

LOT LINE ADJUSTMENT INFORMATION AND INSTRUCTIONS

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.



216 E Main, Ritzville, WA 99169
(509) 659-1930
Fax (509) 659-0253
Email julie.flyckt@ritzville-wa.us

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 Annexation Application Fee

DO LOT LINE ADJUSTMENT APPLICATIONS REQUIRE A PUBLIC HEARING?

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

FEE: \$200.00 RECEIPT NO.: _____
DATE APPLICATION RECEIVED: _____
DATE APPLICATION ACCEPTED AS COMPLETE: _____



LOT LINE ADJUSTMENT APPLICATION

APPLICANT:

NAME: _____
ADDRESS: _____
TELEPHONE: _____
STATUS:(property owner, agent, etc.) _____

PROPERTY OWNER (if different than applicant):

NAME: _____
ADDRESS: _____
TELEPHONE: _____

BOUNDARY LINE ADJUSTMENT INFORMATION:

Please provide a short description of the purpose of the proposed boundary line adjustment.

Existing Legal Description:

Parcel A: _____
Parcel B: _____

Proposed Legal Description:

Parcel A: _____
Parcel B: _____

Note: If you are requesting a Lot Line Adjustment you must attach both a "before" legal description, as it is now, and "after" legal descriptions, as you are proposing them to be.

All affected property owners must sign the application below to signify agreement to the proposed lot line adjustment.

1. _____ Date: _____
2. _____ Date: _____
3. _____ Date: _____
4. _____ Date: _____