



LOT COMBINATION APPLICATION

Application Fee: \$180.00

# Copies Required:	Description of Required Documents:
1	Lot Combination Fee
2	Lot Combination Application
2	Notice of Parcel Merger
2	Existing legal descriptions
2	New legal description (To include all lots being combined)
3	Current Title Report (within 30 days of submittal)
2	Documentation necessary to verify legal lot status. Refer to LMC 18A.50.115.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustments or possibly a chain of title report. *
2	<p>Accurate, scaled site plan</p> <p>Two (2) copies of a legible, accurate, scaled site plan (to be drawn on 8 ½ x 11 paper). Provide one (1) inch margins on all sides of page and include the following information:</p> <ul style="list-style-type: none"> ▪ All tax parcel numbers ▪ Roads ▪ Easements ▪ Existing structures/ existing building footprints (indicate whether to be demolished) ▪ Existing parcel lines (thin dashed lines) ▪ Proposed/ revised parcel lines (bold heavy lines) ▪ Lot dimensions and proposed lot areas ▪ Provide space for new address assignments for each lot (to be assigned by the Building Official). <p>Minimum 1 inch margins required for exhibits</p>

*If you have any questions, please ask to speak with a planner.



LOT COMBINATION APPLICATION

APPLICATION FEE: \$180

ADDRESS/LOCATION: _____

PROPOSED USE: _____ ZONE: _____

PIERCE COUNTY PARCEL NUMBER (S): _____ ACRES: _____

¼ Section _____ SECTION _____ TOWNSHIP _____ N RANGE _____ E

PROPOSED PROJECT DESCRIPTION/INTENT:

APPLICANT: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Professional License No: _____

Signature: _____ Contact Person: _____

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ License No: _____

PROPERTY OWNER 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

PROPERTY OWNER 2: (if more than two property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

The property owners signed above certify that the above information is correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application.

OFFICE USE ONLY:

DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____

DATE APPLICATION COMPLETE: _____ COMPLETENESS REVIEW BY: _____

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A LOT COMBINATION APPLICATION:

- A. **The completed original application form and one (1) additional copy, making sure that all of the required signatures have been obtained.**
- B. Two (2) copies of the notice of Parcel Merger Form – legibly handwritten or typed.
- C. Two (2) copies of the existing legal descriptions.
- D. Two (2) copies of the new legal description, describing all lots to be combined.
- E. Three (3) copies of a current title report (issued within 30 days of short plat submittal).
- F. **Two (2) copies of documentation necessary to verify legal lot status. Refer to LMC 18A.50.115.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustment documents or possibly a chain of title report.***
- G. Two (2) copies of a legible, accurate, scaled site plan (to be drawn on 8 ½ x 11 paper). Provide one (1) inch margins on all sides of page and include the following information:
 - All tax parcel numbers
 - Roads
 - Easements
 - Existing structures/ existing building footprints (indicate whether to be demolished)
 - Existing parcel lines (thin dashed lines)
 - Proposed/ revised parcel lines (**bold heavy lines**)
 - Lot dimensions and proposed lot areas
 - Provide space for new address assignments for each lot (to be assigned by the Building Official).

*If you have any questions, please ask to speak with a planner.

All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete.

Handouts and application forms may be revised without notice.

Section 1) Legal description of original parcels:

Said properties being situated entirely within the City of Lakewood, Washington.

Section 2) Legal description of property after parcel merger:

Said property being situated entirely within the City of Lakewood, Washington.

Section 3) Approval by local jurisdiction:

The petition of the property owner to merge the separate properties described in Section 1 above into a single legal lot of record as described in Section 2, is hereby approved by the City of Lakewood. Upon recording this document, the separate real properties described in Section 1 shall become one legal lot of record as described in Section 2. This merger is binding upon recordation and the resulting parcel may only be divided through the formal subdivision process as required by the City of Lakewood.

Community Development Director
City of Lakewood

Date

ALL TAXES, ULIDS, AND SPECIAL ASSESSMENTS MUST BE CURRENT BEFORE THIS PARCEL MERGER CAN BE PROCESSED.

FOR ASSESSOR/TREASURER DEPARTMENTAL USE ONLY –

Is property within ULID Yes () No () If yes, ULID Number _____