

Subdivision Plat Amendment / Street Vacation

Application Fee \$700 + Costs (Costs may include Engineering Review expenses and mailings, \$0.50 per letter)

| Checklist Item | File Name | Discipline | Sheet Type |
|--|---|----------------|------------|
| Letter outlining the request including the reason the request is being made | 01 - Letter | Owner | Letter |
| Plat as Currently Recorded | 02a - Existing Plat | Survey/Mapping | Plans |
| Proposed Amended plat, include surveyor's stamp | 02b - Amended Plat | Survey/Mapping | Plans |
| Closure sheet of the subdivision boundary as well as for each lot within the subdivision. | 02c - Closure Sheet | Survey/Mapping | Plans |
| Proposed Amended plat in DWG format, include surveyor's stamp | 02d - Amended Plat DWG | Survey/Mapping | Plans |
| Action Report from County Water Board confirming feasibility and that adequate water shares have been provided by the Developer | 03 - Water Action Report | Other | Documents |
| Record of Survey (Lot Combinations) | 04 - ROS | Survey/Mapping | Plans |
| List of Names, Current Addresses and Tax ID Numbers of each land owner within the plat, as well as all property owners within 500 feet of the proposed amendment plat <i>**Please note that if you use the 500 Foot Tool (see footnote 3 for the link) you only get the information for everyone within 500 feet of the parcel number entered, it DOES NOT include everyone within the recorded plat**</i> | 05 - Addresses | Other | Documents |
| Envelopes: <ul style="list-style-type: none"> ○ Provide unsealed ○ Self-adhesive/sealable ○ Stamped envelopes ○ With return address left blank ○ Addressed to each property owner of current record on the above mentioned list ○ As well as \$0.50 per letter for the office staff to attach information and provide verification that the letters have been sent | **Must be turned in to Planning Department** | | |
| Any additional supporting documents | Other - [Insert Custom Name Here] | | |
| Response to DRC comments indicating how your proposal resolves previous review comments (resubmittals only) | DRC Response | Other | Documents |

1. All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.
2. If changes to your application are necessary, you may resubmit your response through the portal. **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the revision column instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**
3. Instructions on how to retrieve the address of each property owner of current record within 500 feet of the property, can be found by [clicking this link](#).