



Legal Lot Determination

Submittal Checklist

The following items are required at time of submittal; please use this checklist as a guide. Please note that we cannot accept incomplete applications.

___ **1. Project Information Form**

- Form completed and signed by the owner or applicant

___ **2. Deed History**

- Copies of all deeds or real estate contracts since 1975.
- Prior segregation requests.
- Prior recorded surveys.
- Other information that demonstrates legal lot status

___ **3. Legal Description**

- Full and complete legal description of the property – this may be on the latest deed or can be obtained from a title company or surveyor.

___ **4. Additional Information, if applicable**

- As identified by the Department of Building and Planning.