

## Process Overview for Plat of Survey

### Owner – Applicant - initial

- Meeting with Subdivision Coordinator & other staff – receive application, guidelines, copy of ordinance, fees schedule and contact information for other County Departments.
- Obtain parcel letter authorization from Auditor's Office.
- Check for inclusion in agricultural area – petition for withdrawal.
- Check for inclusion in CRP program – county FSA office.
- Check for inclusion in drainage district – Auditor's office or S.D. Coordinator.
- Driveway application from Secondary Roads or State IDOT.
- Contact power company, telephone company and other utility providers – easements, etc
- Clarify if within any municipality's extraterritorial jurisdiction – subdivision & zoning.

### Owner's Attorney

- clear title and up-to-date abstract.
- petition for agricultural area withdrawal if needed – complete before submission.
- documents for municipality's review if needed – complete before submission.
- draft of covenants for parcel – if desired.
- utility and any special easements and dedications as need for the plat.
- fence agreements for any existing or planned fences.

### Owner's Surveyor

- Prepare Plat of Survey for each parcel – section 45.25.1
- Utilize parcel letter authorization from County Auditor's Office.
- Driveway located and marked.
- Easements as needed – power, telephone, gas, water, sewer, etc.
- Description of water and sewer proposed.

### Owner – Applicant – final

- Complete application – see checklist
- Assemble items from attorney & surveyor – see application checklist.
- Submit to Subdivision Coordinator – acceptance w/wo waivers.

### County Process

- Distribution to Departments
- Review replies
- Return to owner and/or surveyor for corrections or modifications if needed.
- Review and action by Subdivision Coordinator.
- Return signed copies of plat to owner with approval cover letter and instructions of documents to submit to the County Recorder.

### Owner – Applicant – recording

- Plat and other documents as needed filed with County Recorder.
- Return copy of date stamped approval cover letter to Subdivision Coordinator.
- Send copy of date stamped approval cover letter to surveyor.
- Contact Washington County Safety Center for 911 building number assignment.

\*\* Building(s) should be placed a minimum of 50 ft. from County Road centerline or greater to beyond the designated R-O-W line to provide for future space utilization.