

EXAMPLE of SIGNATURE BLOCK FOR MYLAR ONLY – DO NOT FILL OUT

Recommended for approval by the Washington County Planning Commission on \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Chairman, Planning Commission

Attest:

\_\_\_\_\_  
Recording Secretary

Approved by the Board of County Commissioners on \_\_\_\_\_ 20\_\_\_\_ subject to an acceptable mylar being prepared with certain conditions for final approval as may be set forth within Resolution \_\_\_\_\_. Tendered to the Board with required changes for final execution and recording which completes the planning process on \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Chairman, Board of County Commissioners

Attest:

\_\_\_\_\_  
Clerk to the Board

Recorded on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by Garland Wahl, Washington County Clerk and Recorder at \_\_\_\_\_ \_M, in Book \_\_\_\_\_; Page \_\_\_\_\_; Reception Number \_\_\_\_\_.

You should title the print “ (see below) Subdivision Exemption Survey Plat”.

You may also title the document using personal information so long as you include the aforementioned language. For example:

If your name was Robert Johnson, the document could be titled “Johnson Subdivision Exemption Survey Plat”. Washington County prefers the name be included in the Subdivision Exemption title. **NOTE: Your application will not be processed unless and until you submit a survey print that complies with this section.**

(b). When the Planning Commission and/or the Board of County Commissioners considers your application, they may require that you add additional notes which will supplement your approval with certain conditions. These conditions may vary, for example, from requiring that you not allow commercial uses upon your property or that you not construct another residence upon the parcel. This is the reason why a survey print is required when you submit your application. When the final notes, if any, have been determined, they will be supplied to the person who prepared the survey for inclusion upon a final document to be recorded called a “mylar print”.

(c). The mylar print must be completed and forwarded to the County for recording. **Note: The exemption process is not complete until the County Clerk and Recorder records the final mylar document.** If you have scheduled a closing, most title companies will not complete the closing unless and until they have evidence that the mylar print has been recorded.