



DEPARTMENT OF BUILDINGS AND CODE ENFORCEMENT

PLAT REVIEW CHECKLIST

TAX MAP # : _____

- VICINITY MAP
- NORTH ARROW
 - a) mag & year
 - b) true
 - c) grid
- NUMERICAL SCALE
- CITY, COUNTY, STATE
- DATE OF SURVEY (Revision Date, if applicable)
- TAX BOOK INFORMATION
- GRAPHIC SCALE
- LEGAL DESCRIPTION
 - a) metes and bounds description (if required)
 - b) lot number
 - c) subdivision
 - d) as shown on _____ (copied from another survey)
 - e) acreage and/or square footage
 - f) other _____
- SURVEYED FOR: (called to check spelling of name)
- CERTIFICATION
 - a) closure _____
 - b) flood hazard boundary rea (is/is not)
 - c) community panel # _____
 - d) effective date
 - e) location of residence/foundation
 - f) location of driveway
- PROPERTY LINES DEFINED
 - a) correct bearings
 - b) correct distances
 - c) directional arrows (optional)
 - d) curve data

- EASEMENTS
 - a) type of easements 1) _____ 2) _____
 - b) width of easement 1) _____ 2) _____
- ENCROACHMENTS
 - a) what kind of encroachment
 - b) amount of encroachment
- PROPERTY CORNERS (what was set or found at corners)
- ADJACENT INFORMATION
 - a) lot owners
 - b) lot numbers
 - c) street names & right-of-way
- SETBACK DISTANCE (Front, Side, Rear - if required)
- ACREAGE and/or SQUARE FOOTAGE
- SIGNATURE & SEAL OF SURVEYOR
- DISTANCE TO NEAREST INTERSECTION
- PRIVATE ROAD STATEMENT (if needed)
- AREA IN ROAD(s) (if needed)
- NAME AND ADDRESS OF DEVELOPER

OPTIONAL

- REFERENCES TITLE DISCLAIMER
- DAY STAMP LEGEND
- SIGNATURE BLOCK DIMENSION FROM P/L BUILDING
- ADD SURVERY PROJECT # TO MAP BOOK

INTERNAL USE ONLY	
RECEIVED DATE: _____	SUBDIVISION NAME: _____
SUBMITTED BY: _____	DEVELOPER NAME: _____
Authorized Reviewing Manager	
<input type="checkbox"/> APPROVED	_____
<input type="checkbox"/> DENIED	_____
Printed Name	Signature