

DATA FOR FINAL PLAT CHECKLIST - The Final Plat shall be at a scale of not more than 100 feet to the inch (1" = 100') from an accurate survey & on one or more sheets no larger than 18" X 24". If more than two sheets are required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one sheet and the component areas shown on other sheets.

The Final Plat and the accompanying documentation shall show the following:

- The boundary lines of the area being subdivided with accurate distances and angles, showing all relationship of the subdivision to section, township, and range.
- The lines of all proposed streets and alleys with their widths and the names of all streets.
- The accurate outline of any portions of the property intended to be dedicated or granted for public use with a statement of dedication thereon.
- The lines of all adjoining property and the line of adjoining streets and alleys with their widths and the names of all streets within 100 feet of the proposed subdivision.
- All lot lines together with an identification of all lots, which shall be numbered consecutively.
- The location of all building lines and easements provided for public use, services, or utilities.
- All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements, and other areas for public or private use. Linear dimensions are to be given to the nearest 1/100th of a foot.
- The radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.
- The location of all survey monuments and their descriptions as provided in Article VI-D, from the Subdivision Regulation.

General Information – The Final Plat shall show the following:

- The name of the subdivision, a graphic scale of the plat, a north arrow oriented toward the top of the page, the date, and the name of the owner or owners or sub-dividers.
- Location sketch map showing the relationship of the subdivision site to the area including township, range, sections, and parts of sections.
- The certificate, Mississippi registration number and legal seal of a registered engineer or land surveyor attesting the accuracy of the survey and the correct location of all monuments shown.
- Private restrictions and trusteeships and their periods of existence. Should these restrictions or trusteeships be of such a length as to make their lettering on the plat impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat.
- Acknowledgement of the owner or owners of the plat, and restrictions including dedication to public use of all streets, alleys, parks or other open spaces shown thereon and the granting of easements required.
- Proper certificates for owner, notary public, registered engineer or land surveyor, Planning Commission, Board of Aldermen, and Chancery Clerk, shown on the plat. (Samples shown on page 2.)

After Board of Aldermen Approval, Submit the Following Items to the Planning Department for Recording the Final Plat:

- **2 sets of mylar plats**, no larger than 18" x 24", with plain white backing paper. The mylars are to be signed, **WITH A PERMANENT MARKER NOT INK** by property owner(s) and mortgagee (all parties that have interest in the property) and notarized. The registered land surveyor must sign the mylar plat, and include their Mississippi registration number and legal seal. All signature blocks must include a notary block, except Planning Chairman. (**SEE SIGNATURE BLOCKS ON PAGE 2.**) **PLEASE SEAL THE MYLAR PRIOR TO SUBMITTAL.** After final approval by the governing authority, the Final Plat must be recorded in the office of the DeSoto County Chancery Clerk within 1 year of the original final plat approval.
- **2 CD's (or 1 USB Flash Drive)**, each containing a PDF and DWG copy of the plat to be recorded.
- **A Letter of Opinion prepared by an Attorney**, identifying the property owners and mortgagee(s),
- **A check made out to the DeSoto County Chancery Clerk**, as follows:

Plat - \$26.00 for first 5 (five) pages; each additional page more than 5 (five) \$1.00. Each additional subdivision lot or section NO FEE.

Covenants (if apply) - \$26.00 for the first 5 (five) pages + \$1 per page thereafter. See DeSoto County link below for formatting standards: http://deeds.desotocountymms.gov/Document_Formatting_Standards.pdf

Warranty Deed / Easement / Quitclaim / Right of Way / Trustee's / Timber (if apply) - \$26.00 for the first 5 (five) pages; + \$1 per page thereafter.

PROPERTIES WITH COVENANTS to include the following notation on the mylar's for recording information:

LOTS _____ ARE SUBJECT TO THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS AS RECORDED WITH W. BOOK _____ AND PAGE # _____ IN THE OFFICIAL RECORDS OF DESOTO COUNTY, MS.

PLEASE USE THE APPROPRIATE SIGNATURE BLOCKS AND CERTIFICATIONS FOR FINAL PLAT

OWNER'S CERTIFICATE

I/WE, _____, OWNER OR AUTHORIZED REPRESENTATIVE OF THE OWNER OF THE PROPERTY, HEREBY ADOPT THIS AS MY/OUR PLAN OF SUBDIVISION AND DEDICATE THE RIGHT-OF-WAY FOR THE USE OF ROADS AND UTILITY EASEMENTS AS SHOWN ON THE PLAT OF THE SUBDIVISION TO THE CITY OF OLIVE BRANCH, MISSISSIPPI, FOR THE PUBLIC USE FOREVER. I CERTIFY THAT I AM THE OWNER IN FEE SIMPLE OF THE PROPERTY AND THAT NO TAXES HAVE BECOME DUE AND PAYABLE. THIS THE _____ DAY OF _____, 20____.

SIGNATURE OF OWNER(S) OR AUTHORIZED REPRESENTATIVE

NOTARY'S CERTIFICATE

STATE OF _____
COUNTY OF _____ (PLEASE LEAVE ROOM FOR SEAL)
PERSONALLY APPEARED BEFORE ME THE UNDERSIGNED AUTHORITY IN AND FOR SAID COUNTY AND STATE, ON THE _____ DAY OF _____, 20____, WITHIN MY JURISDICTION, THE WITHIN NAMED _____, WHO ACKNOWLEDGED THAT HE/SHE EXECUTED THE ABOVE AND FOREGOING CERTIFICATE, FOR THE PURPOSE THEREIN MENTIONED.

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____ (PLEASE LEAVE ROOM FOR SEAL)

MORTGAGEE'S CERTIFICATE (IF APPLIES)

_____, MORTGAGEE OF THE PROPERTY HEREON, HEREBY ADOPT THIS AS OUR PLAN OF SUBDIVISION AND DEDICATE THE RIGHT-OF-WAY FOR THE ROADS AND UTILITY EASEMENTS AS SHOWN ON THE PLAT TO THE CITY OF OLIVE BRANCH, MISSISSIPPI, FOR PUBLIC USE FOREVER. I CERTIFY THAT I AM THE MORTGAGEE IN FEE SIMPLE OF THE PROPERTY AND THAT NO TAXES HAVE BECOME DUE AND PAYABLE, THIS THE _____ DAY OF _____, 20____.
BY: _____ TITLE: _____

NOTARY'S CERTIFICATE (CORPORATE/FINANCIAL INSTITUTION) (PLEASE LEAVE ROOM FOR SEAL)

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, ON THE _____ DAY OF _____, 20____, WITHIN MY JURISDICTION, THE WITHIN NAMED _____, WHO ACKNOWLEDGED THAT HE/SHE IS _____ OF _____, AND THAT FOR AND ON BEHALF OF THE SAID CORPORATION, AND AS ITS ACT AND DEED HE/SHE EXECUTED THE ABOVE AND FOREGOING CERTIFICATE, AFTER FIRST HAVING BEEN DULY AUTHORIZED BY SAID CORPORATION SO TO DO.

MY COMMISSION EXPIRES _____ NOTARY PUBLIC _____ (PLEASE LEAVE ROOM FOR SEAL)

CERTIFICATE OF SURVEYOR

THIS IS TO CERTIFY THAT I HAVE DRAWN THIS SUBDIVISION SHOWN HEREON AND THAT THE PLAT OF SAME IS ACCURATELY DRAWN FROM INFORMATION FROM A GROUND SURVEY BY ME.

SIGNATURE OF LAND SURVEYOR (WITH LICENSE NUMBER) DATE (PLEASE LEAVE ROOM FOR SEAL)

OLIVE BRANCH PLANNING COMMISSION

APPROVED BY THE OLIVE BRANCH, DESOTO COUNTY, MISSISSIPPI, PLANNING COMMISSION ON THIS THE _____ DAY OF _____, 20____. _____, CHAIRPERSON (SEAL NOT NECESSARY)

OLIVE BRANCH MAYOR AND BOARD OF ALDERMAN

APPROVED BY THE MAYOR AND BOARD OF ALDERMAN OF THE CITY OF OLIVE BRANCH, DESOTO COUNTY, MISSISSIPPI, ON THIS THE _____ DAY OF _____, 20____. MINUTE BOOK _____, PAGE _____

MAYOR _____ (PLEASE LEAVE ROOM FOR MAYOR'S SEAL)

CITY CLERK _____

DESOTO COUNTY CHANCERY CLERK'S OFFICE

STATE OF MISSISSIPPI

COUNTY OF DESOTO

(PLEASE LEAVE ROOM FOR SEAL)

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON WAS FILED FOR RECORD IN MY OFFICE AT _____ O'CLOCK ____M., ON THE _____ DAY OF _____, 20____ AND WAS IMMEDIATELY ENTERED UPON THE PROPER INDEX AND DULY RECORDED WITH PLAT BOOK NUMBER _____, PAGE _____.
_____, CHANCERY COURT CLERK