

# Mylars for Recording Submittal Checklist



- ☐ Two sets of mylars with original signatures, including USBR & ECBID. Signatures in black permanent ink, notary stamp must be legible, mylars sprayed with fixative or otherwise made non-smudging
- ☐ Park fee or dedication (residential)
- ☐ Traffic signal mitigation
- ☐ Water rights fee or dedication
- ☐ Water/sewer reimbursements
- ☐ Fees or issues from MDNS addressed
- ☐ Conditions of preliminary & final plat approval met
- ☐ Plat certificate dated within 30 days of recording. Date \_\_\_\_\_
- ☐ Documentation that person signing for the LLC or company is authorized to sign for the company (may include Articles of Incorporation, Bylaws, and/or resolution that establishes which officers can sign to legally bind the company)
- ☐ Filing fees (payable to Grant County)
- ☐ Are there any covenants/easements/etc. that need to be recorded at the same time? (Need to be shown on plat, need recording fees)
- ☐ If there is an easement, it needs to be accepted by Council before plat is recorded
- ☐ All taxes and advance taxes must be paid, as determined by County Treasurer
- ☐ City & County need electronic files after mylars have been approved  
[csmith@cityofml.com](mailto:csmith@cityofml.com) , [phill@co.grant.wa.us](mailto:phill@co.grant.wa.us)