



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

Permitting Division - Office of the Surveyor

Standard Operating Procedure for Subdivision Submissions

Announcement: Please Read COVID19 Note regarding physical documents

Digital/Virtual Subdivision Plat Processing:

Digital Document Standards

Preferred Method(s):

1. A PDF document of the plat drawing.

Note for design professionals only: A high quality PDF can be exported directly from the CAD (Computer-Aided Design) drawing software.

2. The document Never gets scanned and remains as a PDF document throughout the ratification and recording process.

Note: If this can be achieved, the result is a flawless image that is recorded in the same form that it was originated. This is the aim of the Office of the Surveyor for all records within the capitol city.

Allowed Method(s):

1. A direct 1:1 (at scale as drawn) scan into a PDF of the original CAD or hand drawing. The document experiences very little degradation and Must remain in that state throughout the ratification and recording process.

Note: If this can be achieved, the result is a high quality image that is recorded at an acceptable resolution.

Disallowed Method(s):

1. A reduction of the original drawing by any means whatsoever. The document is produced at a given length width and scale and Must remain that way throughout the entire ratification process.
2. A smartphone application that produces a PDF from a photo is not acceptable.
3. A print at a reduced scale of the PDF that is then scanned is not acceptable.
4. A photograph is not acceptable.
5. Submission of a physical mylar(s) is no longer accepted during the duration of the COVID-19 emergency. This may change in the future but it is imperative that this restriction is now in place for obvious reasons.

Final Notes on digital/virtual documents: To meet the now emergency and future progressive processes that are in place is the responsibility of everyone, the government, customer(s), stakeholders and business partners. Maintaining the standards listed above will ensure the integrity of the records for the capitol city and help everyone to achieve the best possible results and time savings from each contemplated project. The Office of the Surveyor is dedicated to serving you and to maintaining the records for the District responsibly.

Processing of Digital/Virtual Documents (things to know and do):

Things to know:

1. **Owners:** The owner(s) in fee simple of the property must sign the plat before a notary public and have two (2) witnesses for each signature. The owner(s) in fee simple executing the plat must remain the owner(s) in fee simple until the subdivision is recorded. If the owner is a corporation, the plat must be signed by two (2) officers, who are designated by the corporation charter or by the Board of Directors to act for the corporation. A Corporation seal is required. The corporation seals must be firmly impressed to the plat and be legible. Stick-on seals are not acceptable. If the owner is a partnership, the plat must be signed by a general partner.

2. **Trusts:** If there is a mortgage(s) on any of the property involved in the subdivision, the trustee(s) must sign the plat in the space provided. Indicate the number of trusts in the space provided. The trustee(s) signature(s) do not have to be witnessed or notarized.

Things to Do:

1. **OTR (The Office of Tax and Revenue) and Real Property Taxes:** The applicant must contact the Office of Tax and Revenue, Real Property Tax Administration, Customer Services (maps.title@dc.gov). OTR will verify that all current taxes and special assessments have been paid and will then sign off on the plat. DC Code: DC ST 47-832 Reads: When plats are to be recorded between April 1, and September 30, taxes must be paid through September 30; if recorded between October 1 and March 31, the taxes must be paid through March 31. Any questions regarding payment of taxes must be directed to the Office of Tax and Revenue (maps.title@dc.gov). Also, it is a good idea to inquire with OTR what the most recent tax requirements are.
2. **DOEE (Department of Energy & Environment):** DOEE reviews all subdivisions to determine whether the land, included in the subdivision application is within a Special Flood Hazard Areas (Zone A or AE). All DOEE reviews should be initiated through them at (victor.ukpolo@dc.gov)
 - a. If the land is within Zone X, DOEE will note the Zone X status (without elevation) and sign off on a subdivision plat.
 - b. If the land is within Zone A or AE, DOEE at DCRA will direct the applicant to DOEE HQ to obtain a flood zone and flood elevation determination.
Note: Base Flood Elevation is the elevation of the 100-year flood (the flood having a one percent (1%) chance of being equaled or exceeded in any given year.
3. **OP/HP (Office of Planning – Historic Preservation):** HP will review and sign off on the plat. All subdivision plats are to be taken to the Historic Preservation Division for a determination concerning the historic nature of the subdivision's location. They may be contacted at (historic.preservation@dc.gov).
4. **ZONING (Office of the Zoning Administrator):** The plat is then taken to the Office of Zoning for certification as to compliance with Zoning Regulations. They may be contacted at (evon.epps@dc.gov).

Note: The Office of Zoning will hold the subdivision for review and signature by the Zoning Administrator. Upon signature, Zoning will forward the subdivision to the Surveyor's Office for final processing. Contact the Office of Zoning at (evon.epps@dc.gov) to confirm delivery to the Surveyor's Office.

5. **Recording:** Upon receipt of the plat from Zoning, the subdivision will be reviewed, signed given a new lot number and recorded in the Office of the Surveyor within 3 business days.
6. Wall checks and C of O's will not be approved by Zoning without a recorded subdivision.

COVID19 Announcement: Due to the current global emergency, submissions of physical plats is currently unavailable. To continue to process a plat or plats where the process was initiated with physical plats, please follow the guidelines and procedures in the Digital Document Standards above.

Physical Subdivision Plats:

Instructions for Handling and Executing Subdivision Plats

The plat of subdivision must be handled and executed as explained below, and returned to the Surveyor's Office for processing and recording.

1. **Caution: Care and Handling of Plats** - Do not fold, mutilate, alter, change, correct or add to this plat, and do not allow plat to get wet. Let the ink dry; do not smudge. If any of these occur, the plat will not be accepted for recording and a new plat must be drawn at additional expense and time.

2. The **only** types of pens and ink that can be used are:

- Black** ink ballpoint pens made by Cross, Skill craft or equivalent.
- Black** permanent ink Ultra Fine felt tip pens made by Sanford (Sharpie).
- Black** permanent ink drafting pens.

3. **Owners:** The owner(s) in fee simple of the property must sign the plat before a notary public and have two (2) witnesses for **each** signature. The owner(s) in fee simple executing the plat must remain the owner(s) in fee simple until the subdivision is recorded. If the owner is a corporation, the plat must be signed by two (2) officers, who are designated by the corporation charter or by the Board of Directors to act for the corporation. A Corporation seal is

required. The corporation seals must be firmly impressed to the plat and be legible. Stick-on seals are not acceptable. If the owner is a partnership, the plat must be signed by a general partner.

4. **Trusts:** If there is a mortgage(s) on any of the property involved in the subdivision, the trustee(s) must sign the plat in the space provided. Indicate the number of trusts in the space provided. The trustee(s) signature(s) do not have to be witnessed or notarized.

5. **OTR (The Office of Tax and Revenue) and Real Property Taxes:** The applicant must contact the Office of Tax and Revenue, Real Property Tax Administration, Customer Services (). OTR will verify that all current taxes and special assessments have been paid and will then sign off on the plat. DC Code DC ST 47-832 Reads: When plats are to be recorded between April 1, and September 30, taxes must be paid through September 30; if recorded between October 1 and March 31, the taxes must be paid through March 31. Any questions regarding payment of taxes must be directed to the Office of Tax and Revenue ().

7. **DOEE (Department of Energy & Environment):** DOEE reviews all subdivisions to determine whether the land, included in the subdivision application is within a Special Flood Hazard Areas (Zone A or AE). All DOEE reviews should be initiated, them at ().

a. If the land is within Zone X, DOEE will note the Zone X status (without elevation) and sign off on a subdivision plat.

b. If the land is within Zone A or AE, DOEE at DCRA will direct the applicant to DOEE HQ to obtain a flood zone and flood elevation determination.

Note: Base Flood Elevation is the elevation of the 100-year flood (the flood having a one percent (1%) chance of being equaled or exceeded in any given year.

8. **OP/HP (Office of Planning – Historic Preservation):** HP will review and sign off on the plat. All subdivision plats are to be taken to the Historic Preservation Division for a determination concerning the historic nature of the subdivision's location. They may be contacted at ().

9. **ZONING (Office of the Zoning Administrator):** The plat is then taken to the Office of Zoning for certification as to compliance with Zoning Regulations. They may be contacted at ().

Note: The Office of Zoning will hold the subdivision for review and signature by the Zoning Administrator. Upon signature, Zoning will forward the subdivision to the Surveyor's Office for final processing. Contact the Office of Zoning at () to confirm delivery to the Surveyor's Office.

10. **Recording:** Upon receipt of the plat from Zoning, the subdivision will be reviewed, signed given a new lot number and record in the Office of the Surveyor within 3 business days.

11. Wall checks and C of O's will not be approved by Zoning without a recorded subdivision.

Subdivision do's and don'ts:

You must:

- (1) Use Black Ink only
- (2) Have two (2) witnesses for each Owner(s)
- (3) Have the plat signed by trustees (Mortgage company)
- (4) Pay current taxes
- (5) Two (2) officers sign corporate seals
- (6) Have smudge free legible seals
- (7) Have notary seals
- (8) Drawn seals are not accepted