

Procedure for the filing of Plat Maps in Payne County

1. The plat goes to the Assessor's office to get reviewed by the mapping department. For the rural plats they look at the road name for duplication, and to make sure its not used at other points in the county.

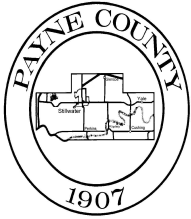
PAYNE COUNTY ROAD NAME REQUEST

APPLICANT'S NAME _____ Phone _____ OWNER OF RECORD _____ CURRENT MAILING ADDRESS _____
ROAD NAME REQUESTED _____ SECTION - TOWNSHIP - RANGE _____ SUBDIVISION _____

2. A **road name form** must be filled out, payment made and approved **BEFORE** filing the plat. The name fee is \$200 per individual road name. If the road name is already in use, you will be notified by the Assessor's office.

FOR OFFICE USE ONLY		
New Address _____	Grid Number _____	Paid \$200.00 _____
Recommended for Approval? YES NO Assessor Signature _____		
Approved this _____ day of _____, 20____ by Payne County Board of Commissioners		
_____ Chairman	_____ Vice-Chairman	_____ Member
ROAD MAINTAINED BY COUNTY? YES NO		

3. After approval by the Assessor's office, the mapper will bring the plat to the Clerk's office to be reviewed. The Clerk's office will review the plat to make sure that the legal is correct, and that there are no other issues in regard to filing of record.
4. The Clerk's office will then return the plat back to the mapping department in the Assessor's office.
5. Any required corrections must be completed **BEFORE** filing. **The Clerk's office needs two mylar copies and one paper copy when the plat is ready to be approved, and for signing off on by the Treasurer's office, the Commission, and the Clerk's office for recording.** If you'd like a copy of the plat for your records, feel free to bring it along with the required copies.
6. Once the Assessor's office and Clerk's office have reviewed the Plat the filer will be called, or emailed, to pick up the plat and any issues will be discussed at that time.



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- 7. Once any required corrections are made and verified, the mapping department will give the filer a sheet that is specifically for taxes that are to be paid in the Treasurer's office. The filer will need this to present to the Treasure at the time of payment.

James C Cowan
Payne County Assessor



INFORMATION FOR NEW PLAT FILING

Date: _____
 Current Owner's Name(s): _____
 Name of new development: _____
 Legal Description: _____

 Assessor's Account Number(s): _____
 Previous tax yr: _____
 Previous taxes: _____ X 15% = _____
 Taxes to be paid: _____

Assessor or Deputy Assessor



- 8. If it is a rural plat, then it will need to be put on the agenda for approval by the Board of County Commissioners. If it is a plat in the city limits it **will not** need approval from the BOCC but **will need approval by the city of Stillwater.**
- 9. Once it has been approved by the BOCC in a meeting of the board, on the agenda, or City of Stillwater, it is then filed in the Clerk's office along with the filing fees. Before filing, the Clerk's office will make sure that the plat has all its seals and signatures.

- 10. Once the plat has been filed and copied in the Clerk's office, the filer will be notified that their copies are ready to be picked up.