



# STEPHANIE ANN GOFF, P.E., P.S.

## GREENE COUNTY ENGINEER

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### Checklist For Record Plans

Plat Name: \_\_\_\_\_

Date of Plat: \_\_\_\_\_

Note: This checklist is not intended to be all inclusive of the items checked or commented on. All users of this checklist must familiarize themselves with the Office of Greene County Engineer's Standards for Plat of Surveys, Legal Descriptions, and Records Plans along with the Ohio Administrative Code 4733-37 and Ohio Revised Code 711.01-40.

1. Map or plat size
  - a. largest size 18'x24' smallest 14'x20'
2. Letter size can be no smaller than 1/8"
3. No bold print except on titles and headings
4. Accurate and complete title shall be given on each plat or map
5. North arrow and basis for reference shall be shown
6. Point of Beginning
  - a. Need 2 GPS Reference Points (per RPCC subdivision regulations)
7. Monumentation set or found together with an accurate and complete legend of symbols shall be shown
8. A note certifying that all monumentation shown as placed has been set
  - a. Proper Surveyor's certification for subdivisions
9. Adjoining Property
  - a. Names, deed reference, acreage, survey record
  - b. Lot #'s, subdivision name, Plat Cabinet # Page(s)
10. All easements shall be shown
11. References indicated as required.

