



Real Property Instructions for Dedications

These instructions should be reviewed **before** completing the Real Property Application. Separate Applications are required for each dedication.

Intake Meeting Requirements

Applications are only accepted at a scheduled intake meeting, held every Thursday from 10:00-11:30A in 1/2 hr. increments or at a mutually scheduled time. If the applicant does not have a complete application, all supporting documentation and fees at intake, we cannot accept the application. On the completed Application, please have both the Vested Owner and Designated Rep sign.

Please bring the following documents to the intake meeting:

1. Complete Application Fees \$ _____ per dedication.
2. Legal Description of land proposed for dedication, signed and sealed by a Registered Land Surveyor; Legal Description Closure Report (required).
3. Scaled Depiction of the dedication area described in the Legal Description tied to a section corner, quarter corner, brass cap or valid monument with radial bearings for all non-tangent curves, distances, areas, radii, central angles, dimensions and line and curve data for all calls matching the Legal Description for each dedication area.
4. 1/2 size set or (11 x17) of _____ plans.
5. Copy of an executed, notarized Signature Block of the Vested Owner may be required.
6. A recent Title Commitment (within 60 days) with an electronic copy of the title report, and each Schedule A and Schedule B document saved on CD/ DVD in PDF Format (required) per application instructions.
7. Phase I Environmental Report with Summary (required).

After recordation, as part of the dedication process, the Applicant is required to provide an Owner's Title Insurance Policy to the Town, at Applicant's expense.

If the submission is complete, the property is free from all liens and encumbrances and the Legal Description closure is verified, we can complete the application process. All Real Property documents must be submitted and executed for recordation *prior to* final plan approvals.