

Documents Checklist

<u>ITEM</u>	<u>DESCRIPTION OF ITEM TO COMPLETE</u>	<u># OF COPIES</u>	<u>DATE COMPLETE</u>
1	Complete Petition Document in full.	Original + 3 copies	
2	Boundary Survey, see instruction sheet for requirements.		
3	Surveyor's Sketch & Survey (signed and sealed).	Original + 3 copies	
4	Completed Certificate of Apparent Ownership. (all copies must be certified)	Original + 2 copies	
5	Ownership and Encumbrance Report (all copies must be certified)	Original + 2 copies	
6	Legal Description of portion to be vacated attached to Petition. * see instruction sheet	3 certified	
7	Filing Fee of \$500.00, Check payable to <u>Board of County Commissioners</u>	1	
8	Certificate of Search for Delinquent Tax (see instructions)	1	
9	Building Permits (see instructions), not required for Exchanges.	1	