

CITY OF BRIDGEPORT
PARCEL CONSOLIDATION

A parcel consolidation may be performed between owners of contiguous lots which are legally separate, as allowed by RCW 58.17.040, provided:

The City of Bridgeport Land Use Administrator is the Administrator of this procedure. The Administrator or the Administrator's designee may approve parcel consolidations under the following circumstances:

1. The character of the parcels is not substantially altered (e.g., if a lot has access to a body of water, a parcel consolidation may not be performed if the lot loses its access to the water);
2. The new parcel configuration contains sufficient area and dimension to meet minimum requirements for width, area and zoning for a building site.
3. A parcel consolidation between existing nonconforming lots shall reduce nonconformity with existing zoning; and
4. The new parcel configuration does not result in the loss of access to any public or private road. Access may be provided by easement noted on parcel deeds.

All parcel consolidations will be reviewed on a case by case basis. Conditions can vary greatly.

1. An application form available from the administrator shall be completed including the following information:
 - a) A legal description of the parcels involved in the consolidation;
 - b) A legal description and appropriate drawing of sufficient accuracy and legibility to be recorded in the office of the Douglas County Auditor. The drawing must indicate the proposed new parcel boundaries;
 - c) A signature of all fee owners or authorized agents having authority to sign for properties involved in the consolidation;
 - d) The signature and stamp of a professional land surveyor, unless alternative method is approved by the administrator; and,
 - e) Conveying document.
2. The consolidation will not take effect until recorded in the office of the Douglas County Auditor and a copy, as recorded, is provided to the City.

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Submittal requirements

To apply for a parcel consolidation, you must submit the following to the Plat Administrator:

1. A completed project permit application form.
2. Either a record of survey or a map of the parcel consolidation (see “Parcel Consolidation map minimum requirements” below for information to include). *The Plat Administrator may waive the requirement for a survey when he/she finds that there is adequate proof that at least two of the parcel’s boundaries have been sufficiently surveyed in a previous survey and that at least one corner of the parcel can be established.*
3. Evidence of adequate water supply.
4. Evidence of ability to comply with the City’s water and sewer requirements.
5. Information on the capacity of existing stormwater conveyance and control facilities and evidence of ability to comply with the City’s stormwater drainage and disposal requirements.
6. A sworn statement made before a notary public and under penalty of perjury by the applicant(s) that the property affected by the application is in the exclusive ownership of the applicant(s), and hold the City harmless. *Please use attached form(s).*
7. The applicable fee as established by City Council ordinance or resolution.
8. **ALL TAXES AND ASSESSMENTS FOR THE YEAR MUST BE PAID** to Douglas County Treasurer pursuant to RCW 84.56.345.

Parcel Consolidation map minimum requirements

Where there is no record of survey establishing the location and boundaries of the parcel(s) involved in the parcel consolidation on file with the Douglas County Auditor, the applicant must submit a map of the parcel consolidation. The map must be drawn in permanent black ink. The following information must be on or accompanying the map:

1. A legal description of the revised parcel(s) involved in the parcel consolidation and sufficient information to locate each lot or tract.
2. A surveyor’s certificate and any certificates and other information that may be required to establish the location and boundaries the parcel(s) involved in the parcel consolidation.
3. The locations and sizes of all lots, tracts, parcels, private or public roadways, and easements. All boundary lines shall be referenced with proper bearings and distances.
4. Approval certificate for the plat administrator— *see Section 16.24.020(D) of the Bridgeport Municipal Code.*
5. The following two statements:
 - a. “The parcel resulting from the boundary line adjustment may not be sold or conveyed separately from the parcel to which it has been added without prior approval of the city.”
 - b. “The boundaries of the parcels resulting from the boundary line adjustment may not be further adjusted without additional review by the city.”
6. Other information as deemed necessary to clarify or complete the application, which may include information about shoreline areas and critical areas (critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, geologically hazardous areas, and wetlands) that could limit the developable area of the parcel.

When Recorded Please Return to:
 City of Bridgeport
 PO Box 640
 Bridgeport, WA 98813

Date Received: _____
 Receipt #: _____
 Application #: PCA _____

**CITY OF BRIDGEPORT
 PARCEL CONSOLIDATION APPLICATION FORM**

Step 1: Submit the completed form and applicable fee to the City of Bridgeport, 1206 Columbia Ave., Bridgeport, WA 98813. The form must be filled out using **black ink**. All pages including any attachments must have a minimum 1 inch border on all sides.

Sept 2: Upon a determination that the application is complete and the proposed adjustment meets the criteria for a parcel consolidation, a file number will be assigned for processing. The City will contact you if the PCA is approved. The applicant is responsible for having the documents recorded at the Douglas County Auditor’s office and paying those fees. Douglas County may require additional documents to complete the Parcel Consolidation Adjustment and transfer the property. **The Parcel Consolidation is not complete until recorded by the Auditor.** A copy of the recorded document will be provided to the Applicant once the original is returned to the City by the Auditor’s office.

**Note: Attach Separate page if more than 2 parcels are involved.
 All persons holding a financial interest in the properties involved must be listed.**

Parcel <u>A</u> (Grantor)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

Parcel <u>B</u> (Grantee)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

Approved By: _____, **Clerk/Treasurer** **Date:** _____

CITY OF BRIDGEPORT ~ PARCEL CONSOLIDATION FORM - Continued

Application #: PCA _____

All persons holding a financial interest in the properties involved must be listed.

Parcel ____ (Grantor)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

Parcel ____ (Grantee)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

Parcel ____ (Grantor)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

Parcel ____ (Grantee)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
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CITY OF BRIDGEPORT ~ PARCEL CONSOLIDATION FORM – Continued

Application #: PCA _____

PRESENT LEGAL DESCRIPTION:

<p>ORIGINAL PARCEL ____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>ORIGINAL PARCEL ____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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CITY OF BRIDGEPORT ~ PARCEL CONSOLIDATION FORM – Continued

Application #: PCA _____

**ACKNOWLEDGEMENT AND AGREEMENT AND
STATEMENT OF CONSENT AND WAIVER OF CLAIMS**

The owners of property described herein do acknowledge and hereby agree that: (1) the resulting parcel consolidation will not create additional parcels of land nor will the resulting parcels be inconsistent with development regulations in the Bridgeport Municipal Code; (2) the parcel consolidation does not remove or impinge upon any easements, covenants, restrictions or encumbrances affecting any of the subject parcels; (3) payment of all taxes and assessments owing on the subject properties is a condition of the adjustment of lot lines; and (4) the boundaries of the parcels resulting from the boundary line adjustment may not be further adjusted without additional review by the city.

I (We), the owners(s) of all the property described herein do hereby acknowledge and agree to hold City of Bridgeport harmless in any cause of action arising out of the parcel consolidation or recordation of same. Furthermore, I (we) the owner(s) of all the property involved in this parcel consolidation; hereby consent to the adjustment of property lines as proposed in this application.

Property A

Property B

Owner

Owner

Owner

Owner

State of _____

County of _____

On this day personally appeared before me _____ to me known to be the individual, or individuals described in and who executed the within and foregoing instrument, and acknowledged to me that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned. Signed and sworn to (or affirmed) before me on this _____ day of _____, 20__.

(Seal)

Signature of Notary Public

My commission expires: _____

State of _____

County of _____

On this day personally appeared before me _____ to me known to be the individual, or individuals described in and who executed the within and foregoing instrument, and acknowledged to me that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned. Signed and sworn to (or affirmed) before me on this _____ day of _____, 20__.

(Seal)

Signature of Notary Public

My commission expires: _____

CITY OF BRIDGEPORT ~ PARCEL CONSOLIDATION FORM – Continued

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Property _____

Property _____

Owner _____

Owner _____

Owner _____

Owner _____

State of _____

County of _____

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