



## **LOT LINE ADJUSTMENT (LLA) LOT LINE ELIMINATION (LLE) INFORMATION AND APPLICATION FORM**

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### **PRE-APPLICATION ASSISTANCE:**

You are encouraged to consult with the Community Development Department prior to submitting your application. An incomplete or inaccurate application will lengthen the processing time.

### **DEFINITIONS:**

A **PARCEL** or **LOT** is that area described by legal description within the Deed of ownership.

A **LOT LINE ADJUSTMENT (LLA)**, also known as a Boundary Line Adjustment, reconfigures two or more parcels and defines a new legal description for each. It facilitates the transfer of land between adjacent or contiguous parcels in order to correct property line or setback encroachments, resolve boundary disputes, create better lot design, or improve access without creating substandard lots or setbacks. Lot Line Adjustments **DO NOT** create additional lots.

A **LOT LINE ELIMINATION (LLE)** combines two or more adjacent parcels that are under the same ownership into one parcel by dissolving the intermediate boundary lines.

### **APPROVAL CRITERIA:**

The City will not approve an application that creates an additional lot, creates a lot that does not meet zoning requirements for lot size, frontage, setbacks, etc., or creates a buildable lot from a parcel not originally intended to be buildable (i.e. – special tracts, slivers, etc.). The City may approve a Lot Line Adjustment application provided the following criteria are met:

- a. Per RCW 58.17.04(6), the Lot Line Adjustment shall not result in the creation of any additional tract, lot, parcel, site or division nor create any lot, tract, parcel, site or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site;
- b. The property being transferred within the Lot Line Adjustment shall be combined with the benefiting parcel;
- c. The lots, tracts, or parcels resulting after the Lot Line Adjustment shall meet all dimensional requirements specified for the applicable zone as outlined in Enumclaw Municipal Code Title 18;
- d. All lots modified by the Lot Line Adjustment procedures shall have legal access meeting the standards of the City of Enumclaw;
- e. The Lot Line Adjustment shall not violate an applicable requirement or condition of a previous land use action, subdivision, or short plat;
- f. All Lot Line Adjustments shall be recorded surveys consistent with the requirements of Chapter 58.09 RCW and Chapter 332-130 WAC.

### **APPLICATION PREPARATION:**

A Lot Line Adjustment or Elimination affects the title to your property. The City requires that the LLA or LLE application be prepared by a Professional Land Surveyor licensed in the State of Washington. The existing legal description for each parcel needs to match the title report and/or deed of ownership. The proposed legal descriptions must describe the perimeter of each proposed lot in Metes and Bounds. Errors may cause future problems with the title to your property.

The submittal must include the items indicated on the following page. Please note that the initial submittal must include 2 paper copies of the 18” x 24” survey map. After review by the City and notice to the surveyor that no corrections are needed, one set of 18”x 24” mylar survey maps (including required signatures and notaries) shall be submitted to the City for signatures of approval.

### **REVIEW AND RECORDING BY KING COUNTY:**

Once the LLA (or LLE) is approved by the City, the applicant must submit it to the King County Recorder’s Office for recording and to the King County Department of Assessments for transfer of ownership. (Both offices are located in the King County Administration Building in Seattle. For fastest recording, it is recommended that the documents be hand-carried to the appropriate King County offices rather than mailed. Call first for hours.) The LLA will not be legal until it has been recorded. The County submittal must consist of the following signed documents and the appropriate County fees (see [www.metrokc.gov/recelec/records/fees.htm](http://www.metrokc.gov/recelec/records/fees.htm)) :

- 18” x 24” survey document (approved by the City) – mylar map originals plus 2 paper copies
- Quit Claim Deed
- Real Estate Excise Tax affidavit



COMMUNITY DEVELOPMENT  
1309 Myrtle Avenue  
Enumclaw, WA 98022  
360-825-3593 FAX 360-825-7232

## LOT LINE ADJUSTMENT / LOT LINE ELIMINATION APPLICATION REQUIREMENTS

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### **THE FOLLOWING INFORMATION MUST BE PROVIDED:**

**Owner Information:** Fill in the owner information page(s) completely.

**Survey Map:** The Lot Line Adjustment (or Lot Line Elimination) survey map shall be prepared by a Professional Land Surveyor licensed in the State of Washington. The map shall be prepared in accordance with the survey and recording requirements of chapter 58.09 RCW and chapter 332-130 WAC, and must conform to the Survey Recording Act. The final recording mylar originals shall measure 18"x 24" in a landscape orientation, and shall have a 2" margin on the left and ½" margins on the remaining sides. Two paper copies of the survey map must be submitted with the initial application.

The survey map shall contain all the information required by WAC 332-130-050 (Survey Map Requirements); shall be drawn to an appropriate engineering scale (i.e. 1"=10', 1"=20', 1"=50', etc.) with a north arrow, bar scale, and basis of bearings identified; and shall include the following information:

- a. Property line codes: thin Dashed for existing and bold Solid for proposed. (Right of Way lines should be a thicker bold line than interior bold lines)
- b. Bearings and distances of all existing and proposed lot lines.
- c. Adjacent street names and locations.
- d. Existing encumbrances, easements, or restrictions (see title report.)
- e. Existing structures and distances to property lines.
- f. Existing wells, septic tanks and/or drain fields; and distances to property lines.
- g. Identify parcels as Lot A, Lot B, etc., so they match proposed legal descriptions
- h. Lot area (square feet) of proposed lots.
- i. Significant topographic features such as cliffs, ravines, creeks, rivers, swamps.
- j. If the property is within the jurisdiction of the Shoreline Management Act, the map page should also include:
  - i. Location of water body and Ordinary High Water Mark (OHWM). On rivers and streams, indicate top of bank (OHWM), floodway, and 100-year floodplain.
  - ii. Location of any improvements (bulkheads, docks, etc.)
  - iii. Shoreline Environmental Designation, i.e. Urban, Rural, Conservancy or Natural.
- k. Building setback envelopes (for proposed lots): thin dashed line.
- l. Legal descriptions for all existing and proposed parcels.

**Lot Closures:** Prepared by a Professional Land Surveyor licensed in the State of Washington.

**City Approvals:** (Leave blank - this page is for City use only.)

**Other Related Permits:** If applicable, submit a copy of the application and/or site plan for any permit applied for in conjunction with this Lot Line Adjustment/Lot Line Elimination application.

**Evidence of Separate Lot Creation:** If the lot was individually created prior to October 1, 1972, acceptable documentation is limited to a real estate conveyance document (deed) dated prior to this date. If the lot was created on or after October 1, 1972, acceptable document may also include, but not be limited to, a copy of the approved plat or short plat or evidence of subdivision exemption.

**Title Insurance Certificates:** Provide for each lot involved. The County may require an update prior to recording, current to within 30 days.

**Payment of City Review Fee:** \$500 - payable to the City of Enumclaw.



Application #:

Page \_\_\_ of \_\_\_

**LOT LINE ADJUSTMENT / LOT LINE ELIMINATION  
OWNER INFORMATION**

<b>Lot A</b> Print or type:	
_____	
Owner's Name(s)	
_____	
Address _____	Phone _____
Owner's Signature _____	Date _____
Owner's Signature _____	Date _____
<b>Lot B</b> Print or type:	
_____	
Owner's Name(s)	
_____	
Address _____	Phone _____
Owner's Signature _____	Date _____
Owner's Signature _____	Date _____

\_\_\_ **Check here for additional lot owners (include information on following page)**

Agent/Contact Person: _____	Phone: (____) _____
Address: _____	Phone: (____) _____

	Tax Lot #	Source of Water	Sewage Disposal
Lot A			
Lot B			

¼ Sec	¼ Sec	Sec	Tw	Rg	Do not complete	Kroll Pg	Zoning	Rel. File



Application #:

Page \_\_\_ of \_\_\_

**LOT LINE ADJUSTMENT / LOT LINE ELIMINATION  
OWNER INFORMATION (continued)**

<b>Lot C</b>	Print or type:		
	_____		
	Owner's Name(s)		
	_____		
	Address	_____	Phone
	Owner's Signature	_____	Date
	Owner's Signature	_____	Date
	_____		
<b>Lot D</b>	Print or type:		
	_____		
	Owner's Name(s)		
	_____		
	Address	_____	Phone
	Owner's Signature	_____	Date
	Owner's Signature	_____	Date
	_____		
<b>Lot E</b>	Print or type:		
	_____		
	Owner's Name(s)		
	_____		
	Address	_____	Phone
	Owner's Signature	_____	Date
	Owner's Signature	_____	Date

	Tax Lot #	Source of Water	Sewage Disposal
Lot C			
Lot D			
Lot E			

