



Subdivision - Vacation of a Recorded Plat Checklist

This Checklist is intended to assist you in preparing a complete application for submittal. Occasionally, additional items may be required to complete the review. Incomplete applications will not be accepted.

Digital Submission Requirements

The City of Georgetown utilizes a digital review system called MyPermitNow, which requires certain digital submittal standards. Please review the separate *MyPermitNow User Guide* available at the Planning Department front desk and on the department's website for detailed information and troubleshooting.

- All applications must be submitted on a CD/DVD or Flash Drive that will not be returned. Discs or drives must be clearly labeled with the Project Name directly on the disc.
- All items must be submitted in flat PDF format (no layers) with no digital signatures or passwords. The maximum file size is 50 MB with a 300 dpi resolution preferred. JPEG is not an acceptable format.

Submittal Documents

The following is grouped into the electronic documents that will be required for submittal. The bulleted list below each document heading shows the individual items that are to be combined to form that document in the order that they are to be combined. The wording in *italics* is the name that particular file must be given to expedite the intake of your application. Please review the Detailed Information section of this form for help in preparing each of these items.

- ☐ PDF Document 1: ***Application Information***
 - Master Application Form
 - Submittal Authorization Form (provided at Pre-application meeting)
 - Subdivision - Vacation of a Recorded Plat Checklist
 - Letter of Intent explaining purpose for vacation
- ☐ PDF Document 2: ***Plat to be Vacated***
 - Copy of Recorded Plat to be Vacated (if partial vacation, indicate area to be vacated)
- ☐ PDF Document 3: ***Plat Vacation Document***
 - Plat Vacation Document