

**Development and
Permitting Services**
333 S. Meridian
Puyallup, WA 98371
253-864-4165
www.cityofpuyallup.org

Lot Combination

Application Fees

2 Lots: \$130.00
3+ Lots: \$240.00

This application is for the request to combine two or more legal lots of record into either a single lot of record, not to exceed the original number of lots. A lot combination can only remove existing lot lines and cannot be used to move lot lines. Please be aware that these lots will not be able to be subdivided again, except through a short plat process. Once the lot combination has been approved by the City it must be recorded with the Pierce County Auditor in order to be finalized.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for Planning Permit"
- 3 Select "Lot Combination" from drop down list. Fill out all sections of the online form and upload all required documents. Note: Failure to upload all the required documents will delay the processing of your application.

Owner Information 1

Name: Through Terra
Street Address: 2412 Inter Avenue
City: Puyallup State: WA Zip Code: 98372
Phone: _____ E-mail: rich@through-terra.com

Owner Information 2

Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ E-mail: _____

Owner Information 3

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Applicant / Agent Information

Same as owner

Name: Jennifer Caldwell

Street Address: 429 - 29th Street NE, Suite D

City: Puyallup State: WA Zip Code: 98372

Phone: 253-848-4282 E-mail: jcaldwell@cesnwinc.com

Site Information

Parcel Number(s): 2105200320, 2105200350, 2105200340, 2105200361

Property Address(es): 2412 and 2422 Inter Ave, Puyallup, WA

Nature of Request (be specific):

A lot combination request for the Through Terra Properties. The lot combination is a request of the site development permit.

Surveyor Information (if applicable)

Name: Charles Podzalne, PLS

Street Address: 429 - 29th Street NE, Suite D

City: Puyallup State: WA Zip Code: 98372

Phone: 253-848-4282 E-mail: cpodzalne@cesnwinc.com

State of Washington Professional Land Surveyor Registration No. 50986

Name of Registered: Charles E. Podzalne Expiration Date: February 21, 2027

Contact surveyor about application? Yes No

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. Once approved, City staff will sign the City approval page of this application.
2. The applicant will be notified via email and/or phone that the lot combination and signed approval are ready to be picked up at the Development Services Center permit counter.
3. Requirement for Recording: Applicant to 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).
4. 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).

Submittal Checklist

- 1. Completed and Signed Application Form
- 2. 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.

3. Drawing of Existing & Revised Properties:

- 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
- Legal descriptions (existing and revised)
- 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.

4. (optional) 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.

Certification

I hereby state that I am the applicant 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 its 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.

Signature of Owner:  Date 6/20/25

Signature of Applicant: _____ Date: _____
(or authorized agent)