



Lot Certification Checklist

SKAGITCOUNTYWA.GOV

Each project is unique in its overall design, size, and configuration and is also distinctive as to property location, each of these factors may trigger additional requirements. Some properties have specific requirements based on environmental factors which will have an impact on the development proposal.

If you have any questions, please contact [Ask a Permit Technician](#).

Lot Certification Submittal Checklist

Please upload the required attachments listed below; attachments must be in PDF format. During review project specific documents may be identified and required for resubmittal.

Required Documents		Additional Information
☐	Deed History/Record of Ownership	For each parcel involved.
☐	Narrative	
☐	Lot Certification Report	
Project Specific Documents		Additional Information
☐	Agent Authorization Form	Owner is designating an agent to sign on their behalf.

Lot Certification Report Requirements:

Narrative containing the following:	
☐	The purpose of the request (what are you trying to achieve).
☐	Identification of all parcels and dwelling units involved.
☐	Analysis describing how the lot or lots were originally created and how they have changed over time, including the number and description of lots. The analysis must reference all relevant deeds and dates and include a clear description of each lot.

Also included in the report:

☐	List of deeds, organized from oldest to most recent, and color-coded to match the map.
☐	Color-coded section map corresponding to the deeds above.
☐	Recommendation identifying which lot or lots are legal and eligible for conveyance and development under SCC 14.70.

Report Preparation:

Report must be prepared by one of the following qualified professionals

- A Washington State-licensed land surveyor
- An Attorney
- A Title Company
- A Washington Title Professional certified by Washington Land Title Association.
- A Title Examiner with minimum 5 years' experience

IMPORTANT NOTICE: Digital and physical documents submitted to Skagit County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).