



## LOT LINE ADJUSTMENT/ELIMINATION INSTRUCTION

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### APPLICATION INSTRUCTION

#### Pre-Application Assistance

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

#### Definitions

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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 continuous parcels in order to correct property line or setback encroachments, resolve boundary disputes, create better lot design, or improve access without creating substandard lot 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

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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 benefitting 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 White Salmon Municipal Code Title 17.
- d. All lots modified by the Lot Line Adjustment procedures shall have legal access meeting the standards of the City of White Salmon;
- e. The Lot Line Adjustment shall not violate any 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

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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 Klickitat County**

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Once the LLA (or LLE) is approved by the City, the applicant must submit it to the Klickitat County Auditor's Office for recording and to the Klickitat County Department of Assessments for transfer of ownership. (Both offices are located in the Klickitat County Administration Building in Goldendale. For fastest recording, it is recommended that the documents be hand-carried to the appropriate Klickitat 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 within five working days of the date of final approval.

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

## **APPLICATION REQUIREMENTS**

### **Owner Information**

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Fill in the owner information page(s) completely.

### **Survey Map**

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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.) within a north arrow, bar scale, and basis of bearings identified; and shall include the following information:

- a. Property line codes: this 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.
- 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 (bulkhead, docks, etc.)
  - iii. Shoreline Environmental Designation, i.e. Urban, Rural, Conservancy or Natural.
- k. Building setback envelopes (for proposed lots): thin dash line.
- l. Legal descriptions for all existing and proposed parcels.

**Lot Closures**

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Prepared by a Professional Land Surveyor licensed in the State of Washington.

**City Approvals**

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(Leave blank – this page is for City use only.)

**Other Related Permits**

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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**

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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**

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

**City Review Fee**

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\$260 Lot Line Adjustment for Single Family / \$525 Lot Line Adjustment for Town House, Multifamily.



## CITY OF WHITE SALMON

# LOT LINE ADJUSTMENT/ELIMINATION APPLICATION

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### OWNER INFORMATION

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Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

Physical Address(s) of Lot(s): \_\_\_\_\_

Representative: \_\_\_\_\_

Mailing Address of Representative: \_\_\_\_\_

Phone Number of Representative: \_\_\_\_\_

Email of Representative: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

Physical Address of Applicant: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_

Email of Applicant: \_\_\_\_\_

Complete Legal Description & Assessor's Tax Lot Numbers: \_\_\_\_\_

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# CITY OF WHITE SALMON

## LOT LINE ADJUSTMENT/ ELIMINATION

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### LOT INFORMATION

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	Before Adjustment	After Adjustment	Change
<b>Lot A</b>			
Parcel Size			
Parcel Length			
Parcel Width			
<b>Lot B</b>			
Parcel Size			
Parcel Length			
Parcel Width			
<b>Lot C</b>			
Parcel Size			
Parcel Length			
Parcel Width			
<b>Lot D</b>			
Parcel Size			
Parcel Length			
Parcel Width			

	Source of Water	Sewage Disposal	Street Access
<b>Lot A</b>			
<b>Lot B</b>			
<b>Lot C</b>			
<b>Lot D</b>			

Note: All existing and any new easements required due to the requested Line Lot Adjustment/ Elimination should be shown on preliminary map.



# CITY OF WHITE SALMON

## LOT LINE ADJUSTMENT/ ELIMINATION

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We , the undersigned, hereby certify that **we hold a vested interest of the said tract of land**, that we give our consent for the proposed Lot Line Adjustment/ Elimination of said land into lots as show, and that the easements on the Lot Line Adjustment/ Elimination are hereby granted for uses thereon.

Date: \_\_\_\_\_

Lienholder: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

STATE OF \_\_\_\_\_)

) ss.

COUNTY OF \_\_\_\_\_)

I certify that I know or have satisfactory evidence that \_\_\_\_\_ (name of person) is the person who appeared before me, and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Given under my hand and official seal this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_,  
residing at \_\_\_\_\_.  
My appointment expires \_\_\_\_\_.



# CITY OF WHITE SALMON

## LOT LINE ADJUSTMENT/ ELIMINATION

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We , the undersigned, hereby certify that **we are the owners of said tract**, that we give our consent for the proposed Lot Line Adjustment/ Elimination of said land into lots as show, and that the easements on the Lot Line Adjustment/ Elimination are hereby granted for uses thereon.

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant: \_\_\_\_\_

STATE OF \_\_\_\_\_)

) ss.

COUNTY OF \_\_\_\_\_)

I certify that I know or have satisfactory evidence that \_\_\_\_\_ (name of person) is the person who appeared before me, and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

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\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_,  
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My appointment expires \_\_\_\_\_.



# CITY OF WHITE SALMON

## LOT LINE ADJUSTMENT/ ELIMINATION

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### PROJECT EVALUATIONS

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#### PLANNING DEPARTMENT

Date: \_\_\_\_\_ Evaluation by: \_\_\_\_\_

Findings & Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PUBLIC WORKS DEPARTMENT

Date: \_\_\_\_\_ Evaluation by: \_\_\_\_\_

Findings & Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_