



City of Clermont
Plat Instructions

Upload plat in DWG, DWF, or DXF format.

Upload boundary surveys, Joinder and Consent (if not on face of the plat), Opinion of Title, and Declaration of Covenants and Restriction in pdf format.

Upload letter from Lake County Information Services approving street names.

Submit to Development Services the original Joinder and Consent, Opinion of Title, Declaration of Covenants and Restrictions, if they are not already recorded in Lake County Public Records.

Upon final approval, submit a CD in DWG format or if not available in DXF for GIS.

Review Fee - \$250.00 plus \$8.00 per lot, plus \$205 plat coordination fee

Resubmittal Fee \$50.00 plus \$8.00 per lot (max of \$775.00), plus \$205 plat coordination fee

Re-plat Fee \$300 plus \$8.00 per lot, plus \$205 plat coordination fee

Once the plat is approved by the City Engineer you will be notified and at this time you will need to provide a pdf copy of the plat on 11X17 and 1 Mylar 24X36. You will then be placed on the next available City Council Agenda.

Plat will be addressed.

After the plat has been approved by the City Council and signed by the Mayor you will be notified to pick up the original mylar and make 3 mylar copies. You will return the mylar original and the copies to our office along with a check made payable to Clerk of the Court for recording fees. The amount will be determined by the number of pages in the plat and the accompanying documents.

Recording Fees are:

- \$30.00 for 1st page of plat.
- \$15.00 for each additional page of the plat.
- \$10.00 for the 1st page of other documents.
- \$8.50 for each additional page of other documents.
- \$2.00 for certification of our mylar copy.



DATE: _____

FEE: _____

PROJECT NAME (if applicable): _____

APPLICANT: _____

CONTACT PERSON: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

OWNER: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Number of Lots: _____

General Location: _____

Land Use (City verification required): _____

Zoning (City verification required): _____