

To-Do Checklist for Claim of Exemption  
Updated 10/2022

	Survey Completed
	Preliminary review by <b>Mapping Department</b> or another designated County Official
	Survey printed and signed off by a licensed surveyor
	<b>Owner</b> signs survey in front of a notary
	<b>Owner</b> acquires the appropriate utilities' signatures on plat
	<b>Owner</b> completes and signs application for Claim of Exemption in front of a notary
	<b>Assessor's Office</b> creates and signs off on parcel tracking sheet for taxes paid in advance.
	<b>Assessor's Office</b> signs off on plat
	<b>Treasurer's Office</b> takes payment for taxes <i>and</i> Claim of Exemption or Subdivision fees
	<b>Treasurer's Office</b> signs off on plat
	<b>Mapping Department</b> takes copies of all documents/applications/receipts of payment, reviews for completeness, then forwards completed exemptions to <b>County Manager</b> .
	Claim of Exemption plats reviewed/approved by <b>County Manager</b> within 30 days.
	Approved Plat recorded with <b>County Clerk</b> within 60 days of approval.