



801 SW 174th Street Normandy Park, WA 98166 Telephone: (206) 248-7603 Fax: (206) 439-8674

LOT LINE ADJUSTMENT APPLICATION

Purpose:

The purpose of a Lot Line Adjustment is to accommodate a minor transfer of land between adjacent, legally created lots. A Lot Line Adjustment will help to correct property line or setback encroachments, improve lot access, or create better lot design; without creating lots that are either nonconforming or more nonconforming than before the adjustment, nor can a Lot Line Adjustment create, extinguish or alter easements. It is not the purpose of a Lot Line Adjustment to create additional building lots. Approval and recording of a Lot Line Adjustment does not represent a change in property boundaries until such time property is actually conveyed (sold or transferred). Conveyance must take place by a separate recorded deed.

Application Requirements:

- (1) Applications for lot line adjustments shall be reviewed by the planning manager for consistency with the city's code and other applicable regulatory codes.
- (2) Application for lot line adjustments must be signed by all the persons listed on the title report for each parcel altered by the proposed adjustment.
- (3) Any adjustment of lot lines must be approved by the planning manager prior to the transfer of property ownership between adjacent legal lots.
- (4) The elimination of lines between two or more lots shall be considered a lot line adjustment and shall not be subject to the subdivision or short subdivision provisions of this title.
- (5) Recognized lots in an approved site plan for a conditional use permit, special use permit, planned residential development, or commercial site development permit shall be considered a single site. No lot lines on the site may be altered by a lot line adjustment to transfer density or separate lots to another property not included in the original site plan of the subject development.
- (6) Application forms provided by the City shall be submitted to the planning manager with one original and five copies of a plan, on Mylar or other medium acceptable to the county for recording, signed and stamped by a professional land surveyor, drawn to scale with accurate dimensions, clearly showing the following information:

Information needed for review:

1. Application for Lot Line Adjustment.
2. Plat maps (2) in accordance with City Standards:
 - (a) The proposed lines for all affected lots, indicated by heavy solid lines;
 - (b) The existing lot lines proposed to be changed, indicated by heavy broken lines;
 - (c) The location and dimensions of all structures and improvements on the affected lots and the distance between those structures and improvements and the proposed lot lines;
 - (d) Existing and proposed legal descriptions for each parcel, labeling the new parcels with designations different from existing parcels;
 - (e) The position of monumentation set at each new property corner;
 - (f) All assessor tax parcel numbers of affected lots;
 - (g) The location of the property to quarter/quarter sections;

- (h) The location and dimensions of any drain field, easement, or right-of-way existing within any affected lots;
 - (i) The area and dimensions of each lot following the proposed adjustment;
 - (j) The existing, and if applicable, proposed future method of sewage disposal for each affected lot.
 - (k) All creeks, streams, wetlands and other sensitive areas, including buffers, must be shown.
 - (l) Drawing must show existing and/or proposed access.
 - (m) Drawing must be to scale and certified by a licensed surveyor.
3. Legal descriptions for existing and proposed properties.
 4. Lot closure calculations for the proposed lots stamped and signed by a professional land surveyor.
 5. Lot line adjustment applications shall include a title report that sets forth all persons having an interest in the lots affected by the lot line adjustment. The title report must be dated no more than 30 days prior to application and must be updated to the date of lot line adjustment approval, without cost to the city.
 6. A paper copy of the plan may be submitted for review and approval before submission of the final plan.
 7. The Mylar for recording in the auditor's office shall contain all survey information required for a record of survey under the "Survey Recording Act," Chapter 58.09 RCW and 332-130 WAC, together with the following additional signature blocks, which shall be fully executed before approval.
 8. A note shall be placed on the Mylar that reads as follows: **THIS LOT LINE ADJUSTMENT IS NOT A PLAT, REPLAT, OR SUBDIVISION. IT DOES NOT GUARANTEE THAT THE LOTS WILL BE SUITABLE FOR DEVELOPMENT NOW OR IN THE FUTURE. THE LEGAL TRANSFER OF THE PROPERTY MUST BE DONE BY SEPARATE INSTRUMENT.**
 9. A fee in accordance with the most recent adopted fee schedule. Engineering review fees will be in addition to the application fee. Review fees are subject to a 10% administrative charge.

Instructions for the review and recording of the Lot Line Adjustment:

1. After the Lot Line Adjustment has been approved by the Planning Department and the City Engineer, one copy (preferably Mylar) of the approved Lot Line Adjustment must be provided to the City. These copies need to be signed and notarized with the appropriate signatures, including: a Declaration section with the signatures of all property owners involved, a signature block for the City Planning Manager, a block for the King County Assessor and Deputy Assessor and a block for the Recorder's Certificate Number.
2. In order to make the Lot Line Adjustment official, it will need to be verified and signed by the King County Assessor's Office and recorded with the King County Recording Office. The applicant's surveyor may submit the copies of the documents (along with a Deed of Conveyance) to the Assessor and Recording Offices. The Recording Office does charge a fee for recording a Lot Line Adjustment.
3. After the Lot Line Adjustment has been recorded, a copy of the recorded document must then be provided to the City for their records.
4. This application will expire if not finalized within one year of the submittal date.



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PERMIT # _____

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Date:

Lot A

Owner's Name Address City Zip Phone

Parcel # Source of Water Sewage Disposal

Lot B

Owner's Name Address City Zip Phone

Parcel # Source of Water Sewage Disposal

Lot A Owner(s) signature Date

Lot B Owner(s) signature Date

- Attach additional pages if more parcels and parcel owners are involved.

The sales tax code for Normandy Park is 1721. If you use landscape services or have a contractor conducting home improvements, remind them to use the Normandy Park sales tax code when reporting sales tax to the Department of Revenue.