

Procedure for all deeds submitted to Planning Commission

1. All deeds are submitted to Tax map first.
2. After Tax Map approves and stamps deed, then deed is submitted to Planning Commission.
3. Client then picks up deed from Planning.

Out of town clients:

Mail the deed and all applications to Tax map with a postage paid envelope addressed to Planning Commission. Enclose a Letter to Tax Map requesting that they forward the deed to Planning. Do the same for Planning, a letter requesting to whom reviewed deed should be mailed to along with an envelope addressed and postage paid to whom you want it sent (Auditor's Office, Recorder's Office) Contact each department to clarify any fees due at time of submission of deed. Be sure to include checks made payable to the appropriate departments. We will then send the deed out as instructed.

If out of town client needs our application we can fax it to them and then they can reproduce it for future transfers.