

Guidelines for Plat Recording

All Plats must be on Mylar or will be rejected. Dark shading or reversed Mylar cannot be recorded.

Unincorporated Areas: Development Plan, Subdivision, Re-Subdivision/Boundary Adjustment, Condominiums. Surveys must include Surveyor's Certificate.

- Signed approval letter from the St. Louis County Planning Department
- Copies requested must be noted
- Signature of Director of St. Louis County Planning Department
- Surveyor's Certificate
- Notarized owner's certification and acknowledgement
- Statement of holder of Deed of Trust
 - Book and Page
 - Notarized Signature
 - If used to partially release a Deed of Trust recorded prior to 1986, then the original Note and Deed of Trust are required

Incorporated Areas: Development Plan, Subdivision, Re-Subdivision/Boundary Adjustment, Condominiums. Surveys must include Surveyor's Certificate.

- Ordinance number and signature of City Clerk
- Impressed City Seal (inked or embossed)
- Surveyor's Certificate
- Notarized owner's certification and acknowledgement
- Statement of holder of Deed of Trust, including:
 - Book and Page
 - Notarized Signature
 - If used to partially release a Deed of Trust recorded prior to 1986, then the original Note and Deed of Trust are required

Surveyors Certificate

- Minimum 8-point type
- Signature
- Impressed seal
- 'North' arrow
- Graphic scale
- Legal description
- Bearings and distances, including degrees

Condo Plans

- Designed by Engineers and/or Architects
- Certified with seal and notarized signature
- Include Declaration (Stamped 'Notification' if this is an amendment). Bylaws must be attached unless they are incorporated into the declaration (not required on amendments)
- Plats or plans must include unit numbers, size, dimensions and elevations
- Plats or plans must be filed simultaneously with declaration (same 'Daily' number)
- Must include notarized and sealed 'Certificate of Substantial Completion' by Engineer or Architect. The 'Certificate of Substantial Completion' must be recorded as a separate document prior to plat.

Questions about plat copies? Please contact the Assessor's office at 314/615-4240