



# DEPARTMENT OF BUILDINGS & CODE ENFORCEMENT

## PLAT CHECKLIST

SUBDIVISION NAME: \_\_\_\_\_

DEVELOPER: \_\_\_\_\_

TAX MAP#: \_\_\_\_\_

**DATE**

**INITIAL**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Step 1. Vicinity Map                                  |
| _____ | _____ | Step 2. North Arrow                                   |
|       |       | a) mag & year   |
|       |       | b) true   |
|       |       | c) grid   |
| _____ | _____ | Step 3. Numerical Scale                               |
| _____ | _____ | Step 4. City, County, State                           |
| _____ | _____ | Step 5. Date of Survey (Revision date, if applicable) |
| _____ | _____ | Step 6. Tax Book Information                          |
| _____ | _____ | Step 7. Graphic Scale                                 |
| _____ | _____ | Step 8. Legal Description                             |
|       |       | a) metes and bounds description (if required)         |
|       |       | b) lot number   |
|       |       | c) subdivision  |
|       |       | d) as shown on _____ (copied from another survey)     |
|       |       | e) acreage and/or square footage                      |
|       |       | f) other _____  |
| _____ | _____ | Step 9. Surveyed for:                                 |
|       |       | a) called to check spelling of name                   |
| _____ | _____ | Step 10. Certification                                |
|       |       | a) closure _____                                      |
|       |       | b) flood hazard boundary area (is/is not)             |
|       |       | c) community panel # _____                            |
|       |       | d) effective date                                     |
|       |       | e) location of residence/foundation                   |
|       |       | f) location of driveway                               |
| _____ | _____ | Step 11. Property Lines Defined                       |
|       |       | a) correct bearings                                   |
|       |       | b) correct distances                                  |
|       |       | c) directional arrows (optional)                      |
|       |       | d) curve data   |
| _____ | _____ | Step 12. Easements                                    |
|       |       | a) type of easement 1) _____ 2) _____                 |
|       |       | b) width of easement 1) _____ 2) _____                |
| _____ | _____ | Step 13. Encroachments                                |
|       |       | a) what kind of encroachment                          |
|       |       | b) amount of encroachment                             |

