



**SPECIFICATIONS FOR THE SUBMISSION OF  
PLATS OR BOUNDARY LINE ADJUSTMENT  
MYLARS  
TO BE RECORDED IN THE TOWN LAND  
RECORDS  
WHICH REQUIRE THE SIGNATURE OF THE  
ZONING ADMINISTRATOR**

The submission of plats and boundary line adjustments shall comply with the following specifications:

1. All mylars shall comply with 27 V.S.A. Chapter 17.
2. All mylars shall be legible.
3. All mylars should be 18 inches by 24 inches in dimensions.
4. All mylars shall have the appropriate title block included (please see attached sheet).
5. Complete survey of property by a licensed land surveyor drawn to scale (1 inch = 30 ft. is the preferred minimum).
6. Name, license number, seal, and contact phone number of licensed land surveyor & date prepared.
7. Survey data should be included for all surveys: acreage, property lines, and watercourses. Where appropriate please include contours at two (2) foot elevation intervals (existing and finished), zoning boundaries, base flood elevation, etc.
8. Numerical and graphical scale, date last revised, and north arrow.
9. All requirements specified under the current approved Findings of Fact and Order for the property.
10. Location of easements, public lands, r.o.w.s, sidewalks, public infrastructure, public or private streets (w/names) and other restricted land where appropriate.

**MYLAR SIGNATURE BLOCK OPTIONS**

One of the following signature blocks must appear on any mylar submitted to be recorded in the land records:

This is a boundary line adjustment, not a subdivision. The Town does not confirm or attest to the accuracy of this document or related title issues. Further subdivision requires approval by the Development Review Board.

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

***OR***

Approved by Resolution of the Development Review Board of the Town of Colchester, Vermont on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, subject to the requirements and conditions of said Resolution. Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, Chairman.

**FEES**

**Mylar Recording = \$25**

**Boundary Line Adjustment = \$215**

**Final Plat Recording Fee = \$25**

In addition, it is requested that the following block be printed on each mylar:

COLCHESTER, VT.  
RECEIVED FOR RECORD  
\_\_\_\_\_- AD. \_\_\_\_\_ AT  
\_\_\_\_\_ 0'CLOCK \_\_\_\_\_ MIN \_\_\_\_\_ M  
Recorded in Slide \_\_\_\_\_  
of the Land Records.  
Attest: \_\_\_\_\_  
Asst. Town Clerk