City of Black Diamond
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

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1. **One copy** of a completed City of Black Diamond Permit Application form.

2. **Seven copies** of a vicinity map of the subject properties involved.

3. **Seven copies** of a legible scaled drawing (preferably prepared by a licensed surveyor) of the properties involved and show the following information:
   - Scale should be 1”=20’ and noted on drawing
   - Dimensions of all existing property lines and the proposed property lines.
   - The existing property line to be adjusted with “_____” and labeled as “old lot line”
   - The proposed property line adjustment with “-----” and labeled as “new lot line”
   - Identify all adjacent streets using City of Black Diamond street names
   - Show location and dimensions of existing structures in relation to the proposed lot line
   - Show the dimensions of existing and proposed utility or access easement(s)
   - Identify lots as Lot A, Lot B, or Lot C (you may also use numbers)
   - Show North Arrow
   - Provide square footage of existing and reconfigured lots

4. **Seven copies** of a signed and notarized Affidavit of Ownership for all parcels involved.

5. A title report disclosing all encumbrances against the property and the names of the persons in whom the title is vested.

6. Submit the application fee.
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 the 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.