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