

**PARTITION PLAT CHECKLIST**

DECLARANT \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PLAT REC'D \_\_\_\_\_  
 COPIES SIGNED \_\_\_\_\_  
 FEE DEPOSIT \$ \_\_\_\_\_  
 DATE REC'D \_\_\_\_\_  
 ADDRESS FEE \$ \_\_\_\_\_

SECTION, TWP, RANGE \_\_\_\_\_  
 PARENT PARCEL(S) \_\_\_\_\_  
 \_\_\_\_\_

CITY OR COUNTY \_\_\_\_\_  
 CASEFILE NO. \_\_\_\_\_  
 PROJECT NO. \_\_\_\_\_  
 NO. PARCELS/TRACTS \_\_\_\_\_

**APPROVAL DATES**  
 CITY LETTER \_\_\_\_\_  
 CITY FINAL \_\_\_\_\_  
 ASSURANCES \_\_\_\_\_  
 CWS \_\_\_\_\_  
 DLUT SIGNATURE \_\_\_\_\_  
 TO CARTOG \_\_\_\_\_

SURVEYOR \_\_\_\_\_  
 TITLE COMPANY \_\_\_\_\_  
 TITLE REPORT \_\_\_\_\_

**COPY TO OTHERS (DATES)**  
 CWS \_\_\_\_\_  
 CART \_\_\_\_\_  
 ENG \_\_\_\_\_  
 ASSURANCES \_\_\_\_\_  
 PLANNING \_\_\_\_\_  
 PLANNER \_\_\_\_\_  
 DENETTE \_\_\_\_\_  
 MYLAR to CWS \_\_\_\_\_  
 MYLAR to PLANNER \_\_\_\_\_  
 MYLAR to DK \_\_\_\_\_  
 MYLAR to ASSURANCES \_\_\_\_\_  
 (city plats & condos)

**OFFICE CHECK**  
 REVIEW \_\_\_\_\_ REVIEWER \_\_\_\_\_ MATH \_\_\_\_\_

NOTIFIED SURVEYOR \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REQUIRED DOCUMENTS**  
 CONSENT AFFS \_\_\_\_\_  
 MAINT AGRMNT \_\_\_\_\_  
 WAIVERS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FIELD CHECK**  
 TO CREWS \_\_\_\_\_  
 COMPLETED \_\_\_\_\_  
 NOTIFIED SURVEYOR \_\_\_\_\_  
 FIELD CHECK ISSUES \_\_\_\_\_

**FEE CALCS**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## PARTITION PLAT CHECKLIST

1. Narrative
  - a. found monuments shown on plat boundary
  - b. basis of bearings
2. North arrow
3. Scale - verified
4. Date
5. Surveyor's name/address
6. Legend
  - a. conforms to plat
  - b. monument boxes
7. 1" margins
8. Pages numbered
9. All pages stamped
  - a. signed
  - b. expiration date
10. Parcel 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 easement required?
14. Area of parcels, tracts & boundary
15. Adjacent plats
  - a. plat name/number
  - b. lot/parcel numbers
  - c. tract letters
  - d. Adjoining 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
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. Ownership & maintenance of Tracts
25. Spite strip tracts?
26. Casefile statement
27. Consent affidavit statement(s)
28. Vesting deed
29. Title report legal
30. Mark-ups
  - a. Cartography
  - b. Planning
  - c. Assurances
  - d. Engineering
  - e. CWS
  - f. Denette
31. Tax map
32. DXF file