



LOT COMBINATION GENERAL INSTRUCTIONS AND APPLICATION

The revised code of Washington (RCW) Section 58.17.040 (6) allows for adjusting the boundary (combining) line between contiguous properties provided that:

- No additional parcels, sites, tracts, or lots are created; and
- No parcels are established which have insufficient area or setbacks as required by zoning or other regulations.

In order to insure that a Lot Combination meets these requirements, it must be reviewed by the Planning and Land Services Department. Once approved, it must be recorded with the Pierce County Auditor.

REQUIRED ELEMENTS OF A DECLARATION OF LOT COMBINATION (SEE SAMPLE COPY ATTACHED) ARE AS FOLLOWS:

1. The Declaration of Lot Combination document must contain the complete and accurate legal descriptions (including any recorded easements along with the parcel number(s) of the Existing/Original. When completed, the document must contain the Notarized acknowledgements and signatures of ALL involved parties;
2. An accurate drawing of the Existing/Original and the Revised/Combined parcels, depicting the parcel number, the location of all roads, easements, structures, and other features. The drawing does not need to meet a particular scale, but it must be legible and clearly show property dimensions, distances from all structures to property lines, and an arrow pointing to the North. A clear one (1) inch margin shall be left on all four (4) sides of the drawing. Drawings should not exceed 8 ½" x 14" in size. The existing/original lots must be labeled Parcel A, Parcel B, and so on;
3. Deeds, deeds of trust, or mortgage releases if ownership is being transferred;
4. "Declaration of Lot Combination" must be clearly filled in with dark ink printing or typing. The document must have exact State required margins as follows: 3" Top Margin, 1" on each Side and Bottom of the page (your return address can be within the 3" top margin). All other sheets must have 1" margins on both sides.

Once drafted, the original proposed Lot Combination documents (including items 1 through 4 above) plus one (1) full copy shall be submitted at the Development Center for fees and application number prior to distribution to the Planning Section. In the application, be sure to attach the name, address, and phone number of the person who should be contacted when the Declaration of Lot Combination is ready to record or if a problem arises.

When approved the applicants are notified that four (4) copies of their Declaration of Lot Combination Documents are ready for recording with the Pierce County Auditor, along with necessary supportive documents such as an excise tax affidavit deed(s), deed(s) of trust, or mortgage releases. *One (1) copy of the recorded document shall be returned to the Planning and Land Services Department, and one (1) copy to the Assessor Treasurers Office, to assure proper processing of the revised parcels.*

CAUTION: Applicants may wish to obtain a title report and have the Declaration reviewed by a licensed land surveyor and/or title officer to ensure that all deeds, legal descriptions, and maps are correct and accurate. The accuracy of the Declaration and the associated deeds is the responsibility of the applicant. Pierce County assumes no liability for any errors or complications that arise there from.

County Planning File Number _____
Auditor's Recording Number: _____

APPLICATION FOR LOT COMBINATION
Pierce County Planning and Land Services

NATURE OF REQUEST:

Taxpayer/Owner _____ Phone: _____
Address _____
City/State _____

Applicant _____ Phone: _____
Address _____
City/State _____

Agent _____ Phone: _____
Address _____
City/State _____

Parcel Data:

Site Address: _____ Parcel #: _____

Location: Quarter Section _____ Section _____ Township _____ Range _____

Related Parcels: _____

Existing Zoning: _____ Shoreline Environment: _____

Legal Description:

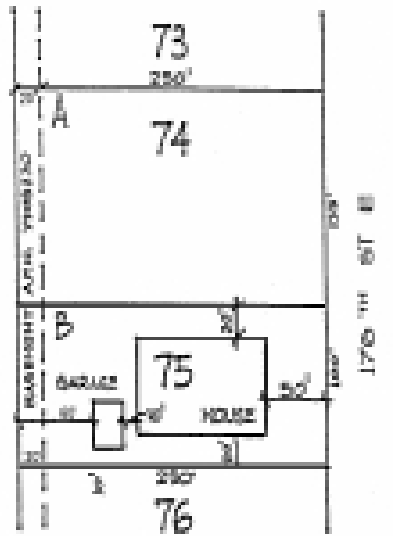
All dimensions must be shown, total square footage must be shown on revised lot drawing. Please list parcel numbers for the original lots.

Revised 05/15/07

LEGAL DESCRIPTION EXHIBIT MAPS

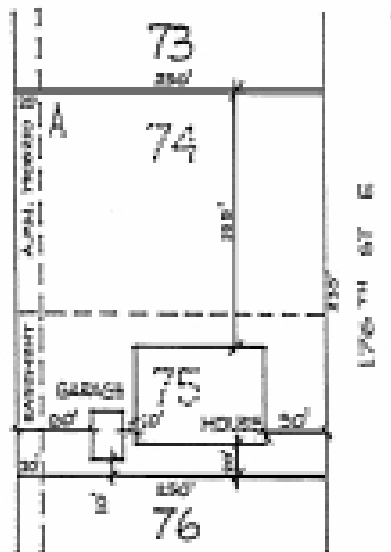
LOT COMBINATION

ORIGINAL LOTS



Must be
Drawn
To Scale

REVISED LOTS



All dimensions must be shown, total square footage must be shown on revised lot drawing. Please list parcel numbers for the original lots.

