



How to Electronically Record a Plat in Guilford County

Note: Guilford County can accept DocuSign files for electronic signatures. Any applicant who obtains electronic signatures for a plat must file the plat electronically.

STEP 1 Submit the plat through EPL (Guilford County's electronic development application system) for preliminary and final review/approvals.

EPL Citizen Access Portal (CAP)

https://citizenaccess.guilfordcountync.gov/energov_prod/selfservice#/home

Guilford County Zoning Districts (Article 4)

<https://online.encodeplus.com/regsguilfordcounty-nc-udo/doc-viewer.aspx#secid-41>

Guilford County Subdivision and Infrastructure Standards (Article 8)

<https://online.encodeplus.com/regsguilfordcounty-nc-udo/doc-viewer.aspx#secid-113>

Guilford County Map Standards (Appendix 2)

<https://online.encodeplus.com/regsguilfordcounty-nc-udo/doc-viewer.aspx#secid-589>

1. A Planner will be assigned to review the plat after it has been submitted through EPLCAP.
2. The assigned Planner will inform the active project contacts of any updates including preliminary and/or final review status.
3. After final review is complete, the Planner will verify with the applicant if they wish to record the plat electronically and when staff can expect to receive the document.
4. If the applicant chooses to record the plat electronically, then the Planner will provide the name and email of another Planner who is designated to complete the **Certificate of Review Officer** found in the Map Standards (see *Planning and Development Contacts on page 2*).
5. Type the name of the designated Planner for the **Certificate of Review Officer** in the blank space:
"I, _____, Review Officer of Guilford County.."

STEP 2 Preparation to record the map/plat can begin after the final plat review is completed and signatures obtained from the property owner(s) and surveyor.

Exempt Plats and Minor Subdivisions

1. Assign the Planner who reviewed the plat for Unified Development Ordinance (UDO) compliance for the signature of the following certificates (each found in the *Map Standards*):
 - (1) **Certificate of Local Jurisdiction Approval for Recordation**
 - (2) **Certificate Stating No Approval is Required by Division of Highways of the North Carolina Department of Transportation.**
2. Assign the designated Planner to complete the **Certificate of Review Officer** found in the *Map Standards*.

See page 2 for Major Subdivisions.



**STEP
2** *Continued*

Major Subdivisions

1. Obtain NCDOT signatures for the **NC Department of Transportation Division of Highways Certificate** found in the *Map Standards* (see *NCDOT Contacts* below).

NCDOT CONTACTS
(For Major Subdivisions)

Bobby Norris
District Engineer
336-641-0100
bnorris@ncdot.gov

Wayne Rierson
Assistant Engineer
336-641-0100
wrierson@ncdot.gov

2. Assign the Planner who reviewed the plat for UDO compliance for the signature for the **Certificate of Local Jurisdiction Approval for Recordation** found in the *Map Standards*.
3. Assign the designated Planner to complete the **Certificate of Review Officer** found in the *Map Standards*.

The applicant will receive email notifications when all parties have electronically signed the document.

**STEP
3** **Submit the plat to the Register of Deeds when all signatures have been obtained.**

1. Choose any of the e-filing options found on the following webpage.

Guilford County Register of Deeds

<https://www.guilfordcountync.gov/our-county/register-of-deeds/electronic-recording>

GUILFORD COUNTY PLANNING AND DEVELOPMENT CONTACTS

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