



# JRC Application Checklist



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All Accepted JRC Applications **MUST** Include:

- All sections of the application completed in full.
- A clear 8.5 x 11-inch drawing or map of the requested property interest highlighted in different colors or cross-hatched in different patterns, with a legend indicating property owned by other abutting property owners (if applicable) and the property requested to be sold.
- One recently dated aerial photograph and at least (3) three different, full size, recent, clear photographs of the subject area taken from different directions or points of view marked or otherwise indicating the requested property in relation to reference points such as streets, the applicant's property, etc.
- The subdivision plat, deed, or other legal instrument that dedicated or conveyed the City's or public's ownership of the requested property interest, in a clearly readable form with the recording information. The subdivision plat must be as large as necessary to accommodate the map and dedicatory language on one page.
- Harris County Appraisal District printouts showing the applicant's property ownership, the City's ownership, and any other abutting property owners' ownership if applicable.
- Surveys or City drawings of the subject area if available.
- Current title report of the parent tract.
- Authorization letter for Agent to act on Applicant's behalf (if applicable).
- Site plan of current and proposed project (if available).
- Signatures of all applicants and Agents.