

## **PART I – REQUIRED MATERIAL**

**\*\*THE PLANNING DIVISION WILL NOT ACCEPT YOUR APPLICATION IF THE REQUIRED MATERIALS ARE NOT PROVIDED\*\***

- Title Company and Applicant Certification**
  1. Parcel map similar to Example 1 below.
  2. Signed certification on Spokane Valley letterhead (Page 3 of packet)
- Submit a property profile for each adjacent parcel included in the noticing.**
- All stamped and addressed envelopes with the following:**
  1. Minimum envelope size of 9.5" x 4.13"
  2. Address of property owner
  3. Parcel number
  4. Stamp
  5. Leave return address area blank.

## **PART II – INSTRUCTIONS**

**STEP 1:**


Take the "Title Company and Applicant Certification" to any local Title Company to obtain a title search of all the adjacent properties (directly touching subject property, across public right-of-way and kitty corner) to the property(ies) indicated by the solid red line (SEE EXAMPLE 1). All pages (property profiles) accompanied with the title company search shall be submitted. **Note: The parcel map and the title company search shall be current within sixty (60) days of issuing the notice of application.**

**STEP 2:**

Utilizing the addresses obtained in STEP 1, stamp and address each envelope (SEE EXAMPLE 2). The Planning Division will prepare and mail the Notice of Application to those property owners addressed on the envelopes. **Note: The applicant is responsible for verifying the completeness of the Title Company's ownership/taxpayer list against the County Scout parcel database and must certify this with the "Title Company and Applicant Certification" form.**

**INSTRUCTIONS FOR PREPARATION OF ENVELOPES FOR NOTICE OF APPLICATION:**

Using the property profiles obtained from the Title Company, prepare the envelopes as shown below. Envelopes shall be a minimum of 9.5" x 4.13" and be stamped with the appropriate postage. All owners/taxpayer of adjacent properties shall receive a stamped-addressed envelope. If there is more than one owner, with separate addresses, a stamped-addressed envelope will need to be prepared for both.

<div style="border: 1px dashed gray; padding: 2px; text-align: center;"> <b>Return address area LEAVE BLANK</b> </div>		<i>Parcel No. 45222.9912</i> Sally Citizen 12340 East Sprague Avenue Spokane Valley, WA 99206
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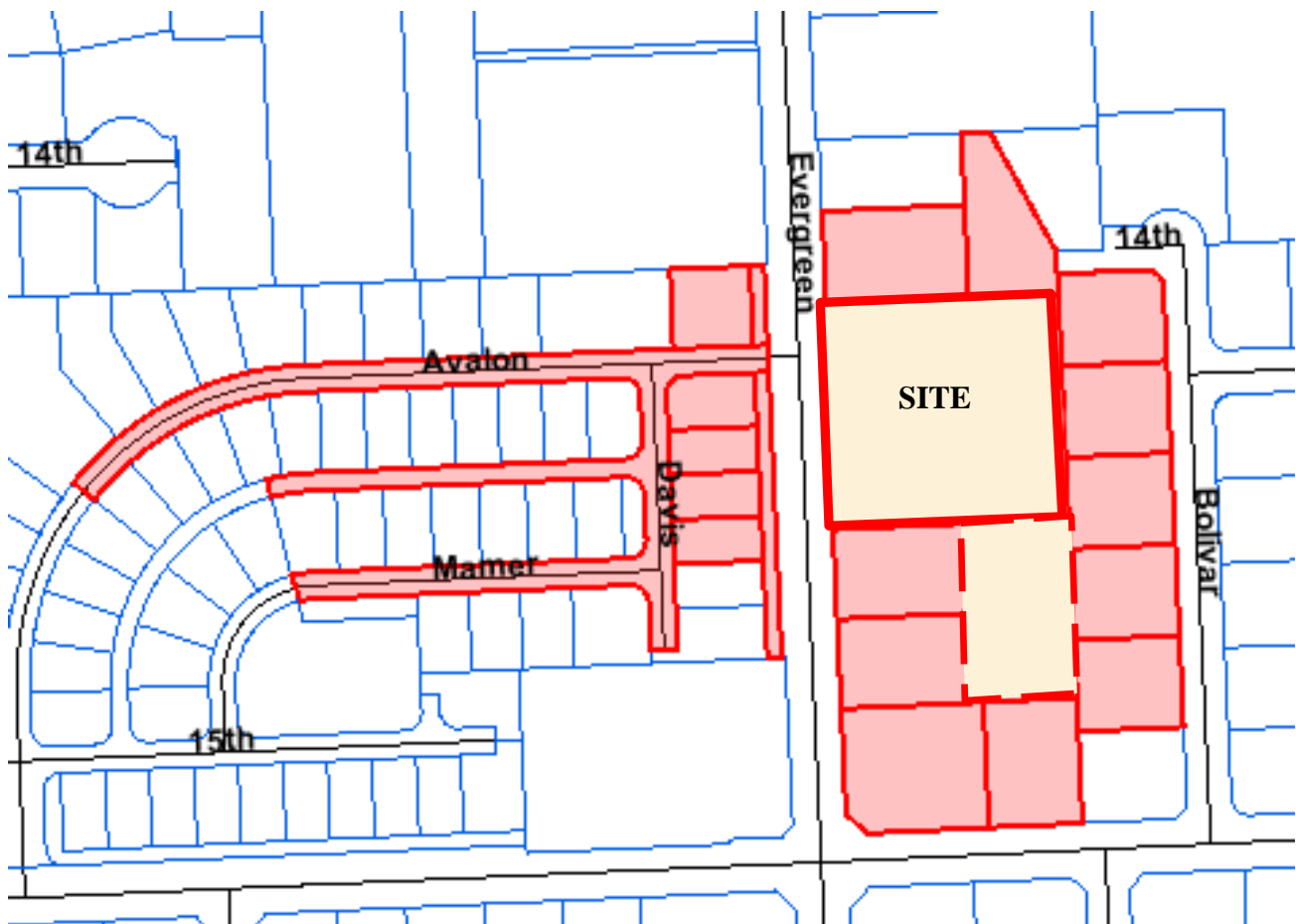
- Minimum envelope size 9.5" x 4.13"
- Parcel Number
- Owner name and Address
- Stamp
- Return address area left blank

**NOTE:** The required noticing material must be submitted before the Notice of Application can be issued. If you fail to fill out the information appropriately and do not submit everything required in 'STEP 2' above, your application will be put on hold until it is corrected. For additional information or questions, call the Permit Center at (509) 720-5240.

**EXAMPLE 1:**

**NOTIFICATION AREA AND MAILING:**

The parcel map should highlight the site and adjacent properties for the purpose of identifying property owners. The map should identify those properties that are adjacent, including those that are directly touching the site, across public rights-of-way, and kitty corner from the site. If the applicant owns any adjacent property(s) than the adjacent properties shall be determined from the boundary of the commonly owned property.)





**MEMORANDUM**

**To:** Title Company  
**FROM:** Community & Public Works, Planning Division  
**SUBJECT:** Notice of Application Owner/Taxpayer List

Please furnish a list of the owners and taxpayers of record of all properties adjacent to the proposal (or total adjoining ownership; including optioned land, to the extent known) and provide a parcel map with parcels searched.

**FILE NO.:** \_\_\_\_\_

**PART III**  
**TITLE COMPANY AND APPLICANT CERTIFICATION**

**TITLE COMPANY CERTIFICATION**

I do hereby certify that the following list of names and addresses, consisting of the attached pages from the Spokane County Assessor's or Treasurer's most current computer records, is to the best of my knowledge correct.

I also certify I have provided loan numbers, if possible, when the owner is listed as a finance company.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Title Company Official)

For: \_\_\_\_\_  
(Company Name)

**APPLICANT CERTIFICATION**

I, the applicant, or agent for the applicant, have verified the attached ownership list with the attached parcel map and find that all tax parcel numbers adjacent to the project site, including owned or optioned land as shown on the parcel map have been listed by the Title Company.

Applicant: \_\_\_\_\_  
(Print Name)

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_