



## LOT CERTIFICATIONS

### GENERAL INFORMATION

Mount Vernon Municipal Code Chapter 14.05 defines the term ‘Lot Certification’ as, “An administrative review process to determine if a lot was legally created and eligible for conveyance and/or whether the lot is eligible to be considered for development permits.

The City passed its first subdivision ordinance on November 27, 1974. All division of land after this date must have followed the formal procedures outlined in the Mount Vernon Municipal Code and/or State law to be recognized as a legal lot of record.

Please be aware that parcel numbers assigned and used by the Skagit County Assessor **DO NOT** identify and/or create lots of record. The primary purpose of parcel numbers is for tax purposes.

### SUBMITTAL REQUIREMENTS

LOT CERTIFICATIONS	
ITEMS REQUIRED TO BE SUBMITTED:	# OF COPIES:
Master Land Use Form (attached)	1
Deed History/Record of Ownership Form with Copies of all Referenced Documents	1
Plat Map (if applicable)	1
Title Report	1
Application Fees	NA

See the accompanying handouts/forms that provide additional information on the submittal items listed above.

### PROCESS AND TIMING

The time it takes to certify whether or not an applicant has a lot of record depends on how complex the deed and/or ownership history is, if applicants need to re-submit corrected and/or new information following staff’s initial review of an application, and how quickly and completely applicants respond when staff asks for corrections or additional information.

Staff tries to finish their initial review of lot certifications within 2 weeks.

### OTHER NOTEWORTHY ITEMS

- Applicants are responsible for submitting complete applications.
- The City’s website contains copies of the forms identified within this handout that are required to be filled out and submitted.

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*



# MASTER LAND USE APPLICATION FORM

## for LOT CERTIFICATIONS

PERMIT NUMBER: \_\_\_\_\_

**① PROPERTY SEEKING LOT CERTIFICATION**

ADDRESS:	PARCEL NUMBER:
ADDRESS:	PARCEL NUMBER:
ADDRESS:	PARCEL NUMBER:

A copy of the site legal description is required to be attached to this form. Have you attached this document?  YES  NO

**② PROPERTY OWNER INFORMATION**

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

**③ APPLICANT INFORMATION**

SELECT THE ONE PERSON THE CITY WILL CONTACT FOR ANYTHING RELATED TO THIS PERMIT?  Applicant  Property Owner

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

**④ PROJECT INFORMATION**

SIZE OF EACH PROPERTY (S.F. OR ACRES):			
ARE THERE EXISTING STRUCTURES?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
EXISTING ZONING:		EXISTING COMPREHENSIVE PLAN:	

**⑤ ACKNOWLEDGEMENTS & SIGNATURES**

I declare that I am either the owner of the property involved in this application or the authorized representative to act for the property owner and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. The below-signed does certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



# DEED HISTORY/RECORD OF OWNERSHIP FORM

PERMIT NUMBER: \_\_\_\_\_

This form documents how the property seeking Lot Certification was created. Applicants are required to obtain copies of all deeds, and other relevant documents, dated prior to November 27, 1974 up to the most recent deed transaction. Once these materials are in your possession Applicants are required to complete the form below in date order with the most recent deed/transaction listed first.

DOCUMENT DATE:	AUDITOR'S FILE #:	SELLER:	BUYER:	DOCUMENT TYPE:

Attach additional sheets, as needed, if there are more transactions to record.