



LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS AND PROCESS

PURPOSE

The process provides a method of summary approval of lot line adjustments which do not create any additional lot, tract, parcel, site or division, while ensuring that such lot line adjustment satisfies public concerns of health, safety and welfare.

SUBMITTAL REQUIREMENTS

Sufficient Insufficient N/A

Sufficient	Insufficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. One copy of a completed City of Black Diamond Permit Application form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Four copies of a vicinity map of the subject properties involved.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Four copies of a legible scaled drawing (preferably prepared by a licensed surveyor) of the properties involved and show the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Scale should be 1"=20' and noted on drawing <input type="checkbox"/> Dimensions of all existing property lines and the proposed property lines. <input type="checkbox"/> The existing property line to be adjusted with "-----" and labeled as "old lot line" <input type="checkbox"/> The proposed property line adjustment with "_____" and labeled as "new lot line" <input type="checkbox"/> Identify all adjacent streets using City of Black Diamond street names <input type="checkbox"/> Show location and dimensions of existing structures in relation to the proposed lot line <input type="checkbox"/> Show the dimensions of existing and proposed utility or access easement(s) <input type="checkbox"/> Identify lots as Lot A, Lot B, or Lot C (you may also use numbers) <input type="checkbox"/> Show North Arrow <input type="checkbox"/> Provide square footage of existing and reconfigured lots
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. The drawing should include approval signature blocks, a declaration of ownership for all involved parties, the Surveyor's signature and stamp, and a title block.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. A title report disclosing all encumbrances against the property and the names of the persons in whom the title is vested.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Sensitive Area Identification Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Submit the application fee and deposit.

REVIEW AND APPROVAL PROCESS

1. The Community Development Department, upon receiving a lot line adjustment application and appropriate application fees, will first review the application for sufficiency and compliance with existing zoning regulations. The following standards must be met:
 - a. The resulting lots must have dimensions meeting the minimum lot requirements in effect at the time of request;
 - b. Setbacks in effect at the time of the request must be met as to all structures upon the lots as they relate to the new lot line;
 - c. Shapes of the lots must not be inconsistent with the general lot configuration for other lots in the area, and other existing codes relating to lot shapes;
 - d. No adjustment shall result in a lot which does not have adequate drainage, access to water supply and sanitary sewer disposal, and/or access for vehicles, utilities and fire protection;
2. The application will then be routed to multiple City departments for their written comments.
3. Based upon these comments, the City Planner will either ask for more information, ask that corrections be made to the application, and/or approve the application with or without conditions.
4. The following items shall be required as conditions of approval of the lot line adjustment.
 - a. Payment of all fees owed to the City for its services;
 - b. A survey and setting of the corners of the new lot(s) by a licensed surveyor;
 - c. Execution of deeds and related documents by the affected landowners and lienholders, on forms provided by the City and recorded by the city with King County in order to effectuate the lot line adjustment.
 - d. Receipt of Title Report on affected owners;
 - e. Such other conditions as may be reasonably necessary to protect the public health, safety and welfare.
5. A final decision will be prepared by the City Planner and signed by the City Administrator.
6. After approval of any lot line adjustment, the applicant shall have a period of sixty days in which to present to the city the final lot line adjustment on the form required by this chapter, for signature by all appropriate city officials. After the city has returned the duly executed lot line adjustment to the applicant, the applicant shall record the lot line adjustment with the King County auditor within sixty days. Failure to present the city with a formal lot line adjustment on the

required form or to record the executed lot line adjustment with the county auditor within the time limits set forth herein shall render the lot line adjustment approval null and void.

7. No lot line adjustment shall be deemed complete until such time as it is recorded with the King County auditor in accordance herewith. (Ord. 780 § 2 Exh. 1 (part), 2005). The applicant shall return a copy of the recorded final plans to the Community Development Dept.