



Desoto County MS Plat Checklist

The recording fee for a plat is \$26 plus \$5 per certified copy (upon city's request)

- Only a city or county employee can submit a plat. (NO DEVELOPERS)
- City must provide a CD or USB drive containing a digital image of plat
- You must submit **2 IDENTICAL** originals on 18x24 Mylar (one original is returned upon recording) *Digital/Electronic submissions need only 1.
- Check all ink so that it does not smear. (known as the "lick test") Plats printed on the wrong side of the Mylar will not be recorded.
- Must be able to read all seals (seals should not be smeared or illegible)
- All seals must be taped over to keep from smearing (use Packing tape after ink dries)
- Must have Name of Subdivision (Please check our records to be sure the name does not already exist, if so it **MUST** be changed)
- If recording a new section of an existing subdivision, be sure subdivision name is spelled **exactly** the same as existing plat.
- Must include Section, Township & Range
- Include number of lots plus any open spaces. Be sure open spaces are also numbered. Simply putting COS is not sufficient. If the plat is for lots 1-255 and there are two common open spaces, our preference would be naming them lots 256 & 257. Please try to avoid numerical/alpha combos.
- All signatures should be in permanent ink & appear **exactly** as the name is spelled. (Names should read exactly the same on both copies.)
- Must have a valid notary (appropriate notary for individuals, corporations, LLC's)
- There should be no blank lines on the Mylar. Unused spaces should be crossed out.

DEPUTY CLERKS:

- Check for seals for OWNERS, MORTGAGEES, MAYOR & SURVEYOR/ENGINEER
- Email a copy of the Plat to GIS, Stephen Gullet and Beth McCallum once recorded.

❖ Individual Notary Example:

<p>Acknowledgment of Individual</p>
<p>STATE OF MISSISSIPPI</p>
<p>COUNTY OF _____</p>
<p>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.</p>
<p>_____</p>
<p>Notary Public</p>
<p>Printed Name: _____</p>
<p>My Commission Expires:</p>
<p>_____</p>

❖ Corporation Notary Example:

<p>Acknowledgment of Corporation</p>
<p>State of Mississippi</p>
<p>County of _____</p>
<p>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.</p>
<p>_____</p>
<p>Notary Public</p>
<p>Printed Name: _____</p>
<p>My Commission Expires:</p>
<p>_____</p>