



Lot Combination Instructions and Forms

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

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

To ensure that a Lot Combination meets these requirements, **it must be reviewed by the Planning & Public Works Department**. A copy of the proposed documents must be submitted to the online permit center at piercecountywa.gov/permit or in person at the Pierce County Annex, Development Center, 2401 South 35th Street, Tacoma, WA 98409.

Required elements of a Declaration of Lot Combination packet:

1. Documents must have exact State-required margins:
 - First Page: Top margin=3 inches (return address okay in top margin)
Side and bottom margins=1 inch
 - Additional Pages: All margins=1 inch
2. Complete and accurate legal descriptions for the existing and proposed parcels including any recorded easements along with the **original** tax parcel number. Please note that if you have an attachment for your legal descriptions you must put at a minimum the Section, Township Range in the Legal section of the declaration of lot combination.
3. **Notarized** acknowledgements and signatures of **ALL** involved parties
4. Accurate drawings of the original lot layout and the revised or combined parcels.
 - Both drawings must depict the location of all roads, easements, structures, and other features.
 - The drawing needs to be to scale but does not need to meet a particular scale.
 - It must be legible and clearly show property dimensions, distances from all structures to property lines, and an arrow pointing to the North.
 - The existing/original lots must be labeled Parcel A, Parcel B, etc.
 - The existing lots must be dashed, and the proposed lines must be solid
 - Drawings should not exceed 8 ½" x 14" in size
5. Deeds, deeds of trust, or mortgage releases if ownership is being transferred.

Prior to recording, Pierce County must stamp the Lot Combination documents with signatures and dates. When approved, the applicants are notified that their documents are ready for recording with the Pierce County Auditor's Office, along with necessary supportive documents such as an excise tax affidavit deed(s), deed(s) of trust, or mortgage releases.

To assure proper processing of the revised parcels, email the recorded document number to your Planning & Public Works contact or pcpermits@piercecountywa.gov.

The application will not be formally approved until Planning & Public Works staff has seen proof of recording.

Please Note: 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.

Sample Lot Combination Text

Declaration of Lot Combination

WHEREAS, the parties executing this document are the owners of the following described properties in Pierce County, Washington, to wit:

Parcel "A" *Lot 74 of Golden Acres as recorded under Pierce County Auditor's No. 7908270310. Subject to easement for ingress and egress recorded under Auditor's No. 7908270320.*

Parcel "B" *Lot 75 of Golden Acres as recorded under Pierce County Auditor's No. 7908270310. Subject to easement for ingress and egress recorded under Auditor's No. 7908270320.*

WHEREAS, the foregoing described properties have boundaries as shown on attached Legal Description Exhibit Map; and

WHEREAS, the Revised Code of Washington Section 58.17.040 96) has provisions to allow for adjusting boundary lines between contiguous properties;

NOW THEREFORE, in consideration of the mutual benefits to the foregoing described properties, the parties do for themselves, their heirs, and assigns, revise the boundary lines of each parcel, with the boundaries to be as shown on attached Legal Description Exhibit Map, and described as follows:

Parcel "A" Lot 74 together with Lot 75 Plat of Golden Acres as recorded under Pierce County Auditor's No. 7908270310. Subject to easement for ingress and egress recorded with Auditor's No. 7908270320.

Property Owner Signature

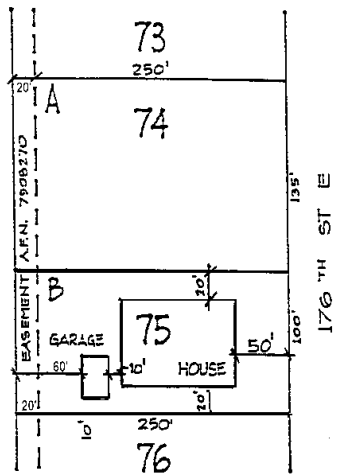
Date

Example of Lot Drawing

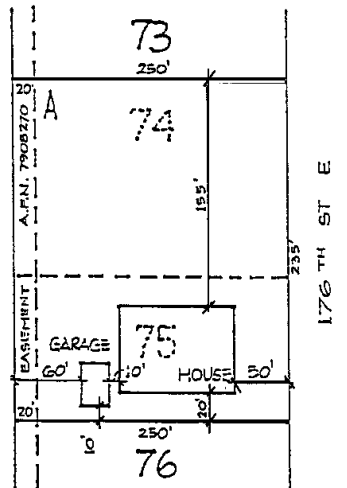
LEGAL DESCRIPTION EXHIBIT MAPS LOT COMBINATION

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.

Application for Lot Combination

Nature of Request:

Property Owner / Taxpayer Information:

Project Contact

Name: _____ Phone: _____

Address: _____

City/State: _____ Zip: _____

Email: _____

Applicant / Agent Information:

Project Contact

Name: _____ Phone: _____

Address: _____

City/State: _____ Zip: _____

Email: _____

Parcel Data:

Parcel A
Number
Address
Zoning

Parcel B
Number
Address
Zoning

Parcel C
Number
Address
Zoning

Legal Descriptions:

Parcel A
Parcel B
Parcel C

Return to:

Declaration of Lot Combination

WHEREAS, the parties executing this document are the owners of the following described properties in Pierce County, Washington, to wit:

Parcel "A" _____

Parcel "B" _____

Parcel "C" _____

WHEREAS, the foregoing described properties have boundaries as shown on attached Legal Description Exhibit Map; and

WHEREAS, the Revised Code of Washington Section 58.17.040 96) has provisions to allow for adjusting boundary lines between contiguous properties;

NOW THEREFORE, in consideration of the mutual benefits to the foregoing described properties, the parties do for themselves, their heirs, and assigns, revise the boundary lines of each parcel, with the boundaries to be as shown on attached Legal Description Exhibit Map, and described as follows:

Property Owner Signature

Date

Property Owner Signature

Date

STATE OF WASHINGTON)
) ss.
County of Pierce)

On this day personally appeared before me _____, to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, _____.

NOTARY PUBLIC in and for the State of Washington

Residing in: _____

Commission expires: _____