



## SUBDIVISION PLAT CHECKLIST

1. Boundary resolution
  - a. survey filed and noted
  - b. found mons shown on plat boundary
  - c. basis of bearings
2. North arrow
3. Scale - verified
4. Date
5. Surveyor's name/address
6. Legend
  - a. conforms to plat
  - b. postmonumentation
  - c. mon boxes
7. 1" margins
8. Pages numbered
9. All pages stamped
  - a. signed
  - b. expiration date
10. Lot 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 esmt required?
14. Area of lots, tracts & boundary
15. Adjacent plats
  - a. plat name/number
  - b. lot/parcel numbers
  - c. tract letters
  - d. adjoiner 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
  - c. remaining monumentation certification
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. HOA - Formed - Name correct
25. Ownership & maintenance of Tracts
26. Spite strip tracts?
27. Casefile statement
28. Consent affidavit statement(s)
29. Remaining monumentation statement
30. Vesting deed
31. Title report legal
32. Mark-ups
  - a. Cartography
  - b. Planning
  - c. Assurances
  - d. Engineering
  - e. CWS
  - f. Denette
33. Tax map
34. DXF file