

Lot Line Submittal Requirements Checklist

The following information must be submitted to the Permit Center at the time of application. Incomplete applications will not be accepted and may result in delays.

- A. Completed electronic application form. Any person signing for a corporation or trust shall submit authority to sign documentation. The signature of all parties having any ownership interest in the lands affected by the lot line adjustment, indicating that the lot line adjustment is made with free consent and in accordance with their desires. For purposes of this section, "ownership interest" shall include legal and equitable property interests, including, but not limited to, present, future, contingent or whole fee interests, together with a beneficiary's interest pursuant to a trust and contract interest pursuant to a specifically enforceable contract for the purchase of the real property.
- B. Electronic plans created using the CAD template [here](#), prepared by a professional land surveyor licensed in the State of Washington and complying with RCW 58.09 and WAC 332-130-050 using the City standard template provided. The first page of the plans shall contain the assigned planning number, signature blocks with notary, Land Surveyor's Certificate signature block and stamp, and the legal description of properties before and after lot line. All information must be within a one-inch margin per RCW 36.18 and RCW 65.04 illustrating:
 1. Addresses of existing lots.
 2. Existing lot lines.
 3. Proposed new lot line(s) and the distance it has been moved (or the common lot line to be eliminated).
 4. Name and location of adjacent streets.
- C. A current title report with supplementals that is issued within forty-five (45) days of application.
 5. Type, location and dimensions of existing and/or proposed easements.
 6. All existing structures and distances to property lines.
 7. Existing fences.
 8. Total square footage of revised lots.
 9. A table indicating total square feet of impervious surfaces on each lot before and after lot line adjustment/elimination.
 10. Location of on-site parking, landscaping, etc., affected by the change, if applicable.
 11. North arrow.
 12. Engineering scale used for map (i.e. 1"=20')
 13. Identify all proposed lots with sequential numbers beginning with 1 (i.e. Lot 1, Lot 2, Lot 3, etc.)
 14. Subject to or Matters of Record from the Title report



Lot Line Adjustment Application Instructions

The purpose of a lot line adjustment is to allow property owners to alter, eliminate or relocate lot lines to correct setback encroachments, improve access, rectify a disputed property line location, free the boundary from any differences or discrepancies, correlate property lines with survey or map lines or to create better lot design while conforming to all applicable code requirements pertaining to lot design, building location, and development standards. A lot line adjustment does not allow the creation of an additional lot, parcel or tract. A lot line adjustment cannot be used to create or increase a non-conforming condition on a lot.

Any property owner who wishes to change or eliminate a lot line may first consult with Planning Services in order to become familiar with the requirements.

All information on the application and accompanying map must be within one-inch margins from all sides. The 1" margin on all documents for recording must be left blank.

Submit the completed application, supporting materials and appropriate fee to the Permit Center www.kentwa.gov/pay-and-apply/apply-for-a-permit.

All items requested on the application and any other material that may be required by the City must be submitted at the time of application in order for the application to be accepted.

Lot line adjustments/elimination applications will not be approved unless the request is consistent with the following principles of acceptability:

1. Adjusts lot lines to eliminate a common lot line between parcels in the same ownership, to relocate a lot line to rectify a property line dispute, correct property line or setback encroachments, or correlate

- with more accurate survey data; and to allow a minor transfer of land between adjacent parcels;
2. Creates better lot design, or improve access;
3. Conforms to applicable zoning, subdivision and other code requirements pertaining to lot design, building location, and development standards;
4. Avoids creation of an additional lot parcel or tract;
5. Lots created or combined for tax purposes do not constitute a legal lot of record.

A proposed lot line adjustment shall not be approved unless the city finds that:

1. Appropriate provisions have been made for:
 - a. setbacks from existing buildings to proposed new property lines;
 - b. existing and proposed utilities and utility easements;
 - c. existing and proposed access to the parcels, adjacent streets and access easements;
 - d. lot dimension and area conforming to city code requirements;
 - e. location of on-site parking, landscaping and other significant site features affected by the proposed new property lines;
 - f. the public health, safety and general welfare of the community;
 - g. protection of environmentally sensitive lands and habitat;

2. The city has considered all other relevant facts; and
3. The public use and interest will be served by the adjustment of such property lines.
4. The lot line adjustment request is consistent with the principles of acceptability.

Planning Services will review and evaluate the proposed lot line adjustment after receiving a complete application and providing an opportunity for comment from other City departments. The planning manager may approve, approve with modifications, or deny the application for a lot line adjustment.

If denied, the applicant shall be notified in writing of the decision, stating the reasons.

The decision of the planning manager shall be final unless a party of record makes an appeal to the hearing examiner within fourteen (14) calendar days after the written decision. The appeal shall be in writing and shall be processed pursuant to Ch. 2.32 KCC. The decision of the hearing examiner shall represent final action of the city.

The hearing examiner decision on an appeal is final unless it is appealed to the superior court. Such an appeal must be filed with the superior court within twenty-one (21) calendar days from the date the decision was issued.

The City shall return a signed copy of the plans that are ready to be recorded to the applicant. The applicant is then responsible for having the approved, signed plans recorded with the Office of the King County Recorder.

The recording of a lot line adjustment does not constitute a transfer of title. A lot line adjustment does not become effective until it is recorded with King County and the appropriate deeds transferring ownership are also recorded with King County.