

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Comprehensive Plan Land Use \_\_\_\_\_ Gross Acres \_\_\_\_\_

Original Number of Lots \_\_\_\_\_ Number of Lots Created with the Map \_\_\_\_\_

Intent of this Request \_\_\_\_\_

Original map recording information \_\_\_\_\_

Related Applications \_\_\_\_\_

<b>OWNER</b>	Name _____	Email _____
	Address _____	
	City _____ State _____ ZIP _____	Phone (____) _____
<b>APPLICANT</b>	Name _____	Email _____
	Address _____	
	City _____ State _____ ZIP _____	Phone (____) _____
<b>CONTACT PERSON</b>	Name _____	Email _____
	Address _____	Office Phone (____) _____
	City _____ State _____ ZIP _____	Cell Phone (____) _____

By signing this document, I acknowledge that to the best of my knowledge the attached list includes the names of all owners, officers, general partners, managers of limited liability companies, and all other ownership interests in the applicant. Change of ownership after application submittal will delay processing. If ownership changes after application submittal, a new application form and ownership information will be required.

Owner's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

## NOTARY

State of \_\_\_\_\_ County of \_\_\_\_\_

The instrument was acknowledged before me by \_\_\_\_\_

on \_\_\_\_\_

Notary Public \_\_\_\_\_

**CHECKLIST** The application cannot be accepted until the filing requirements below have been met.

- ☐ Original signed & notarized application
- ☐ Copy of the application
- ☐ Fee [\$366 application fee]
- ☐ 1 copy of recorded deed
- ☐ 1 copy of most recent assessor's map
- ☐ 1 copy of legal description
- ☐ 1 set of closure calculations
- ☐ Copy [11" x 17"] of previously recorded map for property being reverted
- ☐ 1 copy [24" x 36"] of Reversionary Map
  - ☐ Signed by owner and notarized
  - ☐ Signed and stamped by surveyor
  - ☐ Name of proposed project
  - ☐ Vicinity map
  - ☐ Total acreage
  - ☐ Total number of lots/lot & block numbers
  - ☐ Lot sizes/dimensions/curve data information
  - ☐ Street names/street widths
  - ☐ Legend/north arrow/scale [each sheet]
  - ☐ Adjacent Assessor's Parcel Numbers/record information/recorded dedications
  - ☐ Easements [public/private/dedication]
- ☐ An original mylar will be requested by the Community Development Department when the map has been approved and is ready to be routed for signatures

Completed applications and all checklist items must be submitted electronically through DSC Online at  
**[dsconline.cityofhenderson.com](https://dsconline.cityofhenderson.com)**

Please email **[DSCOnlineSupport@cityofhenderson.com](mailto:DSCOnlineSupport@cityofhenderson.com)** if you have any questions about using DSC Online.