

PROCEDURE FOR SUBDIVISION PROCESSING

Digital Document Standards

Preferred Method(s):

1. A PDF document of the plat drawing.

Note for design professionals only: A high-quality PDF can be exported directly from the CAD (Computer-Aided Design) drawing software.

2. The document Never gets scanned and remains as a PDF document throughout the ratification and recording process.

Note: If this can be achieved, the result is a flawless image that is recorded in the same form that it was originated. This is the aim of the Office of the Surveyor for all records within the capital city.

Allowed Method(s):

1. A direct 1:1 (at scale as drawn) scan into a PDF of the original CAD or hand drawing. The document experiences very little degradation and Must remain in that state throughout the ratification and recording process.

Note: If this can be achieved, the result is a high-quality image that is recorded at an acceptable resolution.

Disallowed Method(s):

1. A reduction of the original drawing by any means whatsoever. The document is produced at a given length width, and scale and Must remain that way throughout the entire ratification process.
2. A smartphone application that produces a PDF from a photo is not acceptable.
3. A print at a reduced scale of the PDF that is then scanned is not acceptable.
4. A photograph is not acceptable.
5. Submission of a physical mylar(s) is no longer accepted.

Processing of Digital/Virtual Documents (things to know and do):

Things to know:

1. **Owners:** The owner(s) in fee simple of the property must sign the plat before a notary public and have two (2) witnesses for each signature. The owner(s) in fee simple executing the plat must remain the owner(s) in fee simple until the subdivision is

recorded. If the owner is a corporation, the plat must be signed by two (2) officers who are designated by the corporation charter or by the Board of Directors to act for the corporation. A Corporation seal is required. The corporation seals must be firmly impressed to the plat and be legible. Stick-on seals are not acceptable. If the owner is a partnership, the plat must be signed by a general partner.

2. **Trusts:** If there is a mortgage(s) on any of the property involved in the subdivision, the trustee(s) must sign the plat in the space provided. Indicate the number of trusts in the space provided. The trustee(s) signature(s) do not have to be witnessed or notarized.

Things to Do:

This is the most critical step: Only submit the document to one agency at a time in the order listed below and wait until the document is received back from each agency signed until submitting to the next one. This ensures that there is only one document at the end of the process. This is very important!

DC GOVERNMENT AGENCIES WILL ONLY ACCEPT DIGITAL SUBMISSIONS

Steps (one at a time): OTR, then DOEE, then OP/HP, and Zoning. Once the plat is fully signed, you can upload the Plat to make a Request for Recording at this link ([Recording Request](#)).

1. **OTR (The Office of Tax and Revenue) and Real Property Taxes:** Agencies will not review documents unless taxes are verified as being up to date. The applicant must contact the Office of Tax and Revenue,

How to submit an Unrecorded Subdivision Certification request on MyTax.DC.gov:

- From the homepage of MyTax.DC.gov, click Search Real Property.
- Enter at least one search item in the fields listed (SSL number or property address).
- Click on the property's SSL in the Search Results.
- Click on Applications and Actions.
- Under Property Maintenance, select Submit the Unrecorded Subdivision/Condominium Plat Certification.
- Follow the Unrecorded Subdivision Plat Certification (this is where you would add any additional lots).
- Complete the Application and Upload all Supporting Documentation
- A confirmation email will be sent to the email address provided in the submission.

For questions, contact;

Oscar Berrios - Assessment Program Specialist

Office of the Chief Financial Officer - Office of Tax and Revenue - Real Property Tax Administration

Email: Oscar.Berrios@dc.gov

Phone: 202-442-6378

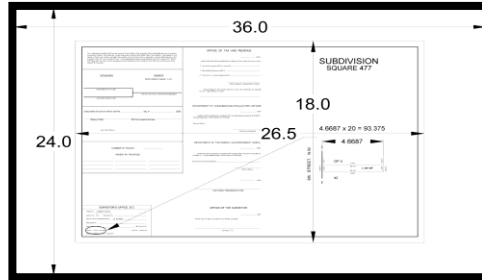
2. **NOTE: Remember to sign the tax Certificate Acknowledgement located right under where the Tax Office signs off.**
3. **DOEE (Department of Energy & Environment):** DOEE reviews all subdivisions to determine whether the land, included in the subdivision application is within a Special Flood Hazard Areas (Zone A or AE). All DOEE reviews should be initiated through them at (flood.risk@dc.gov)
Effective August 1, 2021, DOEE will charge a \$100 fee for Flood Zone or Flood Hazard Area Determination on any subdivision application, pursuant to the revised [Flood Hazard Rules](#) (20 DCMR 3113), which became effective September 24, 2010. This fee can be paid electronically with a credit card or in person at DCRA.
 - If the land is within Zone X, DOEE will note the Zone X status (without elevation) and sign off on a subdivision plat.
 - If the land is within Zone A or AE, DOEE at DCRA will direct the applicant to DOEE HQ to obtain a flood zone and flood elevation determination.
Note: Base Flood Elevation is the elevation of the 100-year flood (the flood having a one percent) (1%) chance of being equaled or exceeded in any given year.
4. **OP/HP (Office of Planning – Historic Preservation):** HP will review and sign off on the plat. All subdivision plats are to be sent to the Historic Preservation Division for a determination concerning the historic nature of the subdivision's location. They may be contacted at (historic.preservation@dc.gov).
5. **ZONING (Office of the Zoning Administrator):** The plat is then sent to the Office of Zoning for certification as to compliance with Zoning Regulations. They may be contacted at (evon.epps@dc.gov).

Note: Once the plat has been fully signed and approved by all of the agencies listed above, a request for recording can be made by uploading the PDF of the plat to ([Recording Request](#)).

6. **Recording:** Upon receipt of the Request for Recording, the subdivision will be reviewed. If the document meets all requirements noted above, the plat will be signed, given a new lot number and recorded at the Office of the Surveyor within 3 business days.

7. Wall checks and C of O's will not be approved by Zoning without a recorded subdivision.

Example of an “At Scale” Subdivision Plat:



The overall sheet size is 24" x 36". The plat is 18" x 26.5".