

PARTITION PLAT CHECKLIST

1. Narrative
 - a. found monuments shown on plat boundary
 - b. basis of bearings
2. North arrow
3. Scale - verified
4. Date
5. Surveyor's name/address
6. Legend
 - a. conforms to plat
 - b. monument boxes
7. 1" margins
8. Pages numbered
9. All pages stamped
 - a. signed
 - b. expiration date
10. Parcel numbers OK
11. Tract letters OK
12. Plat heading
 - a. 1/4 section
 - b. replat
13. Corner tie: government, sub, part or condo
 - a. type of monument found
 - b. access easement required?
14. Area of parcels, tracts & boundary
15. Adjacent plats
 - a. plat name/number
 - b. lot/parcel numbers
 - c. tract letters
 - d. Adjoining document numbers
16. Streets
 - a. name(s)
 - b. width(s)
 - c. County Road numbers correct
 - d. Private street(s) - easement for lot(s)
 - e. Street plug(s) on adjoining plat(s)
17. Easements (new)
 - a. purpose
 - b. dimensions
18. Easements (existing) shown?
 - a. purpose
 - b. dimensions
 - c. recording reference
19. Lettering and drafting OK
20. Approvals
21. Surveyor's Certificate
 - a. conforms to plat
 - b. corner tie
22. Declaration
 - a. declarant correct
 - b. tracts conveyed
 - c. easements granted
 - d. R/W dedicated
23. Acknowledgement
 - a. declarant correct
 - b. acknowledgement form correct
24. Ownership & maintenance of Tracts
25. Spite strip tracts?
26. Casefile statement
27. Consent affidavit statement(s)
28. Vesting deed
29. Title report legal
30. Mark-ups
 - a. Cartography
 - b. Planning
 - c. Assurances
 - d. Engineering
 - e. CWS
 - f. Denette
31. Tax map
32. DXF file