



## Application for Lot Line Revision

A Lot Line Revision is an adjustment of boundary lines between existing lots which 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 standard as outlined in 19.08.030. The decision authority is the Code Official as outlined in MICC 19.08.

**PRE-APPLICATION:** Applicants are encouraged but not required to participate in informal meetings with city staff. Meetings with the staff provide an opportunity to discuss the proposal in concept terms and identify the applicable city requirements and project review process. The applicant should call prior to coming into City Hall to ensure that the appropriate staff member is available to answer their questions.

**APPLICATION:** All development applications to the city shall be submitted on forms provided by the Development Services Group. An application shall contain a clear and concise written description and summary of the proposed project and all information required by the applicable development regulations, signed by all property owners.

### FILING REQUIREMENTS:

#### o Application Fees

Lot Consolidation

Lot Line Revision (LLR) - Major

Lot Line Revision (LLR) - Minor



See Attached  
Development  
Application  
for Fees

*(A Lot Line Revision is by default Major unless determined in writing by the DSG Director to be minor)*

- o Survey Review Fee – Actual cost of survey review by outside consultant responsibility of applicant/owner(s).
- o Reduced 8 ½" x 11" copy of the Site Plan of all lots involved.
- o Neighborhood Detail Map at 1"=100' scale showing nearest public street, adjacent property lines and adjacent property addresses (these are not required to be surveyed). (This map shall show the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet (1000'), 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.)
- o Current Title Report or Plat Certificate for all lots involved showing ownership and title of all parties interested in the Lot Line Revision issued no more than 30 days prior to application. If it references any recorded documents (i.e. easements, dedications, etc), three (3) copies of those documents shall be provided.

- o Site Survey (prepared by a licensed land surveyor) with Lot Closure calculations – three (3) copies, scale 1"=20' to 1"=50'; consistent with all requirements set out in MICC 19.08.050 (c).
  - o Surveyor's name, address, telephone, stamp and signature;
  - o Parcel numbers, addresses, and legal descriptions of all lots involved both before and after the proposed revision;
  - o Date of survey & north arrow;
  - o Vicinity map;
  - o Lot lines (existing and proposed) & dimensions;
  - o All structures (indicate distance to property line) with description of use;
  - o All existing easements referenced on title report;
  - o Proposed easements, if any;
  - o Existing utilities (indicate horizontal & vertical locations, type and size);
  - o Existing on-site trails, roads, driveways, fire hydrants, and access easements on site and within 50' of site;
  - o Current and proposed vehicular access points (the City encourages the use of shared access points when feasible);
  - o Existing topography at 2' intervals;
  - o All Critical Areas – Watercourses, Shoreline, and Critical Slopes (Critical slopes exceeding 30% must be labeled and delineated by a clearly visible hatching);
  - o Existing trees (identify which trees are proposed to be removed, if any);
  - o If on shoreline, survey to determine the line of ordinary high water (OHW) current to within one year of application. (MICC 19.07.050 A.1.); and
  - o Docks and, where applicable, joint ownership/maintenance agreements.
- o Identify the Building Pad for each lot (must be exclusive of all setbacks, right-of ways, and critical areas; No cross section dimensions shall be less than 20 feet and old growth or specimen trees must be preserved.) – Not applicable for Lot Consolidations.
- o Calculate Lot Slope for each lot (Lowest elevation of the lot is subtracted from the highest elevation and the resulting number is divided by the horizontal distance between these two points. The resulting product is multiplied by 100).
- o Calculate Net Lot Area for each lot (Net Area = lot area minus ingress/egress easements and streets). Net Lot Area must meet minimum lot size for the zone.
- o If there are existing structures on any lot, show calculations for impervious surface Lot Coverage and Gross Floor Area for each proposed lot.
- o Legal documents (proposed restrictive covenants, dedications, proposed easements, etc).
- o If there are Critical Areas located on the subject property a geotechnical report shall be submitted consistent with the requirements of the Unified Land Development Code (MICC 19.07). Specifically, addressing how potential development resulting from the Lot Line Revision will impact or affect the critical slope, geological hazard area, watercourse, wetland, and/or shoreline. (See *attached handout on Geotechnical Investigation and Evaluation.*)

**DETERMINATION OF COMPLETENESS:** An application is not accepted by the city for submission unless the application has been determined to be complete. If upon 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, or agencies who may have an interest in the application. The City sends 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 Development Services Group Director, Staff Planner, and City Engineer will make a decision to approve, conditionally approve or deny the preliminary Lot Line Revision proposal and mail a Notice of Decision to the applicant.

**RECORDING:** When the revisions of the final Lot Line Revision plans are approved and the Notice of Decision is received by the applicant, **two** photographic mylars and **four** copies of plan revisions are submitted to the City to be signed by city staff. When all signatures have been obtained, the City will transmit the mylar via US mail to King County for recording or the applicant may indicate that they would like to personally 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 applicants responsibility.)

## Geotechnical Investigation & Evaluation

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### Part One – Site Information

A. *Address of Project*

B. *Type of Project*

Short Plat

Long Plat

Lot Line Revision

C. *General Project Description*

D. *Geologic Information*

1. Provide a Site Plan using a current site survey as a base map. Show the location of proposed streets, ingress/egress easements, utility easements, sewer, water and stormwater facilities, retaining walls, building pads, and other development features. The location of test borings and test pits shall also be shown.
2. Provide a cut section(s) through the parcel which best represents and indicates original and proposed final grades. The section(s) shall indicate, to the extent known, the composition of surface and subsurface soils stratification and groundwater features. The section(s) shall include profiles beyond the property lines where necessary to evaluate impacts to adjacent properties. The section(s) shall show the proposed profile of the retaining walls, rockeries, or cuts pertaining to the subdivision.
3. Describe and show existing and new subsurface utilities needed to serve the parcel/subdivision, including but not limited to telephone, cable TV, electric, gas, water, sanitary sewer, storm drainage and their related appurtenances.
4. The location of subsurface conditions, including geology, soil/bedrock stratigraphy, groundwater conditions, and engineering characteristics. This may be shown in the site sections.
5. Laboratory test results.
6. Exploration logs.
7. Landslide history, including review of City files.

## Part Two – Determination of Geologic Hazards

A Geologic Hazard Area is an area susceptible to erosion, sliding, earthquake, or other geological events based on a combination of slope (gradient or aspect), soils, geologic material, hydrology, vegetation, or alterations. Geologic hazard areas are characterized by lot slope, soil type, geologic material, and groundwater which may combine to create problems with slope stability, erosion, and water quality during and after construction or during natural events such as earthquakes or excessive rainstorms. Based on site information, the geotechnical engineer must reach one of the following conclusions regarding the property being proposed for development and must support that conclusion:

- A. Adequate information indicates that a geologic hazard is present or that there is a high likelihood for the presence of a geologic hazard. Indicate the specific surface and subsurface features that, by themselves or in combination with the proposed development support this determination.
- B. Adequate information indicates that no geologic hazard is present or that there is little likelihood for the presence of a geologic hazard. Indicate the specific surface and subsurface features that, by themselves or in combination with the proposed development support this determination.
- C. Available information to evaluate the likelihood of a geologic hazard is inadequate. Clearly indicate what additional steps will be taken to obtain sufficient information or to mitigate potential geologic hazards or impacts.

## Part Three – Geotechnical Report Checklist

- A. *Subsurface Conditions:* Summarize subsurface soil and groundwater conditions at the site.
- B. *Critical Area:* Indicate the type and location of all Critical Areas on the site.
- C. *Site Stability:* Address the stability of each lot and building pad. Include a statement addressing the relative risks at each stage of construction for the subdivision, landslide potential relating to adjacent land, and specific measures which reduce the risk of slope instability to a level suitable for construction and long term slope stability. This may include measures included below.
- D. *Grading and Earthwork:* State compaction and fill material requirements, use of site soils as fill/backfill, imported fill/backfill requirements, and height and inclination of temporary and permanent cut/fill slopes and shoring requirements.
- E. *Foundation Work:* State general recommendations for foundation type and construction practices for each building pad. If a significant geologic hazard exists, the best available foundation practices will be recommended and conditioned on the plat.

- F. *Retaining Wall Design Requirements:* Lateral earth pressure and other design criteria for retaining walls supporting fills or earth cuts required for the subdivision.
- G. *Surface and Subsurface Drainage:* State recommendations for permanent and temporary drainage systems. State drainage material requirements and erosion/sediment control requirements for the subdivision construction. If a significant geologic hazard exists, wet weather construction restrictions or limitations which mitigate potential risks from surface and subsurface water runoff, shall be included.
- H. *Monitoring:* Describe the recommended construction and post-construction monitoring and observations related to geotechnical considerations such as survey stakes, inclinometers, and piezometers to monitor slopes during and after construction.