

LOT LINE ADJUSTMENT INFORMATION AND INSTRUCTIONS



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WHAT IS A LOT LINE ADJUSTMENT?

The purpose of lot adjustment is to allow for minor changes in the configuration of lot lines or to consolidate parcels.

WHAT DO YOU NEED TO PROVIDE?

1. A completed application.
2. A map showing the existing and proposed property lot lines, including all lot line dimensions and distances to all existing structures.
3. A legal description of the existing and proposed property configuration.
4. The application fee.

WHAT IS THE APPLICATION PROCEDURE?

Step 1: You should compile the items described above for your lot line adjustment application, submit your application to the City and pay the fee. City staff will be available to meet with you to review the requirements and provide assistance as necessary.

Step 2: Staff has 14 days to review your application for technical completeness and will contact you in writing if there is a need for further information. In this event, you will need to submit the requested items, and staff will reassess your application.

Step 3: Staff makes the approval if it finds:

- ❖ No new lot will be created by your proposed lot line adjustment.
- ❖ Your proposal complies with applicable development standards, such as lot area, dimensions, and setbacks in the district in which the property is located.
- ❖ Off-street parking is not reduced below the minimum parking spaces required by that particular use.

Step 4: The City will issue a **Notice of Decision ten days** after which your lot line adjustment's approval becomes final. **The notice of decision will be published in the official city newspaper, mailed to the applicant and mailed to the county assessor's office.**

WHAT IS THE TIME LIMIT ON APPROVALS?

Lot line adjustments are exempt from time limits.

DOES THE APPLICATION NEED A SEPA DETERMINATION?

Lot line adjustments are exempt from SEPA determination.

WHAT IS THE APPLICATION FEE?

Yes, \$200 Lot Line Adjustment Application Fee

DO LOT LINE ADJUSTMENT APPLICATIONS REQUIRE A PUBLIC HEARING?

No, City staff will approve or deny your lot line adjustment.