



## **Subdivision Exemption Application**

- 1) Subdivision Exemption approval by Whatcom County Planning and Development Services (PDS) is **REQUIRED** under the following circumstances:
  - Divisions of land into lots or tracts none of which are smaller than 20 acres or 1/32 of a section of land and not containing a dedication (WCC 21.01.040(2)(b)).
  - Divisions of land for environmental mitigation, conservation or restoration (WCC 21.01.040(2)(k)).
- 2) After you have completed all relevant application materials you may submit the application to the Subdivision Counter Monday through Friday between 8:30 AM and 12 Noon. The applications will be taken in at the front counter and considered vested upon receipt of the applicable fees and a Determination of Completeness letter has been issued.

### **Subdivision Exemption Processing Sequence**

- 1) Once the application and fees are submitted, staff will review the project, and if determined to be complete a Determination of Completeness will be issued to the applicant. In addition, the project will be routed to the **TECHNICAL REVIEW COMMITTEE** (engineering, critical areas, shorelines, and the Health Department), as applicable.
- 2) When the basic requirements of WCC 21.03.040 appear to be reasonably satisfied, the Technical Review Committee will issue a **NOTICE OF PRELIMINARY APPROVAL** pursuant to WCC 21.03.030. This authorizes you to prepare your deed and/or maps.
- 3) If there are still items that need to be addressed by the applicant the Technical Review Committee will issue a **NOTICE OF ADDITIONAL REQUIREMENTS (NOAR)**. The applicant shall have 180 days from issuance of the NOAR to submit requested items.
- 4) An exempt land division is not considered approved until the instrument of conveyance or deed has been stamped as exempt by Whatcom County PDS **AND** is filed for record with the Whatcom County Auditor. The instrument of conveyance or deed must be stamped and recorded within **TWELVE MONTHS** of pre-approval by the Whatcom County PDS.



## Subdivision Exemption Application

File #EXE \_\_\_\_\_ Date \_\_\_\_\_

### **Applicant**

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

### **Contact Person**

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

### **Property Owner(s)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

Type of Exemption (WCC 21.03.020): \_\_\_\_\_

Intended Use(s):     Residential     Agriculture     Other \_\_\_\_\_

If other, please describe:

\_\_\_\_\_  
\_\_\_\_\_

### **Parent Parcel Info**

Assessor's Parcel (Tax) Number \_\_\_\_\_

Parcel Address \_\_\_\_\_ Parcel Size \_\_\_\_\_

Number of Dwelling Units on the Property \_\_\_\_\_

Within 1/2 mile of AG/CF Zone or operating farm?  Yes  No

Within 1/2 mile of Forestry Zone?  Yes  No

Within 300 ft. of Mineral Resource Land (MRL)?  Yes  No

Subject to State DNR 6-Yr. development moratorium?  Yes  No

### **New Parcels Being Created**

1. Size: \_\_\_\_\_ Approximate Dimensions \_\_\_\_\_ x \_\_\_\_\_
2. Size: \_\_\_\_\_ Approximate Dimensions \_\_\_\_\_ x \_\_\_\_\_
3. Size: \_\_\_\_\_ Approximate Dimensions \_\_\_\_\_ x \_\_\_\_\_
4. Size: \_\_\_\_\_ Approximate Dimensions \_\_\_\_\_ x \_\_\_\_\_

<b>Applicant Checklist</b>	<b>Please Attach (7 Copies) of Map Data which Includes the Following <i>Unless Otherwise Stated.</i></b>	<b>PDS Checklist</b>
<input type="checkbox"/>	1. Name of Landowner(s)	<input type="checkbox"/>
<input type="checkbox"/>	2. Name of proposed land division (if an original drawing is prepared)	<input type="checkbox"/>
<input type="checkbox"/>	3. General layout of proposed land division	<input type="checkbox"/>
<input type="checkbox"/>	4. Common language description of the general location of the land division	<input type="checkbox"/>
<input type="checkbox"/>	5. Approximate location and names of existing roads as either public or private	<input type="checkbox"/>
<input type="checkbox"/>	6. Vicinity Map	<input type="checkbox"/>
<input type="checkbox"/>	7. Common engineering map scale/north arrow/sheet numbers (on each sheet containing a map)	<input type="checkbox"/>
<input type="checkbox"/>	8. Section, township, range, and municipal and county lines in the vicinity	<input type="checkbox"/>
<input type="checkbox"/>	9. General boundaries of the site with general dimensions shown	<input type="checkbox"/>
<input type="checkbox"/>	10. Legal description of the land	<input type="checkbox"/>
<input type="checkbox"/>	11. Subdivision Guarantee (Plat Certificate) – <b>3 copies</b>	<input type="checkbox"/>
<input type="checkbox"/>	12. An <a href="#">Endangered Species Act (ESA) Checklist</a> is required for any development permit located within the following areas: <ul style="list-style-type: none"><li>* The FEMA designated floodplain and/or floodway</li><li>* The Riparian Buffer Zone (RBZ) as described by the Department of Natural Resources 2007 stream typing system and WDFW's 1997 stream buffer guidelines</li><li>* Channel Migration Zone (CMZ) plus 50' as identified according to Department of Ecology 2003 (<b>3 copies if applicable</b>)</li></ul>	<input type="checkbox"/>

**Note:** INACTIVE APPLIATIONS (WCC21.03.070) - An applicant may place an exemption application, which has not yet received final approval on hold for a cumulative maximum of two (2) years. The County shall continue processing the application and either approve or deny the application.



## 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: \_\_\_\_\_

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) \_\_\_\_\_



**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive,  
Bellingham, WA 98226-9097  
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, 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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





### 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 \_\_\_\_\_

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

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Date \_\_\_\_\_