

Plat Act Affidavit of Metes and Bounds – Guide

Some Illinois counties require this affidavit with all deeds, others only require it with deeds that contain a legal description in metes and bounds, or a designation of roadway easements and right of way, or note a division of land of five (5) acres more or less on deed transfer. Check with the local registrar for county-specific requirements.

1. **County:** Enter the name of the county where the property is located.
 2. **Affiant name:** The affiant is the person who will sign this affidavit. He/she must be the grantor or his/her legal representative. Enter the name here.
 3. **Affiant address:** Enter the address of the person who will sign this affidavit.
 4. **Option A:** If there is no division of land, check option A and proceed to the acknowledgement section at the bottom of page 1. You will not need page 2.
 5. **Option B - Exemptions:** If the division falls under a statutory exemption, check B and check **one** exemption that applies to the transfer. Use item 11 to indicate reasons that may apply only in some counties or cases. For example, “division is for taxing purposes only,” “division of land to allow fee simple sale of a duplex” or “division meets criteria for agricultural exemption.” All three of these exemption examples require approval of a county or city official, so fill in the respective section on page 2 and include it as well. Some other exemptions, such as, option 3, 8, and 9, may also require county approval. Check with the local registrar and use page 2 of the affidavit, if needed.
 6. **Option C:** If the land is being divided and none of the exemptions under B apply, check this option. In accordance with Section 1(a) of the Illinois Plat Act, all divisions under five (5) acres must be surveyed and a subdivision plat prepared by a licensed professional land surveyor. Give the name, title, company, and contact information of the surveyor, including phone number. Also attach any county approval forms required and check the respective item on page 2.
5. **Acknowledgement:** Re-enter the name of the county and sign in front of notary public.

***** The notary section must be completed by the notary. DO NOT sign the document unless the notary is present. *****

Page 2 of Affidavit: Exemptions that require county/city review and approval (use only if needed).