



General Information

- A. A complete application is required at the time of submittal. Please answer all questions on the application clearly and completely.
- B. The City's application form must be used.
- C. A Notice of Complete Application or Notice of Incomplete Application will be issued within twenty-eight (28) days of submittal.

Requirements

I. APPLICATION

- A. The following documents are required at time of submittal, unless otherwise indicated. A complete application will include:
 - 1. Completed Lot Line Adjustment Checklist, Land Division Application and Declaration of Agency form
 - 2. Proof of ownership (copy of deed)
 - 3. In addition to the requirements below, plan drawings for a lot line adjustment shall include the following:
 - a. The final lot boundaries shall be shown with a heavier line weight to clearly distinguish them from existing boundaries; and
 - b. A full and correct legal description of the revised lot; and
 - c. Comply with the survey requirements set forth in MMC 16.73.070.
 - 4. A set of drawings that contain the following (drawings shall be to scale on an 18" x 24" sheet of paper; multiple sheets may be used to provide clarity):
 - a. Location of the site by section, township, range;
 - b. North arrow and the boundary of the lands being divided or having the boundary adjusted;
 - c. Scale at no less than one-inch equals 100 feet (larger scales such as 1:50, 1:20, and 1:30 are preferred);
 - d. Vicinity map showing the site clearly marked (smaller than 1:100 is acceptable);
 - e. The proposed layout and dimensions of lots and tracts;
 - f. The name of any adjacent subdivisions;
 - g. The approximate location, names and width of all existing and proposed streets, roads, private lanes and access easements within the boundaries of the lands being affected;
 - h. The location of existing and proposed improvements such as storm water facilities, sidewalks, utilities, power poles, etc., within the boundaries of the lands being affected and adjacent lots;
 - i. All existing and/or proposed easements or divisions proposed to be dedicated for any public purpose or for the common use of the property owners of the lands being subdivided;

- j. A full and correct description of the lands being divided or having the lot lines adjusted;
 - k. Approximate location of existing structures and other improvements located on the site and whether such structures are proposed to remain on the property;
 - l. Shorelines, streams, wetlands, wildlife habitat conservation areas, and geologically hazardous areas as defined in Chapter 16.50 MMC, Critical Areas, and the shoreline master program;
 - m. Topographical information showing existing contour lines at intervals of two feet elevation;
- B. Title report issued within 30 days of application, showing all persons having an ownership interest, a legal description describing exterior boundary of application site and listing all encumbrances affecting the site.
 - C. Any related information and/or studies (including but not limited to storm drainage report and critical areas report) required by other provisions of the Medina Municipal Code, identified in the preapplication meeting, or deemed necessary by the director.
 - D. Perimeter lot closures for all lots, tracts, and the exterior boundary.

Procedure

II. LOT LINE ADJUSTMENT PROCESS

- A. Please submit the items listed above and any other information which may be required by the City at the time the application is filed.
- B. Following receipt of the lot line adjustment, the City will review the application for completeness and either issue a Determination of Complete or Incomplete Application within twenty-eight (28) days.
- C. Staff will make a preliminary review to verify all information and identify corrections. Once all corrections have been made, the applicant will submit a final drawing (Mylar not required) with the property owner(s) signature(s). Original signatures are required. Once the appropriate city approval signatures are secured, the applicant will record the document with King County. The City requires one recorded copy.

III. CRITERIA FOR APPROVAL

- A. Before a lot line adjustment may be granted, the Director or Designee shall find that all of the following conditions exist:
 - 1. The lot line adjustment does not create any additional lot, tract, parcel, or division of land; and
 - 2. The lot line adjustment does not create a lot, tract, parcel, site, or division of land which contains insufficient area or dimension to meet the minimum requirements for area and dimensions set forth in the Medina Municipal Code; and
 - 3. The lot line adjustment does not create or diminish any easement or deprive any parcel of access or utilities; and
 - 4. The lot line adjustment does not create or increase the nonconformity of structures, lots, or other factors with respect to development standards.

IV. EXPIRATION

- A. Approval of a lot line adjustment shall expire automatically if not recorded within one year of the written approval date.



DEVELOPMENT
SERVICES

LOT LINE ADJUSTMENT CHECKLIST

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

This checklist contains the minimum submission requirements for a lot line adjustment that are due at the time of submittal. Please note that not all items listed may apply to your submittal.

COMPLETE APPLICATION

<input type="checkbox"/>	Lot Line Adjustment Checklist
	Land Division Application: <input type="checkbox"/> Application form <input type="checkbox"/> Signature of applicant/agent
<input type="checkbox"/>	Declaration of Agency form
<input type="checkbox"/>	Proof of Ownership (copy of deed)
<input type="checkbox"/>	Drawings with required information
<input type="checkbox"/>	Title report issued within 30 days of application
<input type="checkbox"/>	Perimeter lot closures for all lots, tracts, and the exterior boundary
<input type="checkbox"/>	Any related information and/or studies (as applicable)



**DEVELOPMENT
SERVICES**

LOT LINE ADJUSTMENT APPLICATION

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

General Information

Owner Name:				
Mailing Address:				
City:	State:	Zip:	Email:	Phone:
Parcel "A" Address (if applicable):				
Parcel "B" Address (if applicable):				

Agent / Primary contact

Name:	Email:
Contact Phone:	Alternative Phone:
Mailing Address:	City: State: Zip:

LOT ADJUSTMENT ANALYSIS INFORMATION*:

Lot Information	Existing		New	
	Lot A	Lot B	Lot A	Lot B
Lot Area (sq. ft.)				
Structural Coverage Area (sq. ft.)				
Impervious Surface Area (sq. ft.)				
Front Setbacks of Structures (ft.)				
Rear Setbacks of Structures (ft.)				
Side Setbacks of Structures (ft.)				
Lot Width (ft.)				

*Please feel free to add additional sheets as necessary

I certify under the penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this application is true and correct.

Signature _____ Owner Agent Date _____

Signature _____ Owner Agent Date _____

**LOT LINE ADJUSTMENT
ATTACHMENT A**

CERTIFICATE OF OWNERS' FREE CONSENT:

Declaration:

We the undersigned owner(s) of interest in the land herein described do hereby make a lot line adjustment and declare this lot line adjustment to be the graphic representation of the same, and that said lot line adjustment is made with the free consent and in accordance with the desire of the owner(s).

In witness where of we have set our hands and seals

OWNER OF PARCEL A:

NAME:

OWNER OF PARCEL B:

NAME:

NOTARIZE PROPERTY OWNER SIGNATURES:

STATE OF WASHINGTON

COUNTY OF KING

I, the undersigned, a Notary Public in and for the County of King in the State of Washington, do hereby certify that on this _____ day of _____, 20____, personally known (or proven on the basis of satisfactory evidence) to be the individual who executed the within instrument and foregoing instrument, and acknowledge that she/he signed and sealed the same as a free and voluntary act and deed for the uses and purposes therein mentioned.

Given under my hand and official seal this _____ day of _____, 20____

Notary Public in and for the State of Washington
residing at _____

ATTACHMENT A (Continued)

APPROVAL CERTIFICATES: APPROVAL: This lot line adjustment meets the requirements of the Medina Municipal Code and is hereby approved this _____ day of _____, 20____ _____ Director of Development Services
King County Department of Assessments: Examined and approved this ____ day of _____, 20____ _____ _____ Assessor Deputy Assessor Account No:

STATEMENTS TO BE INCLUDED:

Approval of this lot line adjustment does not guarantee the approval of any future permits and/or approvals. This conveyance (or survey) is for the purpose of accomplishing a lot line adjustment and not the transferring of property. The recording of quit claim deeds is required for actual property transfer.

<i>Note: For elimination of property lines the following restriction shall be added:</i> Restricted Covenant. Upon recordation of this lot line elimination, and upon any subsequent improvement to the properties, the property owner acknowledges that the properties are no longer separate lots and accordingly, cannot be individually assigned, transferred or conveyed to any part or entity, unless in compliance with all applicable federal, state and local laws, regulations, codes, and rules, including, without limitation, all subdivision requirements. This lot line elimination shall not eliminate, remove, or impact in any manner any easements, encroachments, or other restrictions of records. Binding Effect. This lot line elimination and restrictive covenant shall run with the land and be binding upon and inure to the benefit of the property owner’s successors in interest, heirs, and assigns. Dated this _____ day of _____, 20____ <i>Add Notary Signature Block</i> _____ Signature _____ Printed Name of Property Owner
