



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.

How do I apply for a Lot of Record Application?

After you have completed all applicable application materials you may submit digitally via email by sending all application materials to epermits@co.whatcom.wa.us. Once the application has been received a planner will be assigned and you will be contacted with the project number and applicable fees. If you are unable to submit digitally, please call (360) 778-5900 in order to arrange a mail submittal. You can pay for your permit by the following options:

- Credit or Debit Card. Call 360-778-5900 to arrange payment. (there is a 2.35% transaction fee on credit cards, \$1.00 for debit cards.) Please have your permit number ready for the cashier.
- Mail a check payable to Whatcom County Planning to 5280 Northwest Drive, Bellingham WA 98226. (please include your permit number on the check)

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) _____

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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..."

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9097
360-778-5900, TTY 800-833-6384
360-778-5901 Fax



Mark Personius, AICP
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, and that the list of surrounding property owners is complete and current.

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: ____/____/____



Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

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, and that any fees associated with submitted applications are due to me and not to the said agent. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

Property Address

Parcel Number

Property Owner Printed Name

Property Owner Printed Name

Property Owner Signature

Property Owner Signature

Date

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 Public Signature

Notary Public Printed Name

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____

Application received by _____

Date _____