

## TO RECORD A PLAT

*The county requires that the Department of Community Development review all plats except a boundary line survey of an existing parcel. If there is any change to the boundary lines of a piece of property the county requires that you submit to their review process. You may also request that the County review a boundary line survey of an existing parcel but it is not required. The county collects a fee for the review process. This part of the process is completed prior to bringing the plat to the Circuit Court for recordation.*

Plats no larger than 8 ½” by 14” can be recorded in a deed book.

Oversized plats are recorded in a plat book. Three copies are required, all paper, at least one original. One copy goes to Community Development after recordation, the other two will be returned to you after the plat has been scanned and become part of the county’s permanent records. Please provide mailing materials and prepaid postage for the plats to be returned to you. There is a \$20 per page recordation fee for oversized plats.

Plats do not go to record by themselves. They are accompanied by a legal document that references the plat. There are many types of documents that accompany plats. We do not have any forms nor can we advise you as to the best type of document to record with your plat. You may do your own legal work but please seek legal advice if you have any questions. Recordation fees vary depending upon what type of document is being recorded.

Please consider the information under the previous link for recording a document in the deed book.