

Gibson County Recorder  
Tonya Thompson  
101 North Main St  
Princeton, IN 47670  
(812) 385-3332

## RECORDER REQUIREMENTS FOR PLATS AND SURVEYS

### CEMETERY PLATS – IC 23-14-34

- REQUIRES:
1. Parties (Grantor)
  2. Legal Land Description
  3. Signature of cemetery officer with printed name below or next to each name

### SUBDIVISION PLAT – IC 36-7-3-2; IC 32-21; IC 36-2-7-10

- REQUIRES:
1. Title of Subdivision Plat at the top of the document
  2. Owners Certificate Statement
  3. Legal Land Description
  4. Signatures with names typed or printed below or next to each name
  5. Signatures acknowledged or notarized
  6. Prepared by statement (Typed or printed name next to statement)
  7. Social Security Redaction Statement (name typed or printed next to statement)
  8. Approvals from the various governmental agencies
  9. Declaration of Covenants and Restrictions (Can also be recorded on a separate document)

### SURVEY – IC 36-2-19-4; IC 36-2-7-10

- REQUIRES:
1. Survey Company Name & Surveyor's Name
  2. Surveyor's Official Seal
  3. Name of Property Owner
  4. Legal Land Description
  5. Signatures with names typed or printed below or next to each name
  6. Prepared by statement (Typed or printed name next to statement)
  7. Social Security Redaction Statement (name typed or printed next to statement)
  8. Brief legal description stating section, township, and range or subdivision
  9. \*Not required but most surveys are cross referenced to current deed (This is very helpful for Surveyors to find recorded surveys on property descriptions)

ALL PLATS MUST BE NO LARGER THAN 24 X 36 TO FIT INTO PLAT CABINET.  
ALSO PLATS MUST ACCOMPANY A COPY OF THE LARGE PLAT NO LARGER THAN 8 ½ X 14  
THESE CAN BE MULTIPY PAGES OF THE LARGE PLAT TO BE READABLE.

\*The Recorder's Office must also have with the plat a signed sheet approving this Subdivision Plat, Minor Subdivision or Property Line Adjustment by the Surveyor's Office. If it is exempt than we need to see that exemption sheet.

\*BELOW ARE THE STATEMENTS REQUIRED

\*Prepared by statement

THIS INSTRUMENT PREPARED

BY: \_\_\_\_\_

\*Affirmation Statement

I affirm under the penalties for perjury,  
that I have taken reasonable care to  
redact each Social Security Number in this  
document unless required by law.

Name \_\_\_\_\_