

PLAT MAP CHECKLIST

Plat will NOT be added to BOCC agenda if not all items are completed when presented to County Clerk.

- NAME OF PLAT - _____
- ALL CURRENT LAND OWNERS MUST SIGN AS OWNERS ON THE PLAT
- MUST HAVE SECTION, TOWNSHIP, RANGE AND WHERE PROPERTY IS LOCATED
- PLAT SHALL BE TWO (2) MYLAR MAPS – 24 BY 36 INCHES – ONE COPY GOES TO ASSESSOR AFTER FILING AND ONE REDUCED COPY OF PLAT IN THE DIMENSIONS OF 8 ½ BY 14 FOR RECORDING
- ***ALL MAPS WILL NEED TO BE COMPLETE WITH ORIGINAL SIGNATURES PRIOR TO BOCC MEETING.**
- TREASURER MUST CERTIFY ALL PRIOR TAXES ARE PAID & SEAL (also verifying accuracy of owners, legal, and tax information with Assessor’s Landmark Assessment Record)
- CERTIFICATE OF OWNER/AGENT SIGNED AND NOTARIZED & SEAL IF INCORPORATED
- MUST BE ACKNOWLEDGED BY COUNTY FLOOD PLAIN MANAGER
- CERTIFICATE OF SURVEYOR SIGNED AND NOTARIZED & SEAL
- OKLA. DEPARTMENT OF ENVIRONMENTAL QUALITY CERTIFICATE SIGNED & SEALED- IF PROPERTY LOCATED OUT OF CITY LIMITS
- CITY’S SIGNATURE AND SEAL REQUIRED IF LOCATED IN CITY LIMITS
- PUT ON AGENDA FOR APPROVAL FROM BOARD OF COUNTY COMMISSIONERS
- CERTIFICATE OF THE COUNTY CLERK – SIGNS IN BOARD MEETING
- BOARD OF COUNTY COMMISSIONERS SIGNATURE AND ATTEST BY COUNTY CLERK – SIGNS IN BOARD MEETING
- NOTE ON PLAT MAP – “ROADS WILL BE MAINTAINED BY THE COUNTY” OR “ROADS WILL NOT BE MAINTAINED BY THE COUNTY” AND HAVE COMMISSIONER SIGN IN BOARD MEETING
- MUST FILE IN COUNTY CLERKS OFFICE AFTER COMPLETION BY BOCC
- FEES:
 - \$10.00 ONE (1) BLOCK OR LESS
 - \$25.00 TWO (2) OR MORE BLOCKS
- \$10.00 PRESERVATION FEE PER PLAT