

PETITION DOCUMENT CHECKLIST

PLAT VACATIONS

This checklist is provided as a convenience to the Petitioner to ensure that all items are included in the Petition package to prevent unnecessary delays. It is not a required document for submission of the Petition to Vacate.

<u>ITEM NO.</u>	<u>DESCRIPTION OF ITEM</u>	<u>COMPLETED</u>
1	Completed Petition (Original and 2 copies)	
2	Boundary Survey (3 sealed copies)	
3	Sketch (3 sealed copies)	
4	Legal Description of area to be vacated (3 certified copies)	
5	Certificate of Apparent Ownership (Original and 2 copies)	
6	Ownership & Encumbrance Report (Original and 2 copies)	
7	Certificate of Search (Original and 2 certified copies)	
8	Building Permits applicable to encroachment (1 legible copy)	
9	Utility Company Objection Letters (Original only)	
10	Property Owner Objection Letters (Original only)	
11	Homeowners Association Objection Letters (Original only)	
12	Subdivision Plat (1 copy only)	
13	Non-Refundable Filing Fee of \$500	