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## CHECKLIST LOT LINE ADJUSTMENT OR VACATION APPLICATION

Authority: New Castle Municipal Code §§16.08.060 & 16.40.010 et seq.

This is a helpful checklist and is not necessarily all inclusive for all Municipal Code requirements. It is still your responsibility to read and comply with all code requirements. All applications must include a non-refundable Application fee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### The following items must be submitted to the Town Clerk:

- Development Application
- Detailed description of requested lot line adjustment/vacation and of how proposed adjustment/vacation complies with laws of the Town, including subdivision regulations
- Legal description of all property involved in the application and any other property that will be affected by the proposed adjustment/vacation
- Proof of legal ownership of all property involved in the application and/or a letter of consent to the application signed by all owners of all property involved in the application
- Names and addresses of the following:
  - owners of all property involved in the application
  - owners of mineral estates with respect to all property involved in the application
  - lienholders on all property involved in the application
  - utility companies and other beneficiaries of easements located on all property involved in the application
  - owners of all property within two hundred fifty (250) feet of the property involved in the application
- Copy of the original final plat drawings associated with the property in question indicating the configuration of the lots and existing easements and/or setbacks associated with such lots
- Copy of title commitment(s) related to all property involved in the application indicating all easements and/or other interests associated with such property
- In regard to any and all proposed adjustments/vacations of a lot line on property where drainage easements are located, written confirmation by a certified engineer that historic drainage patterns will not be altered or otherwise affected by such proposed adjustment/vacation
- Copy of the proposed deed(s) intended to effectuate the adjustment/vacation should the application be approved
- Names, addresses, and telephone numbers of project engineer/surveyor (must be registered in the State of Colorado) and other technical consultants
- \$100.00 Non-refundable Application Fee