

**TO: CHAIRMAN, PLANNING AND ZONING COMMISSION  
CITY OF PINEY POINT VILLAGE**

\_\_\_\_\_ I have reviewed the current city ordinances pertaining to requirements for subdividing the captioned property and have to the best of my efforts and knowledge prepared (or had prepared by proper authority) the preliminary and/or final platting substantially in compliance with such ordinances.

\_\_\_\_\_ I have met with the City Engineer for his suggestions concerning the engineering aspects of this proposed platting and he has indicated the plat is ready for presentation to the committee subject to the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I have paid in advance the proper fees to the City of Piney Point regarding the platting of said property and show in evidence of such the following:  
Receipt No.: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

\_\_\_\_\_ Ten copies of each: a brief description letter of information and a reduced to scale drawing, have been presented to the Residential Development Specialist as per instruction, for mailing to the Commission members.

\_\_\_\_\_ I have complied by properly notifying all property owners within 200 feet of the proposed subdivision.

\_\_\_\_\_ I have further properly notified all lot owners in the subdivision for which I am applying for a resubdivision of lot or lots, said subdivision being one for which this Village Authority earlier approved the platting and/or replatting.

\_\_\_\_\_ I understand that unless I can show substantial evidence of the above required preliminary action that the Commission will not be prepared to conclude a hearing on this matter at the appointed meeting date.

Name \_\_\_\_\_  
Signed \_\_\_\_\_ Printed \_\_\_\_\_

Street Address of Property \_\_\_\_\_

In Capacity of: \_\_\_\_\_ Owner \_\_\_\_\_ Engineer \_\_\_\_\_ Other

**THIS FORM MUST ACCOMPANY PRELIMINARY/FINAL PLAT FOR PRESENTATION TO THE COMMISSION.**