



250 Madison Street, Suite 3
 Port Townsend WA 98368
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 www.cityofpt.us

Request for Statement Regarding New Tax Parcel Number(s)

Property address or general location (cross-streets): _____	Office Use Only Permit Number _____ LUP _____ Associated Permits: _____ _____
Current Legal Description, Parcel Number: _____	
Addition: _____, Block(s): _____, Lot(s): _____	

Include all property in the current parcel number. Attach another sheet of paper if necessary.

Parcel Number 1: Lot(s) _____

Parcel Number 2: Lot(s) _____

Parcel Number 3: Lot(s) _____

Example: to divide Lots 1, 2 and half of 3 write:
 Parcel #1: Lot 1
 Parcel #2: Lot 2 & ½ of 3

Property Owner: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	Contact/Representative (if different): Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
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Are structures located across property lines? No Yes If yes, effectively those lots are bound together as one lot until structures that encroach on or over property lines are removed or meet setbacks. Otherwise, the Short Plat process would be required to create more lots than exist now. This process cannot be used to separate any accessory structures (such as garages, sheds, and outbuildings) from the principal building. If this is the proposal, accessory structure(s) must be moved or removed before staff can write the Statement letter. (PTMC 17.08.020, definition of *Accessory Building* and *Accessory use*).

Have any known wetlands or their buffers been identified on the property? No Yes
 If yes, attach wetland report.

Are there any steep slopes (greater than 15%) on the property? No Yes
 If yes, attach geotechnical report.

I verify the property affected by this application is in the exclusive ownership of the applicant, or the applicant has submitted the application with the written consent of all the owners of the affected property.

Print Name: _____

Signature: _____

Date: _____

See attached for details on plan submittal requirements and cost.

Request for Statement Regarding New Tax Parcel Number(s) Submittal Requirements CHECKLIST

- Completed Request for Statement application form
- Photocopy of the property deed per PTMC 20.01.100
- Application fee: \$50.00 (paid at time of submittal)
- A map showing:
All lots with block number, lot numbers, lot lines, and lot dimensions

- If there are existing structures on-site, show and calculate:
 - The total amount of impervious surfaces (i.e. building roof areas, driveways) in square feet, and
 - Current method of stormwater management (i.e. downspouts, drywells, etc.).

For mapping information, see the Port Townsend website: <http://www.cityofpt.us/>
PDF Maps, Zoning Map & Environmentally Sensitive Area Map

For parcel information, see Jefferson County Assessor's office, or website
<http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>

This application is used when multiple lots of record that are under one (or more) tax parcel number are proposed to be divided for the purposes of sale, trade or transfer, and new, separate tax parcel number(s) are requested from the Jefferson County Assessor. Within three business days of receiving a completed application, City staff will research the property and fax a letter to the Jefferson County Assessor's office about whether the division of lots into separate tax parcels complies with the City's subdivision code. The letter will contain basic information about current zoning, minimum lot size and the presence of any critical areas mapped on the property. A copy will be mailed to the property owner. The property owner must first pay any property taxes due to the Jefferson County Treasurer's office, and provide the Assessor's office authorization (by mail, fax, or in-person) before the Assessor's office can assign additional tax parcel numbers.
NOTE: As a follow up the city's letter authorizing new parcel number(s), the Assessor's office will require the property owner submit a signed letter confirming the request.

The Statement Regarding New Tax Parcel Number(s) is not a substitute for the Lots of Record recognition process, which is required (per PTMC Section 18.18):

- 1) When development of 2 to 9 lots platted before 1937 requires a building or other land use permit and the extension of public water and/or sewer utilities and/or the opening and development of an unopened street.
- 2) When certification of one lot of record is needed.
- 3) When lots must be consolidated to meet minimum building site size requirements through restrictive covenants.