

## Lot Reconfiguration Request



For Office Use Only	
Date Stamp	
	Geocode
	Cycle
	NH

Boundary Line Adjustment

Split

OWNER: \_\_\_\_\_

PHONE: \_\_\_\_\_

(Contract Buyer): \_\_\_\_\_

Account Number	Tax Code Area

Account Number	Tax Code Area

**Please be aware that the reconfiguration of parcels could affect future development of the original lots. It is recommended that you contact the planning/building department in your jurisdiction prior to submitting this reconfiguration request.**

**If a Lot Determination has been obtained from the Planning/Building Department in your jurisdiction, please attach a copy to this request.**

*I hereby request that my property be reconfigured, for tax purposes only, as described in the attached pages.*

SIGNATURE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE: \_\_\_\_\_

Completed	
By:	
Date:	

**\*\*Attach Property Descriptions\*\***



Instructions for  
**Lot Reconfiguration Requests**  
**\*\* Splits / Boundary Line Adjustments \*\***

**Geographic Information System**

Geographic Information Services staff will accept customer requests for reconfiguration of property, *for tax purposes only*.

Please be aware that the reconfiguration of parcels could affect future development of the original lots. It is recommended that you contact the building department in your jurisdiction prior to submitting a reconfiguration request to our office.

**Requirements:**

- Per RCW 84.56.340, taxes on all parcels must be paid in full for the year at the time the request is submitted.
- For Boundary Line Adjustments – the ownership and tax code area must be the same on all parcels involved.

**Please submit the following:**

- ❑ A completed Lot Reconfiguration Request form, including signature of the owner/buyer, date signed, and a daytime telephone number.
- ❑ A clear and proper legal description of each resultant parcel. If you are not familiar with writing legal descriptions, it is recommended you enlist the aid of a title company, surveyor, or attorney.
- ❑ A copy of, or recording information for, any applicable surveys.
- ❑ If you have obtained a Lot Determination related to the proposed Lot Reconfiguration, please attach a copy.

**Note:** The processing of lot configuration requests is a low priority. If financing or a sale is dependent on your request being processed, let us know and we will expedite your lot configuration request as quickly as possible.

**Return your form by one of the following means:**

**Mail:** Clark County G.I.S.  
attn: Land Records  
PO Box 5000  
Vancouver WA 98666

**In person:** Public Service Center  
1300 Franklin St  
2<sup>nd</sup> Floor  
GIS MapStore

**FAX:** 564-397-2046

**email:** LandRecords@clark.wa.gov

If you have any questions, please call our office at (564) 397-2002.  
Choose the Land Records option from the menu.