

## STEPS TO RECORD A NEW PLAT

1. Bring plat from Engineer to the Treasurer's Office. The taxes must be paid on the ENTIRE parcel of land that the plat is being taken from for the ENTIRE year.
2. Bring plat to Planning & Zoning Office. Plat inspection fee is \$40 and additional \$5 for each lot being platted.
3. Engineer's information needing to be included:
  - a. Proprietor's Certificate
  - b. Treasurer's Certificate
  - c. Surveyor's Certificate
  - d. Director of Equalization Certificate
  - e. Grant County Planning & Zoning Certificate
  - f. Grant County Commission Resolution
  - g. Register of Deed's Certificate- mylar
  - h. Plat Map Siting
4. The plat will be placed on the agenda for the next meeting of the Planning & Zoning Board. Planning & Zoning meetings are the 2<sup>nd</sup> Monday of each month at 4:30 pm.  
(unless otherwise scheduled or published)  
The next meeting is: \_\_\_\_\_ at 4:30 p.m.  
If possible it would be a good idea to have someone at this meeting to give an explanation for the plat.
5. County Commissioner's meeting agenda item at the next available meeting.  
Commissioner's meet the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday each month.  
(unless otherwise scheduled or published)  
The next meeting is: \_\_\_\_\_ at 8:00 a.m.
6. Plats can be picked up from the Auditor's office after 12:00 (noon) once the meeting is concluded and taken to the Register of Deed's Office.  
(This document must be filed with the Register of Deed's to be legally completed and must be filed by the applicant)