

Lot Line Adjustment Application Instructions

The purpose of a lot line adjustment is to allow property owners to alter, eliminate or relocate lot lines to correct setback encroachments, improve access, rectify a disputed property line location, free the boundary from any differences or discrepancies, correlate property lines with survey or map lines or to create better lot design while conforming to all applicable code requirements pertaining to lot design, building location, and development standards. A lot line adjustment does not allow the creation of an additional lot, parcel or tract.

I. Lot Line Adjustment Procedures

A. Preliminary Consultation with Staff

It is recommended that any property owner who wishes to change the location of a lot line on land within the city limits consult with the Community Development Department at an early date on an informal basis in order to become familiar with the requirements. The Public Works and Building Departments may also be consulted for advice and assistance at this time.

B. Application Form

Provide clear and detailed information for all the required criteria on the application form. All information on the application and accompanying map must be within one-inch margins from all sides as required by state requirements (RCW 36.18 and 65.04).

Submit the completed form and supporting materials with the required number of copies and

appropriate fee to the Community Development Department.

All Items requested on the application and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted.

C. Principles of Acceptability

Lot line adjustments applications will not be accepted unless the request is consistent with the following principles of acceptability:

1. Adjusts lot lines to eliminate a common lot line between parcels in the same ownership, to relocate a lot line to rectify a property line dispute, correct property lines or setback encroachments, or correlate with more accurate survey data; and to allow a minor transfer of land between adjacent parcels;
2. Creates better lot design, or improve access;
3. Conforms to applicable zoning, subdivision and other code requirements pertaining to lot design, building location, and development standards;
4. Avoids creation of an additional lot parcel or tract;
5. Lots created of an additional lot parcel or tract;

D. Fees

See Fee Schedule for application fees. Make checks payable to the City of Ephrata.



E. Referral of Application

Within five(5) calendar days of acceptance of a complete application by the city, the Community Development Department shall distribute copies of the lot line adjustment map and the application materials for review and comment to city departments with jurisdiction over the lot line adjustment application. The distribution notice shall state the dates of the comment period and deadline for submission of comments to Community Development Department.

F. Comment

City departments shall submit comments on the proposed lot line adjustment to the Community Development Department within ten(10) calendar days of distribution.

II. Lot Line Adjustment Decision Process

A. Approval criteria

A proposed lot line adjustment shall not be approved unless the city finds that:

1. Appropriate provisions have been made for:
 - a). setbacks from existing buildings to proposed new property lines;
 - b). existing and proposed utilities and utility easements;
 - c). existing and proposed access to the parcels, adjacent streets and access easements;
 - d). lot dimension and area conforming to city code requirements;
 - e). location of on-site parking, landscaping and other significant site features affected by the proposed new property lines;

- f). the public health, safety and general welfare of the community;
- g). protection of environmentally sensitive lands and habitat;

2. The city has considered all other relevant facts; and
3. The public use and interest will be served by the adjustment of such property lines.
4. The lot line adjustment request is consistent with the principles of acceptability.

B. Decision on lot line adjustments

The Community Development Department will review and evaluate the proposed lot line adjustment after receiving a complete application and providing an opportunity for comment from other city departments. The Community Development Director may approve, approve with modifications, or deny the application for a lot line adjustment.

Action:

Approval: If approved, all copies of the lot line adjustment maps shall be stamped “approved” and signed and dated by the Community Development Director. The applicant shall be notified in writing of the decision.

Modification: If modifications are deemed necessary by the Community Development Director, they may be added to the original lot line adjustment map or a revised map may be required. The applicant will be notified of the requirements for any such modification action. If a modification of the original lot line adjustment map, legal description or other information is necessary; the projected approval date may be extended.



Denial: If denied, the lot line adjustment shall be marked “denied” and the applicant shall be notified in writing of the decision, stating the reasons.

III. Due Process Considerations

A. Notice of Right to Appeal

The decision of the Community Development Director shall be final, unless a party of record makes an appeal to the City Council within fourteen (14) calendar days after the written decision. The appeal shall be in writing and shall be processed pursuant to Ch. 17.01 EMC. The decision of the City Council shall represent final action of the city.

B. Further Appeals

The City Council decision on an appeal is final, unless it is appealed to the superior court. Such an appeal must be filed with the superior court within twenty-one(21) calendar days from the date the decision was issued.

IV. Final Recording of Lot Line Adjustments

A lot line adjustment does not become effective until it and the appropriate deeds defining the full and complete legal description of the new boundaries of the adjusted lots are recorded with the Grant County Auditor’s office. The applicant shall submit the approved map and new legal descriptions to Grant County for recording. The applicant shall return a copy of the recorded documents to the city. The recording of a lot line adjustment does not constitute a transfer of title. If the title to an area of land is changing ownership, separate deeds to this effect must be recorded with the Grant County Auditor’s office.

