



Louisville Metro Planning & Design Services

RECORD PLAT SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

Date: _____ Staff: _____ Case #: _____

Do not accept application if required materials are not submitted

- _____ 1. Mylar of record plat with original signatures and surveyors seal. (***IMPORTANT*** PDS staff: open "Record Plats" log located at **G:\Planning\DATA\Logs\Application Logs\Record Plats**. Locate subdivision and section being submitted. Scan to far right column of the log . **Do not accept mylar if there is no check mark in this box.** (Call case manager listed on summary sheet if questions.))
- _____ 2. Copy of final Record Plat Summary Sheet indicating receipt of all required approvals and documents from Pre-Application Case Manager.
- _____ 3. \$400 plus \$5 per lot in cash, check or charge made payable to Louisville Metro Finance (**see Record Plat Summary Sheet for total amount per PDS case manager**).
- _____ 4. Put all material in the In-Coming Application Tray.

Submittal Requirements at Recording Appointment

- _____ 1. A blank check or sufficient cash for payment of the recording fee for the plat and deed of restrictions (if applicable) at the Jefferson County Clerk's office.

Louisville Metro Planning & Design Services
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Louisville, KY 40202

502-574-6230

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