

St. Clair County Commission

Effective Date: March 1, 2007

REQUIREMENTS FOR RECORDING A SUBDIVISION PLAT

- 1) Turn in preliminary Plat to County Engineer to check curve information, grades, and screen for Flood Plain area (For subdivisions in areas of the county that are not incorporated).
- 2) Legal description of property (legible). All lines must be identified with dimensions such as bearing, curve data, etc.
- 3) Owner's signature.
- 4) Owner's signature Notarized.
- 5) Surveyor's
 - a. Printed / typed name (legible)
 - b. Signature with date
 - c. Registration number (legible)
 - d. Seal
- 6) Subdivision Plat within an incorporated area must have Town/City official's approval signature(s) with date(s).
- 7) St. Clair County Health Department authorized approval signature.
- 8) E911 Office signature for verification of road name(s) and adding property addresses.
- 9) All Plats must be printed on nothing smaller than 200 to 1 scale, with all print being legible.
- 10) Any Plat with multiple pages must have initial blocks with dates.

Note: Steps 1 – 10 must be completed before proceeding to step #11

- 11) St. Clair County Engineer signature.
- 12) Record Plat with St. Clair County Probate.
- 13) Any Plat not legible after scanning must be redone at owner's expense.