PLAT ALTERATION

Planning and Economic Development Department
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Plat vacations are required whenever a property owner wishes to vacate a recorded final subdivision, short subdivision or binding site plan. Vacation means rendering the plat, or portion, null and void and no longer platted.

PROJECT/PROPERTY INFORMATION:	
Plat Name:	Recording No.:
Site Address:	Tax Assessor's ID:
Comp Plan Designation:	Zoning Designation:
Size of Property (Sq. Ft.):	Proposed Number of Units or Lots:
APPLICANT/PROJECT CONTACT:	
Name:	Phone:
Address:	
Email:	
PROPERTY OWNER (IF DIFFERENT THEN APPLICANT):	
Name:	Phone:
Address:	
Email:	
PLAT VACATION:	
Reason(s) for vacation: How will the public use and interest will be served by the vacation?	

APPLICATION SUBMITTAL REQUIREMENTS:

- ☐ Application Fees and Deposits
- ☐ Current title report, prepared within last 90 days.
- ☐ A vicinity map showing the location of the property and surrounding properties.
- ☐ Copy of the original plat.
- ☐ Signatures of all parties having an ownership interest in that portion to be vacated (attached)
- ☐ If the subdivision is subject to restrictive covenants which are filed at the time of approval of the subdivision, and the vacation would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the vacation.
- ☐ One electronic version of all submitted materials in PDF format (CD, thumb drive, or via e-mail)
- ☐ Any other information/documents: