

Lot of Record Determination

****submit one application per parcel****

Application Fee \$130

Checklist Item	File Name	Discipline	Sheet Type
Proposed Use for Property	01 - Proposed Use	Other	Documents
Title Search of Property Tracing Ownership from Pre-1965 to Present Date (include the active deed in 1965)	02 - Title Search and Deeds	Owner	Documents
County Approval Documents and/or Records	03 - County Approvals	Other	Documents
Any additional supporting documents	Other - [Insert Custom Name Here]		

1. All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.
2. If changes to your application are necessary, you may resubmit your response through the portal. **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the revision column instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**