

## Lot Reconfiguration Requests Segregations / Boundary Line Adjustments

The Assessor's Office will accept customer requests for segregation of property *for tax purposes only*.

It is recommended that you contact the Department of Community Development (1300 Franklin St., 397-2375) to determine the legality and possible future effects of the segregation.

### Requirements:

- Taxes must be current. Per RCW 84.56.034, segregations may not be performed on parcels if there are delinquent taxes owing.
- For Boundary Line Adjustments – the ownership and code district must be the same on all parcels involved.

Please include the following with your request:

- ❑ A completed Lot Reconfiguration Request form, including signature of the owner/buyer, date signed, and a daytime telephone number.
- ❑ A clear and proper legal description of each resultant parcel. *If you are not familiar with writing legal descriptions, it is recommend you enlist the aid of a Title Company, surveyor, or attorney.*
- ❑ A notation of any existing structures for each resultant parcel.
- ❑ A copy of survey, *if one exists*.
- ❑ If you have obtained a Lot Determination related to the proposed Lot Reconfiguration, please attach a copy.

**Note:** Please be advised that Requested Segregations fall into the lowest priority category for processing; recorded documents are attended to first. If you are requesting a segregation prior to a sale, you are (in most cases) better off recording the sale document using the new description – it will be processed far more quickly.

If you have questions, please call our office at (360)397-2391.