

Plat/Survey Requirements for ADA County Recorder's Office

Subdivision/Condominium Plats:

- One (1) Mylar set (original) and One (1) Mylar copy set is required for our office.
- If a conformed copy is needed, please provide this extra copy on the material of your choice, maintaining the 18" x 27" size.
- The original must have a 3½" border on the left-hand side, ½" on all other sides, and should be 18"x27" in size.
- All Certificates/Approvals MUST have original signatures on/by their Seal/Notary except the City Engineer where only the original signature is required.
- All pages of the Plat MUST be signed & sealed by the Surveyor in responsible charge. The overall Plat, Seals/Notaries & signatures MUST be clear & legible.

The Recorders Certificate should read as follows: (SAMPLE)

Instrument No. _____

I hereby certify that this instrument was filed for record at the request of _____ at ____ minutes past ____ o'clock ____ m., this ____ day of _____, year of _____, in Book _____ of Plats at Page _____ through _____.

Deputy

Ex-Officio Recorder

- **Fees:**
 - The fee is \$11.00 for the first two pages; and \$5.00 per each additional page.
 - Conformed copy - \$1.00 per set.

Record of Survey:

- One (1) Mylar & one (1) full size paper copy is required for our office.
- If a conformed copy is needed, please provide this extra copy on the material of your choice, maintaining the 18" x 27" size.
- The original must have a 3½" border on the left-hand side, ½" on all other sides, and should be 18"x27" in size.
- The Surveyor MUST have his/her original signature on/by the Surveyor's Seal. It is the ONLY seal required on a survey.
- All seals & signatures MUST be clear & legible.
- The Recorders Certificate should read as follows: (SAMPLE)

Instrument No. _____

I hereby certify that this instrument was filed for record at the request of _____ at _____ minutes past _____ o'clock ____ m., this _____ day of _____, year of _____.

Deputy

Ex-Officio Recorder

- **Fees:**
 - The fee is \$5.00 for the mylar and \$5.00 per each additional page of the mylar.
 - Conformed copy - \$1.00 per set.