

## City of Pacific

# BOUNDARY LINE ADJUSTMENT

### DEFINITION AND PURPOSE

The purpose of a boundary line adjustment (BLA) is to provide for the minor adjustment of boundary lines to accommodate the transfer of land between two adjacent property owners which does not result in the creation of any new building site, sub-standard lot, or sub-standard yard or setback requirement.

### CONDITIONS FOR APPROVAL

The applicant must show that the proposed BLA satisfies the following criteria.

1. None of the lots affected is made sub-standard with respect to the requirements of lot dimensions specified in **Section 20.40.060 “Lot area, lot width and yard requirements”** of the Pacific Municipal Code (PMC).
2. No existing building or structure is made sub-standard or non-conforming in any respect.
3. Existing easements in favor of the public are not rendered impractical to serve their purpose.
4. No lot is created with more than one zoning designation.
5. Compliance with all applicable Pacific Municipal Codes.

### SUBMITTAL

1. Filing Fee: \$750.00 Plus Time and Materials
2. Please submit all of the items listed on the attached checklist.

***Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70B.060 and RCW 36.70B.090.***

# Lot Line Adjustment Application

**File Number:** \_\_\_\_\_ **Parcel No:** \_\_\_\_\_

## 1. PROPERTY OWNERS:

### LOT A

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Property Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_

### LOT B

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Property Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_

### LOT C

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Property Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_

*If there are more than three owners, please attach additional sheet(s) with names, addresses, contact information and signatures.*

**2. PROPERTY**

	LOT A	LOT B	LOT C
Zone:	_____	_____	_____
Current Size (sq. ft.):	_____	_____	_____
Proposed Size (sq. ft.):	_____	_____	_____
Source of Water:	_____	_____	_____
Sewage Disposal:	_____	_____	_____

**3. SURVEYOR:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address \_\_\_\_\_

**I CERTIFY THAT THE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
**Signature Printed Name**  
**PROPERTY OWNER – LOT A**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature Printed Name**  
**PROPERTY OWNER – LOT B**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature Printed Name**  
**PROPERTY OWNER – LOT C**

\_\_\_\_\_  
**Date**

## **LOT LINE ADJUSTMENT APPLICATION CHECKLIST**

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW 36.70A.440. Additional information may be required after review of your proposal. **Please do not turn in your application until you have completed the checklist and insured that all items which apply to your proposal are included with your submittal. This checklist must be submitted with your application. Incomplete submittals will not be accepted or acted upon.** If you have any questions, contact the Department of Planning and Community Development at 206-973-4830.

***RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.***

<i>For Office Use Only</i>
<b>Date Submitted:</b> _____ <b>Reviewed By:</b> _____

<b>PLAN SUBMITTAL – PART I</b>		<b>Applicant</b>	<b>Staff</b>
1	Application form is filled out, <i>original</i> and 3 copies submitted.		
2	<i>Legal description</i> of the subject property is provided.		
3	<i>Legal descriptions</i> of the proposed lots as determined by a State of Washington licensed professional land surveyor.		
4	If you are given an Environmental Checklist, all questions are answered and the checklist is signed.		
5	<i>Subdivision Guarantee Title Report</i> – less than 90 days old (3 Copies). (Including copies of all easements or restrictions cited in the in the title) If the application involves two separate tax parcels, a title report is required for each lot.		

6	<b><i>Quit Claim Deed</i></b> – Needed if property is being transferred between property owners (4 copies).		
7	All oversized plans folded to 8 1/2” x 11” size.		
8	One paper reduction of each oversized plan to 8 1/2” x 11” size.		
9	<b><u><i>(Four (4) of the completed Part II Site Plan Checklist must be submitted.)</i></u></b>		

**PLANNING & PUBLIC WORKS LOT LINE ADJUSTMENT CHECKLIST**

<b>PLAN SUBMITTAL – PART II LOT LINE ADJUSTMENT DRAWING REQUIRED CONTENT</b>			
<i>(Site plan requirements checklist must be completed by the engineer, surveyor, or architect AND four (4) copies submitted or submittal will be <b>DENIED</b>)</i>		<b>Surveyor</b>	<b>Staff</b>
1	Lot Line Adjustment drawing prepared <u>and stamped</u> by a professional Land Surveyor registered in the State of Washington (5 paper copies) (RCW 58.17.250)		
2	Shall be drawn on 24” x 36” or 18” x 24” sheet with a two (2”) inch margin on the left edge and one-half inch margin on other edges, (delete if pre-approved by the City prior to submittal of the mylar drawing) drawn to an appropriate (20, 30, 40, or 50:1) engineering scale. (RCW 58.09.050)		
3	The Lot Line Adjustment plan shall be drawn using the attached sample, (page?) including: <ul style="list-style-type: none"> <li>a) Project name, “Lot Line Adjustment”, and file number in the upper left hand corner;</li> <li>b) Declaration and owner’s signature block for all legal parties to the Lot Line Adjustment;</li> <li>c) City and King County Assessor’s approval signature block;</li> <li>d) Recorder’s Certificate;</li> <li>e) Land Surveyor’s Certificate;</li> <li>f) Approval Notes as shown on sample;</li> <li>g) Name and address of the licensed surveyor who prepared the lot line adjustment;</li> <li>h) Section, Township, Range;</li> <li>i) Owner’s name and address;</li> <li>j) North arrow, graphic scale, and date of drawing.</li> </ul>		

<b>LOT LINE ADJUSTMENT DRAWING REQUIRED CONTENT – PART II</b> <i>*Continued</i>		<b>Surveyor</b>	<b>Staff</b>
5	Existing off-site subdivision lots, blocks, streets and easements shown as dotted lines.		
6	Existing lines as bold dashed lines, proposed lines as bold solid lines, and all proposed and existing easements shown as dashed lines.		
7	Show the location, bearings, distances, and dimensions of existing and proposed property lines; and existing section lines in feet and decimals of a foot.		
8	Show streets, building structures, water courses, and bridges.		
9	Show any recorded public or private utility and drainage easements, both on the land to be adjusted and on the adjoining lands (land that abuts the proposed subdivision), to a distance of twenty-five (25) feet from the edge of the subject property division (include recording number).		
10	Identify and show location of any existing and/or abandoned well(s) on the property.		
11	Show location of existing, or proposed, rockeries and other types of walls within 25 feet of the existing or proposed property lines.		
12	Give the location and identification of any visible physical appurtenances such as fences, or structures. which may indicate encroachment, lines of possession, or conflict of title.		
13	Source and date of contour data referenced on drawing.		
14	Indicate the acreage of the land to be adjusted, the number of parcels, and the area (sq. ft.) <u>of each individual parcel</u> after the adjustment.		

<b>LOT LINE ADJUSTMENT DRAWING REQUIRED CONTENT – PART II</b> <i>*Continued</i>		<b>Surveyor</b>	<b>Staff</b>
15	Bearings, angles, or azimuths shown in degrees, minutes, and seconds.		
16	Radius, delta, arc length and long chord bearing and distance of curves shown.		
17	The location, width and names of existing abutting streets, or easements shown.		
18	Names and addresses of adjacent property owners on the records of the County Assessor’s Office.		
19	<b><i>Legal description and tax lot number</i></b> of the properties to be adjusted, certified by a Professional Land Surveyor registered in the State of Washington.		
20	Indicate basis of bearing shown.		
21	Legend showing symbols for monuments found.		
22	All found monuments and survey markers (description, type, and size) are labeled and referenced to an existing County Survey and/or Survey of Record.		
23	Legend showing symbols for monuments set.		
24	Legend showing surveyor markers found (type).		
25	Legend showing symbols for surveyor markers set (type).		



<b>LOT LINE ADJUSTMENT DRAWING REQUIRED CONTENT – PART II</b>		<b>Surveyor</b>	<b>Staff</b>
<i>*Continued</i>			
26	<p>The face of any lot line adjustment containing a private road shall bear the following language:</p> <p><b><i>WARNING: THE CITY OF SEATAC HAS NO RESPONSIBILITY TO BUILD, IMPROVE, MAINTAIN, OR OTHERWISE SERVICE THE PRIVATE ROADS CONTAINED WITHIN OR PROVIDING SERVICE TO THE PROPERTY DESCRIBED IN THIS LOT LINE ADJUSTMENT.</i></b></p>		
27	<p>Provide a Mutual Maintenance Agreement for roadway and surface water drainage facilities to be constructed in conjunction with the Lot Line Adjustment.</p>		