

## Platting Project Checklist

1. Ownership : Individual / Corporation
2. Names of the person signing on the plat : \_\_\_\_\_  
\_\_\_\_\_
3. Owner's mailing address : \_\_\_\_\_  
\_\_\_\_\_
4. Reason for plat : \_\_\_\_\_  
(Example: To create 2 lots out of 1 lot; To create 1 reserve out of 2 lots  
To create residential lots or a development of a Subdivision;)
5. Name of the Plat or Subdivision : \_\_\_\_\_
6. Name of the street within the subdivision : \_\_\_\_\_
7. Is there a Lien holder : Yes / No.
8. Name of the Lien Holder : \_\_\_\_\_
9. Name of the Person who signs for Lien : \_\_\_\_\_
10. You have a Final Title Commitment (TC) : Yes / No.  
that is less than 30 days old.
11. If answer is 'No' for above  
(a) You have to provide us "Nothing  
Further Letter" that is less than : I Agree / I do not Agree.  
30 days old.  
(or)  
(b) We can arrange for TC and charge  
the actual expenses incurred to you. : I Agree / I do not Agree.  
  
Title company name and contact no. : \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

Company name and address: \_\_\_\_\_

e-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

N.B: Submit a copy of Title Commitment / Title Deed / Boundary Survey.

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