



Recording Plats – Interaction with Planning Zoning and Engineering Departments

Overview

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- **Consequences of Plats submitted without PC seal**
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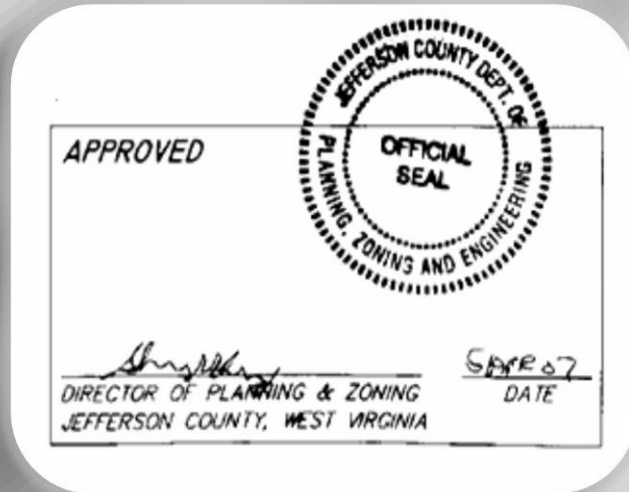


- The County Clerk's office frequently sends citizens to the Planning office for review of plats or merger deeds prior to recording the document to protect the public from unknowingly violating our County's Land Use Ordinance.

Why interact with the Planning Commission?



PLANNING COMMISSION SEAL



An affixed PC seal ensures:

- Departmental or PZ&E approval of a final plat - verifies that the citizen has approval and can move forward with recordation or proceed to the next step in obtaining building permits, or to begin site work.

What's in a Seal?

Documents that require a PC seal:

- Minor plat changes require a Planning Commission seal
- Parent to child deeds
- Merger deeds
- Final Plats

Fees Associated:

(Charged by the PZ&E per ordinance)

- \$ 150 Minor plat change fee
- \$100 per merger fee
- \$100 parent to child or child to parent exemption fee.
- \$ Based on number of lots created and current fee schedule

No Seal? No recording...

Required and Time Sensitive

- By ordinance, the **Final Plat** must be recorded within 90 days of the planning commissions approval.

Associated Fees:

- The fees are based on number of lots created as well as the current fee schedule of the Planning, Zoning and Engineering Departments



Time is of the essence...

Plat of Re-survey

- Planning Commission reviews any **Plat of Re-survey** to assure that are plats are in conjunction with the tax assessors maps as well as previous plats of record.
- **Reasons for Review:** to ensure there is no violation of land use regulations such as making sure that the land mass is not being changed and new lots are not being created.

**It 's a
Courtesy
review...**

- No seal is required
- No fees associated

Would be nice, but not required.

No Seal?

- A final plat cannot be recorded without the PC seal.
- Recording plats w/out seal would be doing so in violation Our County's Land Use Ordinance

Consequences

- *If a plat that is recorded creates a new lot and the PC seal is missing, the process is as follows:*
- A violation letter will be sent
- A second letter called a cease and desist notice is sent
- The violation is docketed on the planning commission agenda for action on their declaration of violation
- Case could be escalated to Circuit or Magistrate court

**Consequences of Plats submitted
without a Planning Commission Seal**

- If a plat lies within a Municipality or Corporation – our office requires a seal from the Corporation or Municipality as they are *not* required to have a Seal from the County Planning Commission.

**County, Municipality,
Corporation?**



18" x 24"
Plats must be made of Mylar or Linen and are stored in the plat cabinets located in the vault.

Plat Requirements

Our office accepts and records two sizes of Plats



Fujitsu Duplex
Document
Scanner

8.5" X 14" Legal Size Plat: is scanned into our records management system for storage and public viewing

- Check for a Planning Commission Seal or a City Seal, if there is no seal we do not record. Instead we refer the citizen to the Department of Planning, Zoning and Engineering for proper approval.
- If a Large Plat comes in with a deed attached and the seal for the PC was placed on the deed, we accept it that way.
- If a Plat comes in as a re-survey, our staff will ask whether or not there have been any changes from the original plat. As a courtesy, our office refers the citizen to PZ&E, but will still must record the plat even without a seal. (Example: Septic Survey)
- The Instrument is given a book and page reference at the time of recording.
- Next, the plat is indexed under owner's name or subdivision name.
- 18"X24" Plats are not returned but filed and stored in the Court house vault for public use.
- 8.5" X 14" Legal size, original instruments are returned to the proper person.

The Recording Process

Plat Index

| Book | Page | Envelope# | Description | Date Recorded |
|------|------|-----------|--|---------------|
| 1 | 2 | 345 | 1 Lot Jefferson County, CT 1 AC | 5/10/2007 |

- All Plats are indexed with name of individual or subdivision as well as the book and page number and the slide number

A Recorded Plat can be found by using the Plat Index





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