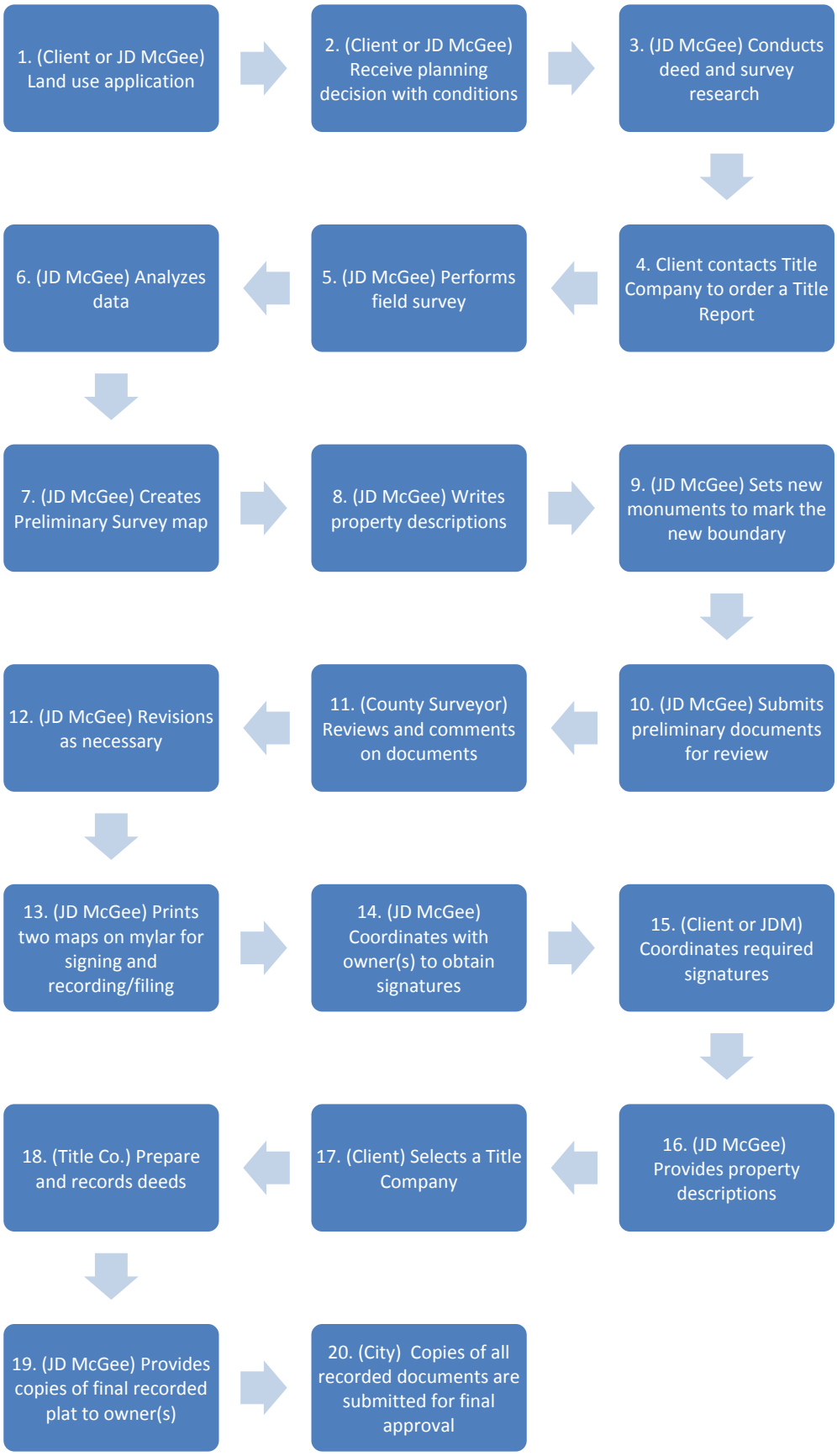
1. (Client or JD McGee) Land use application
2. (Client or JD McGee) Receive planning decision with conditions
3. (JD McGee) Conducts deed and survey research
4. Client contacts Title Company to order a Title Report
5. (JD McGee) Performs field survey
6. (JD McGee) Analyzes data
7. (JD McGee) Creates Preliminary Survey map
8. (JD McGee) Writes property descriptions
9. (JD McGee) Sets new monuments to mark the new boundary
10. (JD McGee) Submits preliminary documents for review
11. (County Surveyor) Reviews and comments on documents
12. (JD McGee) Revisions as necessary
13. (JD McGee) Prints two maps on mylar for signing and recording/filing
14. (JD McGee) Coordinates with owner(s) to obtain signatures
15. (Client or JDM) Coordinates required signatures
16. (JD McGee) Provides property descriptions
17. (Client) Selects a Title Company
18. (Title Co.) Prepare and records deeds
19. (JD McGee) Provides copies of final recorded plat to owner(s)
20. (City) Copies of all recorded documents are submitted for final approval