

INSTRUCTIONS FOR LOT COMBINATION APPLICATION

PURPOSE OF A LOT COMBINATION:

To accommodate new construction that would encroach upon building setbacks or cross existing lot lines - includes building additions and septic system repair/construction. **NOTE:** Redivision of these lots, once combined, will require subdivision approval, if allowed by the Planning Department. In almost ALL CASES this will be a PERMANENT combination, not reversible.

GENERAL DIRECTIONS:

- ◆ **THIS FORM IS TO BE USED TO PERMANENTLY (IN MOST CASES) COMBINE TWO OR MORE PARCELS.** If the property is located within the city limits you will need to contact that particular city and this form CANNOT be used.
- ◆ Please remember in almost all cases this will be a **PERMANENT** combination. The properties will probably never be able to be separated again.
- ◆ Ownership needs to be **EXACTLY THE SAME** on all parcels to be combined.
- ◆ When filling out the form please use the legal descriptions from the recorded deed(s) and NOT the abbreviated legal descriptions the county uses. Please see the included instructions for more information about filling out the form.
- ◆ Before the form can be recorded in the Auditor's Office you will need to pre-pay all of the taxes through the end of the year on all parcels to be combined.
- ◆ The recording fee is currently \$73 for the first page and \$1 for every page or side after that. For example a two page form would have a recording fee of \$74 and the check would be made out to the **Island County Auditor's Office**. You may want to contact the Auditor's Office at (360) 240-5549 to check to see if the recording fee has been changed.
- ◆ **ALL** owners need to sign the form.
- ◆ Once the form is filled out it may be brought to the county for recording. There are two offices you will need to visit.
 1. The Treasurer's Office in the Administration Building to pay the taxes if not paid, and obtain an All Taxes paid Certificate proving all the taxes for the year have been paid.
 2. The Auditor's Office at the other end of the building to pay the recording fee and get the form recorded.
- ◆ If you are off-island and want to mail the form, the Assessor's Office will get the Treasurer's All Taxes Paid Certificate and record the form as a courtesy. You must include a check for the recording fee made out to the **Island County Auditor's Office**. Please mail the form and check to: Island County Assessor's Office; Attn Shirley Sorrows; PO Box 5000; Coupeville, WA 98239

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FORM INSTRUCTIONS:

- ◆ Provide all information requested within boxes. Use blue or black ink, and type or print all information other than signatures. **(See diagram for further explanation.)**
- 1. Please print the name and mailing address of the person who is to receive the original application after the recording process has been completed.
- 2. In the block to the right of the description, print the correct parcel number. (Parcel numbers look like S0000-00-00000-0 or R00000-000-0000) All owners of each lot must sign. *(If you are acting as an agent, a notarized original agreement authorizing you to represent the clients involved must be included.)*
- 3. For the Legal Descriptions, use the full current written description of each lot as described on your title report or original deed. Do not substitute the parcel number, or any other language, for the written description.
- 4. For the new combined lot description(s) a typical platted lot may read as follows:

EXAMPLE ONLY:	Lot ___ and ___, Plat of _____, as recorded in the book of Plats, Volume _____, page ___, records of Island County, Washington, subject to easements and/or restrictions of record.
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- ◆ *For Combined lots having metes and bounds descriptions, you may need assistance from a professional such as a lawyer, surveyor, title company or other similarly qualified professional.*
- 5. Describe the reason for the combination. If you simply want to reduce your fees, please check your covenants and your homeowner's association first.
- 6. Owners must sign the document. This is your statement that you are the legal owner(s) and that the legal descriptions of the lots are correct.
- 7. The original form must be recorded with the Auditor's Office. It will be returned to the property owner or agent as noted.

NOTE: If you are mailing this form, the Assessor's Office will get the Treasurer's All Taxes Paid Certificate and record the original form as a courtesy. You **MUST** include a check for the filing fees made out to the Auditor's Office. Please contact the Island County Auditor's Office at (360) 240-5549 for the amount of the recording fee. **PROPERTY TAXES MUST** be pre-paid before recording this document. Mail the form and check to: Island County Assessor's Office; Attn.: Shirley Sorrows; PO Box 5000; Coupeville, WA 98239.

NOTE: The first page of all recorded documents must have a 3" top margin and a 1" side margin; the second page must have a 1" margin on all sides. Other than the return address on the first page, no notations, numbers, or marks of any type may appear in the required margins.

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RETURN ORIGINAL DOCUMENT TO:
 Name (Print) _____
 Mailing Address _____

LOT COMBINATION

REASON FOR COMBINATION: Septic Build Other:

New Legal Description (Abbreviated): _____

Designated Contact Person for Project:

Name _____ Telephone _____
 Mailing Address _____ Alternate Telephone _____
 City _____ State _____ Zip Code _____

ALL PARCELS TO BE COMBINED MUST HAVE IDENTICAL OWNERSHIP

I being duly sworn on oath depose and say: That I am the owner of property described as follows:
(Sign in the presence of a Notary. Attach additional lot description page if necessary.)

Lot A - Legal description before combination	Parcel # _____ Owner's Signature _____ Printed Name _____
Lot B - Legal description before combination	Parcel # _____ Owner's Signature _____ Printed Name _____

Owner's Signature _____
Printed Name _____

HEREBY BE IT MADE KNOWN: That the parcels of property described above are to be considered as one lot, or a reduced number of lots, the new legal description(s) of which is as follows: (attached additional pages if necessary). *PLEASE KEEP 1" MARGIN ON ALL SIDES

New Lot A - Legal Description _____

New Lot B - Legal Description (if applicable) _____

In the upper left hand corner make sure your name and mailing address are printed and legible.

Your original document will be mailed to this address.

State your reason for combining these lots, such as for "Septic purposes" or "Building expansion", etc.

If you simply want to reduce your fees, please check your covenants and your homeowner's association first

These descriptions should describe the current parcel before combining.

Include the "Volume and Page Number", and easements or tidelands, if that is what your title or deed information says.

Put your Parcel Number here...not just your lot number.

If you live in a *subdivision*, the parcel number will look like this:
 S0000-00-00000-0

If you live on *acreage*, the parcel number will look like this:
 R00000-000-0000

(Your parcel number can be found on your tax statement.)

YOUR NEW LEGAL DESCRIPTION IS EXTREMELY IMPORTANT!

If you are combining only two lots and you live in a subdivision, your new lot description can simply combine the two lots, such as "lots 15 and 16", but the remainder of the legal description must also be written...such as "recorded in the book of Plats, Volume 4, Page 10, records of Island County..." In this way you will end up with only One new description.

Please ask for help from a professional who understands how to write correct legal descriptions if your property description involves measurements...or meets and bounds (such as "the northerly 20 feet thence...")