

TO: Surveyors and Plat Approval Authorities  
FROM: Michael Miller, ROD  
SUBJECT: ROD Requirements to Record Plats  
DATE: January 31, 2019

This memo is to establish a set of standards to record a plat in the Charleston County ROD Office

1. Four sheets required Minimum Size 8 1/2 " x 11" Maximum 22" x 34"
2. We no longer accept Mylars
3. The **APPROVAL STAMP** from the approving Jurisdiction must be on the four sheets. The approval stamp must have the following information: name of the jurisdiction, date of the approval, and the title of the person approving the plat. Must be an original signature.
4. The surveyor's impression seal (raised) must be on all sheets.
5. The surveyor's original signature must be on all sheets.
6. The surveyor's ink seal must be on all sheets.
7. The COA (certificate of authorization) seal (if applicable) must be on all sheets.
8. There must be space for ROD recording information. Our plat label is 4"x 2 3/4"

RECORDED			
DATE:	2/15/2019	TIME:	2:48:07 PM
Book-Page	L19 0066	DocType	Large Plat
Michael Miller Register, Charleston County, SC			
EXAMPLE			
Record Fee	\$10.00	Filed	CHARLESTON COUNTY PLANNING
Postage	\$0.00		0
TOTAL	\$10.00		0
Drawer	Drawer 2		0
Clerk	JBA		
Location:	SHELL HOUSE RD		