



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

Declaration of Parcel Combination Requirements

The Declaration of Parcel Combination (DPC) is intended for property owners who wish to combine two or more lots. Once a DPC has been recorded, the property owner(s) will no longer be required to observe the affected property line(s) regarding site development.

The DPC does not affect the number of water assessment fees, etc., assigned to a given lot. Applicants are responsible for submitting a complete and correct application. If an applicant has any problems completing this application, please feel free to call the Mason County Permit Assistance Center at (360) 427-9670 ext. 352.

**Send complete application with fees to:
Mason County Permit Center
615 W. Alder Street, Shelton, WA 98584.**

A complete Declaration of Parcel Combination application package must include the following items:

- *All documents needing owner signature must be signed and same as the individuals or trusts as listed with the Mason County Assessor's offices. If the Assessor's records are incorrect, they will need to be corrected prior to DPC submittal.*
- *In the event of the applicant signing on behalf of an incapacitated individual (not deceased), a Power of Attorney can be provided with the notarized document below.*
- *If any property owners are deceased, the estate and ownership of such parcels must be updated prior to completing and submitting the documents listed below.*

Declaration: Complete the Declaration of Parcel Combination. The document must have the notarized signature of all owners of properties involved and must include a Department of Community Development Planning Division acceptance block.

Legal Descriptions: Complete the Full Legal Descriptions page. Full legal descriptions can be found on the most recent deed for each parcel.

Map: A map will be provided to the applicant by the Planning Department, after submission and review of application packet. The map will be based on the full legal descriptions provided by the applicant. The map shall also include a Department of Community Development Planning Division acceptance block.

**ALL INFORMATION PERTAINING TO THE APPLICATION ARE DUE AT THE TIME OF SUBMITTAL.
INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE RESPONSIBLE PARTY.**



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Map pages should also include the applicant's name and mailing address and parcel numbers for the lots to be combined.

Fees: There is a Planning Review Fee. See current fee schedule.

Applicant is responsible for recording fees and all taxes associated with affected parcels.

Property taxes currently due must be paid before the County Assessor's office can record document.

Easements: In many plats, easements on all interior property lines are reserved for utility and drainage purposes. In such cases, the easements will have to be removed through a public hearing process prior to a DPC being recorded. Please see the handout "REMOVING UTILITY & DRAINAGE EASEMENTS" for requirements and fees.

**ALL INFORMATION PERTAINING TO THE APPLICATION ARE DUE AT THE TIME OF SUBMITTAL.
INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE RESPONSIBLE PARTY.**

DECLARATION OF PARCEL COMBINATION

This declaration is being made for the purpose of combining two (or more) lots, tracts, parcels, site, or divisions into a single lot, tract, parcel, site, or division.

THIS DECLARATION MADE THIS _____ day of _____, 20____ by

(name) _____

(mailing address) _____

(city)_____, (state)_____ (zip code) _____ (phone) _____

(email address) _____

hereinafter referred to as DECLARANT(S), owner(s) of the real property legally described on EXHIBIT "A" attached hereto and made a part hereof, who wish(es) to combine the real property described in EXHIBITS "A" and "B" into a single lot, tract, parcel site, or division.

The DECLARANT(S) agree(s) that the real property described on EXHIBITS "A" and "B" shall henceforth be considered a single lot, tract, parcel, site, or division and together shall not be further subdivided without the prior written consent of the Director of Community Development of Mason County.

IN WITNESS THEREOF, the party(ies) hereto have executed this instrument as of the date first above written.

PARCEL #'s TO BE COMBINED (12 digits)

DPC# _____

Date Approved _____

Director of Community Services

DECLARANTS

Print Name

Signature

STATE OF WASHINGTON)
 :SS
COUNTY OF MASON)

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that

Notary Seal:

Whose name(s) is(are) signed to the Declaration of Parcel combination, appeared before me and Personally, acknowledged the same.

GIVEN under my hand and seal this _____ day of _____, 20_____.

(signature)

My commission expires: _____

DPC# _____
Date Approved _____

Director of Community Services

Exhibit “B”

Parcel #:

Full Legal Description:

combined with,

Parcel #:

Full Legal Description:

combined with,

Parcel #:

Full Legal Description:

Use additional pages if necessary.

DPC# _____
Date Approved _____
_____ <i>Director of Community Services</i>

Exhibit "A" (MAP)

DPC# _____

DECLARATION OF PARCEL COMBINATION FOR Parcel #'s:
(name and mailing address)

DECLARATION OF PARCEL COMBINATION OF

SEE EXHIBIT "B"

DATE APPROVED _____

Director of Community Services

Applicant is to provide pre-addressed envelopes or mailing labels to apply to envelopes of property owners' **MAILING ADDRESSES** within the respective Division for notification.

EXAMPLE: John Smith 555 E Smith Dr Shelton, WA 98584		
Jane Doe PO Box 000 Olympia, WA 98502		

APPLICANT MUST PROVIDE MAILING LABELS

Publication Cost Agreement

Publication cost is the responsibility of the applicant. Final permit processing will **not** occur until advertising fees have been paid to the newspaper by the applicant. The Shelton-Mason County Journal will bill the applicant directly.

Billing Address:

_____ Email: _____

_____ Phone: _____

I / WE understand that I / WE must sign and date the attached acknowledgment indicating and that I / WE understand that is MY / OUR responsibility. I / WE must submit the signed page as part of application in order for it to be considered as complete.

Signature of Property Owner

Date Print Name

OR

Signature of Applicant

Date Print Name



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health
615 W. Alder St. – Bldg. 8, Shelton, Wa 98584
Phone: (360) 427-9670 ext. 352 ♦ Fax: (360) 427-7798

INSTRUCTIONS FOR ELIMINATING UTILITY AND DRAINAGE EASEMENTS FROM THE FACE OF A PLAT

Subdivisions platted since the late 1960's have protective covenants or special provisions, which were recorded on the face of the applicable plat. These covenants, or provisions, typically reserve a five-foot easement, for purposes of utilities and drainage, on either side of all interior lot lines and ten feet along all lot lines that border the edge of the plat. This has caused difficulties for property owners that own two or more adjacent lots with the hope of building over the recorded lot lines. It is necessary for property owners to eliminate such easements through the procedures prescribed in R.C.W. 58.17.215 "Alteration of Subdivision" before building or combining parcels.

In order to eliminate a utility and drainage easement the applicant is required to:

1. Apply to the Director of the Department of Community Development, requesting an elimination of utility and drainage easements, and state the reason for such a request.
2. Obtain signed waivers (originals only on letterhead) from all entities that have a legal right to use such easements. Such entities may include the Home-Owners Association, water district, PUD, Telephone Company, and Cable Company. Upon application, the Planning Department will contact Mason County Public Works for a release letter when necessary.
3. A photocopied plat map (available from the Assessors Office) should also be attached. This map must show all the lots affected by the proposed easement elimination, as well as existing and proposed improvements.
4. The applicant shall also supply stamped and addressed 4 1/8" x 9 1/2" envelopes for all property owners within the effected division/phase of the subdivision that the easements are located in. A list of such property owners can be purchased from the Mason County Assessors Office.

The Department of Community Development will stuff (and mail) the envelopes that you provide with Notices of Easement Removal. If any person requests that a hearing be held to decide the matter, a public hearing will be scheduled. For a public hearing, you will also be billed for the publication costs. In all cases, a written approval is required from the Hearings Examiner for the easement removal.

The applicant is charged the following fees for the easement elimination:

Easement Removal Fee: \$250.00

Hearing Examiner Fee: \$340.00

**After the resolution to eliminate a utility and drainage easement has been approved, it will still be necessary to record a Declaration of Parcel Combination in order to build across a property line.

Mason County
Department of Community Development
615 W. Alder Street
Shelton, WA 98584

Please print neatly or type information

DOCUMENT TITLE(S)

REFERENCE NUMBER(S) OF RELATED DOCUMENTS

(ADDITIONAL REFERENCE #'S ON PAGE ___)

GRANTOR(S) (Last, first and middle initial)

GRANTEE(S) (Last, first and middle initial)

(ADDITIONAL REFERENCE #'S ON PAGE ___)

LEGAL DESCRIPTION (Abbr. form: quarter/quarter, section, township & range, plat, lot & block)

(ADDITIONAL REFERENCE #'S ON PAGE ___)

PARCEL NUMBER(S)

(ADDITIONAL REFERENCE #'S ON PAGE ___)

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.

DECLARATION OF PARCEL COMBINATION
For
PLAT OF LAKE CUSHMAN

Declaration of Parcel Combination's (DPC) that are submitted for parcels within the Plat of Lake Cushman are required to submit approval letters from the Lake Cushman Company (the underlying lease holder) and Lake Cushman Maintenance Company.

Mason County will not approve parcel combinations or boundary line adjustments, in this plat, without the written approval. The necessary contact information, for both companies, is provided below.

If your parcel is located in Division 11 or higher, you will be required to remove the utility and drainage easements that are placed within those divisions. There is a separate handout, which pertains to eliminating the easements from the face of a plat. If you did not receive this informational sheet, please contact our office at: (360) 427-9670, extension 352.

**LAKE CUSHMAN
COMPANY**
24113-56TH AVE. WEST
MOUNTLAKE TERRACE, WA
98043

PHONE: (425) 775-3880
FAX: (425) 673-6373

LAKE CUSHMAN MAINTENANCE CO.
NORTH 3740 N LAKE CUSHMAN RD
HOODSPORT, WA 98548-9711

PHONE: (360) 877-5233
FAX: (360) 877-6713

FOLLOWING PLATS REQUIRE AN EASEMENT REMOVAL

1. ALDERBROOK GOLF & YACHT CLUB	DIV. 1-12	54. Olympic Trails	
2. AYOCK BEACH 1 ST ADD.		55. PARKSHORE ESTATES	
3. AYOCK BEACH		56. PRAIRE PLACE	
4. BEACON POINT		57. PURDY CREEK TRACTS	
5. BEACON POINT RESORT		58. RAE LAKE	
6. BEARDS COVE		59. RAINBOW LAKE	
7. BELCOVE ESTATES		60. RIVERHILL	DIV. 1 & 2
8. BELFAIR BARN		61. ROBILLARD COVE	
9. BLUE HERRON CONDO		62. RUSTLEWOOD	
10. BONNIE GLEN		63. SATKO GLEN	
11. BRISCO POINT		64. SHADOW WOOD	
12. CHERRY PARK		65. SISKAN CONDO	
13. COLLINS LAKE		66. SMITH COVE	
14. COLONY SURF	DIV. 1-3 (5' EASEMENT)	67. SPENCER GLEN	
15. COLONY SURF	DIV. 4 AND UP (10' EASEMENT)	68. SPENCERWOOD	
16. CRESTVIEW ADDITION		69. SPRINGWOOD	
17. CURRIES LANDING		70. STAR LAKE	
18. DOW CREEK ESTATES		71. SUNSET VIEW TRACTS	
19. EAGLE WOOD		72. TAHUYA RIVER VALLEY	
20. EDGE WOOD BEACH		73. TERRACE HEIGHTS	
21. EMERALD LAKE		74. TIMERLAKES	DIV. 1-12 RELEASE TIMERLAKES ONLY
22. FIRWOOD GARDENS		75. TIBERLAKES	DIV 13
23. GRENADIER PARK		76. TWANOH FALLS	
24. HARSTENE RETREAT		77. VIEW RIDGE HEIGTS	
25. HIGH LAND ESTATES		78. VINEYARD COVE	
26. HOME STEAD ACRES		79. WONDERLAND	
27. HOOD CANAL HIGHLAND		80. WOODLAND MANOR	DIV. 2 AND UP
28. HOOD CANAL TERRACE		81. CANYONWOOD BEACH	
29. ISLAND HIDE-A-WAY			
30. ISLAND LAKE MANNOR			
31. ISLAND SHORES 3 RD ADD.			
32. KAMILCHE POINT REPLAT			
33. LAKE CHRISTINE			
34. LAKE CUSHMAN	DIV 11 & UP CUSHMAN LETTER		
35. LAKE CUSHMAN E.S.	CUSHMAN LETTER		
36. LAKE CUSHMAN W.S.	CUSHMAN LETTER		
37. LAKELAND VILLAGE	DIV. 4 & UP		
38. LAKE LIMERICK			
39. LATVIAN VILLAGE			
40. LITTLE MISSION CREEK			
41. LYNCH COVE	DIV 2 & UP		
42. MADING'S SUNNY SLOPE			
43. MAGGIE LAKE	DIV. 1,2,3		
44. MANKE'S ALPINE VIEW			
45. MARK PARK			
46. MILLER'S ADDITION			
47. MILWOOD			
48. MISSION CREEK			
49. MOUNTAIN VIEW ADD.			
50. NAHWATZEL BEACH			
51. NORTH VIEW CIRCLE			
52. OAK PARK			
53. OLYMPIC GATEWAY ADD.			