

# Lot Line Submittal Requirements Checklist

The following information must be submitted to the Community Development Department at the time of application (**all information on the documents must be within a one-inch margin per state requirements RCW 36.18 and 65.04**)

- A.** One original application form. Provide all of the requested information, including all of the required signatures. Any person signing for a corporation or trust shall submit authority to sign documentation. Incomplete applications will not be accepted and may result in delays.
- B.** Original and two (2) copies of a legible map, drawn to an engineering scale, on an 8.5"x11" or 8.5"x14" sheet of paper illustrating:
  1. Existing lot lines.
  2. Proposed new lot line(s) and the distance it has been moved (or the common lot line to be eliminated).
  3. Name and location of adjacent streets.
  4. Type, location and dimensions existing and/or proposed easements.
  5. Existing structures and distances to property lines.
  6. Existing fences.
  7. Total square footage of revised lots.
  8. Ground floors square footage of all structures.
  9. Location of on-site parking, landscaping, etc. affected by the change, if applicable.
  10. North arrow.
  11. Indicate the decimal (engineering) scale used for map (i.e. 1"=20'; not 1/4"=10').
  12. Identify parcels as Lot A, Lot B, etc.

- C.** The signature of all parties having any ownership interest in the lands affected by the lot line adjustment, indicating that the lot line adjustment is made with free consent and in accordance with their desires. For purposes of this section, "ownership interest" shall include legal and equitable property interests, including, but not limited to, present, future, contingent or whole fee interests, together with a beneficiary's interest pursuant to a specifically enforceable contract for the purchase of the real property.
- D.** One(1) copy of a current title report (issued within thirty(30) days of application) or other documentation as approved by the Community Development Director, which documents the ownership, title and lists the encumbrances of all lots or parcels involved in the lot line adjustment request.
- E.** One(1) copy of the existing legal description of each lot or parcel.
- F.** One(1) copy of the combined legal description of the proposed new lot(s) or parcel(s).
- G.** 18"x24" plans prepared by a professional land surveyor licensed in the State of Washington and complying with RCW 58.09 and WAC 332-130-050 may be submitted in lieu of 8.5"x11" plans. All information, including required signatures and existing and new legal descriptions shall be printed on the plans. Do not mix plan sizes. Submit two(2) unsigned and folded copies for review. After review by the city, the Planning Department whether the proposal has been approved, denied, or if a modification is needed, the applicant will be responsible for filing original with the Grant County Auditor and provide one conformed copy to the city.

