

# PLAT RECORDING PROCESS

## Floyd County

### Plats located in Rome and Floyd County

1. A minimum of 2 blue-line copies, no larger than 17x22, with the registered surveyor's stamp and original signature in black ink required.
2. For plats in Floyd County: Present the 2 plats to Bruce Ivey, Floyd County Engineer for review and approval, Located at the Old Federal Building on 4<sup>th</sup> Avenue. For additional Information call (706) 236-2474.  
For Plats in the City of Rome: Present the 2 plats to Randall Carver, City of Rome Engineer for review and approval, Located at the City Public Works Building on Vaughn Road. For additional Information call (706) 378-3842.
3. Present the 2 plats along with the approval letter from the engineer to Sue Hiller or Phil Helton at the Rome/Floyd County Planning Department for signature. Located at the Carnegie Building on Broad Street beside the City Auditorium. For additional information call (706) 236-5025.
4. After the 2 blue-line plat copies have been approved and signed by the Planning Department, a digital copy needs to be created on a compact disc (CD) at full scale in black and white, properly signed and tagged image file format (TIFF) and having 200 DPI resolution.
5. Present both the blue line plat copies and the digital copy to the Floyd County Superior Court Deed Room for Recording. Recording Fee is \$8.00 per page. Plat book and page number will be assigned.

**Note:**

\*All new lots located in areas not serviced by public sewer system require Floyd County Health Department approval.

Mike Pitts (706) 295-6316

\*\*All new lots located on Georgia State Routes must be approved by The Georgia Department of Transportation. Ricky Boatner (706) 295-6025

\*\*\*Many superior court clerks do not have plat cabinets or storage systems that accommodate plats larger than 17 inches by 22 inches. By law, plats up to 24" x 36" in size may be filed. *O.C.G.A. 15-6-68 requires the clerk to provide public access to all plats. Access can be facilitated through electronic means. However, local surveyors and engineers are encouraged to limit production of plats larger than the storage system of the clerk's office where the plat is to be filed can accommodate because, when plats are submitted that cannot be stored in such system, alternative means of physical storage may have to be employed.*

---

O.C.G.A. 15-6-67(A) (B) (D) (1) (2) (3)

O.C.G.A. 15-6-68 (D)