



Department of Consumer and Regulatory Affairs  
Permit Operations Division  
Office of the Surveyor  
1100 4<sup>th</sup> Street, S.W., 3<sup>rd</sup> Floor  
Washington, DC 20024

## **PLEASE READ CAREFULLY**

### ***Instructions for Handling and Executing Subdivision Plats***

The plat of subdivision **MUST** be handled and executed as explained below, and returned to the Surveyor's Office for processing and recording.

1. **CAUTION: CARE AND HANDLING OF PLATS** - Do not fold, mutilate, alter, change, correct or add to this plat, and do not allow plat to get wet. Let the ink dry; do **NOT** smudge. If any of these occur, the plat will **NOT** be accepted for recordation and a new plat must be drawn at additional expense and time.
2. The **ONLY** types of pens and ink that can be used are:
  - **Black** ink ballpoint pens made by Cross, Skillcraft or equivalent.
  - **Black** permanent ink **ULTRA FINE** felt tip pens made by Sanford (Sharpie).
  - **Black** permanent ink drafting pens.
3. **OWNERS**: The owner(s) in fee simple of the property must sign the plat before a notary public and have two (2) witnesses for **EACH** signature. The owner(s) in fee simple executing the plat must remain the owner(s) in fee simple until the subdivision is recorded. If the owner is a corporation, the plat must be signed by a officers, who is designated by the corporation charter or by the Board of Directors to act for the corporation. Their title is required. If the owner is a partnership, the plat must be signed by a general partner.
4. **TRUSTS**: If there is a mortgage(s) on any of the property involved in the subdivision, the trustee(s) must sign the plat in the space provided. Indicate the number of trusts in the space provided. The trustee(s) signature(s) do not have to be witnessed or notarized.
5. **TAXES**: The applicant must take the plat to the Department of Tax and Revenue, Office of Real Property Tax, Customer Services, located at 1101 4<sup>th</sup> Street, S.W., on the second floor, for certification as to correctness of ownership shown on the plat, and to verify that all current taxes and special assessments have been paid. When plats are to be recorded

between April 1, and September 30, taxes must be paid through September 30; if recorded between October 1 and March 31, the taxes must be paid through March 31. Any questions regarding payment of taxes must be directed to the Office of Tax and Revenue on (202) 442-6696 or 442-6790.

6. **HISTORIC PRESERVATION REVIEW:** The plat is then taken to the Historic Preservation Division located at 1100 4<sup>th</sup> Street, S.W., Suite E650 for review and sign off. **ALL** subdivision plats are to be taken to the Historic Preservation Division for a determination concerning the historic nature of the subdivision's location.
7. **ZONING:** The plat is then taken to the Office of Zoning at 1100 4<sup>th</sup> Street, S.W., 3<sup>rd</sup> Floor for certification as to compliance with Zoning Regulations. ***Note: The Office of Zoning will hold the subdivision for review and signature by the Zoning Administrator. Upon signature, Zoning will forward the subdivision to the Surveyor's Office for final processing. Contact the Office of Zoning on (202) 442-4576 to confirm delivery to the Surveyor's Office.***
8. **RECORDATION:** Upon receipt from Zoning, the subdivision will be reviewed, signed given a new lot number and record in the Office of the Surveyor within 3 business days.

**SUBDIVISION – DO’S AND DON’TS**

**SAVE TIME AND MONEY**

**DO NOT:**

**ALTER**

**CHANGE**

**ERASE**

**FOLD**

**GET WET**

**SMUDGE**

**CORRECT**

**ADD NAMES**

**YOU MUST:**

**USE BLACK INK**

**HAVE (2) WITNESSES FOR EACH SIGNATURE (OWNER)**

**HAVE THIS SIGNED BY TRUSTEES (MORTGAGE COMPANY)**

**PAY CURRENT TAXES**

**HAVE 2 OFFICERS SIGN FOR CORPORATION**

**HAVE LEGIBLE CORPORATE SEALS**

**HAVE NOTARY SEALS**

**NO DRAWN ON SEALS**

**NOTE:**

***RAISED SEAL ONLY UNLESS NOT REQUIRED BY STATE NOTARY! THERE WILL BE AN INK TEST. NO INK CAN SMUDGE OR RUN.***

***FAILURE TO FOLLOW THESE DO’S AND DON’TS WILL RESULT IN ADDITIONAL TIME AND FEES.***