



Recording Requirements for Plats and Covenants

To Vacate a Plat:

- Certified copy of Board Order/Minutes or a Court Order
- Order must contain the following:
 - Subdivision's Complete Name
 - Section, Township and Range
 - Plat Book and Page Number
- \$27 filing fee for the first 5 pages
 - Additional \$1 per page after 5th page
 - \$26 for each additional Plat Book/Page referenced (1st is included in filing fee)

To Correct Scrivener's Error:

- Certified copy of Board Order/Minutes or Court Order
- Order must contain the following:
 - Subdivision's Complete Name
 - Section, Township and Range
 - Plat Book and Page Number
- \$27 filing fee for the first 5 pages
 - Additional \$1 per page after 5th page.
 - \$26 for each additional Plat Book/Page referenced (1st is included in filing fee)
 - \$10 Non-Conforming fee if document does not meet MS formatting guidelines

To File Restrictive Covenants:

- \$26 filing fee for the first 5 pages
 - Additional \$1 per page after 5th page.
 - \$26 for each additional Plat Book/Page referenced (1st is included in filing fee)
 - \$10 Non-Conforming fee if document does not meet MS formatting guidelines
- Must be an Original Document
- The following must be on first page of document:
 - Must have 3-inch top margin across entire 1st page
 - Preparer's Name, Address and Phone Number

To File Restrictive Covenants: (cont'd)

- Subdivision's Complete Name including Phase, Revision and/or Section
- Section, Township and Range
- Plat Book and Page Number
- Must be signed and properly notarized including notary seal
 - If signed by an individual, individual notary acknowledgement required
 - If signed by a company, Corporate notary acknowledgement required

To File Amendment or Supplement of Covenants:

- \$27 filing fee for the first 5 pages
 - Additional \$1 per page after 5th page.
 - \$26 for each additional Plat Book/Page referenced (1st is included in filing fee)
 - \$10 Non-Conforming fee if document does not meet MS formatting guidelines
- Must be an Original Document
- The following must be on first page of document:
 - Must have 3-inch top margin across entire 1st page
 - Preparer's Name, Address and Phone Number
 - Subdivision's Complete Name including Phase, Revision and/or Section
 - Section, Township and Range
 - Plat Book and Page Number
- Must be signed and properly notarized including notary seal
 - If signed by an individual, individual notary acknowledgement required
 - If signed by a company, Corporate notary acknowledgement required