

Helpful Techniques to Improve the Visual Quality of Subdivision Plats

Notes to help improve the quality of subdivision plats and the ability to scan them and be compliant to the State standards for records retention.

Please remind everyone who needs to place their signature on the plat to use a BLACK pen or marker. The black color is best and No Fine Point Pens. Please use medium point.

Some of the recent plats that were recorded had fine point blue pens used on the signature and that does not scan, unless scanning as high resolution color image.

Subdivision Title Font

The subdivision title name should not be thin lines and hollow letters.

Please have the surveyor make the title solid filled letters.

It would be more consistent and easier to locate or index Re-Plats style to match the original subdivision name, then Re-plat lots 1,2 3, etc...

Example: **WILD PLUM ESTATES REPLAT**

Do not begin the subdivision with the word Re-plat or Ammended or the letter "A" or "The".

Please limit or restrict all new Subdivisions to **not** be a person's name or business name?

For example, not Taco Bell Subdivision. Then, 8 years later the business might close and a different business could own the property. Then, the subdivision name wouldn't make sense to anyone.

There are thousands of names that could be used. Tree names, Rock names, River names, Dirt names, Mountain names, View names, Solar System names, Sports or Hunting terms, etc...

It's best not to use the same named subdivision as an existing subdivision unless it is directly connected. Then use Phase 1, Phase 2 or Section One, Section Two, etc...

When you have a similar named subdivision, it can be easy for a deed to use the wrong description and change the wrong property for ownership. This has happened multiple times for the Las Estancias subdivision and a few times for the J & S Subdivision Unit 1, 2, 3, 4

Font Style on Plat

The font style for details, bearings, and distances should **not** be narrow or thin lines.

Typically, use an easy-to-read font and nothing smaller than a 6 or 8 point font, 10 point is preferred.

Black ink is the best color. No light brown, blue or gray.

There have been multiple plats recorded recently that are printed in gray ink on the mylar. This makes it very difficult to read or scan.

Location Map

Try to keep the location map easy to read. No brown, blue or gray ink.

Road names

Road names and Road Suffixes must be approved by 911 Coordinator.

The surveyor may also place the "AKA road number" in a slightly smaller font.

The Road Name is the official road identification, not the old County Road number.

There could be thousands of names for trees, creeks, rivers, hunting, animals, sports, rocks, mountains, etc....

Please remember to have Jaclyn Archer, 911 coordinator, to review and sign off on new road names.

Emergency responders do not want similar road names inside and outside the city limits. Also, the 911 naming rules prohibit new roads from being a person's name.

No road names that are similar or similar sounding to existing road names.

This should extend throughout the entire zip code, not just within a city