



Applicant's Checklist – Innocent Purchaser

P1.6

The following checklist is the minimum that is required for an Innocent Purchaser application. All Innocent Purchasers must comply with all requirements within the Short Subdivision Ordinance CCC.18.34.180 and RCW.58.17.210. All applications will require the appropriate fees upon submittal.

Applicant Check	Preliminary Application Materials	Staff Check
<input type="radio"/>	Complete Master Application, including developer and property owner if different.	<input type="radio"/>
<input type="radio"/>	Name and address of surveyor and/or engineer, if applicable.	<input type="radio"/>
<input type="radio"/>	Letter of Authorization – written permission from the property owner if property owner is not the applicant.	<input type="radio"/>
<input type="radio"/>	Property Packet: <ul style="list-style-type: none"> • Copy of current deed, legal description of the property including section, township, range, subdivision, parcel and tax lot numbers, and number of acres. • Copies of restrictions, easements, covenants and/or agreements, which are existing or proposed for property. • Planning Clearance Standard Parcel Report. • Assessor's Tax Map, Air photo, existing Zoning and/or Comprehensive Plan maps. 	<input type="radio"/>
<input type="radio"/>	List of property addresses and owners within 300 feet of the proposed subdivision site. If the owner of the proposed special use site owns other real property contiguous to the project site, the list shall include the names and addresses of real property owners located within 300 feet of the contiguous ownership of the applicant.	<input type="radio"/>

Applicant Check	Site Plan	Staff Check
<input type="radio"/>	10 copies of a reproducible size 8"x11" to 11"x17" max.	<input type="radio"/>
<input type="radio"/>	Name and address of surveyor and/or engineer and property owner.	<input type="radio"/>
<input type="radio"/>	Date, scale and north arrow.	<input type="radio"/>
<input type="radio"/>	A vicinity map clearly identifying the location of the proposed site.	<input type="radio"/>
<input type="radio"/>	Dimensions and location of the proposed site, location, width and names of all public and private roads and pedestrian ways within or abutting the site, and existing and proposed structures.	<input type="radio"/>
<input type="radio"/>	Show physical features of site: <ol style="list-style-type: none"> 1. The location of permanent and topographic features, which will have an impact upon future development. 2. Hydrology, surface drainage, streams or water bodies, and wetlands. 3. Critical areas as known. 	<input type="radio"/>
<input type="radio"/>	Location of wells, drainfields or public utilities, if applicable.	<input type="radio"/>

Applicant Check	Written Narrative	Staff Check
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| <input type="radio"/> Describe your circumstances of the purchase and the previous permit activity. | <input type="radio"/> |
| <input type="radio"/> State why you believe you should qualify for an innocent purchaser status. | <input type="radio"/> |
| <input type="radio"/> Demonstrate why the illegal division will not adversely affect public health, safety, or welfare. | <input type="radio"/> |
| <input type="radio"/> Demonstrate that the purchase was for value without actual notice.* | <input type="radio"/> |
| <input type="radio"/> Explain why using usual caution, due diligence and real estate methods you could not discover the status of the subject property prior to purchase. | <input type="radio"/> |

Applicant Check	Supporting Documents & Studies	Staff Check
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| <input type="radio"/> Copy of Title Report issued at the time of purchase. | <input type="radio"/> |
| <input type="radio"/> Property's land division history from February 6, 1976. | <input type="radio"/> |

**Value in real estate is defined as "the worth of the rights arising from ownership; the quantity of one thing that will be given in exchange for another. For instance, a property may have a certain value to its owner (value in use) equal to the amount of other property (typically cash) that the owner would be willing to accept in exchange for the property without loss in wealth or well-being..." Dictionary of Real Estate Terms, 2nd Ed., Jack P. Friedman and other, Barron's Educational Series, Inc. 1987.*