PLANS OR DOCUMENTS TO BE SUBMITTED FOR RECORDING AND CITY RECORDS

1. Two (2) sets of reduced plans and documents.

2. A recording fee of thirty dollars ($30.00) in the form of a check payable to “Dane County Register of Deeds.”

3. The two (2) sets of legible plans and documents must be reduced to 8.5 inches x 14 inches and shall include:
   a. Cover form to make the assembled documents recordable (see attached). A blank form is attached for your convenience.
   b. Cover sheet (for project plans)
      Utility plan
      Grading plan
      Parking plan
      Landscape plan
      At least two (2) building elevations
      Typical floor plan(s)
   c. Letter of intent
   d. Letter of approval from the Director of Planning and Development (original copy)
   e. Zoning text (see “Suggested Zoning Text” form, attached)
   f. Condominium documents (if applicable)

NOTE: The copies submitted for recording MUST have original signatures on the letter of intent, the letter of approval from the Director of Planning and Development, condominium documents and the cover letter. THESE DOCUMENTS MUST BE SIGNED IN BLACK OR RED INK. Blue ink is NOT acceptable. Faxed copies, or documents on colored paper are NOT recordable. DOCUMENTS MUST BE ON WHITE PAPER ONLY. These documents will be scanned into a computer imaging system where dark or unclear images become unreadable. (The Register of Deeds Office will reject bad copies).