



### Plat Vacation (PV) 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.
- \_\_\_\_\_ Vacation Plat, surveyed and prepared by a Colorado Licensed Land Surveyor and to the Standards of a Land Survey Plat, which includes ties to Global Positions System, in .pdf.
- \_\_\_\_\_ Title Commitment or Policy or Endorsement with Prior Policy
- \_\_\_\_\_ Original Certificate of Taxes Due (treasurer’s certifications) from the County Treasurer’s Office showing that all ad valorem taxes for each lot have been 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](#)