



**PLAT RECORDING PROCESS**

**for Subdivisions, Short Plats, and Condominiums**

*All offices located on the 2<sup>nd</sup> Floor of the Public Service Center at  
1200 Franklin St, Vancouver, WA*

**STEP 1      Land Records      360-397-2002**

Provide Land Records (GIS department) with the following:

- a perimeter legal description
- a copy of the proposed plat/plan
- contact information
- this form

When their review is complete, this form will be returned to you, completed.

**STEP 2      Treasurer      360-397-2252**

Take this form to the Treasurer's Office.

They will collect all taxes due, and issue a Taxes-Paid letter.

**STEP 3      Auditor      360-397-2208**

Take your project to the Auditor's Office for recording:

- check-off list from Surveyor's Office
- Treasurer's taxes-paid letter
- legal description with surveyor's seal
- CC&R's, easements, agreements, etc.
- dedication
- certificate for platting
- notary page
- mylar

Project Name: \_\_\_\_\_

Subdivision      Short Plat      Condominium      *(circle one)*

*do not write below this line*

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PID(s)      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_

Land Records Tech: \_\_\_\_\_      Date: \_\_\_\_\_