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:

  o The fee is $5.00 for the mylar and $5.00 per each additional page of the mylar.

  o Conformed copy - $1.00 per set.