



Recording a Plat

Greene County Economic Development & Planning Section

What does it mean to Record a Plat?

A plat is a map of the boundaries of new lots, surveys of existing tracts, recombinations of previously recorded lots, public right-of-ways, greenways, utility easements and other properties offered. By submitting the plat to the Register of Deeds with appropriate fees, a permanent public record is created. This is a summary of information, any specific questions should be directed to Greene County personnel listed at the bottom of this page.

Map Recording Fee

\$21.00 per page

What are the types of map records accepted for Recording?

- Subdivision plats.
- Surveys of existing tracts created through previously recorded documents and maps.
- Boundary surveys of new tracts of land where all tracts, including any residual parcel are ten acres in size or larger and no right-of-way dedicated is involved.
- Easements for utilities, access, or other purposes.
- Recombination of previously recorded lots.

What is a Recombination?

A recombination can occur when lots were previously created legally through a recorded map or deed. Existing lots can be rearranged, reduced in number, and the boundaries modified as long as the number of lots is not increased and the changes conform to Greene County regulations.

Which Plats Require County Review Officer Approval Prior to Recordation?

- All subdivision plats require approval (including minor and family subdivisions).
- Recombination plats.
- Surveys of existing tracts when easements, notation, or other matters of record have been altered, added, or removed.

Can I attach a map to my deed or other instrument?

Maps no larger than 8.5x14" can be attached to a document but must comply with **one** of the following:

- It must contain a registered surveyor's original signature and seal and be presented to and certified by the County Review officer.
- The map must contain the following: "This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations." These maps do not need to be reviewed or certified by the County Review officer before being recorded.

Size and scale requirements

A plat shall be at a scale of 100 feet to one inch or larger.

The Greene County Register of Deeds requires a page size of 18" x 24" on Mylar.

The surveyor should leave a space of 4½" x 2½" for the Register of Deeds stamp.

What is the procedure for Recording a Plat?

Greene County has Review Officers on staff to approve plats prior to recordation. For subdivisions, see the Fact Sheet, "Creating a Subdivision" (still under development) for minor and family subdivisions, see "Minor and Family Subdivisions." The Review Officer is charged with ensuring that plats meet all requirements before signing the map. Once approved, the Review Officer will sign the plat. The signed, Mylar copy of the plat is then taken to the Register of Deeds office in the Greene County courthouse. Several paper copies may be required by the County. Please contact a Review Officer for the number required. The Register of Deeds will verify the signature and ensure that the size and material is correct, and then stamp, sign, and accept the fee for the plat.

Greene County Review Officers

Rich Elkins 252-747-4398

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Greene County Register of Deeds

Nancy Murphy 252-747-3620

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