

## Lot Line Adjustment Submittal Checklist

Staff Use Only:

SUB #:

Project Name:

### DEFINITION AND PURPOSE

Any relocation of one (1) or more lot boundary lines of two (2) or more lots where such action does not result in the creation of additional lots, or the creation of any substandard lot.

### AUTHORITY AND APPLICATION

Per SMC 14.24.020 General Provisions, Requirements and Limitations. The City will not approve a lot line adjustment that results in any of the following items:

1. Create any additional lot, tract or parcel;
2. Result in a lot, tract or parcel that fails to meet the minimum performance standards established for lots under this title and the Zoning Code;
3. Cause an existing building or structure to fail any applicable standard of the Zoning Code;
4. Cause a subject lot to have more than one (1) zoning designation;
5. Adversely affect lot access, easements or drain fields; or
6. Increase the nonconforming aspects of any existing lot or structure.

Please note, no new easements or other property rights can be established/dedicated on a Lot Line Adjustment map.

### REVIEW PROCESS AND PROCEDURES

Lot line adjustments shall be considered in accordance with Chapter 14.24 SMC 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 Lot Line Adjustment 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/city-departments/community-and-economic-development/permits-land-use-applications>
2. A Determination of Completeness (DOC) will be made within twenty-eight (28) days of the application submittal stating whether the application is complete or if additional information is required.
3. The application may be returned to the applicant for additional information or modifications throughout the administrative review process.
4. Following comprehensive administrative review, and within ninety (90) days of a complete application submittal, a notice will be sent to the applicant approving, denying, or requesting additional information or modifications to the application.

5. The Notice of Decision (NOD) issued by City Staff may be appealed to the Hearing Examiner within fourteen (14) days of the issuance of such decision. The appeal must be filed with the City Clerk on a form supplied by the City Clerk along with a filing fee.
6. Once approval is granted for any lot line adjustment, the applicant shall have six (6) months in which to file the final lot line maps with the City. If the final lot line maps are not filed with the City in that period, the approval shall be null and void.
7. Where an applicant requests any modification to an approved but unrecorded lot line adjustment, and where that modification is not in response to staff review, that request shall be treated as a new application for the purpose of vesting. The applicant shall initiate and complete a new application as if no earlier application had been made.

## 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	<b>Electronic:</b> A thumbdrive with electronic copies of all documents, <b>OR</b> <b>Paper:</b> Original, plus four (4) copies of all documents.	✓	
4	An environmental (SEPA) checklist, if applicable.	✓	
5	Title report (dated within last 45 days) including copies of all easements, deed restriction(s) and other supplemental document(s) cited in the report. A title report is required for each parcel involved in the lot line adjustment.	✓	
6	Quit Claim Deed, or other transfer document, if property is held by more than one entity. Transfer deed(s) and Real Estate Excise Tax (REET) affidavit between property owners is required.	N/A	

PLAN REQUIREMENTS		APPLICANT (List sheet number for each item)	STAFF
<i>Unless otherwise noted, all plans shall have the following: Scale, north arrow and date drawn. Scale shall be standard engineering or architectural. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'.</i>			
1	Lot line adjustment to be prepared on the City's Title Block which can be obtained via web: <a href="https://www.seatacwa.gov/government/city-departments/public-works/engineering-review-division/forms-and-fees">https://www.seatacwa.gov/government/city-departments/public-works/engineering-review-division/forms-and-fees</a>	✓	
2	Drawing prepared and stamped by a professional land surveyor registered in the State of Washington (RCW 58.17.250).	✓	

PLAN REQUIREMENTS		APPLICANT (List sheet number for each item)	STAFF
3	The names and the addresses of the developer/applicant and the licensed land surveyor who prepared the mapping.	✓	
4	Name of title company, report number, date of report relied upon on documented on face of map.	✓	
5	Legal description and tax lot number of the properties to be adjusted. Original description(s) labeled as "Old parcel(s)"; adjusted parcel description(s) labeled as "New parcel(s)".	✓	
6	The face of any lot line adjustment containing a private road shall bear the following language: WARNING: THE CITY OF SEATAC HAS NO RESPONSIBILITY TO BUILD, IMPROVE, MAINTAIN, OR OTHERWISE SERVICE THE PRIVATE ROADS CONTAINED WITHIN OR PROVIDING SERVICE TO THE PROPERTY DESCRIBED IN THIS LOT LINE ADJUSTMENT.	N/A	
7	Indicate the acreage of the land to be adjusted, the number of parcels, and the area (sq. ft.) of each individual parcel before and after the adjustment.	✓	
8	Location, bearings and distances of existing and proposed property lines; and existing section lines in feet and decimals of a foot. Demark as "New or Old lines". Use different line font for each. Add insets depictions for small adjustments, as needed.	✓	
9	The location, width and names of existing abutting streets, and/or easements shown. Label as "public or private"	✓	
10	Existing on-site lines shown as light dashed lines, proposed lines as bold solid lines, and all existing easements shown as dashed lines.	✓	
11	Existing off-site sub-division lots, blocks, streets and easements shown as dotted lines.	✓	
12	Parcel numbers of adjacent property owners on the records of the County Assessor's Office.	✓	
13	Location, dimensions, and use of existing structures on site (includes fences, accessory buildings, temporary structures such as trailers/mobile homes, and retaining walls). Identifying any that may indicate encroachment, lines of dispute, or conflict of Title.	✓	
14	Distances between structures and property lines.	✓	
15	Identify and show location of any existing and/or abandoned well(s) on property.	N/A	
16	If any lot is served by private septic system, identify the location of the drain field(s).	N/A	
17	Show any recorded public or private utility and drainage easements, both on the land to be adjusted and on the adjoining lands (land that abuts the adjustment), to a distance of twenty-five (25) feet from the edge of the subject property division (include recording number).	✓	
18	Topographic contours and elevations not greater than five (5) foot intervals. Include source of data.	✓	

PLAN REQUIREMENTS		APPLICANT <i>(List sheet number for each item)</i>	STAFF
19	Legend showing symbols for surveyor markers set, and monuments found.	✓	
20	All found monuments and survey markers (description, type, and size) are labeled and referenced to an existing County Survey and/or Survey of Record.	✓	
21	Indicate the basis or bearing and dimensions of each lot line.	✓	
22	Bearings, angles, or azimuths shown in degrees, minutes, and seconds.	✓	
23	Include Radius, delta, arc length and long chord bearing and distance of curves shown.	✓	