

To: Surveyors & Others Completing Final Plats

RE: Details on how to add 8 ½ by 11 sheets as part of a Final Plat

In September 2011 the City Council approved an amendment to Section 26.19.010 of the subdivision ordinance to allow separate 8 ½ by 11 sheets to be filed as part of a final plat (see below.) This amendment was requested by the Planning Department due to occasional problems in having out of town lien holders sign a final plat.

For final plats we now have the ability to add separate 8 ½ by 11 sheets to the final plat for lien holders. If a 8 ½ by 11 sheet includes a signature block it must also include the notary block for that signature on the same page. Note that the separate 8 ½ by 11 can only be used for lien holders or utility releases and associated notary signature blocks. It can't be used for the surveyor's certificate, dedication block or owner's signatures.

In circumstances where there is going to be a separate sheet, please be sure the sheets still include the Final Plat title on the top and Page # of # on the bottom of each page. It must be clear that this page is an official part of the final plat. It is not merely some document that is being filed along with the final plat. It is actually part of the final plat.

For example, having "Jones 1st Addition Final Plat" on the top and "Page 3 of 3" on the bottom helps identify that sheet as part of the final plat. In this example, Page 1 of 3 would display the lots and Sheet 2 of 3 included the surveyor's certificate, dedication and approval blocks. Page 3 of 3 would then be for the out of town lien holder and notary block for the lien holder.

When possible, we would prefer that all the pages in the final plat be of the same size. However, this new option will aid when one or more signatures from out of town can be more easily obtained with an 8 ½ by 11 page. Note the final plat must include the original signature, not a copy.

If you have any questions, please feel free to call Brian Will at 441- 6362.

26.19.010 Form of Final Plat.

(a) The size of each sheet of said final plat shall be sixteen by twenty-two inches, except that utility provider release of easement and lien holder consent and subordination signature blocks and acknowledgments may be on separate 8 1/2" x 11" sheets. All lots and, wherever practicable, blocks in their entirety, shall be shown on one sheet.