

Date Fee Paid: _____

Application Number: _____



GRANT COUNTY
32 C STREET NW
P.O. Box 37 - Ephrata, Washington 98823 - (509) 754-2011 x 4723

SEGREGATION / BOUNDARY LINE ADJUSTMENT / LOT CONSOLIDATION APPLICATION

Legal Owner's Name _____ Phone _____

Mailing Address _____

City, State, Zip Code _____

Situs Address (if Known) _____

Reason for Segregation / Boundary Line Adjustment / Lot Consolidation

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The following must be submitted at time of application:

1. A map depicting the segregation or boundary line adjustment. (Survey may be required. Please check with the Planning Department prior to completion of application.)
2. Complete legal description.

The above information is true and complete to the best of my knowledge. Boundary line adjustments will require signatures of both Grantor and Grantee or their agent.

Signature of Grantor/Agent Date _____

Signature of Grantee/Agent Date _____

NOTICE TO PROPERTY OWNER

Grant County does not guarantee building site, legal access, available water, or septic areas for parcels receiving approval for boundary line adjustments or segregations. Platting your property (if you can meet platting and subdivision standards) will ensure certain development rights. All property taxes must be paid in full on all affected parcels being segregated/ boundary line adjusted prior to completion of this application process. The Treasurer's office cannot stamp your deed for recording until all taxes and assessments are paid in full.

Final review by the County Planning Department will require confirmation of ownership and legal description by the County Assessor's Office.

OFFICIAL USE ONLY

Segregation/Boundary Line Adjustment Fee \$200.00 Date Paid _____ Rcpt # _____

Original Parcel # _____ New Parcel # _____

Original Parcel Size _____ Proposed Parcel Size _____

Parcel Zoning _____ Minimum Lot Size _____

Departmental Review:

1. Assessor's Office _____ Date _____

2. Planning Department _____ Date _____

3. Treasurer's Office _____ Date _____

Summary: _____

Special Instructions: _____

(Check One)

Segregation _____ Boundary Line Adjustment _____ Parcel No. _____

Lot Consolidation _____
"*****"Revised 5/15/02

CHECK LIST FOR SEGREGATION APPLICATIONS PROCESS

- Pick up a Segregation/Boundary Line Adjustment Application form from the Grant County Planning Dept. or Grant County Assessor's Office.
- Fill out the application form and attach a copy of the **new legal description(s)** and a copy of the map of the new property being described.
- Bring completed application to the Grant County Planning Department for payment fee of \$200.00. This will then be forwarded to the Assessor's office for review. The Assessor's office will review your completed application and forward it to Planning Department for final review. When the review process is complete you will receive notice from the Planning Department regarding the status of your application.
- Once your Segregation/Boundary Line Adjustment Application has been reviewed you may record your deed. Segregations and/or Boundary line adjustments cannot be completed without a recorded deed.

Before conveyance document(s) can be stamped for recording, all taxes and assessments must be paid in full on all parcels affected by the segregation.
Taxes and assessments must be paid in full on all parcels affected boundary line adjustments.

Step 2 of Segregation Process

After you have received word from Planning Dept that you are able to Segregate (or split off) a piece of property:

1. If you have submitted a Lot Line Consolidation Application, you must record a final record of survey at the same time you file your deed or before per County Ordinance 22.04.020 (8).
2. If you are retaining both pieces of property you can now Quit Claim Deed it to yourselves. You can obtain a Quit Claim Deed from the local office supply store or title company. All owners of the property must be named as Grantors and Grantees of the property and must sign in front of a notary. The reason for the Segregation is ("for and in consideration of") ***for purpose of segregation.***
3. You must fill out an 'excise tax affidavit' which you can obtain from the Treasurer's Office. The Grantors, Grantees, and legal description must exactly match what is on the deed.
4. Both documents should be taken to the Treasurer's Office where there will be a fee PLUS the current years taxes must be paid in full.
5. You must then take the stamped Document to the Auditor's Office for recording. They will retain the document and photograph it for their records, mailing the document back to you in approximately one week. Once the document has been accepted by the Auditor you can proceed with your plans for the property.

It may take several months thereafter before the Assessor's office actually makes the split and assigns a new parcel number.