

## Subdivision Plat Recording

Under the Utah Code, certain requirements must be completed prior to the county recorder accepting a plat or subdivision plat for recordation and assignment of tax identification numbers. See Utah Code Ann. §§ 17-27a-603 (requirements for recordation of a plat), 10-9a-603 (requirements for recordation of a subdivision plat). Starting on January 1, 2022, the Cache County Recorder's Office will not accept any plat submitted for recording that does not contain all the requisite information.

In order to facilitate this change, we have attached a checklist containing the requisite items that will be reviewed by our office prior to accepting the plat for recordation. This review will only ensure that the requisite items are present prior to recordation, not for the accuracy or correctness of the requisite items. The accuracy or correctness of the requisite items are the sole responsibility of the applicant submitting the plat for recordation.

This review process can be quite lengthy; therefore, applicants of a subdivision or dedication final plat should make an appointment with the Cache County Recorder's Office. This appointment should allow for up to an hour of time for the review process. Appointments can be made by: (1) sending an email to [mapping.recorder@cachecounty.org](mailto:mapping.recorder@cachecounty.org); or (2) calling the Cache County's Recorder Office at 435-755-1530. Prior to attending the appointment, the applicant may email a digital copy of the plat to the above stated email address. This would allow for a timelier review during the appointment, when the applicant should bring the mylar plat.

Please be advised that the fees associated with the recording of a plat are set by the Utah State Code. See Utah Code Ann. § 17-21-18.5. Until all fees have been paid or have been authorized to be paid electronically, the Cache County Recorder's Office will not record any plat. See Utah Code Ann. § 17-21-18. The recording fees will be charged to the record title owner of the property which is the subject of the subdivision or final local entity plat unless that individual or entity is listed in Utah Code Ann. § 63J-1-505(2)(a).

The fees for recordation of any plat are:

- \$50.00 per sheet; and
- \$2.00 for each lot or unit designation (any parcel that is not a road).

If you have any questions or concerns, please reach out to a member of our team here at the Cache County Recorder's Office.

## Subdivision and Dedication Final Plat Recorder Review



**Date Received:** \_\_\_\_\_

**Drafter:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Approved by Reviewer:** \_\_\_\_\_

The following checklist has been prepared by the Cache County Recorder's Office to show what items are required by the Utah State Code, and must be present prior to the Cache County Recorder's office accepting a plat for recordation. This review will only ensure that the requisite items are present prior to recordation, not for the accuracy or correctness of the requisite items. The accuracy or correctness of the requisite items are the sole responsibility of the applicant submitting the plat for recordation.

Applicants submitting a subdivision or dedication final plat should make an appointment with the Cache County Recorder's Office. This review process can be quite lengthy, and should allow for up to an hour of time. Appointments can be made by emailing [mapping.recorder@cachecounty.org](mailto:mapping.recorder@cachecounty.org) or calling 435-755-1530. Prior to attending the appointment, the Applicant may email a digital copy of the plat to the above stated email address. This would allow for a timelier review during the appointment.

The fees associated with the recordation of a plat are set by the Utah State Code. See Utah Code Ann. § 17-21-18.5. Until all fees have been paid or have been authorized to be paid electronically, the Cache County Recorder's Office will not record any plat. See Utah Code Ann. § 17-21-18. The recording fees will be charged to the record title owner of the property which is the subject of the subdivision or final local entity plat unless that individual or entity is listed in Utah Code Ann. § 63J-1-505(2)(a). The fees for recordation are: (1) \$50.00 per sheet; and (2) \$2.00 for each lot or unit designation (any parcel that is not a road).

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Required for Recording			
	Drafter	Reviewer	Comments
The municipality/county has approved and signed the plat. It is typically shown as a "City/County Approval" signature block on the plat.  <b>Utah Code Ann. §§ 10-9a-603(6)(a)(i), 17-27a-603(6)(a)(i).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved  <input type="checkbox"/>	
Each owner of record of land described on the plat must sign the Owner's Dedication as shown on the plat. The subdivision boundary cannot incorporate record title land owned by anyone other than those who execute the plat.  <b>Utah Code Ann. §§ 10-9a-603(6)(a)(ii), 17-27a-603(6)(a)(ii).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved  <input type="checkbox"/>	
Each instrument presented to the County Recorder for recording shall have typed or printed on it the name of each person whose signature appears on the instrument whose name is required to be indexed. The person's name shall appear just beneath that person's signature.  <b>Utah Code Ann. § 17-21-25(1)(a)(b).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Approved  <input type="checkbox"/>	

## Subdivision and Dedication Final Plat Recorder Review

<p>The signature of each owner is acknowledged by law. Appropriate acknowledgements need to be provided for each type of signer, e.g. individuals, trustees, authorized members, etc.</p> <p><b>Utah Code Ann. §§ 10-9a-603(6)(a)(iii), 17-27a-603(6)(a)(iii).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>The plat must contain a legible notarial seal, or the following information: (a) the notary signs the certificate in permanent ink; (b) the notary's name and commission number appears next to the signature; (c) the title "A notary public commissioned in Utah," appears next to the signature; and (d) the expiration date of the notary's commission is listed.</p> <p><b>Utah Code Ann. § 46-1-16(7).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>		
<p>A person may not submit a subdivision plat to the county recorder's office for recording unless the plat has been approved by the land use authority of the: Municipality, County, or mountainous planning district. All approvals must be entered in writing on the plat by the designated officers in the "City/County Planning Commission" signature block on the plat.</p> <p><b>Utah Code Ann. §§ 10-9a-604(1)(b) – (c), 17-27a-604(1)(b) – (c).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>		
<p>If the individual or entity submitting plat intends it to part of a community association, the plat must include language conveying to the association all common areas in the Owners Dedication.</p> <p><b>Utah Code Ann. §§ 10-9a-604(1)(d), 17-27a-604(1)(d), 57-8a-102.</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	

Required for Processing			
	Drafter	Reviewer	Comments
<p>A subdivision name must be distinct from any subdivision name on a plat recorded in the county recorder's office. The name of all subdivisions of record can be checked at any time by emailing <a href="mailto:mapping.recorder@cachecounty.org">mapping.recorder@cachecounty.org</a> or calling the county recorder's office at 435-755-1530.</p> <p><b>Utah Code Ann. §§ 10-9a-603(2)(a), 17-27a-603(2)(a).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	
<p>The boundaries, course, and dimensions of all of the parcels of ground must be present.</p> <p><b>Utah Code Ann. §§10-9a-603(2)(b), 17-27a-603(2)(b).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved <input type="checkbox"/></p>	

## Subdivision and Dedication Final Plat Recorder Review

<p>Each document that is submitted for recording to a county recorder's office must contain the legal description of the property, as a "Subdivision Boundary Description."</p> <p><b>Utah Code Ann. §17-21-20(2)(d).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>All parcels of ground must be named, designated, or otherwise labeled in some manner.</p> <p><b>Utah Code Ann. §§ 10-9a-603(2)(b), 17-27a-603(2)(b).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>The lot or unit numbers must be unique to the subdivision name, and should be sequentially consecutive through all phases or subsequent amendments of the subdivision.</p> <p><b>Utah Code Ann. §§ 10-9a-603(2)(c), 17-27a-603(2)(c).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>The block or building reference for all parcels, units, or lots must be present.</p> <p><b>Utah Code Ann. §§ 10-9a-603(2)(c), 17-27a-603(2)(c).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>Site addresses, street addresses, and street names are assigned and/or approved by the municipality/county.</p> <p><b>Utah Code Ann. §§ 10-9a-603(2)(c), 17-27a-603(2)(c).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>Acreage or square footage must be labeled for all parcels, units, or lots.</p> <p><b>Utah Code Ann. §§ 10-9a-603(2)(c), 17-27a-603(2)(c).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>The county cannot process a subdivision of a parcel in which there are taxes, interests, and penalties owing. There must be a tax clearance indicating everything has been paid.</p> <p><b>Utah Code Ann. §§ 10-9a-603(4), 17-27a-603(4).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>The surveyor making the plat shall certify that the surveyor: (i) holds a license in accordance with state law; (ii) has completed a survey of the property described on the plat in accordance with state law and has verified all measurements; and (iii) has placed monuments as represented on the plat.</p> <p><b>Utah Code Ann. §§ 10-9a-603(6)(b), 17-27a-603(6)(b).</b></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Approved</p> <p style="text-align: center;"><input type="checkbox"/></p>	