



"Building A Stronger Community TOGETHER"

City of Shelton  
Community & Economic Development  
Department  
525 West Cota St., Shelton, WA 98584  
Office: 360-426-9731 Fax: 360-426-7746

\*\*\*OFFICE USE ONLY\*\*\*

Fee Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
DPC: \_\_\_\_\_ - \_\_\_\_\_

**PARCEL COMBINATION APPLICATION**

Please print or type

Date of Application: \_\_\_\_\_

**APPLICANT INFORMATION**

Information to be mailed to:  Applicant  Owner

Name of Applicant/ Owner Authorized Representative\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Area Code and Phone Number: \_\_\_\_\_

\* Requires authorization from all owners of all affected lots or parcels (see page 5)

**PROPERTY INFORMATION**

Property Location:

Zoning Designation: \_\_\_\_\_

Street Address (if assigned): \_\_\_\_\_

Subdivision/Plat/Survey: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Block: \_\_\_\_\_

Tax Assessor's Parcel Number: \_\_\_\_\_

And also:

Lot Number: \_\_\_\_\_ Block: \_\_\_\_\_

Tax Assessor's Parcel Number: \_\_\_\_\_

And also:

Lot Number: \_\_\_\_\_ Block: \_\_\_\_\_

Tax Assessor's Parcel Number: \_\_\_\_\_

Are parcels described by a metes & bounds legal description? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If yes, provide on a separate sheet for any and all applicable parcels.)

\*\*Note\*\* Please print on legal size paper (8 1/2 x 14)

**PARCEL SPECIFICATIONS**

	<b>EXISTING LOTS</b>
Lot Number	
Tax Assessor's Parcel Number	
Lot Size	<b>Square Feet</b>
Wetlands or Steep Slopes on Lot? *	Yes _____ No _____
Area(in square feet) of Wetlands and Slopes in Excess of 15 Percent	<b>Square Feet</b>
Street Access	<small>(Street Name)</small>

Lot Number	
Tax Assessor's Parcel Number	
Lot Size	<b>Square Feet</b>
Wetlands or Steep Slopes on Lot? *	Yes _____ No _____
Area(in square feet) of Wetlands and Slopes in Excess of 15 Percent	<b>Square Feet</b>
Street Access	<small>(Street Name)</small>

Lot Number	
Tax Assessor's Parcel Number	
Lot Size	<b>Square Feet</b>
Wetlands or Steep Slopes on Lot? *	Yes _____ No _____
Area(in square feet) of Wetlands and Slopes in Excess of 15 Percent	<b>Square Feet</b>
Street Access	<small>(Street Name)</small>

	<b>COMBINED LOT (proposed)</b>
Lot Size*	<b>Square Feet</b>
Wetlands or Steep Slopes on Lot? *	Yes _____ No _____
Area(in square feet) of Wetlands and Slopes in Excess of 15 Percent	<b>Square Feet</b>
Street Access	<small>(Street Name)</small>

\*NOTE: Combined lot size must meet all City standards pertaining to adopted minimum residential density requirements. Wetlands, steep slopes and other critical areas may be excluded from the density calculation. Parcel combinations that result in lots too large to meet minimum residential density requirements may not be approved.

**ADDITIONAL APPLICATION REQUIREMENTS**

In addition to the above information, the following additional information must be submitted as part of a complete Parcel Combination application:

1. Applicable fees (including application fees and recording fees).
2. A completed Declaration of Parcel Combination (form is attached to this application or available at City of Shelton Community & Economic Development Dept.)
3. A map labeled as Exhibit "A" to Declaration of Parcel Combination DPC \_\_\_ - \_\_\_, drawn to a scale no less than 1 inch = 50 feet but a minimum 18-inch-by-24-inch, with a 1-inch border, showing:
  - a. Layout and dimensions of existing parcels or lots proposed to be combined.
  - b. Legal descriptions of existing parcels or lots.
  - c. All abutting street right-of-way (public and private). \*NOTE: The map shall not include more information than required herein. Do not include on the map any existing or proposed site improvements or data.
4. A map labeled as Exhibit "B" to Declaration of Parcel Combination DPC \_\_\_ - \_\_\_ drawn to a scale no less than 1 inch = 50 feet but with a 1-inch border, showing:
  - a. Layout and dimensions of combined parcels or lots.
  - b. Legal description of the combined parcels or lots.
  - c. All abutting street right-of-way (public and private).
  - d. A signature block for the Title Company or Surveyor in substantially the following language:

Title Company's Surveyor's Certificate

I hereby certify that the legal descriptions of this Parcel Combination are the full and Correct descriptions.

\_\_\_\_\_  
(Signature) (Date)

Name of Title Company or Surveyor: \_\_\_\_\_

**OWNER INFORMATION**

Tax Parcel # \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Area Code & Phone Number: \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Area Code & Phone Number: \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Area Code & Phone Number: \_\_\_\_\_

\*\*Note\*\* Please print on legal size paper (8 1/2 x 14)

**OWNER AFFIRMATION/ AUTHORIZATION**

Owner's Affirmation / Authorization Statement - I (We) do hereby affirm that I (we) am (are) the owner(s) of the property described herein and that the individual listed as the applicant is either myself (ourselves) or has been authorized by myself (ourselves) to represent me (us) in any proceeding related to this application and is the individual to whom all notices and decisions shall be sent, notwithstanding the applicant is not authorized to sign for me (us) on any documents requiring the owner's signature apart from this application, or any related information required for a complete application, or any information which may be necessary for continued review of this application. Additionally, I (we) understand that this authorization does not relieve me (us) from any responsibilities as the legal owner(s) of the property. Further, I (we) grant permission to any and all employees and representatives of the City of Shelton and governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I (we) further hereby affirm that all information pertaining to the owner(s) and all information I (we) have provided is true and correct to the best of my (our) understanding and knowledge.

Tax Parcel # \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Co-Owner's Signature: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**NOTARY:**

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ AD, 20\_\_\_\_\_, before me the undersigned a notary in and for the State of \_\_\_\_\_ duly commissioned and sworn to me personally appeared \_\_\_\_\_ to me know to be the individuals described in and who executed the foregoing instrument as a free and voluntary act and deed for the uses and purposes therein mentioned. Witness my hand and officials seal the day and year above written.

\_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

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

My Commission Expires: \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Co-Owner's Signature: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**NOTARY:**

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ AD, 20\_\_\_\_\_, before me the undersigned a notary in and for the State of \_\_\_\_\_ duly commissioned and sworn to me personally appeared \_\_\_\_\_ to me know to be the individuals described in and who executed the foregoing instrument as a free and voluntary act and deed for the uses and purposes therein mentioned. Witness my hand and officials seal the day and year above written.

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Notary Public in and for the State of \_\_\_\_\_

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

My Commission Expires: \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Co-Owner's Signature: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**NOTARY:**

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On this \_\_\_\_\_ day of \_\_\_\_\_ AD, 20\_\_\_\_\_, before me the undersigned a notary in and for the State of \_\_\_\_\_ duly commissioned and sworn to me personally appeared \_\_\_\_\_ to me know to be the individuals described in and who executed the foregoing instrument as a free and voluntary act and deed for the uses and purposes therein mentioned. Witness my hand and official seal the day and year above written.

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