



Right-of-Way Dedication Plat Document Format Guidelines

Section One: Format of the Document

1. A 24" x 36" document size
2. Drawn to an accurate engineering scale and shall not be greater than 1" to 100'
3. Title Bar on the right hand side
4. Titled "Plat of Dedication" at the top of each page AND in the title bar

Section Two: Data Requirements

1. Title Bar
 - a) Plat Drafter Company name and address
 - b) Owner's name and address
 - c) Petitioner's name and address
 - d) Original and revision dates of the Document
2. Scale
3. North Arrow
4. A Legend of Symbols used on the Document.
5. Tax Parcel Number(s) of the Subject Property located at the upper right-hand corner of the plat document.
6. Short Legal Description, Section(s), Township(s) and Range number(s) located under the Title.
7. Full Legal Description.
8. Site data table for Subject Property (located at lower right-hand corner or the right hand side of each page)
 - a) Total acreage and square footage of dedication.

Section Three: Depicted on the Document

1. External boundary data including all dimensions, angles, bearings.
2. Location and description of concrete monuments.
3. All right-of-way lines of streets, other rights-of-way, and other sites with accurate dimensions, bearings, radii, arcs and central angles of all curves.
4. Name and right-of-way width of each street or other right-of-way with the recording document number and date of said dedication.
5. "HEREBY DEDICATED FOR PUBLIC RIGHT-OF-WAY" text located over the area to be dedicated with lines/arrows distinguishing said Dedication.

Section Four: Signature Certificates, Statements, and Easement Provisions

1. Certificates (when appropriate)
 - a) Surveyor's Certificate (Signature Blocks - Appendix A2)
 - b) Owner's Certificate (Signature Blocks - Appendix C1, C2, and C3)
 - c) Mortgage Certificate (Signature Blocks - Appendix F) when appropriate
 - d) City Engineer's Certificate (Signature Blocks - Appendix G)
 - e) City Clerk's Certificate (Signature Blocks - Appendix J2)
 - f) County Clerk's Certificate (Signature Blocks - Appendix K1)
 - g) County Recorder's Certificate (Signature Blocks - Appendix K2)
2. Statements
 - a) No Statements are required on this document
3. Easement Provisions
 - a) No Easement Provisions are required on this document

Section Five: The following items should NOT appear on the Document

1. Any public or private improvements including but not limited to: utilities, sidewalks, streets, driveways, parking lots; building pads
2. Topography data