



PLAT AMENDMENT CHECKLIST

Two hard copies and one electronic version of all of the following information shall be submitted with an application for a boundary line adjustment, lot consolidation or plat correction, as applicable, unless one or more items are specifically waived in writing by the Town Manager:

- The Land Use Application form provided by the Town Manager.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Copies of the existing property deed(s) and the deed(s) as proposed after the plat amendment.
- Signed statements from all lien holders and all other security interest holders of record indicating that the interest holders do not object to the boundary line adjustment as proposed. If there are no other holders of interest in the property, the property owner(s) shall so indicate by a signed statement.
- Proof of taxes paid.
- A cover letter including a statement of the purpose of the application and a brief description of the proposal.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- An application fee per the Fee Schedule in Appendix Three.
- A plat amendment prepared by a licensed land surveyor in accordance with the Final Plat Checklist (attach).