

**CONTENT REQUIREMENTS FOR PLATS SUBMITTED WITH APPLICATIONS FOR A
FINAL SUBDIVISION, BOUNDARY LINE ADJUSTMENT, VACATION OF ROW, EASEMENTS**

PLAT INFORMATION: shown on plat		
1.	Certificate of preparer, signed and dated by either a certified engineer or land surveyor	
2.	Source of title of owner(s)	
3.	Place of record of last owner(s)	
4.	Place of record of the last instrument in the chain of title	
5.	Certification of consent to subdivide, if applicable, as annotated “the platting or dedication of the following described land (insert description of land subdivided) is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any”. The signatures of such persons shall be included and the statement notarized.	
6.	Signature block with space for the date, the Mayor’s signature (or Subdivision Administrator’s if a Boundary Line Adjustment), and the Town Clerk’s signature.	
7.	North arrow	
8.	Scale of plat with graphic scale block	
9.	Insert vicinity map, showing location of affected tracts, with north arrow. Drawn to a standard scale with the scale indicated, no less than one inch equals 2,000 feet. Information on map to include property lines, street names, subdivisions, bodies of water, and landmarks.	
10.	Owner, zoning, parcel ID of affected tract(s) and adjoining tracts	
11.	Preparer and date of title report	
12.	Include all minimum standard detail requirements in accordance with the American Land Title Association and American Congress on Surveying and Mapping	
SUPPLEMENTAL MATERIALS: submitted with plat		
13.	Draft deed, if applicable	
14.	Cover letter with contact information	
15.	Completed application form	
16.	Certificate of title	
17.	Title report	