



Planning Department

Certificate of Exemption Procedure

AHMC
(Airway Heights Municipal Code)
16.01.050

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Certificate of Exemption (AHMC 16.02)

"A document issued by the City Planner, which formally exempts a division of land from full compliance with certain state and local land development laws and regulations as identified in the exemption provisions of this Chapter."

GENERAL

A Certificate of Exemption allows specific divisions or adjustments of lots to occur which are exempt from subdivision requirements, provided that all requirements of AHMC 16.01.050 - Exemptions are met.

Specific instances where a Certificate of Exemption is allowed are:

1. *Cemeteries and other burial plots while being used for that purpose;*
2. *Divisions made by testamentary provisions, and the laws of descent;*
3. *Divisions of land into lots or tracts, each of which is five (5) acres or more in size;*
4. *A division made for the purpose of alteration by adjusting boundary lines (Boundary Line Adjustment), between platted or unplatted lots or both, which does not create any additional lot, tract, parcel, site, or division nor create any lot, tract, parcel, site or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site.*

A certificate of exemption shall be obtained from the City Planner for the above exemptions following payment of fees and a minimum review period for conformance with adopted City regulations and ordinances.

Certificates of Exemption shall run with the parcel of land described in the certificate, not the owner, therefore the certificate is transferable from owner to owner. Certificates of Exemption must be filed with the Spokane County Auditor's Office prior to the lots being created and/or adjusted.

WHAT TO SUBMIT:

All applications shall, at a minimum, include the following and any additional information deemed necessary by the City Planner:

- Completed Certificate of Exemption Form
- Completed Spokane County Segregation Form
- Payment of appropriate fees
- Map identifying existing and proposed lot configuration
- Legal descriptions for existing and proposed lots

APPLICATION PROCESS

Upon receiving a completed application, and any additional information, the City Planner shall review the applications, legal descriptions, and maps, and approve or deny the application within five (5) days, unless additional or revised information is needed.

If approved by the City Planner, the applications must be filed with the Spokane County Assessor's Office for signature. The Spokane County Assessor will file the Certificate of Exemption form, along with applicable legal descriptions and drawings, to the Spokane County Auditor's Office for recording.

Upon filing with the Assessor and Auditor, a copy of the approved and recorded application must be submitted to the Planning Department prior to development of the proposed lot(s).

DISCLAIMER

This form is not intended to be a complete and comprehensive list of all information that will be required as projects vary in complexity and scope. It is the responsibility of the applicant to provide all necessary information. It is highly recommended that the applicant visit the Planning Department prior to submitting a formal application.