

Subdivision Plat Recording Checklist

Condition	Date
1. Planning Commission Approval	
2. Mayor and Board Approval	
3. Recording Fee (\$14 + \$1 per lot)(Covenants- \$11 for 1 st 15 pages; \$1 for each page thereafter)	
4. Erosion Control Permit (MDEQ)	
5. Letter of approval of Water Service by City Engineer	
6. Letter of Approval of Sewer Service by City Engineer	
7. As built utility plans	
8. Subdivision Agreement for Streets, Curb, Gutter, Sidewalks, Drainage, Water, Sewer, Landscaping, Street Signs, Striping, and special conditions.	
9. Bond letter or letter of credit	
10. Fees for open space, lighting, etc.	
11. Certificate of Title	
12. 2 Sets of 18" X 24" Mylar Plats	
13. 4 blank 18" X 24" white sheets	
14. Information on disk	
15. Signed & notarized covenants (see county requirements)	
16. Special Conditions of Approval	

Mylar Plat Standards	
Section Tie	
Owners Certificate (Corporate or Individual) & Notary Execution	
Mortgagee's Certificate & Notary Execution	
Planning Commission Certificate and Signatures	
Mayor and Board Certificate and Signatures	
Chancery Clerk Recording Certificate	
City Clerk Recording Certificate	
Location Map	
Subdivision Name, Zoning, Number of Lots/Section, Township & Range	
Easements and Set Backs	
Lot Numbers (Common areas must be labeled as such)	
Street Names	
Scale at 1" = 100'	

All improvements shall be installed to the City of Hernando Subdivision, Utility, Zoning and Design Specifications.

Checklist updated August 18, 2006