



Burien

Washington, USA

Lot Line Adjustment Application

400 SW 152nd Street, Suite 300 Burien, WA 98166
Phone: (206) 241-4647 • FAX: (206) 248-5539
www.burienwa.gov

File Number _____

APPLICANT INFORMATION

Name:	Company:	Daytime Phone:
Mailing Address:	E-Mail:	
Contact person:	Daytime Phone:	
Mailing Address:	E-Mail:	

PROPERTY OWNER – LOT A

Site Address:	Assessor's Parcel Number(s):
Name:	Daytime Phone:
Mailing Address:	E-Mail:

PROPERTY OWNER – LOT B

Site Address:	Assessor's Parcel Number(s):
Name:	Daytime Phone:
Mailing Address:	E-Mail:

SIGNATURE OF PROPERTY OWNER A:

I, _____, declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate _____ to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional Engineers and other Consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in house staff.

Dated: _____ Signature: _____

SIGNATURE OF PROPERTY OWNER B:

I, _____, declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate _____ to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional Engineers and other Consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in house staff.

Dated: _____ Signature: _____

IF MORE THAN TWO PROPERTIES ARE INVOLVED, PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist(s) must be submitted with the application and the required submittals.



WHAT IS A LOT LINE ADJUSTMENT?

The purpose of a Lot Line Adjustment is to accommodate a transfer of land between adjacent separate lots in order to correct property line or setback encroachment, create better lot design, or improve access without creating substandard lots or setback requirements. Lot line adjustments do not create additional building lots. The decision on a lot line adjustment application is made by Department of Community Development staff.

APPROVAL OF A LOT LINE ADJUSTMENT DOES NOT CONSTITUTE AN ASSURANCE THAT THE NEWLY CONFIGURED LOTS CAN BE BUILT UPON OR DEVELOPED IN THE FUTURE

WHAT CRITERIA WILL THE CITY USE TO RULE ON MY LOT LINE ADJUSTMENT?

The purpose of the Lot Line Adjustment review is to determine if the resulting lots meet the minimum requirements for a building site. This will be determined by a review of the Subdivision Code, Zoning Code and (if applicable) the Shoreline Master Program. In addition, each resulting lot must have legal access, water, sewer and storm drainage, or the ability to provide each of these. Common issues are: lot area, setbacks for existing structures (from the new lot lines), impervious surface coverage, and building coverage. If your site is located in or near a critical area (such as steep slopes, wetlands, or streams), staff will be reviewing whether the resulting lots have an adequate building area without encroaching into the critical area or its required buffer. The information you submit must have adequate detail so staff can determine if the resulting lots meet the requirements for a building site.

WHAT STEPS ARE REQUIRED FOR A LOT LINE ADJUSTMENT?

The following is a summary of the steps required for review and processing of a lot line adjustment application. The amount of time to issue a preliminary lot line adjustment decision is based on the quality of the information submitted, and City staff workload.

1. **Meet With a Planner:** We strongly recommend meeting with a Planner before having the lot line adjustment survey prepared. The Planner will help identify issues that may need to be considered as you complete your application. Call (206) 241-4647 to set an appointment with a Planner.
2. **Call for Application Submittal Appointment:** Call the Planner who handled your pre-application meeting to setup an application submittal appointment. Generally, this can occur within a day or two.
3. **Staff Review:** Your application will be reviewed by a Planner for compliance with the Subdivision Code, Zoning Code and State law.
4. **Preliminary Decision:** The Planner issues a preliminary decision to approve, deny or return the application for modifications. Once approved, the Planner will notify the applicant to prepare the final recording documents and obtain all required notarized signatures. As soon as you have prepared the documents you can submit for final review.
5. **Final Review:** Within 12 months of preliminary lot line adjustment approval, you must submit black and white paper copies (as per final letter) of the final recording documents with the City, incorporating any changes required as part of the preliminary decision. The final recording documents are reviewed and signed by the appropriate City officials.

6. Recording: Once approved by the City, a lot line adjustment does not become effective until it is recorded with King County. Upon City approval of the final recording documents and payment of the appropriate recording fees, the City will record your lot line adjustment with King County. The recording of a lot line adjustment does not constitute a transfer of title. Separate deeds to this effect must be recorded with the Assessor's Office and are not subject to these provisions.
7. Expiration: Preliminary approval shall expire if the lot line adjustment and any authorized deeds transferring property ownership are not recorded within one year of lot line adjustment approval.

HOW CAN I SPEED UP REVIEW OF MY APPLICATION?

Review times are generally dependent on the complexity of the project and staff workload. We pledge to review your application as quickly as possible, given all of these constraints. There are a few things that you can do that will speed up review of your application:

1. Provide Good Quality, Accurate Information: The single largest reason for delay is lack of quality, accurate information. The cheapest survey, engineering plan or soils report isn't always the best. We have samples of reports and plans that are good examples to follow for format, level of detail and content.
2. Read and Understand the Regulations and Policies: We've found that an informed applicant usually does a better job of answering the review criteria, submitting good information and addressing neighbors concerns. It helps if you can specifically address the relevant Code sections applicable to your project. This makes our review easier, and faster.

These are just a couple of suggestions to help you prepare and file an application that will be easy for us to review, and speed up the decision on your application.



PLEASE RETURN THIS CHECKLIST WITH YOUR APPLICATION

The following is a list of materials and plans which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been checked off.

Pre-Application Meeting	REQUIRED	PROVIDED
A pre-application meeting with a planner is recommended (see separate pre-application meeting handout).	----	

Application	REQUIRED	PROVIDED
Set up an application submittal appointment.	X	
A completed and signed Lot Line Adjustment Application Form.	X	

Fees	REQUIRED	PROVIDED
A check payable to the City of Burien for applicable filing fees. (See separate fee schedule).	X	

Lot Line Adjustment Map	REQUIRED	PROVIDED
Two (2) paper copies of a survey certified by a registered land surveyor licensed in the State of Washington, drawn at 1" = 20' or a comparable scale, containing the following information:	X	
1. Dimensions of lots before and after the lot line adjustment (include property line dimensions and square footage of each lot). Identify lots as "Lot A", "Lot B", etc.		
2. Adjacent street names, locations and right-of-way widths.		
3. Show how lots will obtain legal access and be served by water, sewer and storm drainage.		
4. For any structures that are within 25 feet of an existing or proposed property line, show the surveyed distance to existing or proposed property lines.		
5. Building coverage and impervious surface coverage calculations.		
6. Existing septic tanks and/or drain fields, and distances to property lines.		
7. Location of critical areas on or within 100 feet of the site: streams, lakes, shorelines (including Ordinary High Water Mark), wetlands, flood hazard areas, fish and wildlife habitat conservation areas, aquifer recharge areas, or geologically hazardous areas.		
8. Existing and proposed legal descriptions for each lot.		

9. Existing grades at 5-foot contours with the precise slope of any area in excess of 40%.		
10. Lot closure calculations.		
11. Signature and notary blocks for all parties with an ownership interest, as identified in the title certification. DO NOT OBTAIN SIGNATURES UNTIL PRELIMINARY APPROVAL IS GRANTED.		
12. Signature block: Approved by: _____ Planner Date		
13. Title block: City of Burien Lot Line Adjustment No. LLA-____-____		

Supporting Information	REQUIRED	PROVIDED
A current (no more than 30 days old) title company certification (such as a title report or short plat certificate) verifying the current ownership and title of all interested parties. The report shall also contain a description of all encumbrances or deed restrictions which limit the use of the property.	X	

Critical Area Study	REQUIRED	PROVIDED
A critical area study complying with City of Burien Zoning Code Section 19.40.060 (see separate handout).		

Utilities	REQUIRED	PROVIDED
Please check in with the appropriate utility districts for the property to see if any easements will be required for the new lot configurations.	X	