

Plat Recording Checklist

Project Name: _____

Planning and Zoning Case No: _____

REQUIRED ATTACHMENTS

Please check that you have included the following items as part of your final plat submission package.

	<u>Applicant</u>	<u>P & Z</u>
1. 18" x 24" plats		
• Final plat recording fee \$5.00 per plat	<input type="checkbox"/>	<input type="checkbox"/>
• Five (5) completed, certified and signed mylars of the final plats. (Three (3) originals (all with original signatures) and two (2) archival quality reproducibles) Maximum size for recording is 18" x 24". One reproducible mylar shall be returned to the agent.	<input type="checkbox"/>	<input type="checkbox"/>
• Paper copies for agency distribution according to below:	<input type="checkbox"/>	<input type="checkbox"/>
• MAJOR subdivision – 17 COPIES (folded)	<input type="checkbox"/>	<input type="checkbox"/>
• MINOR subdivision – 17 COPIES (folded)	<input type="checkbox"/>	<input type="checkbox"/>
• One (1) Additional Paper Copy (folded) if within the Critical Area	<input type="checkbox"/>	<input type="checkbox"/>
2. 8 1/2" x 14" plats		
• One (1) original Recording of Plat form with all original signatures	<input type="checkbox"/>	<input type="checkbox"/>
• One (1) paper copy for plat and note pages	<input type="checkbox"/>	<input type="checkbox"/>
• Final plat recording fee - \$20.00 per plat <i>(make check payable to: Clerk of the Circuit Court)</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Final Plat Recording Checklist (this checklist) –1 COPY	<input type="checkbox"/>	<input type="checkbox"/>

OTHER ATTACHMENTS / REQUIREMENTS

1. Open space conservation deed * (Required of all subdivisions creating open space)	<input type="checkbox"/>	<input type="checkbox"/>
2. Widening strip deed* (Where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
3. Deeds* for <u>all</u> easements	<input type="checkbox"/>	<input type="checkbox"/>
4. Treasurer's stamp on original plats and deeds for proof of paid taxes	<input type="checkbox"/>	<input type="checkbox"/>
5. Water & Sewer stamp/signature on original plats and deeds	<input type="checkbox"/>	<input type="checkbox"/>

* all deeds must be accompanied by a completed Land Intake Sheet

Agent responsible for submission:

Date:
