

Plat Type—Check the appropriate box below

Preliminary Plat Final Plat Replat Amended Plat Short Form Plat Vacating Plat

PROPERTY / SITE INFORMATION

Project Name: _____ Total Lots: _____
 Property Address: _____ Total Acres: _____
 Legal Description: _____
 Developer Name: _____

APPLICANT / OWNER INFORMATION

Applicant

Owner (If Different)

Name: _____	Name: _____
Address: _____	Address: _____
State/ZIP: _____	State/ZIP: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Signature: _____	Signature: _____

NOTE: The property owner must sign the application or submit a notarized letter of authorization.

APPLICATION REQUIREMENTS

- All required information, plans and signatures shall be completed prior to application submittal. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
- For all plat applications, a minimum of twelve (12) full size plat copies, a minimum of 24" x 36" in size, shall be submitted with this application in addition to a digital file copy in high resolution Adobe PDF format.
- All required application fees shall be paid upon submittal of this application.
- This application shall not be considered administratively complete until Town staff determines that the application meets all requirements of applicable Town Ordinances so that it may be reviewed by the Planning and Zoning Commission, has been placed on the agenda for the Commission, and the agenda has been posted as required by law. An incomplete application shall not be considered "filed" with the Town as defined in the subdivision regulations, but shall be returned to the applicant for completion and re-submittal.

STAFF USE ONLY

Date Received: _____
 Received by: _____
 Fee Paid: _____
 Payment Type/Check #: _____
 Receipt #: _____
 Case #: _____
 DRC Mtg. Date: _____