



Real Property Instructions for Reclassification

These instructions should be reviewed **before** completing the Real Property Application. Separate Applications are required for each reclassification area.

Intake Meeting Requirements

Applications may be accepted at a scheduled intake meeting, held every Thursday from 10:00-11:30A in 1/2 hr. increments or at a mutually scheduled time. If the applicant does not have a complete application, all supporting documentation, current title and fees at intake, we cannot accept the application. On the completed Application, please have both the Legal Vested Owner and Designated Rep sign.

Please bring the following documents to the intake meeting:

1. Complete Application Fees \$ 280 per reclassification per vested property owner (Title Review Fee).
2. Legal Description of property being reclassified, signed and sealed by a Registered Land Surveyor.
3. Scaled Depiction of the property being reclassified described in the Legal Description tied to a section corner, quarter corner, brass cap or valid monument with radial bearings for all non-tangent curves, distances, radii, central angles, dimensions, line and curve data for all calls and total areas matching the Legal Description.
4. Legal Description Closure Report.
5. 1/2 size set or (11 x17) of Plat/Development/Improvement Plans or _____ Plans.
6. Copy of a signed, notarized Signature Block of the Legal Vested Owner may be required.
7. A recent Title Commitment (within 60 days) with an electronic copy of the title commitment, and each individual Schedule A and Schedule B document saved on CD/DVD in PDF Format per title review instructions.

If the submission is complete and the Legal Description closure is verified, we can complete the application process.

All Real Property documents must be submitted and executed for recordation *prior* to final approval.