



Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032
Permit Center (253) 856-5302 FAX: (253) 856-6412
KentWA.gov/permitcenter

Planning Services

Lot Line Adjustment

**Please don't write outside the dotted line.
Please print in black ink only.**

APPLICATION FOR LOT LINE ADJUSTMENT

Lot line adjustment _____

Lot line elimination _____

See Fee Schedule for Application Fee

For date stamp

FILE #: _____ **KIVA #:** _____

Received by: _____ Determined complete by: _____ Date: _____

Applicant, please complete.

Location of parcels: _____

King County Parcel Identification Number for each lot: _____

Applicant: _____

Mailing Address: _____ Zip: _____

Daytime Phone: _____ Email: _____

Contact Person: _____ Phone Number: _____

Status of Applicant (i.e., owner, agent, etc.): _____

The undersigned property owners, under penalty of perjury, each state that we are all of the legal owners of the property described in Exhibit A which is attached to this application, and **designate** _____ **to act as our agent** with respect to this application. We also certify that the above information is true and correct to the best of our knowledge.

Signature(s) of the owner(s): _____ **Date:** _____

List the legal owner(s) for each lot and all parties holding a financial interest in the properties. Submit to Planning Services documentation that all property owners agree to the proposed lot line adjustment/elimination. (If additional space is needed, please attach.)

Legal Owner or Party of Interest: _____

Mailing Address(es): _____

Day Telephone Number(s): _____

Legal Owner or Party of Interest: _____

Mailing Address(es): _____

Day Telephone Number(s): _____

DO NOT WRITE BELOW THIS LINE

ZONING DISTRICT: _____ Minimum Lot Size: _____

Access to Public Right of Way: _____

Minimum Building Setbacks: _____

Other: _____

PLEASE DO NOT WRITE OUTSIDE THE DOTTED LINE

**Sample Map
With One-Inch Margins**

Lot Line Submittal Requirements Checklist

The following information must be submitted to the Permit Center at the time of application (**all information on the documents must be within a one-inch margin per state requirements RCW 36.18 and 65.04**):

- A. One original application form. Provide all of the requested information, including all of the required signatures. Any person signing for a corporation or trust shall submit authority to sign documentation. Incomplete applications will not be accepted and may result in delays. **There shall be NO WRITING OR MARKS OF ANY KIND within the one-inch margin.**
- B. Original and four (4) copies of a legible map, drawn to an engineering scale, on an 8.5"x11" or 8.5"x14" sheet of paper (**all information must be within a one-inch margin per RCW 36.18 and RCW 65.04**) illustrating:
 1. Existing lot lines.
 2. Proposed new lot line(s) and the distance it has been moved (or the common lot line to be eliminated).
 3. Name and location of adjacent streets.
 4. Type, location and dimensions of existing and/or proposed easements.
 5. Existing structures and distances to property lines.
 6. Existing fences.
 7. Total square footage of revised lots.
 8. Ground floor square footage of all structures.
 9. Total square feet of impervious surfaces on each lot after lot line adjustment/elimination.
 10. Location of on-site parking, landscaping, etc., affected by the change, if applicable.
 11. North arrow.
 12. Indicate the decimal (engineering) scale used for map (i.e. 1"=20'; not 1/4"=10")
 13. Identify parcels as Lot A, Lot B, etc.
- C. The signature of all parties having any ownership interest in the lands affected by the lot line adjustment, indicating that the lot line adjustment is made with free consent and in accordance with their desires. For purposes of this section, "ownership interest" shall include legal and equitable property interests, including, but not limited to, present, future, contingent or whole fee interests, together with a beneficiary's interest pursuant to a trust and contract interest pursuant to a specifically enforceable contract for the purchase of the real property.
- D. Two copies of a current title report (issued within thirty (30) days of application) or other documentation as approved by the Planning Manager, which documents the ownership, title and lists the encumbrances of all lots or parcels involved in the lot line adjustment request.
- E. Five (5) copies of the existing legal description of each lot or parcel. **The legal descriptions must be within the one-inch margin and at least eight points in size** (this is eight point-sized type).
- F. Five (5) copies of the combined legal description of the proposed new lot(s) or parcel(s). **The legal descriptions must be within the one-inch margin and at least eight points in size** (this is eight point-sized type).
- G. 18"x24" plans prepared by a professional land surveyor licensed in the State of Washington and complying with RCW 58.09 and WAC 332-130-050 may be submitted in lieu of 8.5"x11" plans. All information, including required signatures and existing and new legal descriptions shall be printed on the plans. **Do not mix plan sizes. Submit four (4) unsigned and folded copies for review.** After review by the city, the applicant will be notified to submit one (1) copy of signed and notarized plans plus one AutoCAD disk. The City will send the plans to King County for recording. These plans must be submitted ROLLED as King County will not accept folded plans. 18"x24" plans shall also contain a certification of approval block to be signed by the Planning Manager.



Lot Line Adjustment Application Instructions

The purpose of a lot line adjustment is to allow property owners to alter, eliminate or relocate lot lines to correct setback encroachments, improve access, rectify a disputed property line location, free the boundary from any differences or discrepancies, correlate property lines with survey or map lines or to create better lot design while conforming to all applicable code requirements pertaining to lot design, building location, and development standards. A lot line adjustment does not allow the creation of an additional lot, parcel or tract.

I. Lot Line Adjustment Procedures

A. Preliminary Consultation with Staff.

It is recommended that any property owner who wishes to change the location of a lot line on land within the city limits consult with Planning Services at an early date on an informal basis in order to become familiar with the requirements. The Public Works Department and Building Services office may also be consulted for advice and assistance at this time.

B. Application Form

Provide clear and detailed information for all the required criteria on the application form. All information on the application and accompanying map must be within one-inch margins from all sides as required by state requirements (RCW 36.18 and 65.04).

Submit the completed form and supporting materials with the required number of copies and appropriate fee to the Permit Center.

All items requested on the application and any other material that may be required by the City must be submitted at the time of application in order for the application to be

accepted.

C. Principles of Acceptability

Lot line adjustments applications will not be accepted unless the request is consistent with the following principles of acceptability:

1. Adjusts lot lines to eliminate a common lot line between parcels in the same ownership, to relocate a lot line to rectify a property line dispute, correct property line or setback encroachments, or correlate with more accurate survey data; and to allow a minor transfer of land between adjacent parcels;
2. Creates better lot design, or improve access;
3. Conforms to applicable zoning, subdivision and other code requirements pertaining to lot design, building location, and development standards;
4. Avoids creation of an additional lot parcel or tract;
5. Lots created or combined for tax purposes do not constitute a legal lot of record.

D. Fees

See Fee Schedule for application fees. Make checks payable to the City of Kent.

E. Referral of Application

Within five (5) calendar days of acceptance of a complete application by the city, Planning Services shall distribute copies of the lot line adjustment map and the application materials for review and comment to City departments with jurisdiction over the lot line adjustment application. The distribution notice shall

state the dates of the comment period and deadline for submission of comments to Planning Services.

F. Comment

City departments shall submit comments on the proposed lot line adjustment to Planning Services within ten (10) calendar days of distribution.

II. Lot Line Adjustment Decision Process

A. Approval criteria.

A proposed lot line adjustment shall not be approved unless the city finds that:

1. Appropriate provisions have been made for:
 - a. setbacks from existing buildings to proposed new property lines;
 - b. existing and proposed utilities and utility easements;
 - c. existing and proposed access to the parcels, adjacent streets and access easements;
 - d. lot dimension and area conforming to city code requirements;
 - e. location of on-site parking, landscaping and other significant site features affected by the proposed new property lines;
 - f. the public health, safety and general welfare of the community;
 - g. protection of environmentally sensitive lands and habitat;
2. The city has considered all other relevant facts; and
3. The public use and interest will be served by the adjustment of such property lines.
4. The lot line adjustment request is consistent with the principles of acceptability.

B. Decision on lot line adjustments

Planning Services will review and evaluate the proposed lot line adjustment after receiving a complete application and providing an opportunity for comment

from other City departments. The planning manager may approve, approve with modifications, or deny the application for a lot line adjustment.

Action:

Approval: If approved, all copies of the lot line adjustment maps shall be stamped “approved” and signed and dated by the planning manager. The applicant shall be notified in writing of the decision. Additional copies of the approval notification and map shall be distributed to the King County assessor’s office and to the city property management division.

Modification: If modifications are deemed necessary by the planning manager, they may be added to the original lot line adjustment map or a revised map may be required. The applicant will be notified of the requirements for any such modification action. If a modification of the original lot line adjustment map, legal description or other information is necessary; the projected approval date may be extended.

Denial: If denied, the lot line adjustment shall be marked “denied” and the applicant shall be notified in writing of the decision, stating the reasons.

III. Due Process Considerations

A. Notice of Right to Appeal

The decision of the planning manager shall be final, unless a party of record makes an appeal to the hearing examiner within fourteen (14) calendar days after the written decision. The appeal shall be in writing and shall be processed pursuant to Ch. 2.32 KCC. The decision of the hearing examiner shall represent final action of the city.

B. Further Appeals

The hearing examiner decision on an appeal is final, unless it is appealed to the superior court. Such an appeal must be filed with the superior court within twenty-one (21) calendar days from the date the decision was issued.

IV. Final Recording of Lot Line Adjustments

Unless all the documents are within the one-inch margin and at least eight points in size, King County will not record the lot line adjustment. 18”x24” plans shall be rolled, not folded.

The City shall submit the approved map and new legal descriptions to King County for recording. The City shall return a copy of the recorded documents to the applicant.

The recording of a lot line adjustment does not constitute a transfer of title. A lot line adjustment does not become effective until it is recorded with King County and the appropriate deeds transferring ownership are also recorded with King County.

Any person requiring a disability accommodation should contact the city in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.