



## PLAT VACATION APPLICATION

### DOCUMENTS REQUIRED

Staff review will not begin until all the following items have been submitted. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area.

Staff    Applicant

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Plat application with owner's disclosure and notary statement   |
| <input type="checkbox"/> | <input type="checkbox"/> | Application fee   |
| <input type="checkbox"/> | <input type="checkbox"/> | Documents required check list, completed and signed by applicant  |
| <input type="checkbox"/> | <input type="checkbox"/> | Technical requirements check list, completed and signed by applicant                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>3 folded copies</u></b> of the plat to be vacated, folded to 9"x12" with the title block visible    |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>3 folded copies</u></b> of the new lot configuration, folded to 9"x12" with the title block visible |
| <input type="checkbox"/> | <input type="checkbox"/> | One 11"x17" reduction of the plat to be vacated   |
| <input type="checkbox"/> | <input type="checkbox"/> | One 11"x17" reduction of the new lot configuration  |
| <input type="checkbox"/> | <input type="checkbox"/> | As-built survey for any existing permanent structures   |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification from franchise utility companies  |

Preparer's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_