



## OLIVE BRANCH AMENDMENTS TO THE DESOTO COUNTY PLAT RECORDING PROCEDURES

The City of Olive Branch has been granted permission to submit plats electronically to the county. Therefore, some of the requirements have been changed.

- Mylar material is no longer required by the City of Olive Branch.
- We will accept paper copies, but we must have 2 copies, 18x24 in size. These must be fully executed with signatures and seals.
- DWG files can be dropped off with the paper plats or they can be emailed to [Heather.james@obms.us](mailto:Heather.james@obms.us).
- Checks made payable to the Chancery Clerks's office can either be mailed to them or dropped off directly to the office of Land Records at 311 W South St, Ste C.
- Please label your checks with the name of the Subdivision, and note on them which City will be submitting the plat for recording.
- All other requirements on the Desoto County Checklist remain in effect and enforceable.

If you have any questions, please call Heather James, Planning Technician, at 662 892 9334 or email [heather.james@obms.us](mailto:heather.james@obms.us).

We appreciate your patience during this time of transition.