



Planning Department
Amended Plat Submission Checklist

Subdivision Name: _____

Date of submission: _____ Admin Complete: _____

Submitted by: _____
Name Firm Phone

Initial Submittal

_____ Formal application (may use this checklist) and appropriate filing fee

_____ Five blue or black line 18" x 24" copies of the amended plat

_____ PDF copy of the amended plat

_____ Three copies of plans (with plats attached) showing the locations of existing and proposed utility services to all lots (if more detailed plans are required, developer will be notified)

_____ **Letters/Memos** from all necessary review agencies having jurisdiction over improvements required or desired for the plat

Final Submittal

_____ Surveys showing new changes

_____ Three original, signed Mylars of the plat

_____ Original tax certificates and affidavits stating that no taxes are delinquent against the property

_____ Recording Fees

Notes _____

