

Platting Worksheet

SUBDIVISION NAME: _____

FEE: _____ **Date:** _____

§354.11 Attachments to Subdivision Plats

_____ **1. FINAL PLAT** – Must have full size and original copies.

_____ **County Subdivision** – 2 Paper Copies

_____ **City Subdivision** – 1 Paper Copy, 1 Mylar Copy

_____ **2. CERTIFIED RESOLUTION** – Must have certified copy of the resolution from approving governing body, either City Council or Board of Supervisors. The Recorder shall refuse to accept a subdivision plat presented for recording without a resolution from each applicable governing body approving the subdivision plat or waiving the right to review. §354.8(2)

_____ **3. OWNERS CONSENT TO PLAT** – Statement signed by all parties consenting to the property being subdivided.

_____ **4. ACCEPTANCE OF MORTGAGE HOLDER** – If applicable

_____ **5. RESTRICTIVE COVENANTS** – If applicable

_____ **6. ATTORNEY'S OPINION** – Document stating that the property is free of liens and encumbrances or listing applicable liens and encumbrances. Also denoting who is the owner of the platted land.

_____ **7. AUDITOR'S CERTIFICATE** – Statement from County Auditor approving the name of the subdivision.

_____ **8. TREASURER'S CERTIFICATE** – To include the subdivision name, legal description & current ownership. Document or signature of County Treasurer on plat certifies the property is free and that encumbrances & taxes are paid unless so stated.

_____ **9. GIS APPROVAL** – GIS Approval should be noted on plat or approval found on GIS Site.

Contact Name: _____

Phone: _____