



## BOUNDARY ADJUSTMENT CHECKLIST

Subdivisions which are intended to adjust the boundary line between two adjacent parcels may be processed pursuant to section 16.04.115 of the City of Delta Municipal Code so long as the boundary adjustment or transaction does not result in any of the following:

1. The reconfiguration of a lot into one which does not meet all other requirements of the Delta City Code including, but not limited to, those related to such land use and development considerations as zoning, building setback restrictions for existing structures, and depth requirements for new frontage.
2. The creation of a new lot or parcel.
3. Elimination of access from any lot or parcel to the street system.

### Submittal Requirements:

- Completed application
- (5) copies of the plat *bound together and folded*
- Digital copy of the plat in pdf format (can be e-mailed)
- Copy of the recorded deed and any contractual agreements
- Filing fee (\$250)

**The plat shall comply with applicable provisions of C.R.S. 38-51-101 et seq., C.R.S. 38-44-112, and meet the requirements for a final plat as required by subsection 16.04.050(E)(4) of the City of Delta Municipal Code, except that the plat shall contain Certificates on forms approved by the City to document approval of the plat, including but not limited to the following:**

- The name of the subdivision and the name, address, and phone number of the subdivider, and his representative (if applicable).
- A certificate by a registered surveyor.
- The name of the surveyor preparing the plat and the date of the plat.
- A certificate of an attorney that title to the property is in the name of those parties executing the dedication, and that property dedicated to the City will be free and clear of all liens and encumbrances affecting marketability.
- A certificate of recording to be executed by the County Clerk and Recorder.
- A certificate of dedication (when applicable), ownership, and acknowledgment.
- A lienholder's certificate (if applicable).
- Separate certificates of approval of the plat for the City Manager and City Attorney.

### No final plat shall be recorded by the City until:

- Two reproducible mylars of the plat in final form fully executed by all required parties except the City have been submitted. The plat shall also be submitted digitally.
- All required fees and reimbursable expenses have been paid.

\*Final plat approval shall expire if requirements (1-2) above are not met within 90 days of approval.

**\*\*Note:** This checklist is advisory only and does not replace city ordinances. Please refer to applicable city regulations when preparing subdivision submittals.