



Recording and Post-Recording Procedures for Plats

City Review Plats

Recording

After your plat has received the City Land Development Administrator's stamp of approval, you must record it at the Register of Deeds (ROD) of the county in which your property is located.

Richland County Register of Deeds
1701 Main St.
Columbia, SC 29201
(803) 576-1910

Lexington County Register of Deeds
212 S. Lake Dr. Ste. 301
Lexington, SC 29072
(803) 785-8168

Please be aware of the following:

- Plats must be recorded within 30 calendar days after the date of stamping.
- The ROD must affix their recording label, usually a barcode, to **each** plat copy you and the City will retain. The ROD will likely retain a copy of the plat for their records; therefore, please plan accordingly when having your surveyor print and seal your plat copies.
- The ROD and City copies must be full-sized.
- No copy of a plat that has been reviewed by the City may be recorded without the City stamp of approval thereon.

Post-Recording

After recording is completed, you must complete the following steps:

- Return 1 full-sized recorded plat copy with the ROD recording label to the City's Development Center at 1401 Main St 3rd floor, for the City to complete processing your case. This ensures that:
 - City GIS maps are updated with the new information
 - Your new lots receive their new addresses. Occasionally addressing is requested by the property owner prior to plat approval via a separate Address Application form to our department; in this case, those addresses and application will be applied by City staff at this time to your property.



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- Take a recorded copy to your County's Assessor's Office to ensure that:
 - Their mapping databases are updated with the new property information
 - A new tax map number is issued for the property
 - Your taxes will be updated to reflect property changes

The Assessor's office may or may not elect to retain a recorded plat copy, so please plan accordingly.

Existing Lots of Record

Plats that depict properties where no change is taking place to the property lines, neither subdivision, combination nor reconfiguration, are exempt from City review and may be recorded without City approval. The plat **must** have an official stamp by the surveyor stating that the plat is exempt from review, before it can be recorded; one example is provided below:

EXEMPTION FROM REVIEW PROCESS

This plat is a SURVEY of an existing lot of record
with no changes to existing lot lines.

X _____

(SC Attorney, Registered Surveyor or Engineer)

Printed Name: _____

Lic., Cert. or Bar # _____

Please let our staff know if you have any questions about these procedures. We are happy to assist you!

Planning & Development Services

Land Development Division

1401 Main Street 3rd Floor

Columbia, SC 29201

(entrance on Washington Street)

Sarah Nyikos, Land Development Associate: (803) 545-3211

Development Center: (803) 545-3420