

### Customer Checklist for Claim of Exemption Plats

Survey completed and signed off by licensed surveyor	
Survey signed by owner in front of a notary	
Appropriate utilities signed off 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 and signs off on the parcel tracking sheet	
<b>Treasurer's Office</b> takes payment for subdivision or claim of exemption 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 within 30 days</b> .	
Approved plat recorded with <b>County Clerk</b> within 60 days of approval.	