



# PUBLIC RECORD CHECKLIST

Property Address: \_\_\_\_\_

## 1. ASSESSOR'S OFFICE

Any Tax Exemptions? ☐ Homestead \$ ☐ Veterans \$ ☐ Tree Growth \$  
☐ N/A

☐ ATTACH Property Data Card -required

☐ ATTACH Tax Map - required

## 2. CODE ENFORCEMENT OFFICE

DATE VISITED: \_\_\_\_\_

1. Current Zoning: \_\_\_\_\_ Flood Zone? ☐ Yes ☐ No Zoning Overlay? \_\_\_\_\_

2. Does current use appear to conform to zoning restrictions?

3. Number of legal dwelling units permitted per ordinance?

4. Septic system located in a shoreland zone? ☐ Yes ☐ No ☐ N/A

5. Record dates & descriptions of permits issued or code enforcement issues, if any. DO NOT LEAVE BLANK

## 3. SUBMIT THE FOLLOWING DOCUMENTS IF APPLICABLE:

☐ Pertinent code enforcement file documents (from section 2 item 5 above)

☐ Zone Overlays (from section 2 item 1 above)

☐ Recorded survey (if deed only references a plan to describe the property)

☐ Recorded easements, restrictions, covenants or subdivision plan restrictions

☐ Association declarations, bylaws, rules/regs

☐ Association financial statements

☐ Condominium resale certificate or public offering statement

☐ Septic Design (HHE 200)

4. COMPLETED BY: \_\_\_\_\_

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