



## Application for Vacating Plat Approval

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If more than one owner, names and addresses of other owners: \_\_\_\_\_

\_\_\_\_\_

If the plat is to be signed in the name of someone other than the landowner, supply name and explanation: \_\_\_\_\_

\_\_\_\_\_

Describe what is being vacated of the original plat and indicate this as a note on the plat: \_\_\_\_\_

\_\_\_\_\_

Legal description of property: \_\_\_\_\_

\_\_\_\_\_

Name of surveyor/engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(If metes and bounds description will be required, please attach as an exhibit to this application.)

Are all of the Checklist requirements being supplied? Yes \_\_\_\_ No \_\_\_\_

If not, please explain:

\_\_\_\_\_

\_\_\_\_\_

Certification:

I hereby certify that I am the owner of the above described property for the purposes of this application. I am respectfully requesting processing and approval of the above referenced vacating plat. I agree to comply with the requirements in all applicable codes. I agree to provide all necessary information concerning this submittal. I understand that any substantial modifications or additions to this submittal can mean the requirement of a revised Vacating Plat. I certify that I have been informed and understand the regulations regarding this process as specified by City Ordinance.

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Owner's Signature

Owner's Printed Name

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Owner's Signature

Owner's Printed Name

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Owner's Signature

Owner's Printed Name

I also hereby authorize the Applicant, Agent, and or Engineer listed on this application to act on my behalf during the processing and presentation of this request. They shall be the principal contacts with the City in processing this application.

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Owner's Signature

Owner's Printed Name

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Applicant's Signature

Applicant's Printed Name

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Agent/Engineer's Signature

Agent/Engineer's Printed Name



### Application Checklist for Vacating Plat

- \_\_\_\_\_ A note identifying what is being vacated of the original plat and the word "Vacating Plat" shall be shown in the title block. The exact name of the previous plat, which shall be retained in the title of the Vacating Plat, identified.
- \_\_\_\_\_ Vacating Plat signed and sealed by a surveyor.
- \_\_\_\_\_ Copy of existing plat.
- \_\_\_\_\_ The acreage of any lot or parcel involved in the application, identification of any drainage structure, and the location of all easements and set backs. (Two copies submitted.)
- \_\_\_\_\_ Certification from the appropriate representative of the subdivision where the property is located stating that the Vacating Plat complies with existing deed restrictions and covenants.
- \_\_\_\_\_ Certification from the \_\_\_\_\_ County Department of Natural Resources approving any on-site sewage facility or other matter within its jurisdiction.
- \_\_\_\_\_ Certificate indicating approval by the \_\_\_\_\_ County 911 Coordinator of any street ranges, street names and street addresses. (Copy submitted.)

**Certification:**

I hereby certify that the above information is true and correct.

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Owner's/Agent's Signature

Owner's/Agent's Printed Name