

**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.  
   \_\_\_ 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 \_\_\_\_\_

*\* If in city limits city must also sign \_\_\_\_\_ \* If in City, city name must be on title of plat \_\_\_\_\_*

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. 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 \_\_\_\_\_

**FEE INFORMATION**

<b>Plat Application Fee</b> .....	<b>\$70.00</b>
<b>ROD Filing Fee</b> .....	<b>\$60.00</b>
<b>One dollar (\$1.00) per acre</b> .....	_____
<b>TOTAL AMOUNT DUE</b> .....	<b>\$</b> _____ <b>Receipt #</b> _____