

**DEPARTMENT OF NATURAL RESOURCES RECORDER'S OFFICE
PLAT MINIMUM RECORDING CRITERIA**

Document Media	Document must be submitted on biaxially oriented polyester film or duplicate positive biaxially oriented polyester film; the biaxially oriented polyester film used must be of archival quality. AS 40.17.030(d)
Document Size	Document size must be 32"x36" or smaller. AS 40.17.030(d); 11 AAC 06.040(a)(10)
Legibility	Document text & images must be legible for scanning/reproduction. AS 40.17.030(a)(2)
Title	Document must have a title reflecting its overall intent. AS 40.17.030(a)(4); 11 AAC 06.040(a)(5)
Original Signatures	Document must be signed, and all signatures must be originals. AS 40.17.030(a)(1); 11 AAC 06.040(a)(11) <ul style="list-style-type: none"> a. Record of Survey Signature Needs: Surveyor b. Condominium or Planned Community Signature Needs: Owner & Surveyor c. Subdivision Signature Needs: Owners, Surveyor, Platting Authority & Tax Official (See Acknowledgment for notary requirement information)
Indexing Information	Clearly identify on the document the parties to be indexed. All required indexing must be in English. AS 40.17.030(a)(5); AS 40.17.040(a); AS 40.17.070(b); 11 AAC 06.040(a)(6)
Legal Description	Plat must include legal description sufficient to geographically identify. A legal description is acceptable for purposes of recording if it contains at a minimum a Section, Township, Range, and Meridian designation. In the case of subdivided property, it must include the Lot, Block, Subdivision Name, or Plat number of the parcel. AS 40.17.040(a); AS 40.17.030(a)(5); 11 AAC 06.040(a)(7)
Recording District	Plat must include the Recording District in which it is to be recorded. This must be clearly stated on the document, i.e. Anchorage Recording District. (See District Listings) AS 40.17.030(a)(9); 11 AAC 06.040(a)(12)
Acknowledgment	Plat must contain a signature acknowledgment on or annexed to the plat of owners. Signatures of surveyor, platting authority, and tax officials do not require an acknowledgment. AS 40.15.020
Tax Certificate	Plat must contain a tax certificate. If not located within a taxing authority, please note on plat. AS 40.17.110(c); AS 40.15.020
Platting Authority Approval	Plat must contain platting authority approval. If property is not located within a formal platting area, DNR Division of Land must approve prior to recording. AS 40.17.110(c); AS 40.15.070; AS 40.15.010
Fee	The appropriate fee should be submitted based on the charges identified on the current fee schedule. (See Fees) AS 40.17.030(a)(10); 11 AAC 06.040(a)(4)