

RECORDED PLAT AMENDMENT APPLICATION REQUIREMENTS/CHECKLIST

- PETITION: A signed petition shall be submitted that consists of the following:
 - An explanation of the purpose of the proposed amended plat.
 - The name and address of all owners of record of the land contained in the entire plat.
 - The name and address of all owners of record of land that is adjacent to any street that is proposed to be vacated, altered, or amended.
 - The signatures of each of these owners who consent to the petition.

- TITLE REPORT: A title report shall be submitted for the area proposed to be amended.

- PROPOSED AMENDED PLAT: The amended plat shall be submitted. This plat must define what portion of the plat is being amended.

- FINAL UTILITY PLAN: Utility plans in color showing all the utilities including but not limited to water, sewer, storm drain, gas, and electrical lines. The location and size of existing and proposed utility lines and facilities in or adjacent to the proposed development shall also be shown.

- RECORDED PLAT: The recorded plat should be submitted to show the existing boundaries and/or lot lines.

- PUBLIC NOTICE FEE: \$1 per mailed notice, calculated and prepared by City Staff, shall be paid in full prior to a Planning Commission Date being assigned.

- DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS: Declaration of covenants, conditions and restrictions shall be submitted for any new lot.

- FEE: The processing fee of \$1,500.00 plus \$25.00 per lot shall be paid in full.