



## Cook County Clerk Real Estate & Tax Services Obtaining County Clerk stamp on Plats as of 8-14-2020

**Under the current State and County Executive Orders to limit public access to County Buildings, the Cook County Clerk's Office will process tax extension documents from taxing districts as follows:**

THE COOK COUNTY CLERK'S MAP DEPARTMENT IS CURRENTLY OPEN BUT LIMITED STAFF IS AVAILABLE. Public access has been limited and visitors are encouraged to complete business online or through the mail if possible. Please visit <https://www.cookcountyclerk.com/service/tax-map-department> for more information about tax maps or legal descriptions. For the Clerk's Stamps needed for Plats, please see below.

### **County Clerk Tax Endorsement Stamp:**

#### **Step 1:**

**Please begin the process by emailing a copy of your plat(s) to: [Clerk.Maps@cookcountyil.gov](mailto:Clerk.Maps@cookcountyil.gov).** This review typically takes 24 hours, but delays may occur as some staff are working remotely. Thank you for your patience.

#### **Step 2:**

After the tax review has been completed, there are 2 options to obtain the Clerk's tax endorsement.

- **Option 1:** If our records show that there are no outstanding property taxes associated with your plat, our office is able to provide you with an emailed PDF of your plat, or the signature page of your plat, with the Clerk's endorsement. You will also be provided with a payment form, which you may mail back to us with payment for any applicable fees (\$50 tax search fee for plats of subdivision, consolidation, dedication etc; \$10 fee for plats of street or alley vacation; no fee for plats of survey, easement or annexation.)

*Please note: the 2019 2nd installment tax bills are currently payable. This bill must be paid in order to obtain a County Clerk tax endorsement on plats of subdivision, consolidation, dedication etc.*

- **Option 2:** Alternately, if you wish, after we have reviewed a digital copy of your plat and have found it is ready for the Clerk's endorsement, you may schedule an appointment to visit our office to have your plat(s) stamped while you wait. You may submit payment (check or cash (exact amount)) through our secure on-site lock box and a receipt will be mailed to you.

### **Recording:**

According to the Cook County Recorder of Deeds website, that office remains closed to the public. Plat recordings are currently being processed through the mail or other carrier only.

<https://cookrecorder.com/wp-content/uploads/2020/07/Customer-Communication-Regarding-Re-Opening-7.1.2020-1.pdf>

\*\*Please be aware that masks are required at all times when inside the County Building and that you will have your temperature taken before you may enter the building. Physical distancing of six feet between people should be adhered to at all times. Thank you for your cooperation.

For any questions/concerns, please continue to email the Tax Map Department at [clerk.maps@cookcountyil.gov](mailto:clerk.maps@cookcountyil.gov). We apologize for any delay in response time, as staff is working remotely.

**\*\*Please continue to check the Clerk's website at <https://www.cookcountyclerk.com/agency/property-taxes> for any operational changes resulting from a change in the current COVID-19 public health emergency orders.\*\***