etc. This includes stickers labels or any type of tape
- There shall be no shadowed or grey areas containing information on a document.

### RHSP EXEMPT STANDARD DOCUMENTS \$41.00

Includes, but is not limited to: Public utility easements; documents recorded by Federal, State, or Local government agencies; Articles of incorporation & related documents; Birth records, Death certificates, and Marriage records; All Judgments, Memo of Judgments, etc. (including real-estate judgements); Notice of Probate; Power of Attorney (including for property); UCC Financing Statements (real estate and fixture liens only).

### NON-STANDARD DOCUMENTS \$75.00

- Any document failing to meet the requirements listed under **STANDARD DOCUMENT**

Examples of a Non-Standard Document are:

- A document that includes Legal (8 ½ x 14) or Ledger (11 x 17) size paper
- A document that creates a division of existing Property Identification Number (PIN)
- A document containing six or more PIN references
- A document containing six or more related document number references

### RHSP EXEMPT NON-STANDARD DOCUMENTS \$55.00

- Any **RHSP EXEMPT** document failing to meet the requirements listed under **STANDARD DOCUMENT**

### STATE TAX LIENS AND RELEASES (ADDITONAL NAMES \$1.00) \$11.00

### FEDERAL TAX LIENS AND RELEASES (ADDITONAL NAMES \$1.00) \$11.00

### PLATS (SEE REVERSE SIDE FOR PLAT REQUIREMENTS) \$104.00

### PLATS RHSP EXEMPT \$84.00

### MILITARY DISCHARGES -RECORDING AND CERTIFIED COPIES OF NO CHARGE

\*\*No legal advice, opinions, legal descriptions, or searches will be given by the recorders staff either in person or by telephone.  
**See reverse side for copy fees and plat requirements →**

## **COPY FEES**

Certified Copies _____	\$18.00
Recorded Document Copy (per page) _____	\$1.00
Plat Copy (11"x 17" Map) _____	\$4.00
Certified Plat Copy _____	\$10.00
Military Discharge _____	NO CHARGE
Faxed Copy _____	\$12.00
Data Sales Monthly _____	\$25.00
20+ PTAX (per document) _____	\$1.00

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## **FINAL PLAT REQUIREMENTS**

- Paper plat map with original signatures and one paper copy\*
- Surveyor's Certificate (must state if within an incorporated city or within ½ mile of same)
- Approval of municipality (City Council, Board of Trustees, or County Board)
- County Clerk's Certificate of no delinquent taxes or special assessments
- Owner's Certificate
- School District Certificate

\* (minimum map size 11"x 17", up to 30"x 36" maximum)

## **CONDOMINIUM PLAT REQUIREMENTS**

- Paper plat map with original signatures and one paper copy\*
- Surveyor's Certificate
- Declaration of Ownership

\* (minimum map size 11"x 17", up to 30"x 36" maximum)

## **VACATION OF PROPERTY REQUIREMENTS**

- Paper map with original signatures and one paper copy\*
- Owner's Certificate
- Approval of municipality

\* (minimum map or exhibit size 8½"x 11", up to 30"x 36" maximum)

## **ANNEXATION OF PROPERTY REQUIREMENTS**

- Paper map with original signatures and one paper copy\* (plat must be prepared by land surveyor)
- Petition signed by majority of owners, or municipal ordinance

\* (minimum map or exhibit size 8½"x 11", up to 30"x 36" maximum)

## **SURVEY PLAT REQUIREMENTS**

- Paper map with original signatures and one paper copy\*
- Owner's Certificate
- Surveyor's Certificate

\* (minimum map or exhibit size 8½"x 11", up to 30"x 36" maximum)

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**For further information visit our website at [www.mcleancountyil.gov/recorder](http://www.mcleancountyil.gov/recorder)**