

Separate Lot Status Determination Submittal Checklist

Staff Use Only:

SUB #:

Project Name:

DEFINITION AND PURPOSE

A separate lot is a physically separate and distinct parcel of property, established through a subdivision conducted according to all State statutes and local subdivision codes applicable at the time the lot, tract or parcel was created; or partition from a legally established parent lot by the dedication of public right-of-way or condemnation.

The purpose of this application is to determine if a lot was properly established, can be considered a separate lot and stand alone, by way of a division of land that occurred outside of the County review and before formal land use procedures were devised.

AUTHORITY AND APPLICATION

Per SMC 14.26.040 Lot Status. The following provisions apply for review of separate lot status determination.

1. A lot, tract or parcel shall be considered legally created or adjusted where public records demonstrate it was:
 - a. Divided in compliance with all State statutes and local subdivision codes applicable at the time the lot, tract or parcel was created; or
 - b. Separated from a legally established parent lot by the dedication of public right-of-way.
2. The City shall allow use of legally established substandard lots; provided, that such use remains otherwise consistent with the Zoning Code and any other applicable provisions of the SeaTac Municipal Code.
3. Any recorded subdivisions or tax lots created before 1937 under Chapter 58.08 RCW shall be reviewed in accordance with Chapter 58.17 RCW and the provisions of SMC Titles 14 and 15. The Director may make a positive determination of separate tax lot status for any separate lot not meeting the dimensional standards of SMC Title 15, provided the lot is not impacted by the following:
 - a. Sensitive areas and their buffers as defined under SMC Title 15.
 - b. Structures encroaching over property lines of any proposed separate tax lot, as defined under SMC Title 15.
4. The City shall bar any land use or development application that involves one (1) or more illegally created or adjusted lots, tracts or parcels; provided, that applicants may seek to correct the action by which such properties were allegedly created.

REVIEW PROCESS AND PROCEDURES

A separate lot status determination shall be considered in accordance with SMC 14.26.040 and be processed as a Type I Permit per SMC Title 16A.

1. For the application to be accepted for intake through the Permit Center, the Master Land Use Application and Separate Lot Status Determination submittal checklist must be completed, with all required supplemental

documents provided. A Pre-Application meeting is not required, but a voluntary meeting can be requested by the applicant. For further information visit: <https://www.seatacwa.gov/government/citydepartments/community-and-economic-development/permits-land-use-applications>

2. The application may be returned to the applicant for additional information or modifications throughout the administrative review process.
3. Following comprehensive administrative review, the Director shall have the authority to determine the legal status of any lot, tract or parcel.
4. To reinstate the parcel(s), complete and send a request for segregation-merger form, with the City's response to the requested determination, to the King County Department of Assessments.
 - a. All property taxes must be current before a separate lot status is approved.
5. Once the lots have been separated, the new assigned parcel numbers will appear changed on the Assessor's Legal Description, Assessor Map, and iMap. A written notification will not be provided; please check the following website for an update: <https://blue.kingcounty.com/Assessor/eRealProperty/default.aspx>
 - a. Determination of separate lot status does not constitute an approval of any associated project, nor does it guarantee a future project approval.
 - b. Project actions that require separate lot status shall not proceed until new parcel numbers are assigned by King County.

Application Checklist

The following materials are the minimum that must be submitted to review your application. **Please do not turn in your application until all items listed below have been checked off.** Submittals will not be accepted unless complete. Return completed checklist with application.

Refer to current fee schedule, and/or contact a permit coordinator @ 206-973-4750 for information regarding required fees at the time of application submittal.

SUBMITTAL REQUIREMENTS		APPLICANT	STAFF
1	Master Land Use Application form, completed.		
2	Required fee(s) paid.		
3	Electronic: A thumbdrive with electronic copies of all documents, OR Paper: Original, plus four (4) copies of all documents.		
4	Map or visual delineating the land in focus and perceived underlying lots.		
5	Description of desired property outcome(s) of proposed lot(s).		
6	Documents demonstrating existence of a legal lot (see below).		

DOCUMENTATION		APPLICANT (Indicate if provided)	STAFF
<i>These documents may include items such as, but not limited to:</i>			
1	A chain of title report, for each parcel to be considered.		
2	Copies of all deeds up to and including the split deeds through to current ownership.		
3	A copy of the King County approval for unrecorded subdivisions of four or fewer lots dated prior to July 1, 1974, per RCW 58.17.920.		

DOCUMENTATION		APPLICANT <i>(Indicate if provided)</i>	STAFF
4	Deeds, real estate contracts, or historical tax records dated prior to October 1, 1972, that provides evidence of the creation of a separate lot status.		
5	Recorded subdivision plats, binding site plans or lot line maps bearing a verifiable recording number.		
6	Previous determinations of lot status or other authenticated documents indicating approval of a subdivision or lot line adjustment by King County or the City of SeaTac.		
7	Recorded deeds, contracts, or similar documents describing the subject property either individually or as part of a conjunctive legal description (e.g., Lot 1 and Lot 2).		
8	Historic tax records or other similar evidence, describing the lot as an individual parcel.		
9	Other records as would be acceptable to the City for a determination of lot status.		