



### SUBDIVISION EXEMPTION PLAT CHECKLIST

**Two hard copies and one electronic version of all of the following information shall be submitted with an application for a lot line adjustment, lot consolidation, duplex conversion, or other plat correction, as applicable, unless one or more items are specifically waived in writing by the Town Administrator:**

- The Land Use Application form provided by the Town Administrator.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Copies of the existing property deed(s) and the deed(s) as proposed after the plat amendment.
- Signed statements from all lien holders and all other security interest holders of record indicating that the interest holders do not object to the proposed plat amendment. If there are no other holders of interest in the property, the property owner(s) shall so indicate by a signed statement.
- Proof of taxes paid.
- A cover letter including a statement of the purpose of the application and a brief description of how the proposal meets the requirements of Section 17.28.060 of the Georgetown Municipal Code.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A subdivision exemption plat prepared by a licensed land surveyor in accordance with the Final Subdivision Plat Checklist (attach), as applicable.
- An application fee per the Fee Schedule.
- A deposit to cover the reasonable anticipated costs for outside professional services.