

Guidelines for Plat Recording

All Plats must be on Mylar or will be rejected.

Dark shading or reversed Mylar cannot be recorded.

If you need to have the recording information written directly on the plat or associated documents, please visit us in Clayton. You will need to wait until the document(s) are recorded and returned to you so that you may update them with the appropriate recording information.

Unincorporated Areas: Development Plan, Subdivision, Re-Subdivision/Boundary Adjustment, Condominiums. Surveys must include Surveyor's Certificate.

- Signed approval letter from the St. Louis County Planning Department
- Copies requested must be noted
- Signature of Director of St. Louis County Planning Department
- Surveyor's Certificate
- Notarized owner's certification and acknowledgement
- Statement of holder of Deed of Trust
 - Book and Page
 - Notarized Signature
 - If used to partially release a Deed of Trust recorded prior to 1986, then the original Note and Deed of Trust are required

Incorporated Areas: Development Plan, Subdivision, Re-Subdivision/Boundary Adjustment, Condominiums. Surveys must include Surveyor's Certificate.

- Ordinance number and signature of City Clerk
- Impressed City Seal (inked or embossed)
- Surveyor's Certificate
- Notarized owner's certification and acknowledgement
- Statement of holder of Deed of Trust, including:
 - Book and Page
 - Notarized Signature
 - If used to partially release a Deed of Trust recorded prior to 1986, then the original Note and Deed of Trust are required

Surveyors Certificate

- Minimum 8-point type
- Signature
- Impressed seal
- 'North' arrow
- Graphic scale
- Legal description
- Bearings and distances, including degrees

Condo Plans

- Designed by Engineers and/or Architects
- Certified with seal and notarized signature
- Include Declaration (Stamped 'Notification' if this is an amendment). Bylaws must be attached unless they are incorporated into the declaration (not required on amendments)
- Plats or plans must include unit numbers, size, dimensions and elevations
- Plats or plans must be filed simultaneously with declaration (same 'Daily' number)
- Must include notarized and sealed 'Certificate of Substantial Completion' by Engineer of Architect. The 'Certificate of Substantial Completion' must be recorded as a separate document prior to plat

Questions about plat copies? Please contact the Assessor's office at 314.615.4240