



LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS AND PROCESS

PURPOSE

The process provides for the method of approval of lot line adjustments (LLA) 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

<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 legible scaled drawing of the properties involved and show the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Drawn in ink to a scale not smaller than 1":100' on a sheet size of 18"x 24". <input type="checkbox"/> The boundary and dimensions of the existing parcel including bearings and length of all boundary lines, assessor's parcel number, section township, range, all adjoining public or private roads and identifying names of such, and existing structures, along with the proposed adjustment(s). <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"/> A vicinity map, drawn to a scale of four inches represents one mile, of sufficient detail to orient the location of the original parcel. <input type="checkbox"/> Name and address of the owner of record of the original parcel and same for all other proposed adjustment parcels, scale of drawing, and north directional arrow. <input type="checkbox"/> Identify lots as Lot A, Lot B, or Lot C (you may also use numbers) and bearing of each lot boundary line. <input type="checkbox"/> Provide square footage of existing and reconfigured lots. <input type="checkbox"/> Width and location of access to all LLA parcels. <input type="checkbox"/> If needed, space on a second sheet shall be reserved for comments and appropriate signatures.

			<input type="checkbox"/> The form of the LLA shall be as required by the Survey Recording Act, Chapter 50, Washington Laws of 1973, or as amended. <input type="checkbox"/> 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"/> Location of all public or private utility service lines, including underground telephone lines. <input type="checkbox"/> If the LLA is part of an approved MPD, the drawing shall show road, trail, utility, and other connections to adjacent MPD properties and adjacent approved MPD land uses. <input type="checkbox"/> All environmentally sensitive areas and their buffers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Two copies of a title report from a title company authorized to do business in the state of Washington, 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"/>	4. Sensitive Area Identification Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Submit the application fee and deposit.

REVIEW AND APPROVAL PROCESS

1. The Community Development Department, upon receiving a lot line adjustment application (LLA) 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. 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;
 - d. The use of the provisions of the LLA section of city code are not being used as a mechanism to avoid the requirements intended to protect the public health, safety and welfare that would have otherwise been required if the property were required to comply with the subdivision or short subdivision requirement.
2. The application will then be routed to multiple City departments and a consulting surveyor for their review and 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 LLA:
 - 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 applicant and recorded by the city with King County in order to effectuate the LLA.
 - 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 Community Development Director.

6. After approval of any LLA, the applicant shall have a period of sixty days in which to present to the city the final LLA on the form required by this chapter, for signature by all appropriate city officials. After the city has returned the duly executed LLA to the applicant, the applicant shall record the LLA with the King County Recorder's office within thirty days. Failure to present the city with a formal LLA on the required form or to record the executed LLA with the King County Recorder's office within the time limits set forth herein shall render the LLA approval null and void.

7. No LLA shall be deemed complete until such time as it is recorded with the King County Recorder's office in accordance herewith. The applicant shall return a copy of the recorded document to the Community Development Department.