

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).