

Date Received _____
Initials _____



City of Montrose

BOUNDARY LINE ADJUSTMENT APPLICATION

It is the applicant's responsibility to submit the required materials. Failure to provide such information may delay the review process. No application will be accepted until all required materials are submitted and the application fee is paid in full. Checks shall be made payable to *City of Montrose*. The application fee is non-refundable and is no guarantee that the proposed action will be approved.

Please contact Planning Services at (970) 240-1407 for assistance.

NAME OF PLAT _____

ADDRESS OF PROPERTY _____

CURRENT LAND USE _____

PROPERTY OWNER	APPLICANT OR REPRESENTATIVE
NAME:	NAME:
MAILING ADDRESS:	MAILING ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:
EMAIL:	EMAIL:

REQUIRED APPLICATION MATERIALS

This list is intended to be a guide and may not be a complete list of all the requirements that may be necessary.

- \$100 NON-REFUNDABLE APPLICATION FEE
- WRITTEN STATEMENT EXPLAINING THE PROPOSAL AND PLAT
- 2 COPIES OF TITLE POLICY DATED WITHIN 90 DAYS OF APPLICATION
- 2 COPIES OF THE FULL-SIZED PLAT (24" X 36")
- 1 COPY OF THE REDUCED PLAT (8 ½" X 11" OR 11" X 17")
- PDF COPY OF THE PLAT

PLATS MUST INCLUDE:

- NAME OF SUBDIVISION
- DATE, A NORTH ARROW, AND A SCALE (NO LESS THAN 1" = 100') IN TITLE BOX AT LOWER RIGHT-HAND CORNER
- 4" X 4" VICINITY MAP SHOWING GENERAL LOCATION OF THE PROJECT
- CURRENT ZONING DESIGNATION
- LOCATION OF ALL MONUMENTS
- LAYOUT OF ALL LOTS, BUILDING LINES, DIMENSIONS, LOT AREAS, LOT NUMBERS/LETTERS
- 2 REFERENCES TO CITY GPS COORDINATES
- BEARING OF EVERY STREET LINE, BOUNDARY LINE, BLOCK LINE (INCLUDING RADIUS, CENTRAL ANGLE, AND TANGENT DISTANCE TO THE NEAREST HUNDREDTH OF A FOOT OR NEAREST SECOND)
- PLAT NOTES AS NECESSARY
- CERTIFICATES AS NECESSARY (INCLUDING BUT NOT LIMITED TO THE FOLLOWING)
 - CERTIFICATE OF DEDICATION AND OWNERSHIP
 - SURVEYORS CERTIFICATE
 - ATTORNEY CERTIFICATE
 - CERTIFICATE OF RECORDING
 - APPROVAL OF PLANNING SERVICES MANAGER
 - APPROVAL OF CITY ATTORNEY

AFTER STAFF GIVES APPROVAL APPLICANT MUST ALSO SUBMIT

- 2 MYLAR COPIES OF PLAT WITH SIGNATURES
- 1 DWG FILE OF PLAT

IMPORTANT NOTES

- Approval of this application DOES NOT constitute approval of any other City of Montrose permits or application reviews.
- By signing, you certify that you have read and understood the submittal requirements, and that you understand omission of any listed items may cause delay in processing the application. The undersigned acknowledges that the information supplied in this application is as complete and accurate as possible.

Owner's Signature

Date

Applicant's or Representative's Signature

Date