

PARCEL LEGALITY DETERMINATION LIST OF REQUIRED INFORMATION

REQUIRED FOR ALL APPLICATIONS

- Application Packet (available on line at <http://sccoplanning.com> or at the Zoning Counter)

PARCEL LEGALITY SUBMITTAL REQUIREMENTS

- A cover letter detailing how and when the parcel(s) were created including the specific legal reasoning as to why the parcel(s) should be considered as legally created.
- A complete Chain of Title, prepared by a title company, that includes copies of all applicable deed instruments. All deeds must be legible. The chain of title shall extend back to the "parent" legal lot of record from which the subject unit of real property was created in its current size and configuration, as well as all recorded subdivisions, recorded surveys and adjudicated settlements that affect the subject property.
- Color coded maps, which correspond to the complete chain of title, shall be provided. Full size copies of all recorded map *may* be required.
- For parcels developed with improvements, including structures, wells, and septic systems. the following information must be submitted.
 - A complete copy of the Assessors Residential Building Records.
 - A survey map which accurately shows the location of all improvements relative to all property lines. For large rural lots, a request for waiver from this requirement may be submitted for consideration by the Planning Director.
 - Copies of any and all development permits applicable to the property (building permits, development permits, Environmental Health Services Permits, etc.)
- A letter from the Santa Cruz County Assessor's Office indicating that the owner has, or has not, requested only one tax bill at any point in time.