



Certified Parcel Application Sufficiency Checklist

§ 4.1.4.1.1, DRPM

Items listed under on this check list are required for a complete application submittal. Applications will not be accepted if all required items are not included with the initial submittal package. For those items that are to be submitted only if applicable, the EOR must insure that if they are not required, an "NA" is placed on the line for his/her initials. Any item that is not initialed or shown as NA will be considered missing.

Staff Initials	REP/EOR's Initials	Required Submittal Items
		Fee Payment
		Application
		Transmittal Letter
		Owner Affidavit
		Deed – copy of recorded deed
		Survey - including the following:
		Legal description of original certified parcel
		Legal description of proposed lots
		Proposed lot lines and lot dimensions
		Existing structures
		Any existing legally recorded easements or right-of-ways
		2 required copies unless otherwise determined at presubmittal conference
		Concurrency Application including School Concurrency
		An exhibit prepared by applicant containing the two (2) new legal descriptions being created. Labeled Exhibit "A"
		PDF Copy of All Plans and Paperwork on CD or Flashdrive

Signature of Person Submitting Application/Date