



Department of Public Works

Survey Division • Map Team

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REVERSIONARY FINAL/PARCEL MAP MYLAR SUBMITTAL CHECKLIST

application number _____

date _____

- 1 title report less than two weeks old
- 2 check legal in title report with mylar (must match or describe identical area)
- 3 verify property owner signature on mylar if corporation, need articles of organization
- 4 verify owner on title report matches owner in opendoor (if different, e-mail assessor's office)
- 5 check mylar against last plan submitted
- 6 check RMTR/RPMTR letter to confirm everything is complete
- 7 beneficiary statement (separate document if not signing map, copy only)
- 8 all utility signatures must be completed and less than one year old
- 9 all blank references must be completed prior to submittal (adjoining recording info on concurrent maps or vacations, relinquishments or easements may not be completed)
- 10 1 blueline
- 11 RM/RPM - expires _____