



CONVEYANCE PLAT APPLICATION

DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted. Contact the Planning Department for required payment of taxes and documents needed prior to filing.

Staff Appl

- plat application with owner's disclosure and notary statement
- application fee
- documents required check list, completed and signed by applicant
- technical requirements check list, completed and signed by applicant
- 14 folded copies** of the plat, min. sheet size 18"x24", max. 24"x36", folded to 9"x12" with the title block visible
- as-built survey for any existing permanent structures

Preparer's Signature: _____

Printed Name: _____

Date: _____