

## VAN BUREN COUNTY PLAT BOARD

### Procedures for Receiving in Final Plats

When a Plat comes into the Office for the Plat Board meeting make sure we have all of the following:

- \$30.00 Check is taken to Register of Deeds Office
- Print two receipts (1 for the customer, 1 to send to state with final plat)
- Prepaid tube to send everything to the State upon approval
- Cover Letter listing all items enclosed
- Final checklist
- The value of the lots to be included with the plat
- The expected value of the homes to be included with the plat (**Do not combine Lot/home prices**)
- Final Mylar (can be on regular paper)
- True certified copies of the Plat (paper)
- Restrictions (**if any**) with recording fee check. Note: check with Register of Deeds Office on any Restrictions.
- Title Policy
- All other pertinent paperwork (Plat Board will determine if all else is present)
- Check for the state (may be one or two checks)

**If all items are present:**

- The \$30.00 check is rung up by the Register of Deeds Office