

## Prop 207 Claim Checklist

- Municipality may only accept original signed claims. Municipality will not accept claims sent via facsimile or electronically.
- Name, mailing address, telephone number, and email of the claimant.
- If the claim is submitted by a person acting for the claimant (relative or agent) then list that person's name, mailing address, telephone number, email, along with a written statement or authorization (statement of representation) from the claimant authorizing the person to submit the claim. The statement of representation shall be signed by the claimant expressly authorizing the person submitting the claim to do so on the claimant's behalf, describing in detail the person's authority to act on the claimant's regarding the claim. The statement of representation shall be notarized.
- A description of the interest held by the claimant or, if multiple owners, a description of the interest held by each claimant. Examples include fee title, contract of purchase, lessee, life estate holder, trust.
  - If property is held as a trust, please provide date of trust, whether trust is revocable or irrevocable, whether claim is filed on behalf of trust or of individual (or both), and attach to application the certificate of trust indicating current trustees of the trust;
  - Is property owned by a corporation, partnership, LLC, or LLP? Is claim being made on behalf of corporation, or if partnership or LLP, is claim being made by all partners or individual partners?
- A legal description of the property for the claim, i.e county, city/town, tax lot number for each parcel or property, the township, range, and section for each tax lot. Person could obtain and include in claim a copy of the county assessor's "plat" or "deed" card for each tax lot for which a claim is made. Include a street address of each property;
- Evidence of ownership for each claimant. This could be evidenced by a preliminary title report from a title company or a deed conveying title to the claimant. Also include date ownership acquired;

- Current zoning and date of zoning change;
- Property size (acreage);
- A description of the claimant's *desired* use of each lot or parcel that is restricted by the local land use regulation, i.e. type of use and intensity of use;
- If the claimant has filed a claim with the state or the county, attach a copy of the claim and state whether the desired use of the property is the same for the local claim as for the state or county claim;
- The land use regulation that the claimant alleges reduces the fair market value of the claimant's property, describe how the regulation restricts the desired use of the property. If regulations other than municipal laws restrict the claimant's desired use of the property and reduces the fair market value, inform the claimant of the appropriate government authority to contact;
- A statement by the claimant, along with any supporting evidence, that the enactment of the land use regulation *reduces* the fair market value for each property. Please attach appraiser's report or any other documentary evidence that supports the claim;
- The dollar amount of just compensation the claimant demands;
- Information describing any encroachments, easements, CC & Rs and other private restrictions on the claimant's use of each lot or parcel;
- Written permission from the claimant and all other owners who have a right to restrict access authorizing the local government employees, agents, or contractors as necessary to enter the property to appraise it and to verify information in the claim;
- A sworn, notarized statement signed by the claimant, *and* by the person submitting the claim (if different from the claimant) attesting that the information contained in the claim is accurate and correct;
- Other claims concerning the same property, including any past land use decisions concerning the property.