

JOB: _____

PARCEL MERGER PACKAGE CHECKLIST:

- _____ 1. Completed and signed application form.
- _____ 2. One copy of the current Grant Deed.
- _____ 3. Title Report within the last 30 days, together with all backup documents from title report or a hyperlinked copy of the Title Report.
- _____ 4. If the properties involved are 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 reports of all parcels.
- _____ 6. One (1) copy of the current assessor's map page showing the parcels involved if not included in the 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 for new parcels 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 Parcel Merger 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 1st submittal but will be required for review and approval prior to documents recording