INSTRUCTIONS ON COMPLETING THE PLAT ACT AFFIDAVIT

1. Check A if the deed does not change the current parcel lines. (Skip to #5 if A is marked)
2. Check B if the deed does change the current parcel lines. (Skip to #4 if B is marked)
3. Check C if the deed changes the current parcel lines for taxing purposes only. (Skip to #5 if C is marked)
4. If B is checked, mark the applicable number that applies to the correct Plat Act exception. If you do not know the correct Plat Act exception, seek legal advice from your private attorney to obtain this information.
5. Print your name, sign your name, and fill in the date in the presents of a Notary Public.
6. The Notary Public fills in date, signs and stamps affidavit. (The affidavit is complete and ready to record if A was checked on the affidavit and the deed did not change the current parcel lines)
7. If C is checked, bring the deed to the Maps & Plats Office for parcel number assignment. This deed created a division for taxing purposes only and therefore needs a new parcel number. (Skip to #9)
8. Jurisdiction Box – (Complete if B, #9 was checked on affidavit) Check Municipality Jurisdiction if the division is within a participating jurisdiction or 1.5 miles of a participating jurisdiction. Have jurisdiction planning official sign and date affidavit. Check County Jurisdiction if the division is not within a participating jurisdiction.
9. After completing above requirements, your affidavit is now ready to record. Note - If B or C was checked, this affidavit must accompany the deed to Maps & Plats GIS Division for approval and parcel number assignment, prior to recording.

If you have any questions concerning the above information, please contact our office.

Thank You.

Revised: 3/7/2017