***Government Of the District Of Columbia***

***Department of Energy & Environment Tel:***

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***1200 1st Street NE, 5th Floor***

***Washington, DC 20002***

***Subdivision Signature Instructions***

*Updated 5/31/22*

Thank you for contacting the Department of Energy and Environment. A DOEE Floodplain Reviewer will return your signed subdivision plat as quickly as possible. Please follow the instructions below to request a signature for a subdivision plat:

**Step 1.** Copy and paste the following web address into your computer browser: doee.dc.gov/sgs

**Step 2.** On the Surface and Groundwater System Database, scroll down to and click on “**Request Subdivision Play Signature**”. A form will appear.

**Step 3.** Fill out the information and upload your plat. Click **Save**. A DOEE Floodplain Reviewer will be notified. **NOTE**: According to the Office of the Surveyor, subdivision plats must be 26.5” x 18” in dimension -- additional info can be found [here](https://eservices.dcra.dc.gov/DocumentManagementSystem/Home/retrieve?id=Subdivsion_Plat_Processing.pdf).

**Step 4.** A DOEE Floodplain Reviewer will be assess a fee and sign your plat. **NOTE**: The reviewer will notify the applicant using the email provided in the request form to make corrections to the plat dimensions, if needed.

**Step 5.** The applicant will be notified of the assessed fee. It must be paid before the signed plat can be accessed.

Applicants may go to [Flood Risk Management Program](https://doee.dc.gov/service/flooding) for more information about flooding in the District of Columbia, or contact flood.risk@dc.gov if you have questions or concerns.