



PLAT RECORDING PROCESS

Subdivisions & Short Plats

*All offices located on the 2nd Floor of the Public Service Center at
1300 Franklin St, Vancouver, WA*

STEP 1 Land Records 564-397-2002

Provide Land Records (GIS department) with the following:

- a perimeter legal description
- a copy of the proposed plat/plan
- contact information
- this form

When their review is done, this form will be returned to you, completed.

STEP 2 Treasurer 564-397-2252

Take this form to the Treasurer's Office.

They will collect all taxes due, and issue a Taxes-Paid letter

STEP 3 Auditor 564-397-2208

Take your project to the Auditor's Office for recording:

- dedication
- certificate for platting
- notary page
- mylar
- check-off list from Surveyor's Office
- Treasurer's taxes-paid letter
- legal description with surveyor's seal
- CC&R's, easements, agreements, etc.



Project Name: _____

Subdivision Short Plat *(circle one)*

do not write below this line

PID(s)	_____	_____
	_____	_____
	_____	_____

Land Records Tech: _____ Date: _____