

**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 Filing Fee ----- **\$10.00**
 (# of pages after 1st) X \$5.00 -----
One dollar (\$1.00) per acre -----

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