

JOB: \_\_\_\_\_

CERTIFICATE OF COMPLIANCE PACKAGE CHECKLIST:

- \_\_\_\_\_ 1. Completed and signed application form.
- \_\_\_\_\_ 2. One (1) copy of the current Grant Deed together with (pre 1972) documentation describing parcel as legal separate parcel:
- a) Gift Deeds: Must have been recorded between **June 9, 1977** and **June 8, 1978** or prior to **March 2, 1972**.
  - b) Parcels of **4 acres or less**: documents dated prior to **July 14, 1971**.
  - c) Parcels **greater than 4 acres, but less than 60 acres**: documents dated prior to **March 4, 1972**
  - d) Parcels **greater than 60 acres**: documents dated prior to **June 6, 1977**.
- \_\_\_\_\_ 3. Title Report within 30 days, together with all backup documents from the title report, or a hyperlinked copy of the Title Report.
- \_\_\_\_\_ 4. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so together with name and title.
- \_\_\_\_\_ 5. Closure report of parcel.
- \_\_\_\_\_ 6. One (1) copy of the current assessor's map page showing the involved parcel if not included in Title Report.
- \_\_\_\_\_ 7. All record reference maps and documents together with documentation of recorded access to the subject property unless abutting a public street.
- \_\_\_\_\_ 8. All Exhibits listed below must be prepared, dated, stamped and wet-signed by a licensed land surveyor or a qualified registered civil engineer.
- \_\_\_\_\_ 9. One (1) copy of revised legal description of parcel labeled as Exhibit "A".
- \_\_\_\_\_ 10. One (1) copy of a plat exhibit labeled as Exhibit "B"
- \_\_\_\_\_ 11. One (1) copy of a site plan exhibit labeled as Exhibit "C".
- \_\_\_\_\_ 12. Completed CERTIFICATE OF COMPLIANCE form, will need to be signed and notarized by record owners.\*
- \_\_\_\_\_ 13. Completed Grant Deed form for Perfecting Deed, will need to be signed and notarized by record owners.\*
- \_\_\_\_\_ 14. Separate Exhibit A and Exhibit B that will be recorded with Grant Deed for perfecting deed.\*
- \_\_\_\_\_ 15. Completed Preliminary Change of Ownership form, will need to be signed by record owners.\*
- \_\_\_\_\_ 16. Completed Documentary Tax Affidavit form, will need to be signed by record owners.\*

( \* ) items are not required on 1<sup>st</sup> submittal but will be required for review and approval prior to documents recording