

Application Check List for Lot Line Adjustments

The following must be submitted with the application. Otherwise, the application will be deemed incomplete and may result in unnecessary delays: (Please ✓ when complete)

Information to be provided on lot line adjustment plat:

- 1. Date, scale and North arrow.
- 2. The location of survey monuments "referenced in" on the ground so that they can be reproduced in the field.
- 3. The location by section, township, range, county and state, including precise legal description of each affected lot.
- 4. The DWG file.
- 5. Abstract of title or other certificate establishing ownership interests and proof that proper parties have signed the plat for all land in the subdivision.
- 6. The boundary lines of all adjoining lands for a distance of one hundred (100) feet and showing (with dotted lines) the right-of-way lines and adjacent streets and alleys with their widths and names.
- 7. Easements for rights-of-way provided for public use, services or utilities, with figures showing their dimensions.
- 8. All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and other areas to be dedicated for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.
- 9. Area in square feet for each lot or parcel.
- 10. Certification by a registered land surveyor, engineer or architect that all details of the plat are correct.