_____ **Mail Out**
_____**Will Pick Up**

APPENDIX R
CHECK LIST FOR FILING A PLAT

1. Name and address of person filing plat _____
_____ Phone:_____

2. Title of Plat with legal_____

3. Town or Township plat is in _____
** ***Are all legals correct?*** ___Title ___Owner's Cert. ___Surveyor's Cert.
____P&Z Cert. ____County's Cert.
****Are the following on Plat:***
a. *Owner's* name correct, check in assessment book*?* ____
b. Plat signed by owners and notarized? ____
c. Signed by surveyor & notarized? ____
*d. P&Z*____ Auditor____ Treas.____ DOE____ ROD_____

4. Access approval for (street or highway)_____ YES____ NO____

****9-1-1 Address:_____ Assigned:* _____

5. Reason for plat _____

6. Are there any buildings included in the plat? _____*YES* _____*NO If yes, please list them*:
_____

7. Are the taxes paid? _____*YES* (*Check with Treasurer to see if the* ***WHOLE YEAR*** *is paid*).
_____ *NO*

8. Zoning Meeting date will be _____ Time:_____
Motion to ***PASS*** or ***DENY*** by _____2nd by _____
Reason Denied _____

9. County Commissioners Meeting date will be _____ Time:_____
Motion to ***PASS*** or ***DENY*** by _____2nd by _____
Reason denied _____

10. Estimated Filing date will be _____

11. Signed by County Treasurer _____
12. Signed by Planning & Zoning Admin. _____ ***BUILDING PERMIT #*** _____
13. Signed by County Auditor _____
14. Signed by Director of Equalization _____
15. Signed by Register of Deeds _____

FEE INFORMATION

Plat Application Fee ---------- $70.00
ROD Filling Fee ---------- $10.00
(# of pages after 1st) X $5.00 ---------- _____
One dollar ($1.00) per acre ---------- _____

TOTAL AMOUNT DUE ---------- _____ ***Receipt #***_____

Updated November 2, 2010