

**Checklist for Lot Division and Recording**  
HENRY COUNTY DEVELOPMENT PLAN REVIEW

**Date Submitted:** \_\_\_\_\_  
**Owner's Name:** \_\_\_\_\_  
**Property Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**Tax Map Number:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_

*STAFF USE ONLY*

**Plat Reviewed By:** \_\_\_\_\_  
**Date Approved:** \_\_\_\_\_  
**Date Not Approved :** \_\_\_\_\_  
**Date Called for Pick-up:** \_\_\_\_\_

**FOR APPLICANT:** There is a **\$25.00** charge for each lot approved for recording. If a lot is divided into more than 3 parcels, the review process requires a Preliminary and Final Plat approval as a subdivision.

The following procedures should be completed when reviewing plats for approval.

- \_\_\_\_\_ The parcel divisions meet the requirements of the zoning district.
- \_\_\_\_\_ Plats should be no larger in size than 17 inches by 22 inches and no smaller than 8 1/2 inches by 11 inches and uniform in size.
- \_\_\_\_\_ This form, the redlined plats, and any copies of zoning maps and tax maps provided by Staff must be returned when resubmitting revised or corrected plats for approval.
- \_\_\_\_\_ Please make sure that at least FIVE (5) copies of the plat are submitted with the surveyor's original seal and signature on each copy. The surveying firm name and address must be located on the each plat submitted for approval.
- \_\_\_\_\_ The plat is drawn accurately to scale.
- \_\_\_\_\_ Illustrate all dimensions, including setbacks and/or boundary lines, for each parcel division.
- \_\_\_\_\_ Provide a Letter of Ownership or executed deed with this request.

**THE FOLLOWING NOTES SHOULD BE PLACED ON EACH PLAT DRAWING OR MAP AND CHECKED FOR ACCURACY:**

\_\_\_\_\_ Owner's Name:  
\_\_\_\_\_ Zoning District:

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- \_\_\_\_\_ Land Lot(s): \_\_\_\_\_
- \_\_\_\_\_ County District(s): \_\_\_\_\_
- \_\_\_\_\_ Gross Acreage: \_\_\_\_\_
- \_\_\_\_\_ This property **is/ is not** on the County water system
- \_\_\_\_\_ This property **is/ is not** on paved County right-of-way
- \_\_\_\_\_ This property **is/is not** a part of a platted subdivision.
- \_\_\_\_\_ This property **has/does not have** bodies of water on the property.
- \_\_\_\_\_ This property **is/is not** in a flood plain (provide FIRM and date) .
- \_\_\_\_\_ This property **is/is not** in a wetland area.
- \_\_\_\_\_ This property **is/is not** in a watershed protection area.
- \_\_\_\_\_ Adjacent property owners and zoning districts of surrounding properties are identified on the plat.
- \_\_\_\_\_ Map Scale, North Arrow (true, magnetic or grid) and Date.

**STAFF COMMENTS:**