



Parcel Legality Determination/ Certificate of Compliance Submittal Checklist

All parcel legality submittals shall be accompanied by the following information. The applicant is required to attest to the fact that all elements are provided by checking the boxes alongside each required item and by signing the last page of the checklist. All elements are required, *unless either waived by planning staff or by attesting (as the applicant) that the subject element is not applicable by writing N/A alongside the required element.*

Parcel legality determination applications are submitted electronically through ePlan in two file types: Application (APP) and Supplemental Documents (SUP).

- APP (APPLICATION) FILE:** Discretionary Permit Application (Form PLG – 100)
 - Parcel Legality Determination Submittal Checklist
 - Owner/Agent forms ([PLG-210](#)). An Owner/Agent form is required for all parcels other than the applicant's.

- SUP (SUPPLEMENTAL DOCUMENTS FILE):** Discretionary Permit Supplemental Documents Index (Form PLG – 135)

PARCEL LEGALITY SUBMITTAL REQUIREMENTS – SUPPLEMENTAL DOCUMENTS

- 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 maps 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 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.

I hereby certify that the above-listed required information has been included as part of the initial application submittal (unless waived by a staff planner).

Signature of Owner or Authorized Agent

Date