

Lot Segregations and Combinations

PROCESS

Although the Lot Combination/Segregation is processed through Pierce County, a City application for a Land Use Permit still needs to be submitted. Begin by completing the County's [form](#) and save it electronically as a PDF document. Then follow these steps:

1. Log in at <https://aca.accela.com/tacoma/>
2. Select **Permits**, then accept the disclaimer.
3. Select the **Land Use** Drop Down box and **Land Use** option. Then select **Continue Application**.

- ▶ ePermits-Residential (No refund, See require
- ▶ ePermits-Commercial (No refund, See requir
- ▶ ePermits-Fire (No refund, See requirements)
- ▶ Fire
- ▶ Pre-Application Request
- ▼ Land Use
 - Land Use ?
 - Land Use Appeal or Reconsideration
- ▶ Residential Building
- ▶ Commercial Building
- ▶ Site Development
- ▶ Right of Way
- ▶ Utility Connection
- ▶ Special Event

Continue Application »

5. Follow the prompts to continue filling in the required information. When you get to **Step 2 : Details and Attachments > Detailed Information** there will be an area under **Permit Information** to choose a **Permit Type**. Select the Add an Application Type button.

Permit Information

PERMIT TYPE

Please select the Land Use Permit Types and add them to the table below.

Showing 0-0 of 0

Type of Permit	Sub Category	Proje
No records found.		

[Add an Application Type](#) [Edit Application Type](#) [Delete Application Type](#)

6. Select the **Plats/Short Plats/Boundary Line Adjustments** option. Then click **Next**.

Select Type of Permit

(Select only one)

For assistance or to apply for Type of Permit not listed below please

- | Type of Permit |
|--|
| <input type="radio"/> Accessory Dwelling Unit |
| <input type="radio"/> Conditional Use |
| <input type="radio"/> Critical Areas |
| <input type="radio"/> Environmental Review |
| <input type="radio"/> Extension of Permit |
| <input type="radio"/> Information Requests |
| <input type="radio"/> Major Modification of Permit |
| <input checked="" type="radio"/> Plats / Short Plats / Boundary Line Adjustments |
| <input type="radio"/> Shoreline |
| <input type="radio"/> Site Approval |

< Prev **1**

Next » Cancel



Note: This Tip Sheet does not substitute for codes and regulations.

The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

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7. Select **Segregation/Combination**. Then click **Finish**.

Select Sub Category

(Select only one)

Plats / Short Plats / Boundary Line Adjustments

Sub Category	
<input type="radio"/>	Binding Site Plan Approval
<input type="radio"/>	Boundary Line Adjustment
<input type="radio"/>	Final Short or Long Plat
<input type="radio"/>	Preliminary Short Plat (2-9 Lots)
<input type="radio"/>	Preliminary Long Plat (10 +Lots)
<input checked="" type="radio"/>	Segregation/Combination

[« Back](#) [Finish »](#) [Cancel](#)

8. Add a Project Description. Then click Submit.

PERMIT TYPE

Please select the Land Use Permit Types and add them to the table below.

Type of Permit:

Plats / Short Plats / Bounc

Sub Category:

Segregation/Combination

[Submit](#) [Cancel](#)

9. Upload the completed Pierce County form as an attachment when prompted to **Add Attachments**.

Attachment

Attach drawings and other documents that are required for review here. permit is issued. To reach this page again, login and go to My Records, se

Note: You should see a green banner at the top of your screen when you contact us at (253) 591-5030.

Each attachment must be a PDF file of 50 MB or less, flattened, and unlou
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Date
No records found.			

[Add Attachments](#)

[Continue Application »](#)

10. After the submittal process has been completed via the City's website, an LU number will be assigned to the proposal. A Planner will be assigned to process the Segregation/Combination request. Generally, these types of requests can be processed by the City within a week of submittal.

11. After the Planner assigned to process the request has signed off on the County Form, they send a scanned copy to Pierce County via email. The applicant will be cc'd on that email to the County. If building permits are dependent upon the Segregation/Combination request approval, those building permits can be issued at that time.

12. It may take a number of weeks for the request to be officially processed by Pierce County and, if a new Parcel Number is required for a segregation, it may take a few weeks for that parcel number to be assigned. If you have questions about the status of the request after the City has signed off and submitted the form to Pierce County, it is usually best to contact Pierce County directly:

www.co.pierce.wa.us



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