

Processing of Record Plats and Re-Plats in Clermont County

- Step 1 Applicant submits two prints of the proposed **Record Plat** or **Re-Plat** in compliance with the Clermont County Subdivision Regulations to the Planning Department at Permit Central for redline review. A fee and application will need to accompany all **Re-Plats**. **Record Plat** fees are included within the Subdivision process. The Planning Department will circulate the plat amongst the appropriate county departments for review comments. You will be contacted in approximately one week when the redline copy is ready for pick up.
- Step 2 Applicant submits a mylar copy of the revised **Record Plat** or **Re-Plat** with original signatures of property owners, lienholders, surveyor, and township zoning official along with a paper copy, the redline copy, and if a Subdivision **Record Plat**, a Certificate of Title and Home Owners Association Document to the Planning Department at Permit Central. The applicant will complete a tracking sheet that will accompany the document(s) for tracking purposes.
- Step 3 The Planning Department will circulate the document(s) amongst the applicable agencies at Permit Central for original signatures and then forward the document(s) to the Engineer's Office, usually within three business days. One print will be retained by the Planning Department in the Subdivision Record Plat file.
- Step 4 The Engineer's Office will execute the mylar with an original signature and submit the mylar plat to the Board of Commissioners for their review, approval, and original signatures. This step takes approximately one to two weeks depending upon the day of receipt and submission to the Commissioners' Agenda. Placement on the Agenda can be monitored on the internet at: <http://bcc.clermontcountyohio.gov/>
- Step 5 The Auditor's Office (Tax Map) will then process the plat after which the applicant will be contacted by the Recorder's Office to confirm recording fees. (Typically \$80 per mylar page payable to: "Clermont County Treasurer".)

Note: This is a general description of the process for recording plats and is subject to change and further clarification. Do not hesitate to contact the following departments with any questions:

Planning Department	732-7213	Sewer/Water Dept.	732-7213
Engineer's Office	732-8857	Recorder's Office	732-7236

Clermont County Permit Central

Tracking Sheet for Recorded Documents		TYPE: Record Plat Replat Dedication Plat	
PROJECT INFORMATION			
Project Name			
Subdivision		Township	
Street			
CONTACT INFORMATION			
Name			
Mailing Address			
City/State/Zip			
Phone-Daytime		Phone-Evening	Phone-Mobile
Applicant Signature		Date	

PUBLIC OFFICIALS REVIEW	
Planning	Date
W.M.S.C.	Date
Water and Sewer District	Date
Engineer	Date