

FORD COUNTY REGISTER OF DEEDS

PLAT/SURVEY REQUIREMENTS

PLATS

- The Ford County Register of deeds office will require at least **1 Mylar plat copy** to be filed and kept in our plat slide cabinet.
- The largest acceptable size for said plat should be **24"x36"**. Smaller is preferred.
- A fully paid Tax Receipt is required at reception. You can acquire this at our Ford County Tax Department or call 620-227-4298.
- Plat recording fees are \$32 per page.

SURVEYS

- All Surveys, Legal Descriptions for Deed Purposes Only, new Easement Legal Descriptions **-all new legal descriptions-** must be reviewed and initialed by our Ford County Surveyor Ben Rumbaugh.
See K.S.A. 58-2005 & 19-1434 for statutory reference.
- Recording fees for all Surveys that are 8.5"x11" (letter size) or 8.5"x14" (legal size) are \$21 for the first page and \$17 for each additional page.
- To accommodate our recording information a **3" margin must be provided** on either the top or bottom right hand corner. If this is not provided we will charge for an additional page.
- Recording fees for all Surveys that are bigger than letter or legal size (see paper sizes above) will be filed in our Plat cabinet and will be charged \$32 per page.
- The largest acceptable size for a Survey is **24"x36"**. Smaller is preferred.

For more information please feel free to contact our office at 620-227-4565 or email us at registerofdeeds@fordcounty.net.