



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 _____

Applicant Checklist	Please Attach (7 Copies) of Map Data which Includes the Following <i>Unless Otherwise Stated.</i>	PDS Checklist
<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) – 3 copies	<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.

NOTE: Fees will be assessed in accordance with the Whatcom County Unified Fee Schedule (UFS) in effect at the time of application submittal. Please contact Planning and Development Services to determine project specific fees. Click [here](#) to see the 2019/2020 UFS.

Per UFS 2843 all permits and applications are subject to a Technology fee. The fee is calculated on the permit/application fees due.



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) _____

Acres/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) _____

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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..."

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 _____