APPLICATION FOR LOT LINE REVISION

A Lot Line Revision is an adjustment of boundary lines between existing lots that does not create any additional lots and which does not reduce the area of any existing lot to the point that it fails to meet minimum development code requirements for area and dimensions. All lots must meet the design standards as outlined in 19.08.030, 19.01.050(G)(7), 19.07.040.B, 19.07.100.A, and 19.02.020 (for single family zoned lots). The decision authority for Lot Line Revisions is the Code Official, as outlined in MICC 19.08.

PRE-APPLICATION: As stated in MICC 19.09.010(A), all applicants are required to participate in a pre-application meeting with City staff. The purpose of a preapplication meeting is to provide the applicant with information that will assist him/her in preparing a formal development application that meets City standards. To schedule a pre-application meeting, the applicant can call the Development Services Group at (206) 275-7605. Pre-application meetings are held every Tuesday. Necessary materials for pre-application meetings should be submitted to DSG at least one week prior to the meeting to ensure a thorough and accurate evaluation.

APPLICATION MATERIALS: All development applications to the City shall be submitted on forms provided by the Development Services Group. An application shall contain all information required by the applicable development regulations, and shall include the following general information, per MICC 19.08.020(D):

1. **Application Fees.** A Lot Line Revision is by default Major unless determined in writing by the DSG Director to be Minor.

   Lot Consolidation
   Lot Line Revision (LLR) - Major
   Lot Line Revision (LLR) - Minor

   } See Attached Development Application for Fees

2. **Survey Review Fee.** Actual cost of survey review by outside consultant responsibility of applicant/owner(s).

3. **Development Application Cover Form.** Please provide the original, plus three (3) copies (4 total) of the COMPLETED Development Application cover sheet. Applications must have signatures of ALL current property owners listed on the Title Report. The legal parcel numbers of all properties involved must be listed on the application form.

4. **Project Narrative.** Please provide four (4) copies of a clear and concise written description and summary of the proposed project, including the following:
   - Project name, size and location of site;
   - Zoning designation of the site and all adjacent properties;
   - Current use of the site and any existing improvements;
   - Special site features (i.e. wetlands, water bodies, critical slopes, trees);
- Proposed use of the property and scope of the proposed development (i.e. height, square footage, lot coverage, parking, access, etc.);
- Proposed off-site improvements (i.e. installation of sidewalks, fire hydrants, sewer main, etc.);
- Estimated quantities and type of materials involved if any fill or excavation is proposed;
- A proposed time schedule for land clearing, excavation, filling, land restoration, and the implementation of erosion control in connection with the installation and construction of any streets or other access ways, storm drainage facilities, or other improvements within the subdivision;
- Number, type and size of trees to be removed (list all trees over four (4) inches in diameter, measured twenty-four (24) inches from the ground);
- Explanation of any land to be dedicated to the City; and
- Proposed number and size (net and gross) of the reconfigured lots.

5. **Neighborhood Detail Map.** Please provide four (4) copies of a map drawn at a scale of one inch equals one hundred feet (1” = 100’) or one inch equals two hundred feet (1” = 200’). This map shall show the location of the subject site relative to the property boundaries of the surrounding parcels within approximately five hundred (500’), or approximately two thousand five hundred feet (2,500’) for properties over four (4) acres, and identifying the subject site with a darker perimeter line than that of the surrounding properties.

6. **Plat Certificate.** Please provide four (4) copies of a current Plat Certificate for all lots involved in the Lot Line Revision. Plat Certificates shall be obtained from a qualified title insurance company documenting ownership and listing all encumbrances. The Plat Certificate must be current within thirty (30) days of filing the application. If the Plat Certificate references any recorded document (i.e. easements, dedications, covenants), four (4) copies of the referenced recorded documents must also be provided.

7. **Legal Documents.** Please provide four (4) copies of each of the following documents (if applicable):
   - Proposed restrictive covenants
   - Draft deeds to City for any land to be dedicated
   - Proposed easements

8. **Lot Line Revision Plan.** Please provide four (4) copies (not mylar at this time) of fully dimensioned plans of the project prepared by a Washington registered civil engineer or land surveyor, meeting the requirements of Chapter 19.07 MiCC, Critical Lands, and containing any other information deemed necessary by the code official. The city engineer may waive the requirement that an engineer or surveyor prepare the plans for a lot line revision. The plans must be drawn at a scale of one inch equals forty feet (1” = 40’) on an eighteen inch by twenty four inch (18” x 24”) plan sheet (or other size or scale approved by the Development Services Group Director) and include the following information:
   - Name of the proposed Lot Line Revision and space for the future City file number (e.g. Smith Lot Line Revision SUB05-018);
   - Names, addresses, telephone numbers, signatures and stamps of the engineer, and licensed land surveyor;
   - Property owner(s) name, address, and telephone number;
   - Date, graphic scale, and north arrow oriented to the top of the paper/plan sheet;
- Parcel numbers, addresses, and legal descriptions of all lots involved both before and after the proposed revision;
- Vicinity map (a reduced version of the “Neighborhood Detail Map”);
- A drawing of the subject property with all existing and proposed property lines dimensioned;
- Identify all monuments found (section corners, street monuments, property corner markers, etc.) and show ties to these monuments on the drawings;
- Contours and elevations at minimum two-foot (2’) vertical intervals to the extent necessary to predict drainage characteristics of the property. This must be a current survey completed by a Washington Licensed Surveyor. Approximate, estimated contour lines shall be extended at least one hundred feet (100) beyond the boundaries of the proposed lot line revision;
- Location of proposed vehicular access to each identified building pad. Access to the building pad must be provided by a road or driveway with less than 20% slope;
- Delineate the location and dimensions of any existing and proposed structures. Clearly indicate if existing structures and impervious surfaces are to remain or will be removed during site development. Also show the distance from all existing and proposed structures to the property lines;
- If there are existing structures or impervious surfaces on any lot, show calculations for Lot Coverage and Gross Floor Area for each existing and proposed lot;
- Specify the locations, widths and other dimensions of existing and proposed streets, alleys, easements, utilities, storm drainage facilities, docks/moorage facilities, fencing, retaining walls, free-standing signs, parks, open spaces and reservations, within or adjacent to the proposed lot line revision (show the full extent of any necessary off-site easements);
- Illustrate the location of the subject site with respect to the nearest street intersections (including intersections opposite the subject property), alleys and other rights-of-way, within or adjacent to the lot line revision;
- Where applicable, provide copies of joint ownership/maintenance agreements, including those for docks/shared moorage;
- Delineate the location of all Critical Areas including watercourse corridors, shorelines, wetlands and critical slopes. Critical slopes exceeding 30% must be labeled and delineated by a clearly visible hatching on the lot line revision. All critical slopes must also be shown on the recorded mylar; and
- Identify existing trees. Clearly indicate which trees are proposed to be removed (if any).

9. **Lot Closure Calculations.** Please provide four (4) copies of lot closure calculations prepared by a qualified professional.

10. **8 ½” x 11” Site Plan.** Reduced copy of the Site Plan showing all lots involved.

11. **Calculate Lot Slope for Each Lot.** The lowest elevation of the lot is subtracted from the highest elevation and the resulting number is divided by the shortest horizontal distance between these two points. The resulting product is multiplied by 100.

12. **Calculate Net Lot Area for Each Lot.** Net Area is the lot area minus the area between lateral lines of any such lot and any part of such lot which is part of a “street”. A street is an improved or unimproved public or private right-of-way or easement which affords or could be capable of affording vehicular access to property. Net Lot Area must meet minimum lot size for the zone.
13. **Survey of Ordinary High Water Mark.** If the property is on the Lake Washington shoreline, provide a survey to determine the line of ordinary high water (OHW) current to within one year of application.

14. **Geotechnical Report.** If there are Critical Areas located on the subject property, a geotechnical report shall be submitted consistent with the requirements of MICC 19.07. The geotechnical report must specifically address how potential development resulting from the Lot Line Revision will impact or affect the critical slope, geological hazard area, watercourse, wetland, and/or shoreline. The city may require peer review of the geotechnical report by a second qualified professional to verify the adequacy of the information and analysis. The applicant shall bear the cost of the peer review. This requirement may be waived by the city Engineer under the criteria set out in MICC 19.07.010.

15. **Other information.** Further information may be required by DSG staff.

**DETERMINATION OF COMPLETENESS:** An application cannot be accepted by the City for submission if incomplete, per MICC 19.15.020(C)(1). If upon further review, the City determines that the application information provided is incomplete, the City shall mail or personally provide a written determination to the applicant stating the inadequacies of the application within twenty-eight (28) days of receiving the application. If the applicant fails to provide the required information within 90 days of notice, the application shall lapse. The applicant may request a refund of the application fee minus the City’s cost of determining the completeness of the application.

**REVIEW PROCESS:** The Development Services Group will route the proposed Lot Line Revision to all necessary City departments, other jurisdictions, and/or agencies who may have an interest in the application. The City may send the site survey to an outside surveyor for review. The cost of this outside survey review is the responsibility of the applicant/land owner(s). After receiving comments from City staff and other agencies wishing to comment, the Code Official and the City Engineer will make a decision to approve, conditionally approve or deny the preliminary Lot Line Revision proposal. A Notice of Decision will be mailed to the applicant and all parties of record.

**RECORDING:** When the revisions of the final Lot Line Revision plans are approved and the Notice of Decision is received by the applicant, one photographic mylar and one paper copy of the lot line revision plan are submitted to the City to be signed by city staff. When all signatures have been obtained, the applicant shall deliver the mylars to King County for recording. (There is an additional fee required by King County depending on the number of pages recorded, which is the applicant’s responsibility.) After the mylars are recorded by King County, the applicant must return the original signed document to the City.