PROCEDURES FOR AMENDING PLATS

Only the land surveyor or engineer who sealed the original plat may alter that plat. No other professional, Borough, or State official has that authority.

1. The surveyor who sealed the plat to be amended must present a letter to the appropriate Borough Platting Officer (or appropriate State official if the plat is not under the jurisdiction of an organized borough) requesting Platting Authority approval.

   a. This letter shall include a clear statement that the plat requires correction and the reason why.

   b. The surveyor must agree to re-file the corrected plat along with the Surveyor's Affidavit containing the necessary information.

2. The corrections to be made must have prior approval from, and the letter be countersigned by, the Borough Platting Officer at the direction of the Platting Authority or the appropriate State official as dictated by the statute, regulation, or ordinance.

3. The appropriate Platting Officer or State official shall, upon approval, forward the letter to the appropriate District Recorder's Office for approval prior to allowing the plat to be withdrawn from State files by the land surveyor or engineer.

4. A Surveyor's Affidavit will be prepared by the land surveyor on firm letterhead (see attached Surveyor's Affidavit).

5. Immediately above the title block on the original filed plat, the statement "AMENDED PLAT" must be placed in bold capital letters.

6. The plat will include a revision block noting the changes in detail and the date of the revisions.

7. Both the corrected plat and Surveyor's Affidavit will be filed together.
I would like to withdraw from the recording office the original recorded/filed polyester (Mylar) film of Plat No. ___________, ___________Recording District, for the purpose of making a correction. Prior to making this correction and re-recording/filing the original plat, I will submit a duplicate Mylar (DM) of the above plat which will substitute for the original plat in your files. I understand you are allowing this for the sole purpose of correcting a surveyor's minor technical error on this original plat and that I must refile it along with a surveyor's affidavit which will explain what has been corrected, and contain the following statement:

The above revision constitutes the sole change made to the plat aside from its Notation in the revision block on the plat. The above revision does not affect any valid existing rights. I am therefore submitting this plat for re-filing as corrected

Immediately above the title block on the original plat, I have added in bold letters the words "Amended Plat"

Near the title block I have added a Purpose Note explaining what has been amended/corrected

The corrections to be made are: __________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Surveyor Signature: _____________________ Date: ______________________________
Registration No. _________________________
Firm Name: ______________________________ Phone: ____________________________
Address: ________________________________________________________________

Platting Authority Approval:
__________________________________________________
Agency: ________________________________________________

______________________________________________
State Recorder Approval:

Date: ________________________________
Date/Time Original Released: _________________
Date/Time DM Returned: _________________
(DM must be returned within 24 hours)
Date/Time Original Re-Recorded: _________________ Plat No. ____________________

Revised Feb 21, 2020
SURVEYOR’S AFFIDAVIT

Plat title, ________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The above referenced subdivision plat as filed in the ____________________________
________________________________ Recording District under Plat file number _______
________________________________________________________________________
________________________________________________________________________

The above revision constitutes the sole change made to the plat aside from its notation in the
revision block on the plat. The above revision does not influence any change of, ownership,
drainage features, rights-of-way, or any other item which would adversely affect this or
adjacent properties. I am therefore submitting this plat for refiling as corrected.

Date______________ Registration Number _________________________

________________________________________________________________________

Registered Land Surveyor

(SURVEYOR)
(SEAL)