



CITY OF COLLEGE PLACE UNIT CHARGE PROTOCOL CPMC 13.04.430

- A property is considered a "multiple-dwelling unit dwelling" if two of the following conditions are met:
 1. A door with a separate lock and key separates units.
 2. Units have different addresses.
 3. Units have separate mailboxes.
 4. Unit has more than one full bathroom consisting of a sink, bathtub/shower.
 5. Unit has more than one kitchen consisting of a sink and common appliances including a refrigerator and a stove.
- Within 60 business days of purchase, if a new property owner reports to the city finance department that a previously classified single-family home does in fact have multiple units the owner will be responsible for future unit charges and will not be held responsible for incorrect reporting by the prior owner. This shall not apply if reported to the city after 60 business days.
- If a single-family dwelling unit is converted to a multiple-dwelling unit, the change must be reported to the city finance department within 30 business days by the property owner. The base rate for each unit shall apply. Failure to report such change will subject the property owner to a fine of \$1,000.00. The city can certify presence of multiple units upon proof of solicitation of tenants or any other reasonable means.
- If a multiple-dwelling unit property is converted to a single-family dwelling unit, the property owner should report the change to the city within 30 business days. The building official or designee must certify. A fee for the building official to inspect the change will apply as stated in the annual fee schedule adopted by the city council. **The property owner will need to sign a form certifying the change and the subject property will then be charged the single-family base rate. (See attached Property Owner Certification form)**
 - Once the Property Owner Certification form has been completed and turned in to the Community Development Department an inspection of the dwelling unit can be arranged with the Building Official and an inspection will be charged.



**CITY OF COLLEGE PLACE
PROPERTY OWNER CERTIFICATION OF
CHANGE IN DWELLING UNITS**

I/we, _____,

certify the following:

1. I/we are the owners of real property and the improvements (Subject Property) thereon;
2. The legal description of the Subject Property is:

3. More commonly known (street address): _____,
College Place, WA 99324;

4. I/we have converted the Subject Property as follows:

Converted the single unit to _____ units:

A property is considered a "multiple-dwelling unit dwelling" if two of the following conditions are met (select from the following that that apply):

- A door with a separate lock and key separates units.
- Units have different addresses.
- Units have separate mailboxes.
- Unit has more than one full bathroom consisting of a sink, bathtub/shower.
- Unit has more than one kitchen consisting of a sink and common appliances including a refrigerator and a stove.

Converted ___ units to a single unit (the following items shall be completed prior to submittal of certification form):

- Removal of door(s) or locks that separate units.
- Converted addressing back to one house number.
- Only one mailbox.
- Decommissioned cooking area(s) by removing either:
 - Refrigerator; or
 - Cooking appliance.

5. The Subject Property is owned in whole or in part by an entity (e.g. corporation), I, _____, by signature below certify that I have the legal authority to certify the conversion herein;
6. I/we acknowledge and will pay a fee for the conversion pursuant to College Place City Code and as directed by Community Development;

So certified, this ____ day of _____, 20____,

Property owner/authorized agent signature

Property owner signature