



Plat Amendment (PA) Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- _____ Letter of Request should contain, at a minimum, the following:
 - _____ Date of Application.
 - _____ Owner and Owner’s Representative or Consultant Mailing Addresses, Telephone Numbers, and Email Addresses
 - _____ Site location, dimensions, and size of property in feet and acres, and present zoning.
 - _____ Project description or project narrative
 - _____ Action requested and the reason and purpose for the request.
 - _____ Existing and proposed facilities, structures, roads, etc.
- _____ Download and fill out the [Letter of Consent](#) when the applicant role is as Designated Representative, and the project property is not owned by the applicant or business.
- _____ Proof of ownership of each lot by recorded deeds
- _____ If owner is other than Individual, please provide the following:
 - _____ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority as applicable to LLC property ownership.
 - _____ Articles of Incorporation and By Laws as applicable for Corporation Property ownership.
 - _____ Trust Documents as applicable for Trust Property ownership.
- _____ Amendment Plat, prepared by a Colorado Licensed Land Surveyor and to the Standards of a Land Survey Plat which includes ties to Global Positioning System in .pdf
- _____ Title Commitment or Policy or Endorsement with Prior Policy
- _____ Certificate of Taxes Due shown paid in full
- _____ Supplemental Drawing Depicting Improvements with Distances to Boundary Lot Lines as applicable
- _____ Boundary and Lot Closure Sheets. MUST BE STAMPED BY A REGISTERED COLORADO SURVEYOR OR ENGINEER.
- _____ Download and fill out the [Notarized Signatures of Petitioners](#)