



PLAT AMENDMENT CHECKLIST

An application for a subdivision plat amendment (a boundary line adjustment, lot consolidation or plat correction) shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

- The Development Review Application form.
- The applicable Plat Amendment fee.
- Proof of legal ownership in the form of a current title policy.
- A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of how the application meets the plat amendment review and approval criteria of Section 18.02.270 C of this title.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- For boundary line adjustments: signed statements from all lien holders and all other security interest holders of record indicating that the interest holders do not object to the boundary line adjustment as proposed. If there are no other holders of interest in the property, the property owner(s) shall so indicate by a signed statement.
- An amended plat document prepared in accordance with the Plat Specification Checklist, as applicable (attach).
- Any other reports and information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.

**Town of Monument
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