

### Plat Amendment Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- \_\_\_ Letter of Request (Project Narrative)
  - \_\_\_ Date of Application.
  - \_\_\_ Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email)
  - \_\_\_ Site location, dimensions, and size of property (in feet and acres), and present zoning.
  - \_\_\_ Action requested and the reason/purpose for the request.
  - \_\_\_ Existing and proposed facilities, structures, roads, etc.
  
- \_\_\_ [Letter of Consent](#) (when applicant is Designated Representative).
  
- \_\_\_ Vacation Plat, prepared by a Colorado Licensed Land Surveyor and to the Standards of a Land Survey Plat which includes ties to Global Positioning System in .pdf
  
- \_\_\_ Copies of letters and received responses from the applicable stakeholders:
  - \_\_\_ public works department(s),
  - \_\_\_ sheriff’s office,
  - \_\_\_ fire department,
  - \_\_\_ school district,
  - \_\_\_ all utility companies and
  - \_\_\_ special districts which serve the property to which the vacation is being sought.
  
- \_\_\_ Title Commitment or Policy or Endorsement with Prior Policy
  
- \_\_\_ Proof of ownership of each lot by recorded deed(s)
  
- \_\_\_ Certificate of Taxes Due
  
- \_\_\_ Supplemental Drawing Depicting Improvements with Distances to Boundary/Lot Lines
  
- \_\_\_ Cross Deeds to combine ownership to new Parcel (e.g. A, B, etc.)
  
- \_\_\_ Boundary and Lot Closure Sheets (*MUST BE STAMPED BY A REGISTERED COLORADO SURVEYOR OR ENGINEER*)

\_\_\_\_\_ [Notarized Signature\(s\) of Petitioner\(s\)](#)

\_\_\_\_\_ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority (*as applicable to LLC property ownership*).

\_\_\_\_\_ Articles of Incorporation and By Laws (*as applicable for Corporation Property ownership*).

\_\_\_\_\_ Trust Documents (*as applicable for Trust Property ownership*).