



TOWN OF CICERO
Building Department
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Building Department
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WHY DO I NEED A PLAT OF SURVEY???

If you applied for a permit for projects like installing a patio, putting in a carport, removing and replacing a fence, building a deck, or other exterior projects, you may have been informed that a current Plat of Survey is required in order to process your permit application.

What is a Plat?

Plat is a term for a survey of a piece of land to identify boundaries, easements, flood zones, roadway, and access rights of way. It is the legal description of a specific piece of real property.

The Town of Cicero Building Department and their inspectors need the current plat of survey in order to process and make an informed approval and/or denial of your application.

Decks, Patios, Canopies, Sidewalks, and Other Cement

If you are applying for a deck, patio, sidewalks, or canopy, the Town's Zoning code also applies as well as the building code. There are calculations that must be made, which can only be done with the current Plat of Survey. Some of these calculations include:

- Property Line setbacks
- Total area of lot/impermeable surfaces (Town code only allows a percentage of your lot to be impervious (cemented).
- Total size of the deck in relation to the total area of your lot.
- The cement you plan on installing is actually on your lot.

Fences

If you are applying for a fence, the current Plat of Survey is needed to ensure the fence you are looking to replace is actually on your property. The current survey is also used to ensure your new fence is installed properly on your own lot. The Town of Cicero cannot grant a permit to remove a fence that is not on your property, and cannot issue a permit to remove a fence when the lot line is unknown.

Carports

If you are applying for a carport, the survey is used for the following:

- Determine if there is sufficient space on your property to have a car port (13 feet wide, 20 feet deep).
- Determine if you can have the additional cement.

The Town does not recommend companies to perform work.
You can find a licensed surveyor through a simple internet search or in the phone book.

The Town may have a copy of your plat of survey on File, and can be obtained through a Freedom of Information Act Request in the Legal Department.
Please keep in mind, the survey on file may not be current.