

Instructions for Plat application:

Please provide the x,y coordinates for the location of the property.

Provide a legal description for the property being subdivided. Attach a Word document of the legal description.

Please be sure that your application has a valid email, address, and phone number for each person involved so office staff can contact you should your application require more information.

Attach the following required documents:

1. Completed Subdivision Application – can be found on the Planning page.
2. A letter to the Planning Commission giving any needed details, including waivers or variances requested signed by the applicant or agent (not required for a minor, amending or final plats). To Vacate a plat, give reason for vacating and have signatures of each property owner.
3. Digital files of the plat, including .pdf, .dwg and .shp.
4. All required Drainage Computations. (for Preliminary Plats)
5. Resolution accepting improvements to be dedicated to the public (for final plats).

Please provide the following original documents by mail, or delivered to the Planning office for all plats:

1. Completed Subdivision Application.
2. Five (5) full size printed (on paper) photocopies of the proposed Plat.

For plats to be filed with Jefferson County:

3. Original Tax Certificates showing no taxes due.
4. Original, reproducible signed plat to be filed. (For plats to be filed.)
5. A check made payable to the Jefferson County Clerk for County filing fees.