

PLAT/SURVEY RECORDING CHANGES
EFFECTIVE JULY 1, 2012

Beginning July 1st, 2012, O.C.G.A. 15-6-67 & 15-6-68 will be amended to include some changes to the way plats are drafted and recorded. A summary of these changes is provided below:

1. Two physical copies and one digital copy of each plat to be recorded, which must be provided in a format acceptable by GSCCCA and a media approved by clerk, must be submitted. The GSCCCA acceptable format is full scale tagged image file format (tiff) with 200 dpi resolution. The media required by the clerk is compact disk (CD). One physical copy of the plat must be returned to the surveyor or filing party.
2. The plat(s) must contain a caption containing the following information:
 - a. County, city, town or village,
 - b. Land district and land lot,
 - c. Subdivision, if applicable,
 - d. Date of preparation and date of field survey,
 - e. Scale, stated and shown graphically, and
 - f. Name, address, phone number, and registration number of surveyor.
3. All reproductions of original plats that describe real property boundaries shall bear the original signature in a contrasting color of ink placed across the registration seal in order to be a recordable plat. Plats that do not meet this requirement shall not be recorded.
4. Plats shall not be smaller than 8 ½ by 11 inches or larger than 24 by 36 inches in size. The clerk must be able to store and display a physical and a digital copy.
5. The clerk shall not file or record a plat of subdivision which does not have approval of planning commission unless the plat contains a certification by a licensed surveyor that such planning commission approval is not necessary. Any licensed surveyor who fraudulently certifies that a plat does not require approval shall be guilty of a misdemeanor.
6. The clerk is required to provide equipment for printing a full size copy of each recorded plat in full scale.
7. The clerk is required to provide a computer based indexing system and index out of the following:
 - a. Caption or name of the subdivision, if any,
 - b. Owner name, and
 - c. Land lot and district numbers.
8. The clerk is required to provide a computer based search program for searching a record for each land lot and district by listing all surveys made for each lot and where they are recorded.
9. Time and date of filing must be noted on face of plat.

Some of these new procedures have been in place in this clerk's office for some time now, but some are new. Please review this information carefully. You may contact the clerk's office at 770 254 2690 with questions about plat acceptance, recording and search procedures. By law, no legal advice may be given by anyone in this office. (O.C.G.A. 15-19-51)