



Planning & Development Services

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August 17, 2026

RE: Revised Lot Certification Report Requirement – Effective Immediately

Policy:

Lot certification applications submitted pursuant to SCC 14.70 that involves two (2) or more unplatted lots or parcels under contiguous ownership, must be submitted with a Report which includes the following:

1. A narrative containing:
 - a. The purpose of the request (what you are trying to achieve),
 - b. Identification of all parcels and residences/dwelling units involved,
 - c. Analysis describing how the lot or lots were originally created and how they have changed over time, including the number and description of the lots.
 - i. The analysis must reference all relevant deeds and dates and include a clear description of each lot.
 - d. The date the parcel was created in its current configuration,
2. A list of deeds, organized from oldest to most recent, and color-coded to match the map in item 3.
3. Color-coded section map corresponding to the deeds listed in item 2.
4. A recommendation identifying which lot or lots are legal and eligible for conveyance and development under SCC 14.70.

The 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.

A blue ink signature of Jack Moore, written in a cursive style.

Jack Moore, Director