

Lot Line Adjustment Submittal Checklist

Planning & Community Development
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Shoreline, WA 98133
206-801-2500
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Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review Shoreline Municipal Code (SMC) [20.30.400](#) to learn more about the City's lot line adjustment requirements. If you have questions about the City's code or submittal requirements, please email pcd@shorelinewa.gov to connect with a **planner** who can walk you through the requirements.

To access this
checklist online
visit [shorelinewa
.gov/checklists](http://shorelinewa.gov/checklists)



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

Applications for this type of permit must be submitted electronically. Please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Note: While the application must be signed, documents that will eventually be recorded (Lot Line Adjustment survey) should not be signed or notarized until staff has approved them for final print, staff signature(s) and recording.

Required Documents

- [Lot Adjustment Application and Affidavit and Critical Areas Worksheet](#)
- Submittal Fee
 - Please reference the [City's fee schedule](#) for current application fees.
- [Building Coverage and Hardscape Calculation Worksheet](#)
 - One for each property in its current state, and one for each property in its future state.
- Lot Line Adjustment Survey
 - Must meet survey map requirements in [WAC 332-130-050](#).
 - Must include the following:
 - Approval block and declaration statement for all property owners to sign.

Open M, T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.

- Consent to adjustment block and statement for all lenders to sign.
- Legal descriptions, tax parcel ID numbers, and sizes of the existing lots.
- New legal descriptions and sizes of proposed lots.
- Description and size of the property being transferred.
- Name, address, and contact information of the person who prepared the drawing.
- Graphic scale and north arrow.
- Location, identification and dimensions of all proposed, existing and demolished buildings and their uses. Include projections, roof overhangs, covered breezeways, streets, alleys, rockeries, retaining walls, and fences.
- Dimensions of all property lines.
- Existing and proposed building setbacks from front, side, and rear property lines.
- Easements, current and proposed including utility, drainage, access, open space. Include the King County recording number for existing easements.
- Location of existing and proposed driveways, parking spaces, include traffic flow and all internal walkways.
- A reference to all easements, encumbrances, covenants and similar documents listed in Schedule B of the Title Report.

Proof of Legal Lot

- Provide proof that each property involved in the adjustment was created in accordance with the state's subdivision laws. A legal lot is:
 - One that was created by a formal or short subdivision; or
 - Property that was created before October 1, 1972 in accordance with County regulations in place at the time it was created; or
 - Established prior to state and county subdivision and land use regulations.
- Proof of legal lot could be a copy of a plat document, lot line adjustment, or a copy of legal conveyance, such as a collection of deeds or real estate contracts.

Title Report

- Separate title report required for each property involved in the adjustment.
- Must be less than 30 days old.
- Must include Schedule B.

Required for Recording

Deeds Transferring Property

- When property is transferred between two or more owners, deeds transferring the property must be prepared and recorded alongside the approved lot line adjustment. Deeds can be prepared by a title company, an escrow company, or a lawyer.
- If the property has a lender, then additional requirements may apply (updated deeds of trust, mortgage related documents). Please follow up with your lender.

Fees

- Additional fees will be due to the King County Recorder's Office at the time of recording. Please follow up with King County to obtain their current fee schedule. Fees are typically based on the size of document and number of sheets.

Property Taxes

- The King County Assessor's Office requires payment of outstanding taxes prior to recording the lot line adjustment document and deeds.

Additional Documents (Possibly Required)

Other documents as required:

- _____
- _____