

REQUEST FOR STATEMENT REGARDING NEW TAX PARCEL NUMBER(S)

Property address or general location (cross-streets): _____	<u>Office Use Only</u> 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: _____	Applicant/Representative (if different): Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
Are any structures and/or fences located across property lines? <input type="checkbox"/> No <input type="checkbox"/> Yes 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) <u>must</u> be moved or removed before staff can write the Statement letter. (PTMC 17.08.020, definition of <i>Accessory Building</i> and <i>Accessory use</i>).	
Have any known wetlands or their buffers been identified on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach wetland report.	
Are there any steep slopes (greater than 15%) on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach geotechnical report.	

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all the activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

Print Name: _____

Signature: _____

Date: _____

See back 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: \$109.00 (paid at time of submittal)
- A map showing:
All lots with block number, lot numbers, lot lines, and lot dimensions
- Is any portion of the property mapped as a Critical Area? Y/N
If Yes, what type(s) _____

- If there are existing structures on-site, show the structures on an 8 ½ x 11 sheet of paper and show calculations for the following:
 - 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 & Critical Areas Map

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

PURPOSE:

This application is used when multiple lots of record 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. Once we receive 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.**

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.

