

PARTITION PLAT CHECKLIST

DECLARANT _____

PLAT REC'D _____
DEPOSIT \$ _____
ADDRESS \$ \$0.00 _____

SECTION, TWP, RANGE _____
PARENT PARCEL (S) _____

COPY SENT TO OTHERS
CWS _____
CART _____
ENG _____
OPS _____
PLANNING _____
PLANNER _____
ADDRESSING _____
MYLAR TO CWS _____
ADDRESSING _____
OPS _____

CITY/COUNTY _____
PROJECT # _____
PARCELS + TRACTS _____

SURVEYOR _____

TITLE CO _____
EFFECTIVE DATE _____

OFFICE CHECK

REVIEW _____ REVIEWER _____ MATH _____

CARTOG PAID _____
TAXES PAID _____
MONEY OK _____
RECORDING \$ _____

NOTIFIED SURVEYOR _____

APPROVALS
CITY LETTER _____
CITY FINAL _____
OPS _____
CWS _____
DLUT SIG _____
TO CARTOG _____

REQUIRED DOCS **IN FILE**
CONSENTS _____
CITY DOC LIST _____
MAINT AGRMNT _____

FIELD CHECK

TO CREWS _____
COMPLETED _____
NOTIFIED SURVEYOR _____
FIELD CHECK ISSUES _____

ENCROACHMENTS ___ YES ___ NO
NOTES _____

RESOLVED _____

PARTITION PLAT CHECKLIST

1. Narrative
 - a. Found mons shown on boundary
 - b. Basis of Bearings
2. North arrow
3. Graphic scale - verified
4. Date
5. Surveyor's name/address
6. Legend
 - a. conforms to plat
 - b. mon boxes
7. 1" margins
8. Pages numbered
9. All pages stamped
 - a. signed
 - b. expiration date
10. Parcel #s OK, # in SID, # on pg 1
11. Tract Letters OK, # in SID, # on pg 1
12. Plat Heading
 - a. 1/4 section
 - b. replat
13. Corner tie: gov't, sub, part, or condo
 - a. type of mon found
14. Area of parcels, tracts and boundary
15. Adjacent plats
 - a. plat name/number
 - b. lot/parcel #s
 - c. tract letters
 - d. adjoining doc #s
16. Streets
 - a. name(s)
 - b. width(s)
 - c. county road #s
 - 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
 - a. purpose
 - b. dimensions
 - c. recording reference
19. Lettering and drafting ok
20. Approvals
21. Surveyor's Cert
 - a. conforms to plat
 - b. corner tie
22. Declaration
 - a. dec correct
 - b. tracts conveyed
 - c. easements granted
 - d. R/W dedicated
23. Acknowledgment
 - a. dec correct
 - b. acknowledgment form correct
24. Ownership and maintance of tracts
25. Spite strip tracts
26. Casefile statement
27. Consent affidavit statements(s)
28. Vesting deed
29. Title report legal
30. Mark-ups
 - a. Cartography
 - b. Planning
 - c. OPS
 - d. Engineering
 - e. CWS
 - f. Addressing
31. Tax map
32. DXF