



**CHELAN COUNTY
INFORMATION MATERIALS FOR
A CERTIFICATE OF EXEMPTION APPLICATION**

This packet is designed to assist you in preparing your application for a certificate of exemption. Applications may be submitted to the Chelan County Department of Community Development at 316 Washington St., Suite 301 Wenatchee, WA 98801 between 8 a.m. to 5 p.m. Monday through Friday, except holidays.

Contact the Planning Department to determine land use zoning and setbacks. Please provide the following information at the time of submittal. Any missing information may delay your application process. Requirements for the certificate of exemption application can be referenced in Chelan County Code 12.32.040.

- Lots that are not accessed by a state highway, county road, or an approved private road require a copy of recorded access/road easement(s) prior to submittal of this application.
- A completed certificate of exemption application form.
- Application and recording fees.
- A vicinity map.
- A narrative setting forth the reasoning as to why the exemption should be granted, including any supportive documentation (i.e. deeds, title reports, etc.).

NOTE: APPLICATION FEES ARE NON-REFUNDABLE (EXCEPT RECORDING FEES). THERE ARE NO GUARANTEES THAT YOUR CERTIFICATE OF EXEMPTION WILL BE APPROVED.

Upon receiving an application, a file will be setup and within 28 days after receiving the application the applicant will receive a written determination of completeness or incompleteness. After issuing the determination of completeness the Department will determine within 60 days if the proposal is approved or denied.

If the application is approved the application will be sent to the Chelan County Auditor's office for official recording.

**ALL LAND USE APPLICATIONS AND BUILDING PERMITS
REQUIRE PROOF THAT PROPERTY IS A LEGAL LOT OF RECORD.**

PROPERTY IS A LEGAL LOT OF RECORD IF IT:

- is in a short plat
- is in a major subdivision
- is greater than 20 acres in size
- has an approved certificate of exemption, building permit, or land use permit, or
- is a lot recorded prior to October 17, 2000*

Please note: A legal description that describes a portion of a lot or a metes and bounds description does not constitute a legal lot.

*You must prove the lot existed prior to this date by providing a copy of the deed that shows the recorded date. *Contact a title company or the auditor's office for assistance with this research.*

If none of the above applies, then you must legalize the lot through a short plat, major subdivision, certificate of exemption, or increase the lot size to greater than 20 acres.

A recorded survey does not create a legal lot of record unless the lot is greater than 20 acres.

Please contact the Chelan County Department of Community Development with questions at:

316 Washington St., Suite 301
Wenatchee, WA 98801
Phone (509) 667-6225, Fax (509) 667-6475

FOR DEPARTMENTAL USE ONLY:

Date Received: _____	Date Stamp: _____
Received By: _____	
Received via U.S. Mail: _____	
Accepted: _____	
Returned: _____	
Fees Paid: _____	
Recording Fees Paid: _____	
Receipt Number: _____	

Return Address:
Chelan County Department of Community Development
316 Washington St., Suite 301
Wenatchee, WA 98801

Staff Only
CE Application No.:
CE pursuant to Chelan Co. Subdivision Code section(s): 12.32.050 ()
Type of CE:
Receipt No.:

**Chelan County Application for
CERTIFICATE OF EXEMPTION (CE)**

1.

Applicant's Name:		
Project Address:		
Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Business Phone:	
E-mail Address:		

* Will there be additional names? If so, notation needs to be added.

2. Location of property within Chelan County, WA:

Township:	Range:	Section:
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3. Legal Description (abbreviated: i.e. lot, block, and plat or section, township, range):

Additional legal is on page _____ of document.

4. Assessor's Parcel Number(s):

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5.

Owner's Name:		
Project Address:		
Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Business Phone:	
E-mail Address:		

* Additional names on page _____ of document.

6. EXISTING PARCEL(S) INFORMATION. Provide the following information for each existing tax parcel. Attach additional pages if required.

Tax Parcel Number(s)	Size (in acres)	Zoning Category	Comprehensive Plan Designation

7. SPECIAL TAX CLASSIFICATION. If you have a special tax classification for any of the parcels listed in item #3, such as Open Space or Timber, then you must answer the following (contact the assessor's office for information):

a. In reference to the parcel(s) listed above, the specific tax classification is:

b. Will the new lots meet all of the requirements for this special tax classification?

Yes No

c. If not, then have you removed these parcels from these optional state-authorized programs? This includes paying any back taxes or penalties.

Yes No

d. Have you attached to this CE application *Evidence of Payment* from the County Treasurer for each parcel that is being removed from either of these programs?

Yes No

Page _____

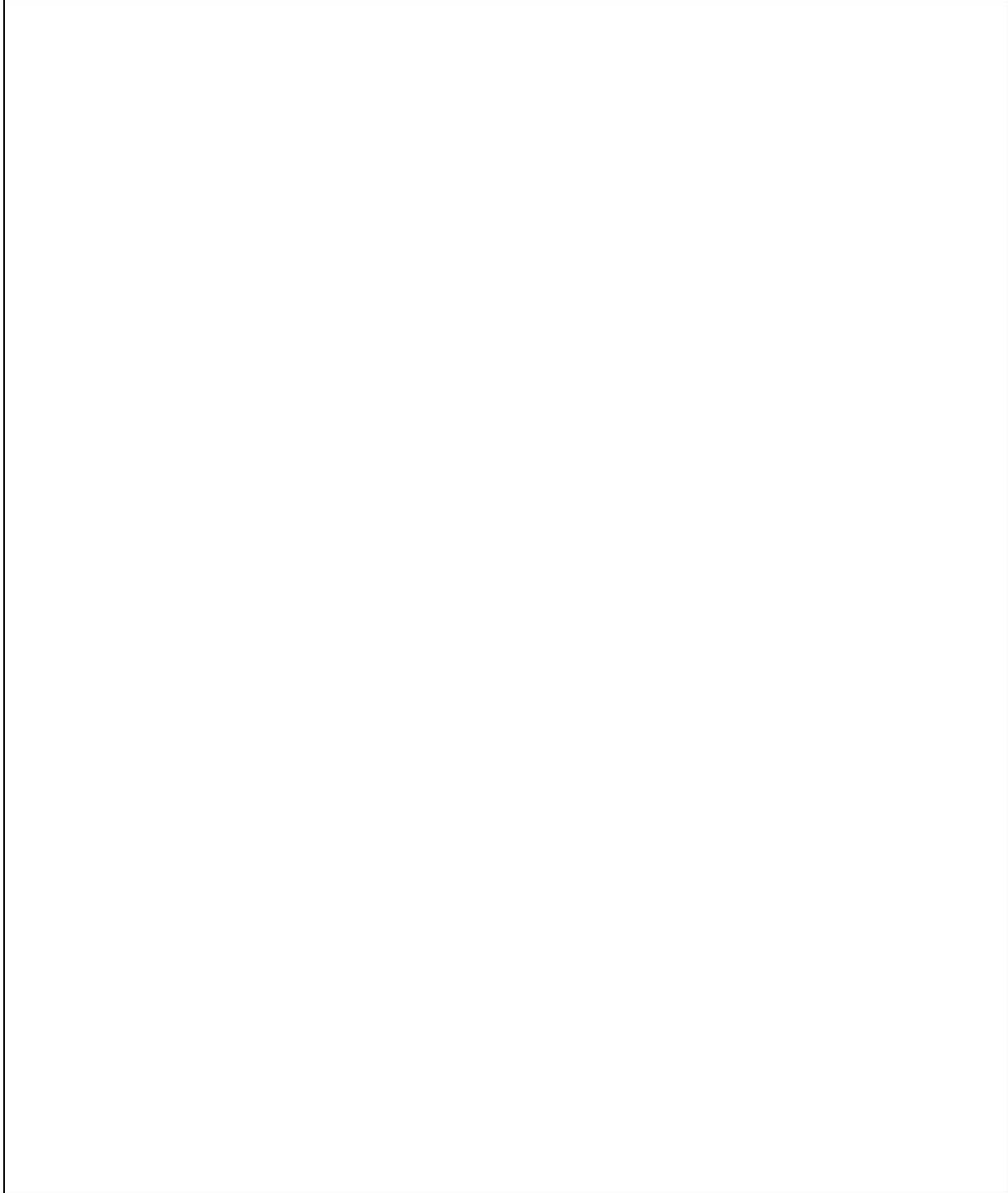
Type or print legibly in black ink.

LOT NUMBER:	SIZE (ACRES):
PUBLIC ROAD NAME:	
LEGAL DESCRIPTION:	

LOT NUMBER:	SIZE (ACRES):
PUBLIC ROAD NAME:	
LEGAL DESCRIPTION:	

LOT NUMBER:	SIZE (ACRES):
PUBLIC ROAD NAME:	
LEGAL DESCRIPTION:	

11. Provide a graphic **drawn to scale**. All lot line measurements (in feet and inches) must be depicted on this graphic. Label each lot. **Show and label existing improvements such as buildings, orchards, wells, septic tanks/drainfields, roads, easements, and any other pertinent features.**

A large, empty rectangular box with a thin black border, intended for a site plan drawing. The box is currently blank.

12.

SIGNED, DATED, AND NOTARIZED SIGNATURES FROM ALL PROPERTY OWNERS.

I (we), the undersigned, swear under penalty of perjury that I (we) who executed the within and foregoing instrument and accompanying documentation are made truthfully and to the best of my (our) knowledge. I (we) further understand that, should there be any willful misrepresentation or willful lack of full disclosure on my (our) part, Chelan County may withdraw any approval that it might issue in reliance on this application. Further, I (we) understand that by signing below, that upon approval by the Chelan County Department of Community Development and filing with the County Auditor and County Assessor, all new easements and lots will be created as described in this certificate of exemption application.

I (we), the owner(s) of all the property described herein do hereby acknowledge and agree to hold Chelan County harmless in any cause of action arising out of the certificate of exemption or recordation of same. Furthermore, I (we), the owner(s) of all the property involved in this certificate of exemption, hereby consent to the proposal in this application.

_____	_____	_____
Tax Parcel #	Owner (signature)	Date
	_____	_____
	Owner (signature)	Date
_____	_____	_____
Tax Parcel #	Owner (signature)	Date
	_____	_____
	Owner (signature)	Date

ACKNOWLEDGEMENT

This is to certify that on the _____ day of _____, 20____ before me, the undersigned, personally appeared

To me known to be the person(s), who executed the foregoing statement and acknowledged to me that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned. WITNESS my hand and official seal the day and year last above written.

NOTARY PUBLIC in and for the State of Washington

Residing in: _____

My Commission Expires: _____

Date: _____

Page _____

THIS CERTIFICATE OF EXEMPTION – CE 200____ - _____
IS
“APPROVED”

IT IS BASED ON THE FOLLOWING SECTIONS OF THE CHELAN COUNTY CODE:

Title 12, Chelan County Subdivision Resolution
Title 11, Chelan County Zoning Resolution

THIS CERTIFICATE OF EXEMPTION IS APPROVED PURSUANT TO THE FOLLOWING
CATEGORY 12.32.050 (_____) _____

THIS CERTIFICATE OF EXEMPTION SHALL BE SUBJECT TO THE FOLLOWING
FINDINGS OF FACT AND CONDITIONS (if required):

1. The applicant shall comply with all requirements and regulations of CHELAN COUNTY TITLE 12 (SUBDIVISION) AND TITLE 11 (ZONING) RESOLUTIONS.
2. The applicant shall comply with all requirements of the Chelan Douglas Health District and/or appropriate Utility purveyor and/or County Public Works regarding wastewater disposal, on-site water or public water systems, access and roads, respectively.
3. The Chelan Douglas Health District has not reviewed the legal availability of water to the site.
4. If legal descriptions are new due to the above exempt category, including any access easements, the applicant shall file this CERTIFICATE OF EXEMPTION with the County Assessor as soon as possible after receiving approval.

THIS CERTIFICATE OF EXEMPTION IS FOR AND SHALL RUN WITH THE
LAND, AND SHALL BE APPLICABLE TO THE APPLICANT, OWNER, HEIRS,
SUCCESSORS OR ASSIGNS.

AUTHORIZED THIS _____ DAY OF _____, 20_____

ADMINISTRATOR

THIS CERTIFICATE OF EXEMPTION IS ISSUED BY
CHELAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
316 WASHINGTON ST., SUITE 301
WENATCHEE, WA 98801
(509) 667-6225

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