

Plat Procedures

Submit 8 copies of the plat with a check for the fee (see prices below), a letter requesting the plat be heard at Planning Commission, who you are representing and requesting final or preliminary approval. Also a list of all adjoining property owners needs to be included.

The item will be placed on the Planning Commission agenda and someone will need to be there to present the item.

Once the plat is approved by Planning Commission, bring three copies of the plat with any comments addressed, and it will be put in circulation. It must be signed off by Traffic Engineering, Engineering and the Water and Sewer Board. Once the plat is signed off you will be notified that the plat is ready for recording.

To record the plat, you need to bring 20 copies of the plat to this office. It must be signed by the owner, engineer or land surveyor with their stamp and have a place for George Speake, County Engineer and Thomas Tyson, Executive Secretary of the Planning Commission. If the lot requires an on-site septic system, there must be the Commitment to Install Sanitary Sewer and signed by the owner. Also James Reynolds has to sign the plat with the County Health Department.

The plat will be reviewed according to the checklist if everything is OK, the plat will be signed by the Executive Secretary. Once the plat is signed in this office, you take 6 copies to George Speake and have him sign it and then to the Judge of Probate for recording. Once the plat is recorded, 2 recorded copies are to be returned to this office. An address will be assigned at this time and it will be distributed to various City departments and Utility companies.

Price List

Residential (Preliminary)	\$50.00 + \$1.00 per lot
Residential (Final)	\$100.00 + \$1.00 per lot
Commercial (Preliminary)	\$50.00 + \$3.00 per lot
Commercial (Final)	\$150.00 + \$3.00 per lot

Attached is the checklist that is used to check the plat for final approval prior to recording. This will assist you in knowing what is needed in order for the plat to be signed and ready for recording.

PLAT CHECKLIST

File No. & Title	Applicant		
	<u>Application</u>	<u>Circulation</u>	<u>Recording</u>
1. <u>TITLE</u>	_____	_____	_____
2. <u>LEGAL</u>	_____	_____	_____
3. <u>TIE-DOWN</u>	_____	_____	_____
4. <u>LOT ID – (Block & Bldg. line)</u>	_____	_____	_____
5. <u>LOT DIMENSION & ACREAGE</u>	_____	_____	_____
6. <u>EASEMENTS & OUTPARCELS</u>	_____	_____	_____
7. <u>SCALE / NORTH ARROW</u>	_____	_____	_____
8. <u>STREETS w/ ROW (pvt)</u>	_____	_____	_____
9. <u>SIGNATURE BLOCKS</u>			
<i>Surveyor w/ Seal</i>	_____	_____	_____
<i>Owner</i>	_____	_____	_____
<i>PC Director</i>	_____	_____	_____
<i>County Engineer</i>	_____	_____	_____
10. <u>CERTIFICATION</u>			
<u>STATEMENTS</u>			
<i>Public Sanitary Sewer</i>	_____	_____	_____
<i>Commitment</i>	_____	_____	_____
<i>County Health Dept. Approval</i>	_____	_____	_____

NOTE: Provided is a summary checklist for all plats shown with all three processes. The number of copies required for each process is as follows:

- Application – 6 copies
- Circulation – 3 copies in final plat form for recording
- Recording – 20 copies minimum