DEVELOPMENT DEPARTMENT
PLAT FOLDING INSTRUCTIONS

THIS FOLD ALLOWS THE PLATS TO BE INSERTED INTO NOTEBOOKS AND FASTENED AT THE TOP FOR EASY ACCESS. PLATS FOLDED IN THIS FASHION CAN BE VIEWED AND/OR REVIEWED WITHOUT HAVING TO BE REMOVED FROM THE FILES.

FOR A 24" X 36" PLAT

FOLD IN HALF
FOLD AGAIN TO COVER FRONT
FOLD AGAIN TO CREATE AN ACCORDIAN STYLE FOLD

FOLD DOWN AT CORNER TO ALLOW SINGLE SHEET AT TOP LEFT HAND CORNER

FOLD AGAIN TO CREATE ROUGHLY AN 8 1/2 X 11 SIZE SHEET

FOLD FRONT TO EXPOSE TOP LEFT HAND SINGLE SHEET

FOR AN 18" X 24" PLAT

FOLD IN THIRDS TO CREATE AN ACCORDIAN STYLE FOLD
FOLD DOWN AT CORNER TO ALLOW SINGLE SHEET AT TOP LEFT HAND CORNER

FOLD AGAIN TO CREATE ROUGHLY AN 8 1/2 X 11 SIZE SHEET

COPIES REQUIRED:
25 COPIES—SHORT FORMS REPLAT AND FINALS
35 COPIES—PRELIMINARY PLAT & "ETJ" PLATS