



TOWN OF ELIZABETH
REPLAT, VACATION, OR PLAT AMENDMENT SUBMITTAL
CHECK-LIST

Intent: The intent of this Section is to provide a process of review for a change to a recorded plat or a replat of a superblock that ensures that the change is consistent with the zoning district requirements, including, but not limited to, the following:

1. Replat of a lot or tract, adjustment or vacation of a lot line, vacation of a plat without rights-of-way or easements; or
2. Vacation of right-of-way, easement or portion thereof.

Approach: A replat of a lot or tract, an adjustment or vacation of a lot line, a vacation of a plat (without rights-of-way or easements) or a minor reconfiguration of an easement shall be processed as follows:

1. When determined by the Board of Trustees to be insubstantial, the replat shall be processed in accordance with the final plat process.
2. When determined by the Board of Trustees to be substantial, the replat shall be processed in accordance with the sketch plan, preliminary plan and final plat processes. These processes may be combined upon the approval of the Board of Trustees based upon, but not limited to, the following factors: design size, public concern, public facilities, services, access and transportation network.

(Approach 1-Insubstantial) Replat, Vacation, or Plat
Amendment Submittal Requirements:

- Completed Land Use Application
- Appropriate Land Use Fees
- A narrative outlining the proposal.
- A copy of the recorded warranty deed and the title commitment or updated title commitment current within thirty (30) days
- A notarized letter of authorization from the landowner permitting a representative to process the application
- Final Plat exhibit (See EMC Sec. 16-3-60. Final Plat for standards)
- Development reports (See EMC Sec. 16-3-60. Final Plat for standards)

(Approach 2 - Substantial) Replat, Vacation, or Plat
Amendment Submittal Requirements:

Sketch Plan Submittal Requirements:

- Completed Land Use Application
- Appropriate Land Use Fees



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- A copy of the recorded warranty deed and the title commitment or updated title commitment current within thirty (30) days
- A notarized letter of authorization from the landowner permitting a representative to process the application
- Sketch Plan exhibit (See EMC Sec. 16-3-40. Sketch plan for standards)
- Development reports (See EMC Sec. 16-3-40. Sketch plan for standards)

*****EMC Sec. 16-3-50 (3):** The preliminary plan and final plat processes may be combined upon the approval of the Board of Trustees based upon, but not limited to, the following factors: design, size, public concern, public facilities, services, access and transportation network.

- Must have Board of Trustee approval prior to approaching the preliminary plan and final plat as a combined process. Without approval, applicant must follow the preliminary plan and final plat processes as separate reviews.

Preliminary Plan Submittal Requirements:

- Completed Land Use Application
- Appropriate Land Use Fees
- A narrative outlining the proposal.
- A copy of the recorded warranty deed and the title commitment or updated title commitment current within thirty (30) days
- A notarized letter of authorization from the landowner permitting a representative to process the application
- Plan exhibit (See EMC Sec. 16-3-50. Preliminary plan for standards)
- Development reports (See EMC Sec. 16-3-50. Preliminary plan for standards)

Final Plat Submittal Requirements:

- Completed Land Use Application
- Appropriate Land Use Fees
- A narrative outlining the proposal.
- A copy of the recorded warranty deed and the title commitment or updated title commitment current within thirty (30) days
- A notarized letter of authorization from the landowner permitting a representative to process the application
- Final Plat exhibit (See EMC Sec. 16-3-60. Final Plat for standards)
- Development reports (See EMC Sec. 16-3-60. Final Plat for standards)

*******Failure to submit all required documentation shall result in a delayed application. Additional information may be requested after the formal application is received.

Recordation procedure:



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1. The applicant shall amend the final plat document in accordance with the Board of Trustees' approval, as necessary.
2. Within ninety (90) days of approval of the final plat, unless stated otherwise in such approval, the applicant shall submit: three (3) photographic Mylar copies (fix-line, emulsion down) of the approved final plat ready for recordation (except for Town signatures); all required documentation; and all mapping and recordation fees to the Town. The applicant shall also provide the security in the form of a letter of credit approved by the Town or cash to cover the cost of construction of the public improvements in accordance with the requirements of the subdivision agreement.
3. Within thirty (30) days of receipt of the final plat, the Town shall obtain all Town signatures, as required, and record the final plat.