Legal Lot Verification Letter Request Form

A Legal Lot Verification Letter is a document provided by the City acknowledging whether a particular tract of land was created lawfully. A legal or lawful division of land is one that was done in compliance with, or prior to, applicable subdivision regulations. A parcel boundary used for property taxation or conveyed by deed to transfer ownership or title is not necessarily indicative of a lawfully created division of land. The Legal Lot Verification process does not make claims as to ownership, title or boundary locations.

A separate request form and fee is required for each property. The non-refundable fee for a Legal Lot Verification Letter is $56, made payable to City of Georgetown. All requests must be submitted in PDF format on a CD/DVD or Flash Drive. Media submitted will not be returned. Make sure to fill out this form completely, provide the appropriate information, and include full payment to avoid delays. Please allow a minimum of twenty (20) business days for processing of your request.

Submittal Documents:

Please group into a single PDF document titled *Application Information*.

- Legal Lot Verification Letter Request Form
- Copies of all recorded deed(s) for the subject property from a date prior to May 10, 1977, to the present establishing the configuration of the lot (available at the Williamson County Clerk's Office or online at www.wilco.org)
- A location map, survey, plat, or tax map with the property boundaries clearly delineated

Property Information:

Address:_____ Tax ID #(s):_____
(Street Address) *(Zip Code)*

Legal Description:_____

Applicant's Information:

Name:_____ Company:_____

Mailing Address:_____
(Street Address) *(City)* *(State)* *(Zip Code)*

Phone:_____ Email:_____

Recipient's Information: *(If different from the applicant)*

☐ Same as owner

Name:_____ Company:_____

Mailing Address:_____
(Street Address) *(City)* *(State)* *(Zip Code)*

Phone:_____ Email:_____

Applicant Signature:_____ **Date:**_____