

LLA

SUBMITTAL REQUIREMENTS
LOT LINE ADJUSTMENT

Planning Division

1055 South Grady Way, Renton, WA 98057
Phone: 425-430-7294 | www.rentonwa.gov

PURPOSE: The Lot Line Adjustment process allows for the adjustment of a boundary line(s) between adjacent property owners provided this does not result in the creation of new lots that are non-conforming to the requirements of the Subdivision Development Standards or Zoning Regulations.

FREE CONSULTATION MEETING: Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City’s requirements and standards. Applicants may also take this opportunity to request the waiver of the City’s typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

APPLICATION SCREENING: Applicants are encouraged to bring in a CD or USB portable (flash/hard) drive (or other device or pathway as approved by your assigned project manager) with one PDF file of the application package for informal review by staff, prior to scheduling an intake meeting. Please allow approximately 45 minutes for application screening.

COMPLETE APPLICATION REQUIRED: In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided.

APPLICATION SUBMITTAL HOURS: Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 a.m. and 4:00 p.m. Monday through Friday. Please call your assigned project manager to schedule an appointment or call 425-430-7294 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

All Plans and Attachments are subject to Electronic File Standards

APPLICATION MATERIALS:

- 1. **Waiver Form:** If you received a waiver form during or after a “pre-application meeting.”
- 2. **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Please call 425-430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount. Credit cards may also be used to pay required application fees. Fees are paid at Cashier on the 1st Floor City Hall.
- 3. **Land Use Permit Master Application Form:** A single fully dimensioned plan sheet drawn at a scale of one inch equals twenty feet (1" = 20') (or other scale approved by the Planning Division Director or designee) consisting of a conceptual plan indicating the following:
 - a. Information from Site Plan, items a, b, and c;
 - b. A legend listing the following must be included on one of the sheets:
 - i. Total square footage of the site,
 - ii. Square footage (by floor and overall total) of each individual building and/or use,
 - iii. Total estimated square footage of all buildings (footprint of each building)
 - iv. Percentage estimate of lot coverage,
 - v. Square footage estimate of all landscaping (total and parking lot),
 - vi. Allowable and proposed building height,
 - vii. Building setbacks proposed and required by Code,
 - viii. Parking analysis, including estimated number, size, and type of stalls required, by use; and number of stalls provided, by use;
 - c. General location and size of buildings and uses;
 - d. Phasing of development;
 - e. Major access points and access to public streets, vehicle and pedestrian circulation, public transit stops;
 - f. Critical areas;
 - g. Focal points within the project (e.g., public plazas, art work, gateways both into the site and into the City, etc.);
 - h. Private and public open space provisions, and recreation areas;
 - i. View corridors;
 - j. Public access to water and/or shoreline areas. (Ord. 5028, 11-24-2003)
- 4. **Project Narrative:** A clear and concise description and summary of the proposed project, including the following:

- a. Project name, size and location of site;
- b. Zoning designation of the site and adjacent properties;
- c. Current use of the site and any existing improvements;
- d. Special site features (i.e., wetlands, water bodies, steep slopes);
- e. Statement addressing soil type and drainage conditions;
- f. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.);
- g. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.);
- h. Total estimated construction cost and estimated fair market value of the proposed project;
- i. Estimated quantities and type of materials involved if any fill or excavation is proposed;
- j. Number, type and size of trees to be removed;
- k. Explanation of any land to be dedicated to the City; and
- l. For shoreline applications only:
 - i. Name of adjacent water area or wetlands,
 - ii. Nature of existing shoreline – describe:
 - Type of shoreline (i.e., lake, stream, lagoon, marsh, bog, floodplain, floodway);
 - Type of beach (i.e., accretion, erosion, high bank-low bank);
 - Type of material (i.e., sand, gravel, mud, clay, rock, riprap); and
 - The extent and type of any bulkheading, and
 - iii. The number and location of structures and/or residential units (existing and potential) which might have views obstructed as a result of the proposed project; and
- m. The proposed number, size, and density of the new lots, for subdivision applications only.

5. **Density Worksheet**
<https://edocs.rentonwa.gov/Documents/ElectronicFile.aspx?docid=955782&dbid=1&repo=CityofRenton>

6. **Plat Certificate or Title Report:** A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, or dedication and listing all encumbrances. In the case of a final plat, the certificate shall be dated within forty five (45) days prior to the approval of the final plat.

7. **Neighborhood Detail Map:** A map, drawn at a scale of one inch equals one hundred feet (1" = 100') or one inch equals two hundred feet (1" = 200') (or other scale approved by the Planning Division Director or designee). The map shall show the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet (1,000') or approximately two thousand five hundred feet (2,500') for properties over five (5) acres and identifying the subject site with a darker perimeter line than that of surrounding properties. The map shall also show the property's lot lines, existing land uses, building outlines, City boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. (Amd. Ord. 4963, 5-13-2002)
8. **Lot Line Adjustment Map:** A drawing of the proposed lot line adjustment prepared on an eighteen inch by twenty four inch (18" x 24") sheet of paper by a licensed land surveyor complying with the City's surveying standards, including the following:
- a. Name of the proposed lot line adjustment (e.g., Smith/Larsen Lot Line Adjustment);
 - b. Space reserved for "City of Renton File Number" (large type) at top of first sheet;
 - c. Space reserved for City of Renton "land record number" (small type) at bottom left of first sheet;
 - d. Legal description of each existing and proposed lot. If a metes and bounds description is used, it must be stamped by a licensed surveyor;
 - e. Date, graphic scale (one inch equals forty feet (1" = 40'), unless otherwise approved by the Department), and north arrow;
 - f. Names, locations, widths, types, and dimensions of adjacent and on-site streets, alleys, and easements;
 - g. Lot lines with all property lines dimensioned and square footage of each lot;
 - h. Parcels identified as Lot 4, Lot 3, etc.;
 - i. "Old" lot line(s) and "new" lot line(s) clearly labeled and differentiated by line type and/or thickness (indicated distance(s) moved);
 - j. Addresses for each lot and new street names in accordance with the street grid system regulations of chapter 9-11 RMC;
 - k. Total square footage of existing and revised lots;
 - l. Ground floor square footage of all structures;
 - m. Location, dimensions and square footage of any existing structures to remain, and dimensioned distances to property lines;
 - i. Location of existing conditions (such as wetlands, steep slopes, watercourses) on or adjacent to the site which could hinder development. Include boundaries of utility, open space, and/or critical area(s) tracts, square footage, and purpose statement of each tract. Clearly delineate the critical area and buffer boundaries

within the tract and indicate a dimension for buffer width;

- n. Reservations, restrictive covenants, easements, description of any areas to be dedicated to public use with notes stating their purpose, and any limitations, and identifying the grantee and, if the grantee is the City, a statement of provisions reserving, granting and/or conveying the area with a description of the rights and purposes must be shown;
- o. Coordinates pursuant to City surveying standards for permanent control monuments;
- p. Location of all interior permanent control monuments pursuant to City surveying standards;
- q. Statement of equipment and procedure used pursuant to WAC 332-130-100;
- r. Basis of bearing pursuant to WAC 332-130-050(1)(b)(iii);
- s. Date the existing monuments were visited pursuant to WAC 332-130-050(1)(f)(iv);
- t. Verification that permanent markers are set at corners of the proposed lots;
- u. Statement of discrepancies, if any, between bearings and distances of record and those measured or calculated;
- v. Surveyor's testament, stamp and signature;
- w. Certification by a State of Washington licensed land surveyor that a survey has been made and that monuments and stakes have been set;
- x. Notarized signatures of all property owners having an interest in the property, certifying ownership and approval of the proposal;
- y. Signature and date line(s) for the King County Assessor; and
- z. Signature and date line(s) for the Community and Economic Development Administrator. (Ord. 5450, 3-2-2009; Ord. 5676, 12-3-2012; Ord. 5757, 6-1-2015; Ord. 5841, 6-12-2017; Ord. 5907, 12-10-2018)

9. **Topography Map:** A map showing the existing land contours using vertical intervals of not more than five feet (5'). For any existing buildings the map shall show the finished floor elevations of each floor of the building

10. **Landscape analysis, lot coverage, and parking analysis (For commercial/industrial properties only):** please provide a landscape and parking analysis including the following:

- a. Total square footage of the site and the footprints of all buildings;
- b. Total square footage of existing and proposed impervious surface area(s);
- c. Square footage (by floor and overall total) of each individual building and/or use;
- d. Percentage of lot covered by buildings or structures;
- e. Number of parking spaces required by City code;
- f. Number and dimensions of standard, compact, and ADA accessible spaces provided; and
- g. Square footage of parking lot landscaping (perimeter and interior).

11. **Wetland Assessment:** A wetland assessment includes the following:

- a. A description of the project and maps at a scale no smaller than one inch equals two hundred feet (1" = 200') showing the entire parcel of land owned by the applicant and the wetland boundary surveyed by a qualified surveyor, and pursuant to RMC 4-3-050F2, Plans and Studies Required;
- b. A description of the vegetative cover of the wetland and adjacent area including identification of the dominant plant and animal species;
- c. A site plan for the proposed activity at a scale no smaller than one inch equals two hundred feet (1" = 200') showing the location, width, depth and length of all existing and proposed structures, roads, stormwater management facilities, sewage treatment and installations within the wetland and its buffer;
- d. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations;
- e. Elevations of the site and adjacent lands within the wetland and its buffer at contour intervals of no greater than five feet (5') or at a contour interval appropriate to the site topography and acceptable to the City;
- f. Top view and typical cross-section views of the wetland and its buffer to scale;
- g. The purposes of the project;
- h. Such other information as may be needed by the City, including but not limited to a study of hazards if present on site, the effect of any protective measures that might be taken to reduce such hazards; and any other information deemed necessary to verify compliance with the provisions of this Section. (Ord. 4587, 3-18-1996; Amd. Ord. 4835, 3-27-2000; Ord. 5137, 4-25-2005; Ord. 5757, 6-1-2015)

Note: Please provide a map and a report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/ delineation must be prepared by a qualified professional and include the information specified in RMC 4-8-120D.23. In addition, if any alteration to the wetland or buffer is proposed, a **wetland mitigation plan** is also required. See RMC 4-8-120D.23 for plan content requirements.

12. **Standard Stream or Lake Study:** A report shall be prepared by a qualified biologist and include the following information:

a. Site Map: Site map(s) indicating, at a scale no smaller than one inch equals twenty feet (1" = 20') (unless otherwise approved by the Community and Economic Development Administrator):

- i. The entire parcel of land owned by the applicant, including one hundred feet (100') of the abutting parcels through which the water body(ies) flow(s);
- ii. The ordinary high water mark (OHWM) determined in the field by a qualified consultant pursuant to RMC 4-3-050G7, Streams and Lakes, (the OHWM must also be flagged in the field);
- iii. Stream or lake classification, as recorded in the City of Renton's COR Maps, the City's online interactive mapping application available through the City's

website, for the City of Renton Water Class or RMC 4-3-090 (if unclassified, see “Supplemental Stream or Lake Study” below);

- iv. Topography of the site and abutting lands in relation to the stream(s) and its/their buffer(s) at contour intervals of two feet (2') where slopes are less than ten percent (10%), and of five feet (5') where slopes are ten percent (10%) or greater;
 - v. One hundred (100) year floodplain and floodway boundaries, including one hundred feet (100') of the abutting parcels through which the water body(ies) flow(s);
 - vi. Site drainage patterns, using arrows to indicate the direction of major drainage flow;
 - vii. Top view and typical cross-section views of the stream or lake bed, banks, and buffers to scale;
 - viii. The vegetative cover of the entire site, including the stream or lake, banks, riparian area, and/or abutting wetland areas, extending one hundred feet (100') upstream and downstream from the property line. Include position, species, and size of all trees of at least six inch (6") caliper and larger, fifty four inches (54") above grade, and the location, size and species of all protected trees on the site that are within one hundred feet (100') of the OHWM, and the location of measures to protect trees on and abutting the site;
 - ix. The location, width, depth, and length of all existing and proposed structures, roads, stormwater management facilities, wastewater treatment and installations in relation to the stream/lake and its/their buffer(s); and
 - x. Location of site access, ingress and egress.
- b. Grading Plan:** A grading plan prepared in accordance with RMC 4-8-120D7, and showing contour intervals of two feet (2') where slopes are less than ten percent (10%), and of five feet (5') where slopes are ten percent (10%) or greater.
- c. Stream or Lake Assessment Narrative:** A narrative report, formatted to eight and one-half inches (8.5") by eleven inches (11"), shall be prepared to accompany the site plan and describes:
- i. The stream or lake classification as recorded in the City of Renton’s COR Maps, the City’s online interactive mapping application available through the City’s website, for the City of Renton Water Class or RMC 4-3-090;
 - ii. The vegetative cover of the site, including the stream or lake, banks, riparian area, wetland areas, and flood hazard areas extending one hundred feet (100') upstream and downstream from the property line, including the impacts of the proposal on the identified vegetation;
 - iii. The ecological functions currently provided by the stream/lake and existing riparian area and the impacts of the proposal on the identified ecological functions;

iv. Observed or reported fish and wildlife that make use of the area including, but not limited to, salmonids, mammals, and bird nesting, breeding, and feeding/foraging areas, including the impacts of the proposal on the identified fish and wildlife;

v. Measures to protect trees, as defined in RMC 4-11-200, and vegetation; and

For shorelines regulated under RMC 4-3-090, Shoreline Master Program Regulations, the study shall demonstrate if the proposal meets the criteria of no net loss of ecological functions as described in RMC 4-3-090D2. If the proposal requires mitigation for substantial impacts to the existing vegetation buffer in order to demonstrate no net loss of ecological functions, a supplemental stream or lake study is required.

Note: Please provide a report containing the information specified in RMC Section [4-8-120D.19](#). In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required. If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study** and **mitigation plan** are also required.

13. **Utilities Plan, Generalized:** A plan drawn on twenty two inch by thirty four inch (22" x 34") plan sheets using a graphic scale of one inch equals twenty feet (1" = 20') (or other scale or size approved by the Planning Division's Development Engineering Manager or designee) clearly showing all existing (to remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to: curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, refuse areas, signage, freestanding lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall be shown. (Amd. Ord. 4835, 3-27-2000)
14. **Drainage Control Plan:** Please provide a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of RMC [4-6-030](#) and the [2016 King County Surface Water Design Manual](#), as adopted and amended by the City of Renton. (Amd. Ord. 4835, 3-27-2000; Ord. 5526, 2-1-2010)
15. **Drainage Report:** Please provide a report complying with the requirements of the City of Renton Drafting Standards in RMC [4-6-030](#), and the [2016 King County Surface Water Design Manual](#) as adopted and amended by the City of Renton. The report (TIR) must be stamped and dated by a **civil engineer** and shall contain the following:
- Table of Contents
 - Technical Information Report (TIR) Worksheet
 - Section 1: Project Overview
 - Section 2: Conditions and Requirements Summary
 - Section 3: Offsite Analysis
 - Section 4: Flow Control and Water Quality Facility Analysis and Design
 - Section 5: Conveyance System Analysis and Design
 - Section 6: Special Reports and Studies
 - Section 7: Other Permit

- Section 8: CSWPPP Analysis and Design
- Section 9: Bond Quantities, Facility Summaries, and Declaration of Covenant
- Section 10: Operations and Maintenance Manual.

16. **Calculations:** A compilation prepared by a State of Washington licensed land surveyor clearly indicating the dimensions of the boundaries and the closures for each lot, parcel, tract, and block in the plat, short plat, lot line, binding site plan, or lot line adjustment – an approved printed computer plot closure or demonstrated mathematical plot closure on all lots, streets, alleys and boundaries.

17. **Biological Assessment/Critical Areas Study:** All development projects located in a floodplain and projects with the potential to impact fish (Chinook salmon, bull trout, steelhead trout), unexpected, new, rare or other endangered species habitat (bald eagles) shall provide a biological assessment/critical area study. The purpose of this assessment is to determine whether a proposed action is likely to: (1) adversely affect listed or de-listed species or designated critical habitat; (2) jeopardize the continued existence of species that are proposed for listing, or unexpected, new or rare species; or (3) adversely modify proposed critical habitat. A biological assessment/critical area study is a written study that evaluates the proposal, all probable impacts and risks related to the critical area, and recommends appropriate mitigation measures to adequately protect the functions and values of the critical area, and preserve anadromous fish and their habitat.

The assessment/study shall be prepared by a person with experience and training in the scientific discipline appropriate for the relevant critical area in accordance with WAC 365-195-095(4). A qualified professional must have obtained a B.S. or B.A. or equivalent degree in biology, engineering, environmental studies, fisheries, geomorphology, biological assessment, or related field, and have at least five (5) years of related work experience.

- a. A qualified professional for wetlands must be a professional wetland scientist with at least two (2) years of full-time work experience as a wetlands professional, including delineating wetlands using the federal manuals and supplements, preparing wetlands reports, conducting function assessments, and developing and implementing mitigation plans.
- b. A qualified professional for Habitat conservation must have a degree in biology or a related degree and professional experience related to the subject species.
- c. A qualified professional for a geological hazard must be a professional engineer or geologist, licensed in the state of Washington.
- d. A qualified professional for Wellhead Protection Areas means a hydrogeologist, geologist, engineer, or other scientist with experience in preparing hydrogeologic assessments.

The assessment/study shall use scientifically valid methods and studies in the analysis of critical area data and field reconnaissance and reference the source of the material used. Best available science is that scientific information applicable to the critical area prepared by local state or federal natural agencies or a qualified scientific professional that is

consistent with the criteria established in WAC 395-195-900 through 365-195-925.

The assessment/study shall contain, at a minimum, the following information, as applicable:

- a. The name and contact information of the applicant;
- b. The dates, names, and qualifications of the persons preparing the assessment/study and documentation of any fieldwork performed on the site;
- c. A description of the proposal and identification of the permits requested;
- d. A site plan showing:
 - i. Identified critical areas, buffers and the development proposal with dimensions;
 - ii. Topography at two-foot (2') intervals;
 - iii. Limits of any areas to be cleared/impacted; and
 - iv. A description of the proposed stormwater management plan for the development and consideration of impacts to drainage alterations;
- e. Accurate identification, location, and characterization of critical areas, water bodies, and buffers adjacent to the proposed project area or potentially impacted by the proposed project;
- f. A statement specifying the accuracy of the assessment/study, assumptions used in the assessment/study, and explaining how best available science has been incorporated;
- g. Determination of the degree of hazard and risk from the proposal both on the site and on surrounding properties;
- h. An assessment of the probable cumulative impacts to the critical areas, their buffers and other properties resulting from the proposal;
- i. An evaluation of the project's compliance with sections 7 and 9 of the Endangered Species Act;
- j. A description of reasonable efforts made to apply mitigation sequencing to avoid, minimize, and mitigate impacts to critical areas;
- k. Plans for adequate mitigation to offset any impacts and an explanation of how best management practices will be used to minimize impacts to critical area; and
- l. Recommendations for maintenance, short-term and long-term monitoring, contingency plans and security requirements.

18. **Covenants, Existing:** The recorded limitation on property which may be set forth in the property deed and/or identified in a title report.

19. **Easements, Existing:** A recorded document by the property owner granting one or more privileges to use the owner's land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report.

20. **Neighborhood Detail Map:** A map, drawn at a scale of one inch equals one hundred feet (1" = 100') or one inch equals two hundred feet (1" = 200') (or other scale approved by the Planning Division Director or designee). The map shall show the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet (1,000') or approximately two thousand five hundred feet (2,500') for properties over five (5) acres and identifying the subject site with a darker perimeter line than that of surrounding properties. The map shall also show the property's lot lines, existing land uses, building outlines, City boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. (Amd. Ord. 4963, 5-13-2002)
21. **Parking, Lot Coverage, Landscaping Analysis:** A listing of the following information (may also be included on the first sheet of the site plan):
- a. Total square footage of the site;
 - b. Total square footage of existing area(s) of impervious surfacing;
 - c. Total square footage of existing natural/undeveloped area;
 - d. Square footage (by floor and overall total) of each individual building and/or use;
 - e. Total square footage of the footprints of all buildings;
 - f. Percentage of lot covered by buildings or structures;
 - g. Total pavement square footage, both existing pavement to remain plus new pavement proposed to be installed;
 - h. Square footage of any on-site wetlands;
 - i. Parking analysis to include the total number of parking spaces required and provided, number of compact and "ADA accessible" spaces provided, and parking space dimensions;
 - j. Square footage of landscaping for each area, for interior parking lot landscaping, and total;
 - k. Allowable and proposed building height;
 - l. Building setbacks required by Code; and
 - m. Proposed building setbacks. (Ord. 4587, 3-18-1996)
22. **Topography Map:** A map showing the existing land contours using vertical intervals of not more than five feet (5'). For any existing buildings the map shall show the finished floor elevations of each floor of the building.
23. **Utilities Plan, Generalized:** A plan drawn on twenty two inch by thirty four inch (22" x 34") plan sheets using a graphic scale of one inch equals twenty feet (1" = 20') (or other scale or size approved by the Planning Division's Development Engineering Manager or designee) clearly showing all existing (to remain) and proposed public or private improvements to be

dedicated or sold to the public including, but not limited to: curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, refuse areas, signage, freestanding lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall be shown. (Amd. Ord. 4835, 3-27-2000)

24. **Wetland Assessment:** A wetland assessment includes the following:
- a. A description of the project and maps at a scale no smaller than one inch equals two hundred feet (1" = 200') showing the entire parcel of land owned by the applicant and the wetland boundary surveyed by a qualified surveyor, and pursuant to RMC 4-3-050F2, Plans and Studies Required;
 - b. A description of the vegetative cover of the wetland and adjacent area including identification of the dominant plant and animal species;
 - c. A site plan for the proposed activity at a scale no smaller than one inch equals two hundred feet (1" = 200') showing the location, width, depth and length of all existing and proposed structures, roads, stormwater management facilities, sewage treatment and installations within the wetland and its buffer;
 - d. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations;
 - e. Elevations of the site and adjacent lands within the wetland and its buffer at contour intervals of no greater than five feet (5') or at a contour interval appropriate to the site topography and acceptable to the City;
 - f. Top view and typical cross-section views of the wetland and its buffer to scale;
 - g. The purposes of the project;
 - h. Such other information as may be needed by the City, including but not limited to a study of hazards if present on site, the effect of any protective measures that might be taken to reduce such hazards; and any other information deemed necessary to verify compliance with the provisions of this Section. (Ord. 4587, 3-18-1996; Amd. Ord. 4835, 3-27-2000; Ord. 5137, 4-25-2005; Ord. 5757, 6-1-2015)

All Plans and Attachments are subject to Electronic File Standards

REVIEW PROCESS: Once a complete application has been accepted for initial review, the Planning Division will route the application to those City departments having an interest in the application. All comments and requests for revisions will be sent to the applicant. Once all comments have been addressed, the applicant must re-submit the revised plans and/or documents for review.

When the applicant has adequately addressed the comments, the City will send a written request for the final plans, courier and recording fees and any associated legal documents. Once all City-required

approval signatures have been obtained, the City will transmit the map via courier to King County for recording.

The entire lot line adjustment process takes approximately 6-8 weeks to complete. The time frame for getting a lot line adjustment approved is largely dependent upon application completeness and prompt submittal of revisions.

TRANSFER OF OWNERSHIP: The recording of the lot line adjustment map alone does not transfer ownership. Please remember to prepare and record a deed transferring ownership of the portion of land depicted in the Lot Line Adjustment Map. We recommend that a surveyor prepare the legal description for this document and a land-use attorney review the deed. It is the applicant's responsibility to ensure this document is properly prepared and recorded.