

CERTIFICATE APPLICATION CHECKLIST

Application:	Check <input checked="" type="checkbox"/>
The names and addresses of the owners of the subject property and their agents if any	
Proof of current ownership by recorded deed	
Current and void property card(s) if applicable	
Application fee \$50.00/\$13.00 per page recording	
Additional Documents:	
A legal description (deed) of the property proposed to have the certificate	
Proof that all city, county, and state ad valorem taxes due upon the property have been paid in full	
Letter of Request	



Merger by Contiguity Certificate Application

Date Filed: _____, 20____ Application No. _____

Name of Applicant _____ Phone # _____

Company Name (if applicable) _____ Email _____

Address _____
Street City State Zip Code

Legal Description of Property:

Land Lot _____ District _____ Section _____ Parcel _____

Address _____
Street City State Zip Code

Name of Property Owner _____ Current Zoning: _____

Owner's Address _____
Street City State Zip Code

Property is located in: City Unincorporated County

*NOTE: a \$50.00 fee will be assessed for application fee and is non-refundable. The fee must be paid at the time of the submittal of the request to Planning and Zoning Department.

Office Use Only
STAFF SIGNATURE: _____ DATE RECEIVED: _____
DATE COMPLETED: _____