

Clay County Plat Application

Date		File Number	
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Applicant is: **Owner** **Agent/Contractor**

Section 1: Contact Information			
	Owner	Surveyor	Attorney
Name			
Address			
Phone			
E-mail			

Section 2: Property Information	
Underlying parcel ID or address	
Legal description on new plat.	
New lot size (acres)	

Section 3: Plat Requirements		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does the owner's name match the name on the most recent deed? Book/Page: _____?
<input type="checkbox"/>	<input type="checkbox"/>	Does the title match legal description in Surveyor's certificate?
<input type="checkbox"/>	<input type="checkbox"/>	Is the underlying land described in the Owner's certificate?
<input type="checkbox"/>	<input type="checkbox"/>	Adequate room on signature page for stamps and signatures?
<input type="checkbox"/>	<input type="checkbox"/>	New Parcel landlocked or create landlocked parcels? (Driveway)
<input type="checkbox"/>	<input type="checkbox"/>	Adversely affect parcel or adjoining property?
<input type="checkbox"/>	<input type="checkbox"/>	If the plat is vacating a previous plat, is the book/page of that previous plat listed?
<input type="checkbox"/>	<input type="checkbox"/>	New easements?
<input type="checkbox"/>	<input type="checkbox"/>	New ROW or new road?

Section 4: Description of Use/Intent

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To be completed by the Zoning Administrator

Section 4: Zoning Administrator's Determinations			
<input type="checkbox"/>	County Jurisdiction	<input type="checkbox"/>	Minor Plat
<input type="checkbox"/>	Joint City County Jurisdiction	<input type="checkbox"/>	Commission Process
<input type="checkbox"/>	City Jurisdiction	<input type="checkbox"/>	

Section 5: Zoning District			
<input type="checkbox"/>	A1 Agricultural District	<input type="checkbox"/>	RR Rural Residential District
<input type="checkbox"/>	NRC Natural Resource Conservation	<input type="checkbox"/>	C-1 Commercial District
<input type="checkbox"/>	I-1 Light Industrial District	<input type="checkbox"/>	I-2 General Industrial District
<input type="checkbox"/>	APO Aquifer Protection Overlay	<input type="checkbox"/>	

Section 6: Signatures before County Planning Commission meeting			
<input type="checkbox"/>	Owner(s)	<input type="checkbox"/>	Treasurer
<input type="checkbox"/>	Surveyor	<input type="checkbox"/>	Highway Authority/Township
<input type="checkbox"/>		<input type="checkbox"/>	

Section 6: Dates of Meetings/Approval			
	Planning and Zoning Com.		County Commission