

PLAT RECORDING INSTRUCTIONS

1. **Submit for Signatures** – After approval of a final plat by the City Council, or administrative approval of a minor plat, submit 3 mylar and 5 paper copies for City signatures. The copies must have signatures of the owner(s), notary public, and the surveyor before City officials will sign.
2. **County Recorder's Office** – After the plat is signed by all City officials, you will be notified to pick up the plat and take it to the County for recording:
 - For Jackson County. Jackson County GIS and Recorder's Offices. The County Offices are open from 8:00 a.m. to 5:00 p.m. Monday – Friday.
 - First, take the fully signed plat to the Jackson County GIS Department at 303 W. Walnut St, Independence, MO 64050 (Phone (816) 881-4561).
 - Next, take the plat to the Assessment Office the historic Truman Courthouse at 112 W. Lexington Ave, 1st Floor, Independence, Missouri 64050 (Phone (816) 881-3530 Residential or (816) 881-3074 Commercial) to verify all property taxes have been paid. NOTE: All property taxes must be paid prior to the requiring of the plat.
 - Then, take the plat to the Recorder of Deeds Office in the historic Truman Courthouse at 112 W. Lexington Ave, Suite 30, Independence, Missouri 64050 (Phone (816) 881-4483)
 - For Cass County. Cass County Courthouse at 102 E. Wall Street, Harrisonville, Missouri 64701 (Phone (816) 380-8123). The County Offices are open from 8:00 a.m. to 5:00 p.m. Monday – Friday. NOTE: All property taxes must be paid prior to the requiring of the plat.
3. **Return Recorded Copies to City** – The Planning and Codes Administration Department must receive 1 mylar and 1 paper copy of the recorded plat, along with the Recorder's Certification document. The County keeps 2 mylars and 2 paper copies and the applicant should have 1 to keep.
4. **Building Permits** – No building permits will be issued for any lots within the plat until the recorded documents are returned.

Final or Minor Plat	
Submit for signatures	3 mylars 5 paper copies
Before recording, City keeps	1 signed paper copy (for Planning file)
Take to County Recorder's office	3 mylars 4 paper copies
After recording, County keeps	2 mylars (1 for Recorder's Office, 1 for Assessment) 2 paper (1 each for County Planning & Public Works Depts.)
Return recorded copies to City of Lee's Summit	1 mylar 1 paper copy for Planning File
Applicant keeps	1 recorded paper copy