



C H A T H A M C O U N T Y - S A V A N N A H

METROPOLITAN PLANNING COMMISSION

"Planning the Future - Respecting the Past"

M E M O R A N D U M

DATE: **December 21, 2016**

TO: **All Parties**

FROM: **Melony S. West, Interim Executive Director**

SUBJECT: **Plat Recording Process**

Effective January 1, 2017, the Georgia Superior Clerks' Cooperative Authority will implement an updated process that will mandate changes in the current plat recording procedures. They are:

- **PLAT COPIES:** Only ONE original plat with all required signatures. The MPC will be last to sign. There is no longer any need for additional copies or a CD. All necessary PINs need to be on the plat copy before requesting MPC approval.
- **RECORDING FEES:** All recording fees will be made payable to the **Metropolitan Planning Commission**, local checks or cash. The fee remains \$8.00 (eight) per recording page. This fee needs to be **submitted with** the plat for MPC signature. Plats will not be recorded until payment has been received.
- **RECORDED PLAT RECEIPT:** An appropriate e-mail address per project or company contact person will need to be submitted with the plat to receive your **electronic copy** of your recorded plat. **The recorded plat will be sent to that e-mail address.**

We hope to make implementation of this process as smooth as possible. Feel free to contact Bri Finau (912.651.1461) with questions.

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