



Bureau of Planning & Zoning
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Application Checklist:
Lot and/or Deed Consolidation

Please complete the following checklist for all Minor Subdivision applications. All applications must be submitted electronically through the Citizen Self Service Portal (CSS). In addition, two (2) paper sets of all plans must be submitted to the Planning Office.

Application Requirements		CSS Location
<input type="checkbox"/>	Complete Citizen Self Service (CSS) Portal Minor Subdivision Application	CSS Portal
<input type="checkbox"/>	Project Narrative	CSS Attachment
<input type="checkbox"/>	Application Checklist	CSS Attachment
<input type="checkbox"/>	Application Fee (<i>paid in full</i>)	Pay Invoice Tab
<input type="checkbox"/>	Legal Description (existing and proposed)	CSS Attachment
<input type="checkbox"/>	Deeds	CSS Attachment
<input type="checkbox"/>	Detailed survey plan (when not adequately defined by existing deeds)	CSS Attachment