



Recording a Final Plat Checklist

After your final approval has been granted by the Plan Commission, you must complete the following steps to finish the process. **Failure to follow required steps may invalidate the final plat application.**

PLEASE contact us if you have any questions. A quick phone call may save you time and effort.

After you receive your signed and stamped final plat mylar and/or deeds from the Planning Department, you must take them to the following offices:

___ 1) Auditor – Courthouse Room 209.

The processing time in the Auditor’s Office is not immediate when you bring in the materials.

Please call 349-2510 for information on the estimated turnaround time to process your information and materials.

___ 2) Recorder – Courthouse Room 122.

The Recorder will stamp and record the plat.

___ 3) Planning Department – 501 N. Morton St., Suite 224.

RETURN ONE COPY OF THE RECORDED PLAT TO THE PLANNING DEPARTMENT.

Additional Information:

- This information is meant to provide general assistance for [Recording a Final Plat](#). **This information is not a substitute for applicable ordinances and standards.** Petitioners are strongly encouraged to consult the [Monroe County Zoning Ordinance](#) and the [Comprehensive Plan](#) where appropriate.
- You may be required to consult the following County departments and resources:

Building Department	(812) 349-2580
Highway Department	(812) 349-2555
Health Department	(812) 349-2543
Recorder’s Office	(812) 349-2520
Monroe County Website	www.co.monroe.in.us
Monroe County Zoning Ordinance	http://www.co.monroe.in.us/tsd/Government/Infrastructure/PlanningDepartment/DocumentManagerPlanning.aspx?EntryId=24711
Monroe County Planning Department	http://www.co.monroe.in.us/tsd/Government/Infrastructure/PlanningDepartment.aspx