



**Lot Adjustment,
 Lot Consolidation,
 Certificate of Compliance**

SUBMITTAL CHECKLIST:

Please ensure that you have read through the items below and mark whether you have included it in your submission (Y = Yes, N = No, N/A = Not Applicable).

Y	N	N/A	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review fee amount per Master Fee Schedule 11-200 (fee to be paid after completeness review)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Development Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A plat must be prepared by a registered civil engineer authorized to practice land surveying or a licensed land surveyor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Report (dated within 60 days of application submittal)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Ownership (current grant deeds or pre-1972 deeds, deed restrictions and easements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual Traverse Calculations for each new lot/parcel and the adjusted portion of said lots
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjustment/Consolidation Criteria (Refer to Section 2-400 of Subdivision Manual for Lot Adjustment and Lot Consolidation and Section 2-500 for Certificate of Compliance)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal descriptions for new Deeds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Executed new Deeds for review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record of Survey Plat (if monuments will be set)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Adjustment / Consolidation Plat Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LLA drawn on 8 1/2" x 11" (legible for County Recorder's Office)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Civil Engineer or Land Surveyor's Name, address, telephone number and license number with signature and seal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each lot/parcel labeled with names of owners, address, telephone or email, APN and signature(s) of all owner(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, width and names of all existing streets and location, width and purpose of all easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map with north arrow and scale indicated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description of each lot/parcel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing zoning and proposed use of each lot/parcel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Net area of each proposed lot/parcel shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of each boundary and proposed lot/parcel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing boundaries to be adjusted shown as dashed lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed boundaries shown as solid lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations of all existing buildings and structures and their uses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description with plat of each of the adjusted lots/parcels