



**CITY OF HOQUIAM
PUBLIC WORKS DEPARTMENT**

Brian Shay
City Administrator

CCL# _____

Date
Application Accepted

LOT CONSOLIDATION APPLICATION
(9/2009)

APPLICANT/CONTACT INFORMATION:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

OWNER INFORMATION:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ENGINEER/SURVEYOR:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

LOCATION OF LAND TO BE CONSOLIDATED:

TAX PARCEL NUMBER(S) (APN) _____

SITE ADDRESS _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____

SUBDIVISION: _____ BLOCK: _____ LOT: _____

PROPOSED USE: () RESIDENTIAL () OTHER _____

TOTAL ACREAGE/SQUARE FEET OF PROPOSED LOT: _____

TOTAL ACREAGE/SQUARE FEET OF ORIGINAL LOTS: (1) _____ (2) _____

(3) _____ (4) _____ (5) _____ (6) _____

DOES THE OWNER OF THIS PROPERTY OWN ANY CONTIGUOUS PROPERTY NOT INCLUDED IN THIS PROPOSAL? ____YES ____NO

COMP. PLAN DESIGNATION: _____ ZONING DESIGNATION: _____

FLOOD ZONE: ____YES ____NO

CRITICAL AREAS ON OR NEAR SITE ____YES ____NO

REQUIREMENTS FOR A COMPLETE APPLICATION:

- A. A COMPLETED GENERAL APPLICATION FORM.
- B. THE REQUIRED APPLICATION FEE IN ACCORDANCE WITH THE ESTABLISHED FEE SCHEDULE.
- C. PROOF OF AGENCY AND HOLD HARMLESS AGREEMENT FORM
- D. AN ACKNOWLEDGEMENT OF FEES FORM
- E. A PRELIMINARY MAP, WHICH SHALL CONTAIN THE ORIGINAL LEGAL DESCRIPTIONS OF THE LOTS TO BE CONSOLIDATED ALONG WITH THE NEW LEGAL DESCRIPTION FOR THE CONSOLIDATED LOT BEING PROPOSED, PREPARED BY A LICENSED PROFESSIONAL LAND SURVEYOR.

REQUIRED PRELIMINARY MAP DATA:

- A. NAME AND ADDRESS OF THE OWNER(S) OF THE TRACT;
- B. NAME AND BUSINESS ADDRESS AND BUSINESS PHONE NUMBER OF THE LICENSED LAND SURVEYOR;
- C. CERTIFICATION OF THE SURVEYOR AND THE DATE OF THE SURVEY;
- D. PERTINENT SURVEY DATA COMPILED AS A RESULT OF THE SURVEY MADE BY OR UNDER THE SUPERVISION OF A LICENSED LAND SURVEYOR IN THE STATE AND ENGAGED IN LAND SURVEYING;
- E. APPROXIMATE LOCATIONS OF EXISTING STREETS AND RIGHT OF WAYS OR EASEMENTS FOR SUCH STREETS AND RIGHT OF WAYS WITHIN AND ADJACENT TO THE TRACT;
- F. THE OWNERS OF ADJACENT LAND AND THE NAMES OF ANY SUBDIVISIONS;
- G. THE AREA AND DIMENSION OF THE CONSOLIDATED LOT PROPOSED;
- H. SCALE;
- I. NORTH ARROW;
- J. ZONING DESIGNATION OF THE PROPERTY(S);
- K. THE COMMON LOT LINES THAT ARE PROPOSED FOR ELIMINATION, INDICATED BY DASHED LINES;
- L. THE PROPOSED BOUNDARY LINES TO BE INDICATED BY HEAVY SOLID LINES
- M. THE LOCATION AND DIMENSIONS OF ALL STRUCTURES/IMPROVEMENTS EXISTING UPON THE SUBJECT LOTS AND THE DISTANCE BETWEEN STRUCTURES/IMPROVEMENTS AND THE PROPOSED LOT LINES

LOT CONSOLIDATION PROCESSING SEQUENCE

- 1) The City Planner shall determine within fourteen days of receiving the application whether it is complete. If the application is incomplete, the City Planner shall mail or provide a written determination to the applicant(s) stating what is necessary to make the application complete.
- 2) If the applicant(s) fails to provide what is necessary to make the application complete within sixty calendar days, the city will deem the application withdrawn.
- 3) The City shall approve or disapprove an application for consolidation of contiguous lots within thirty calendar days of the determination of completeness unless the applicant(s) consents to an extension of time.
- 4) The decision of the City Planner shall be final, unless an appeal is made by an applicant to the land use hearings examiner within fourteen calendar days after the date of the decision. The appeal shall be in writing and shall be served upon the city building and planning department. The decision of the land use hearings examiner shall represent the final action of the city and is appealable only to superior court.
- 5) A consolidation of contiguous lots does not become effective until it and the appropriate deed are recorded with the Grays Harbor County Assessor's Office. The applicant shall be responsible for the recording of the approved map and new legal description, and provide copies to the city of the recorded documents. The recording of a consolidation of contiguous lots does not constitute a transfer of title.

Proof of Agency / Hold Harmless Agreement

PROPERTY ADDRESS: _____

PERMIT TYPE: _____ PERMIT NUMBER: _____

PROOF OF AGENCY

A Proof of Agency is required for the acceptance of any application where the permit applicant ("Agent") is not the recorded owner of the property ("Owner"). If the Owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the Chief Executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. All other applicants must fully complete this form, including the Owner's signature, before the City of Hoquiam will process any application documents. Each separate application must include an original, fully executed Proof of Agency/Hold Harmless Agreement.

TO BE COMPLETED BY OWNER:

I, _____ <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
as the owner of the above-referenced property, hereby authorize the person or entity outlined below (the "Agent") to act as my sole agent regarding the above-referenced property, and further stipulate that the Agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.			
_____ [Signature of Property Owner/Chief Executive]		_____ [Date]	
_____ [Contact Address]		_____ [City]	_____ [State] [Zip]
_____ [Phone]		_____ [Fax]	

TO BE COMPLETED BY AGENT

_____ [Print name of Agent]		_____ [Title]	
_____ [Contact Address]		_____ [City]	_____ [State] [Zip]
_____ [Phone]		_____ [Fax]	

Hold Harmless Agreement

A Hold Harmless Agreement is required for the acceptance of *any application*, and *must* be signed by the property owner. If the Owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the Chief Executive of the entity that holds ownership of the property in question. ***There are no permits or circumstances under which the City will accept an application without an executed Hold Harmless Agreement.***

TO BE COMPLETED BY OWNER:

I, _____ (print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive as the owner of the above-referenced property, hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the city of Hoquiam, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the City of Hoquiam, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the City of Hoquiam relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.			
_____ [Signature of Property Owner/Chief Executive		_____ [Date]	
_____ [Contact Address]		_____ [City]	_____ [State] [Zip]
_____ [Phone]		_____ [Fax]	