



## Lot of Record Application

### What is a Lot of Record?

WCC 20.97.220 defines "Lot of Record" as "a lot which is described by final plat, short plat, or metes and bounds and is established pursuant to applicable local and state regulations at the date a legal instrument creating the lot is recorded at the Whatcom County auditor's office."

**Note:** "Lot of Record" is in no way synonymous with "buildable lot", it just means that it was legally created/subdivided.

Note: A COMPLETE DEED HISTORY and CORRESPONDING MAP must accompany this application. You may obtain a deed history of your property from any local title company. Use an Assessor's parcel map from the PDS office (You will need to know your Section, Township, and Range) to show the parent parcel and subsequent division/creation of your lot. Color-code the map, deeds and deed list. Do this by showing the pre- 1972 parcel as one color and each subsequent division or alteration with a different color, both on the map, on the deeds and on the deed history chronology on page three. Depending on the complexity of the deed history, you may need professional assistance to do this.

File # (PDS will assign) \_\_\_\_\_ Date \_\_\_\_\_

**Applicant Name** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Contact Name** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Property Owners(s) Name** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Site address (if any) or nearest public road \_\_\_\_\_

Assessor Tax parcel number(s) \_\_\_\_\_

Acreage/square footage \_\_\_\_\_ Current Zoning \_\_\_\_\_

Current use:  Vacant  Residential  Agriculture Other \_\_\_\_\_

When was the parcel created in its current configuration? \_\_\_\_\_  
(Check deed history)

Have there been any subsequent boundary line adjustments, vacations, dedications, foreclosures, etc.?  Yes  No  
(If yes, please show on map with corresponding auditor's file numbers)

Is it a platted parcel?  Yes  No

If yes, name of plat \_\_\_\_\_

Has the property ever been surveyed?  Yes  No If so when? \_\_\_\_\_

(Please include record of survey with application) AF# \_\_\_\_\_

Does the owner of this parcel own any contiguous property?  Yes  No  
(If yes, please show on map)

Is the parcel located in the Lake Whatcom or Lake Samish watershed, or other water resource protection overlay district?  Yes  No

Is the parcel subject to any county conditional use permit?  Yes  No  
If yes, CUP # \_\_\_\_\_

Is the parcel subject to a Forest Practice Application (FPA) from the State Department of Natural Resources?  Yes  No  
(If so, please submit a copy of the application with your completed lot of record application)

Is the parcel within 330 feet of an area designated as mineral resource land, and/or within 660 feet of a pipeline, and/or within one-half mile of land that is designated forestry, and/or land upon which agricultural operations are being conducted?  Yes  No  
(If yes which?) \_\_\_\_\_

Please list any current county, state, or federal permits affecting the subject property

\_\_\_\_\_

How many dwelling units (residences) are on the property? \_\_\_\_\_  
(Show on map)

Are there any other structures (barns, shops, sheds, garages, etc.) on the property?  
 Yes  No (If so, show on map)

Water source \_\_\_\_\_

Sewage disposal method \_\_\_\_\_



**DEED HISTORY**

List deeds from oldest to most recent.  
Color-code your section map, deeds and deed list.

**Auditor's File Number (AF#), Grantor and Grantee of Pre-1970 Parent Parcel:**

Auditor's File# \_\_\_\_\_ Date: \_\_\_\_\_  
Grantor (From) \_\_\_\_\_ Grantee (To) \_\_\_\_\_

**AF# of Subsequent Conveyances, Adjustments or Divisions:  
(You May Need To Include Additional Pages)**

Auditor's File# \_\_\_\_\_ Date: \_\_\_\_\_  
Grantor (From) \_\_\_\_\_ Grantee (To) \_\_\_\_\_

Auditor's File# \_\_\_\_\_ Date: \_\_\_\_\_  
Grantor (From) \_\_\_\_\_ Grantee (To) \_\_\_\_\_

Auditor's File# \_\_\_\_\_ Date: \_\_\_\_\_  
Grantor (From) \_\_\_\_\_ Grantee (To) \_\_\_\_\_

Auditor's File# \_\_\_\_\_ Date: \_\_\_\_\_  
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Auditor's File# \_\_\_\_\_ Date: \_\_\_\_\_

Grantor (From) \_\_\_\_\_ Grantee (To) \_\_\_\_\_

Auditor's File# \_\_\_\_\_ Date: \_\_\_\_\_

Grantor (From) \_\_\_\_\_ Grantee (To) \_\_\_\_\_

Auditor's File# \_\_\_\_\_ Date: \_\_\_\_\_

Grantor (From) \_\_\_\_\_ Grantee (To) \_\_\_\_\_

Auditor's File# \_\_\_\_\_ Date: \_\_\_\_\_

Grantor (From) \_\_\_\_\_ Grantee (To) \_\_\_\_\_

YOU MAY USE THIS SECTION TO DESCRIBE HOW YOUR PARCEL WAS CREATED.

For example:

“Farmer Jones bought 40 acres from Grandpa Smith in 1964 with a deed filed under auditor’s file number (AF#) 1234567. Farmer Jones sold 20 of the 40 acres to Cousin Bill in 1976 with AF# 93872980. Bill later divided 5 acres off to give to his daughter in 1998...”

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**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive,  
Bellingham, WA 98226-9013  
360-676-6907, TTY 800-833-6384  
360-738-2525 Fax



**J.E. "Sam" Ryan**  
Director

### **Fee Responsibility**

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we, \_\_\_\_\_, hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application received by: \_\_\_\_\_

Date: \_\_\_\_\_

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### Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form, which will provide authorization for a designated agent to apply for permits on your behalf. This form is required for the protection of the property owner. Planning and Development Services will not accept an application that is not either signed by all property owners or accompanied by this form.

I/we, \_\_\_\_\_, the owner(s) of the subject property, understand that by completing this form I hereby authorize \_\_\_\_\_ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

\_\_\_\_\_  
Property Owner(s) Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner(s) Signature

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

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Printed Name: \_\_\_\_\_

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Application received by \_\_\_\_\_

Date \_\_\_\_\_