

SECTION 9 PLAT OF RECORD VACATION, ADMINISTRATIVE REPLATS, AND LOT LINE ADJUSTMENTS

9.1 **Plat Vacation:** The owner or owners shall present a proposal to the Planning Director containing a legal description of the subdivision and calling for a vacation thereof. The Planning Director will study the proposal and will send his/her recommendations to the Board. The Board may approve or deny the proposal, or request that the proposal be submitted to the Planning Commission for a recommendation. If the proposal is approved, it shall then be recorded in the office of the Register of Deeds. All fees for the recording of such vacation shall be paid by the subdivider.

9.1.1 **Conditions:** A subdivider may make application to the Planning Director and the Board to vacate any plat of record under the following conditions:

9.1.1.1 The Plat to be vacated is a legal plat of record.

9.1.1.2 Vacation of the subdivision will not interfere with the development of, nor deny access via public thoroughfare to, adjoining properties or utility services or other improvements.

9.1.1.3 Vacation of the subdivision will not be contrary to the Comprehensive Plan.

9.2 **Administrative Replats:** All applications for Administrative Replats of Lots shall be made with the Planning Director for approval before any transfer of title of ownership. The Administrative Replats shall be drawn to a scale of 1" = 100', including lot dimensions, any existing structures and shall include a form for the certification by a registered Land Surveyor, a form for the certification of the Treasurer, a form for the approval of the Surveyor and the Planning Director, and a form for a notarized certification signed and acknowledged by all parties having any titled interest. The Administrative Replats will be drawn on four (4) 18" X 24" minimum to 30" x 42" maximum mylars. Administrative Replats must be recorded within ninety (90)days of approval.

9.2.1 **Conditions:** To qualify for an Administrative Replat the replat must meet the following criteria:

9.2.1.1 No change of zone is required.

9.2.1.2 No dedication of streets is required.

9.2.1.3 It does not create more than one additional building lot.

9.3 **Administrative Lot Line Adjustments:** All applications for Administrative Lot Line Adjustments shall be made with the Planning Director for approval. Lot Line Adjustments shall be drawn to a scale of 1"=100' when possible, including lot dimensions, and shall include any existing structures, a form for the certification by a registered Land Surveyor, a form for the certification of the Treasurer, a form for the approval of the Surveyor and the Planning Director, and a form for a notarized certification signed and acknowledged by all parties having any titled interest. The Administrative Lot Line Adjustment will be drawn on 8½"X 11" sheets. Four (4) originals shall be submitted and signed. Administrative Lot Line Adjustments must be recorded within 90 days of approval.

9.3.1 Conditions: To qualify for an Administrative Lot Line Adjustment, it must meet the following criteria.

9.3.1.1 New lot sizes meet all existing zoning requirements as per lot size.

9.3.1.2 It does not create any additional building lots.

9.3.1.3 Existing structures shall meet all existing set back requirements for the present zoning classification.