

Recording Plats

- \$14.00 to record plat
- \$1.00 per lot listed on plat
- \$4.00 per certified copy (if they want copy)
- 2 Originals – Exactly alike
- Plat should be 18” X 24”
- We need a blank paper at least as big as the Mylar to make the copy for the Tax Assessors Office.
- Name of Subdivision (Should be a unique name: please subdivision database before naming)
- If revision of existing subdivision, need to indicate in the Title of the Subdivision (example: Could be something like “FIRST REVISION” then the Exact Subdivision Name from the original plat.) Use our website to verify the name of the subdivision if you are unsure.
- Section, Township & Range
- Number of Lots plus any open spaces. Make sure open spaces are numbered too (total acres is not required, but almost all plats have total acreage)
- Make sure all signatures are exactly the way the name reads and in permanent ink (Sharpie)
- Make sure they have correct notaries - Individual, Corporate, Limited Liability Company etc.

- Make sure you can read all seals.
- Make sure there are no blank lines on the mylar.
- If plat is brought in from a city, they MUST have a CD of the Subdivision Plat.
- If plat is submitted by county, we will not need a CD.
- After plat is recorded, we will need to send CD with plat to him.
- Sample of Notaries (see attached)

❖ Individual

Acknowledgment of Individual

STATE OF MISSISSIPPI

COUNTY OF _____

Personally appeared before me, the undersigned authority in and for said county and state, on this _____ day of _____, _____, within my jurisdiction, the within named _____, who acknowledged that (he/she/they) executed the above and foregoing instrument.

Notary Public

Printed Name: _____

My Commission Expires:

❖ Corporation

Acknowledgment of Corporation

State of Mississippi

County of _____

Personally appeared before me, the undersigned authority in and for said county and state, on this _____ day of _____, _____, within my jurisdiction, the within named _____, who acknowledged that (he/she/they) is _____ (title of officer) of _____ (name of corporation), a _____ (state or place of incorporation) corporation, and that for and on behalf of the said corporation, and as its act and deed (he/she/they) executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

Notary Public

Printed Name: _____

My Commission Expires: _____

Common Problems:

- *Subdivision Names need to be consistent with sections/phases/revisions/additions, etc.
- *Lot numbers should be clearly marked on the plat
- *Printing on wrong side of mylar (ink will smear if not on the correct side)

Please refer to the [DeSoto County Subdivision Ordinance](#) for procedures on how a subdivision plat should be prepared:

<https://www.desotocountymississippi.gov/DocumentCenter/View/32/DeSoto-County-Subdivision-Ordinance?bidId=>