SUBDIVISION PLATS

ANNEXATION PLATS

SIMPLE LOT SPLITS

(county & city requirements for recording)

* ALL LOTS MUST BE NUMBERED
	+ EXAMPLES OF UNACCEPTABLE LOT NAMES
		- A1
		- OUT LOT 1 (WE DO NOT HAVE OUTLOTS IN MCKENZIE COUNTY)
		- COMMON AREA
		- DRAINFIELD EASEMENT
		- PARK
* ADDITIONS TO SUBDIVISIONS
	+ CANNOT BE NAMED IN PHASES
		- EXAMPLE: “PHASE 2 OF CREEKSIDE ESTATES”
	+ MUST HAVE AN ADDITION NAME
		- EXAMPLE: 1ST ADDITION TO CREEKSIDE ESTATES
* NAMES CANNOT RESEMBLE ANY OTHER RECORDED PLAT NAMES
	+ EXAMPLE:
		- CHERRY BROOK ESTATES
		- CHERRY CREEK ESTATES
* ALL COORIDINATES NEED TO BE LEGIBLE
* A PRELIMINARY PLAT SHOULD BE SUBMITTED TO THE RECORDER PRIOR TO APPROVAL AND FINAL PLAT PREPARATION
* FINAL PLAT SUBMITTED TO RECORDER MUST HAVE THE PROPER RECORDING FEES INCLUDED; if submitted by City Staff fees will be billed out if applicable.
* ONE MYLAR WILL BE KEPT BY THE COUNTY RECORDER, IF YOU WISH TO HAVE ANOTHER COPY, YOU MUST PROVIDE ONE FOR RETURN ALONG WITH CONTACT INFORMATION; one (1) copy for the county, one (1) copy for city, one (1) for you.
* MCKENZIE COUNTY DOES NOT HAVE “SIMPLE LOT SPLITS” ALL ARE EITHER IRREGULAR TRACTS IN TOWNSHIP/ RANGE AND SECTION OR MUST BE SUBDIVISIONS WITH BLOCK/LOT LEGAL DESCRIPTIONS
* ANNEXATION PLATS 81/2” x 14” only WITH MINIMUM FONT OF 10 CPI