

# PLAT REVIEW CHECKLIST

**SURVEYOR** \_\_\_\_\_

**TITLE OF PLAT** \_\_\_\_\_

- |                          |                               |   |
|--------------------------|-------------------------------|---|
| <input type="checkbox"/> | Border/Size Requirement       | 18 X 24, 1 1/2" on left, 1/2" minimum on sides  |
| <input type="checkbox"/> | Reproducible                  | Must be ink on Mylar or black slick<br><i>No sepia, paper, velum or linen</i><br><i>No sticky back certifications</i>   |
| <input type="checkbox"/> | Title Block                   | Name of Owner<br>Property Designation<br>Township, County, State<br>Date of Survey<br>Scale or scale ratio<br>Name and address of surveyor or firm  |
| <input type="checkbox"/> | Surveyor's Certificate        | One of five choices must be checked off<br>if b or c is checked plat may be recorded<br>without review officer approval   |
| <input type="checkbox"/> | Surveyor's Seal and Signature | Must be Original Seal and Signature<br><b>Sticky back seals may not be used.</b>  |
| <input type="checkbox"/> | Subdivisions with New Roads   | Control corners must be labeled<br><b>Cannot question the number or quality.</b>  |
| <input type="checkbox"/> | DOT Approval                  | <b>For new or a change in existing roads</b>  |
| <input type="checkbox"/> | Subdivision Ordinances        | <b>Must have proper signatures from the planning agency</b>   |
| <input type="checkbox"/> | Map Attached to Deed          | 1. Original seal and signature of surveyor.<br>2. Certified copy with original seal and sign.<br>3. Contain: THIS MAP IS NOT A CERTIFIED SURVEY<br>HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT<br>AGENCY FOR COMPLIANCE WITH ANY APPLICABLE<br>LAND DEVELOPMENT REGULATIONS<br>REGULATIONS. |
| <input type="checkbox"/> | Subdivisions                  | 1. Check for duplicate subdivision names.<br>2. Check for duplicate road names.   |

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