Minor Subdivision Plat Process

Dividing your property

1. Hire a Professional Land Surveyor. The Surveyor will prepare a new survey plat and legal descriptions showing the proposed division of your property and the new property lines.
2. Submit the survey plat, legal descriptions, application, and fee to PDS for review. The purpose of the review is to ensure that the proposed division of the property conforms to the zoning, subdivision regulations, and surveying minimum standards.
3. Once the plat is found to meet the above, the plat is signed by the Chairman of the Kenton County Planning Commission for approval.

Approved plats

- Approved plats are delivered to the Kenton County Clerk’s Office in Covington, KY by 2:00 pm on the next Friday.
- Plats will be held by the Clerk until it is recorded with the new deed for up to two years. Plat approval expires after two years.

What’s next?

1. Contact your attorney or title agency. An attorney will need to create a deed based on the legal description and approved survey plat.
2. Find out if the attorney will be recording the deed or if you will be required to record it.
3. Record the new deed at the Kenton County Clerk’s Office. The approved plat, already delivered to the Clerk, will then be attached to this deed.

A deed must be recorded at the Clerk’s office to legally transfer property.

Important things to note

- Approved Identification Plats remain valid and available for recordation for two years from the date of approval.
- If the plat does not get recorded within two years, a new application with fees will be required to be submitted.

For additional questions or concerns please contact Steve Lilly at the PDS office.

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Land Surveying Analyst