

APPENDIX Q
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.

****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. Signed by: P&Z _____ Auditor _____ Treas. _____ DOE _____ ROD _____
4. Access approval for street or highway: YES _____ NO _____ (If yes, did Highway Supervisor sign Plat?)
****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 The **WHOLE YEAR** must be paid.
 _____ NO
8. Estimated Filing date will be _____
10. Signed by County Treasurer _____
11. Signed by Planning & Zoning Admin. _____
12. Signed by County Auditor _____
13. Signed by Director of Equalization _____
14. Signed by Register of Deeds _____

****Signatures on Plat, shall be made with permanent ink**** Codified Law 11-3-10

FEE INFORMATION

Director of Equalization Fees:

Plat Application Fee ----- \$130.00
\$1.00 per acre ----- _____
AMOUNT DUE to DOE ---- \$ _____
Receipt # _____

Register of Deed Fee

ROD Filing Fee ----- \$60.00
Receipt # _____

****Please make out 2 separate checks, one to the Director of Equalization for their fee and one for \$60.00 to the Register of Deeds****