CLARK COUNTY, WASHINGTON

Geographic Information System

Instructions for

Lot Reconfiguration Requests

*** Splits / Boundary Line Adjustments ***

Geographic Information System staff will accept customer requests for reconfiguration of property, *for tax purposes only.*

Please be aware that the reconfiguration of parcels could affect future development of the original lots. It is recommended that you contact the building department in your jurisdiction prior to submitting a reconfiguration request to our office.

Requirements:

- Per RCW 84.56.340, taxes on all parcels must be paid in full for the year at the time the request is submitted.
  If you submit your request late in the year and staff is not able to process it until after January 1, the next year's taxes will be due in full before processing.

- For Boundary Line Adjustments – the ownership and tax code area must be the same on all parcels involved.

Please submit the following:

- ☐ 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 recommended you enlist the aid of a title company, surveyor, or attorney.*

- ☐ A copy of, or recording information of, any applicable surveys.

- ☐ If you have obtained a Lot Determination related to the proposed Lot Reconfiguration, please attach a copy.

Note: The processing of lot configuration requests is a low priority. If financing or a sale is dependent on your request being processed, let us know and we will expedite your lot configuration request as quickly as possible.

If you have any questions, please call our office at (360) 397-2002.
Dial "0" and ask for Land Records.

LOT RECONFIGURATION REQUEST

Geographic Information System

For Office Use Only	
Date Stamp	
	Geocode
	Cycle
	NH

☐ Boundary Line Adjustment ☐ Split

OWNER: _____ PHONE: _____

(Contract Buyer): _____

Account Number	Code District

Account Number	Code District

Please be aware that the reconfiguration of parcels could affect future development of the original lots. It is recommended that you contact the planning/building department in your jurisdiction prior to submitting this reconfiguration request.

If a Lot Determination has been obtained from the Planning/Building Department in your jurisdiction, please attach a copy to this request.

I hereby request that my property be reconfigured, for tax purposes only, as described in the attached pages.

SIGNATURE: _____ DATE: _____

_____

_____

Completed	
By:	
Date:	

****Attach Property Descriptions****