



## Lot Combination

### CITY OF PUYALLUP

Development Services  
333 S. Meridian  
Puyallup, WA 98371  
Phone: 253-864-4165  
www.cityofpuyallup.org

#### Submittal Checklist:

- 2 Copies of completed application form
- 2 Copies of drawing showing existing and revised property lines
- 2 Copies of declaration of lot combination

#### Is ownership of properties being transferred?

- If Yes: 2 Copies of deeds, deeds of trust, or mortgage releases
- If No: no deeds or mortgage releases needed

Application Fee  
2 Lots.....\$130  
3+ Lots.....\$240

**Please see page 2 for detailed submittal requirements**

Rev 1/2020

This application is for combining two or more legal lots of record into a either a single lot of record or into multiple new lots of record, not to exceed the original number of lots. This application is only to be used to remove existing lot lines. This application is not for moving lot lines. Once complete, these lots will not be able to be divided except through a short plat process. Please note that incomplete application packets may cause a delay in reviewing your application. Once the lot combination has been approved by the City it must be recorded with the Pierce County Auditor in order to be finalized. If you have any questions, please contact the Planning Division at (253) 864-4165 ext 3 or [Planning@ci.puyallup.wa.us](mailto:Planning@ci.puyallup.wa.us).

## Application Information

### Site Information

Parcel Numbers:

Street Addresses:

### Applicant Information

Name:

Street Address:

City:

State:

Zip:

Phone:

E-mail:

### Owner Information

Name:

Street Address:

City:

State:

Zip:

Phone:

E-mail:

Contact owner about application Yes or No

### Owner Information 2 (if additional owners attach another sheet)

Name:

Street Address:

City:

State:

Zip:

Phone:

E-mail:

Contact owner about application Yes or No

### SURVEYOR INFORMATION (if applicable)

Name:

Agency Name:

Street Address:

City:

State:

Zip:

Phone:

E-mail:

State of Washington Professional Land Surveyor Registration No.:

Name of Registered:

Expiration Date:

Contact Surveyor about application Yes or No

# SUBMITTAL REQUIREMENTS

## Declaration of Lot Combination

The 'Declaration of Lot Combination' form on pg. 5-6 of this application must be filled out and included with this application. This 'Declaration of Lot Combination' must be recorded with the Pierce County Auditor once the city has approved it. The following elements are required to be included in the declaration:

- 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; 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.
- An accurate map of the Existing/Original and the Revised/Combined parcels (see requirement 2 below for more detailed instructions, see pg. 7 for an example map)
- Deeds, deeds of trust, or mortgage releases if ownership is being transferred; Once combined, the combined parcel(s) must have the same undivided ownership.

## DRAWING OF EXISTING & REVISED PROPERTY

A legible, scaled drawing shall be prepared showing the existing and revised property boundaries. The drawing shall not exceed 8 ½" X 14" in size. A clear one (1) inch margin shall be left on all four (4) sides of the drawing. See attached sample page 7.

The drawing shall include:

- Existing boundary lines (prior to combination) as a heavy solid line
- Eliminated boundary lines as a dashed line, remaining boundary lines as heavy solid lines
- The existing/original lots must be labeled 'Lot 1', 'Lot 2', and so on
- The proposed lot(s) must be labeled 'New Lot 1', 'New Lot 2', and so on
- Tracts must be labeled 'Tract A', 'Tract B', and so on
- North arrow
- Scale
- Date
- Assessor's Parcel Numbers
- Property owner's name and address
- Location of adjoining streets and alleys and their names
- All buildings
- All access drives
- All easements
- Distance from all property lines to all buildings (after combination)
- property dimensions, including square footage of the newly created lot(s)

The drawing shall also be prepared in a format that is acceptable for recording by the Pierce County Auditor.

An official survey by a licensed surveyor is not required for approval of a lot combination. However, 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. The City of Puyallup assumes no liability for any errors or complications that arise there from. Applicant is advised, prior to submittal, to research any potential deed restrictions, covenants, private agreements (include HOA agreements), etc. which may preclude the subject site from being combined. These agreements and restrictions are not reviewed nor enforced by the City of Puyallup. They may be enforced by other private parties and resolving the issues prior to submittal will save you time and money later in the process.

# APPROVAL CRITERIA

Lot combinations shall not be approved, if approval would result in one or more of the following:

- Create any additional lot, tract, parcel, site or division;
- Result in a lot, tract, parcel, site or division which contains increased density or insufficient area or dimension to meet the minimum requirements for area and dimension as set forth in the land use and health codes and regulations, except as permitted in accordance with the nonconforming lots of record provisions set forth in PMC 19.12.080;
- Result in an increase or creation of a non-conformity to the current Puyallup Municipal Code (such as exceeding the number of dwelling units allowed per lot).
- Diminish or impair drainage, water supply, existing sanitary sewage disposal, and access or easement for vehicles, utilities, and fire protection for any lot, tract, parcel, site or division;
- Diminish any easement or deprive any parcel of access or utilities, unless alternate easements, access or utilities can be satisfactorily provided;
- Replat or vacate a plat or short subdivision, this includes recombining all of the lots within a previously platted area.
- Amend the conditions of approval for previously platted property;
- Includes property currently not annexed to the city; or
- Extend or increase the use of city utilities previously granted under an approved pre-annexation utility extension agreement.
- Create a lot that has a divided ownership (where each owner owns only a portion of the lot, not the whole lot).

## REVIEW PROCEDURES

1. Submit all required hard copies to the Development Services Center (2<sup>nd</sup> floor, Puyallup City Hall, 333 S. Meridian)
2. Once reviewed by City staff, the applicant (and the owner and surveyor if indicated) will be emailed with any required corrections to the proposed lot combination.
3. If corrections are required, resubmit the revised application to the Development Services Center.
4. Once approved, City staff will sign the City approval page of this application.
5. The applicant will be notified via email and phone that the lot combination and signed approval are ready to be picked up at the Development Services Center
6. **REQUIREMENT FOR RECORDING:** Take the signed application packet, declaration of lot combination, and lot combination map exhibit to the Pierce County Auditor's office for recordation. All approved lot combinations shall be recorded with the Pierce County auditor following approval by the city and compliance with Pierce County requirements (Ord. 2591 § 2, 1999).
7. **EXPIRATION:** An approved lot combination or consolidation shall be recorded within 30 days of city approval, or the lot combination or consolidation shall be null and void. (Ord. 2591 § 2, 1999).

# CERTIFICATION

I hereby state that I am the owner or authorized agent listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

**RIGHT OF ENTRY:** By signing this application the applicant grants unto the City and it's agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

**All owners must sign this application document. If more signature lines are needed, attach an additional page.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Please have property owner sign this document.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Owner


\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Signature of Applicant (if different from above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



**City of Puyallup Approval**

This proposed lot combination meets or is exempt from subdivision codes. Failure to record this lot combination (if approved below) within 30 days of the date listed below will nullify the approval. The approval of the lot combination shall not be a guarantee that future permits will be granted for any structure or development within a lot affected by the combination or consolidation.

Approved

Approved with Conditions

Denied

Conditions:

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Signature

Date

Printed Name

Title

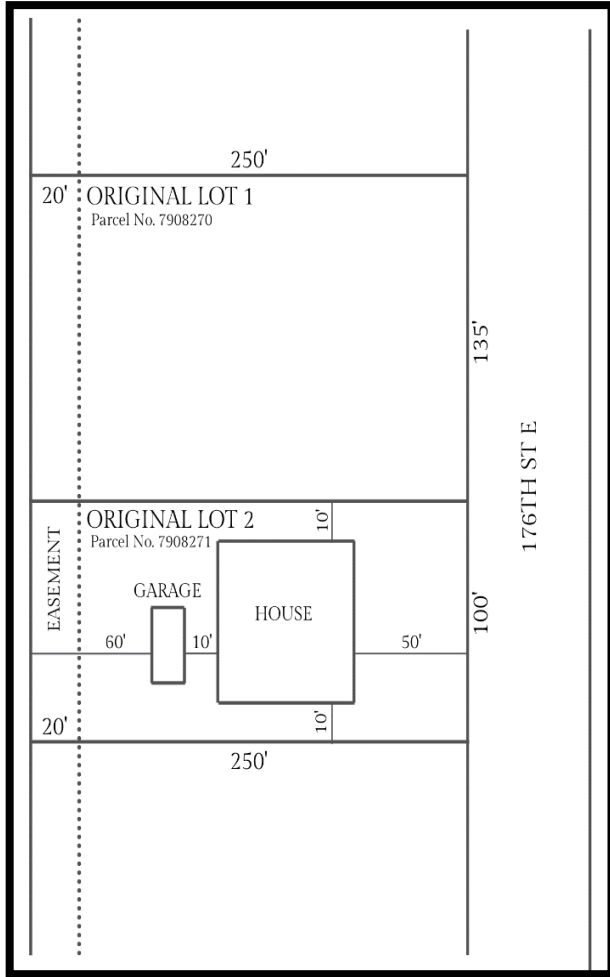
Department

Phone

Email

# LOT COMBINATION LEGAL DESCRIPTION EXHIBIT MAPS EXAMPLE:

## ORIGINAL LOTS



## REVISED LOT

