



“A Team Working to Serve You”
Department of Transportation
Plat Determination Request Form

PROPERTY OWNER INFORMATION:

1. Owner of Property: _____
2. Mailing Address: _____
3. Phone (Mobile): _____
4. Name of Applicant (**OTHER THAN OWNER**): _____

PROPERTY INFORMATION:

1. Physical Address of Property: _____
2. Name of Subdivision: _____
3. Legal Description: Lot #: _____ Block #: _____ Total Acreage: _____
4. Property Use: Residential Non-Residential / Purpose for Determination: Buy Sell Build
5. Number of Existing residential structures currently located on the property (No more than one residential structure allowed): _____
6. Is the **CURRENT** deed dated after September 1, 2009: YES NO
(If yes and for residential use, was the property sold with a financial guarantee or operable water and wastewater services? YES Continue NO Plat is required.

REQUIRED DOCUMENTS:

- Non-Refundable thirty dollar fee (\$30.00)
- Property Geographic ID # and Boundary Improvement Survey by a Registered surveyor
NOTE – BEFORE YOU PAY: If the deed is dated after September 1, 1995 described by *metes and bounds* **AND** any of the items below cannot be checked, a plat is required.
- A copy of a **“title transfer instrument”** (Warranty Deed) executed before **September 1, 1995**.
- Water Available (water well or water meter) YES Survey show location of water service NO (If no is checked, a plat is required).
- Wastewater Available (septic system or sewer tap) YES (provide current survey showing location of sewer services NO (If No is checked, a plat is required).
- Notarized Affidavit that states that the person requesting service is NOT the land’s subdivider or the subdivider’s agent and states that the subdivided land has not been further subdivided after **September 1, 1995**.

OR

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Current Warranty Deed for exceptions: <ul style="list-style-type: none"><input type="radio"/> Lots over 10 acres<input type="radio"/> Agricultural Use<input type="radio"/> Family Partitions<input type="radio"/> Other: _____ | Comments: _____

_____ |
|---|-----------------------------------|

NOTE: A research fee and copy fees will be assessed. Copy fees will be in accordance with the current approved County Clerk Fees.

Signature of Property Owner or Applicant

Date

January 13, 2016