



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:

- A completed City of Black Diamond Permit **Application form**.
- **Sensitive Area Identification Form**
- Application fee and Consultant fee deposit if required.
- **Two** copies of a title report from a title company authorized to do business in the state of Washington, disclosing all encumbrances against the properties and the names of the persons in whom the title is vested.
- **Four** copies of a legible scaled drawing of the properties involved and show the following information:
 1. Drawn in ink to a scale not smaller than 1":100' on a sheet size of 18"x 24".
 2. The boundary and dimensions of the existing parcel including bearings and length of all boundary lines, assessor's parcel number, section township, range.
 3. Show existing property line to be adjusted as a dashed line type and label as "old lot line".
 4. Show the proposed property line adjustment with a heavy weighted line type and label as "new lot line".
 5. All adjoining public or private roads and identify them using City of Black Diamond street names.
 6. All existing structures including primary and accessory structures.
 7. A vicinity map, drawn to a scale of four inches represents one mile, of sufficient detail to orient the location of the original parcel.
 8. Name and address of the owner of record for each parcel affected by the proposed adjustment.

9. North arrow and drawing scale.
10. Identify each parcel affected by the proposed adjustment by numerical designation and include dimensions and bearing of each lot boundary line.
11. Provide square footage of existing and reconfigured lots.
12. Width and location of access to all affected parcels.
13. If needed, space on a second sheet shall be reserved for comments and appropriate signatures.
14. The form of the LLA shall be as required by the Survey Recording Act, Chapter 50, Washington Laws of 1973, or as amended.
15. Include approval signature blocks, a declaration of ownership for all involved parties, the Surveyor's signature and stamp, and a title block.
16. Location of all public or private utility service lines, including underground telephone lines. New easements may be needed.
17. All environmentally sensitive areas and their buffers.
18. If the LLA is part of an approved Master Planned Development (MPD), the drawing shall show road, trail, utility, and other connections to adjacent MPD properties and adjacent approved MPD land uses.

Approval Standards

The following standards must be met for approval of the LLA, per BBMC 17.36.040:

1. The resulting lots must have dimensions meeting the minimum lot requirements in effect at the time of request;
2. 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;
3. 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;
4. 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.

Conditions of Approval

1. The application will then be routed to multiple City departments and a consulting surveyor for their review and written comments.
2. 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.
3. 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.
4. A final decision will be prepared by the City Planner and signed by the Community Development Director.
5. 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.
6. 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.**