



**CITY OF BLACK
DIAMOND**

Community Development Dept.

24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851-4567

LOT LINE ADJUSTMENT CHECKLIST

ABOUT LOT LINE ADJUSTMENTS:

The process provides for the method of approval of lot line adjustments (LLA) which do not create any additional lot, tract, parcel, site, or division, while ensuring that such lot line adjustment satisfies public concerns of health, safety and welfare.

Public notice is not required for Lot Line Adjustments.

REVIEW PROCESS:

A Lot Line Adjustment is a Type 1 decision made by the Director and may be approved if the request complies with the review criteria.

The community development director, the public works director, and the fire marshal shall review the proposed lot line adjustment request in accordance with the following standards:

- A. The resulting lots must have dimensions meeting the minimum lot size requirements in effect at the time the request is made for the zone in which each lot is located;
- B. Setbacks in effect at the time the request is made must be met as to all structures upon the lots as they relate to the new lot line;
- C. No lot shall be created which does not have adequate drainage, access to water supply and sanitary sewer disposal, and/or access for vehicles, utilities and fire protection; and
- D. The use of the provisions of this chapter are not being used as a mechanism to avoid the requirements intended to protect the public health, safety and welfare that would have otherwise been required if the property were required to comply with the subdivision or short subdivision requirement.

The following shall be required as conditions of approval of a lot line adjustment request:

- A. Payment of all fees owed to the city for its services;
- B. A survey and setting of the corners of the new lot(s) by a professional land surveyor;
- C. Execution of deeds and related documents by the affected landowners and lienholders, on forms provided by the applicant and recorded by the city with King County in order to effectuate the lot line adjustment;
- D. A determination of the identity of affected owners by a title report or other documentation satisfactory to the community development director; and
- E. Such other conditions as may be reasonably necessary to protect the public health, safety and welfare.

After the City has returned the duly executed lot line adjustment to the applicant, the applicant shall record the lot line adjustment with the King County recorder's office within thirty days. The applicant shall return a copy of the recorded document to the Community Development Department.

Code References

Zoning and Procedures
Title 18 BDMC

Lot Line Adjustments
Chapter 17.36 BDMC

Resources

King County iMap
Black Diamond Zoning Map

Questions?

Planning Division
Permit Status

City of Black Diamond

24301 Roberts Drive
PO Box 599
Black Diamond, WA 98010
www.blackdiamondwa.gov



SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Master Application Form - Planning Division
2. ☐ A title report from a title company authorized to do business in the state of Washington, disclosing all encumbrances against the property and the names of the persons in whom title is vested.
3. ☐ A legible scaled drawing of the properties involved that shows the following information:
 - a. Drawn in ink to a scale of not smaller than 1" = 100' on a sheet size of 18-inches x 24-inches
 - b. Scale of the drawing and north directional arrow
 - c. The boundary and dimensions of the existing parcel including:
 - i. bearings and length of all boundary lines,
 - ii. Assessor's parcel number,
 - iii. Section, township, and range,
 - iv. All adjoining public or private roads and identifying names of such, and
 - v. Existing structures, along with the proposed adjustment(s)
 - d. Show existing property line to be adjusted as a dashed line type and label as "old lot line"
 - e. Show the proposed property line adjustment with a heavy weighted line type and label as "new lot line"
 - f. A vicinity map, drawn to a scale of 4" = 1 mile of sufficient detail to orient the location of the original parcel;
 - g. Name and address of the owner of record of the original parcel and same for all other proposed adjustment parcels;
 - h. The proposed lot line adjustment shall identify each parcel of land proposed to be included by numerical designation, dimensions and bearing of each lot boundary line;
 - i. Provide square footage of existing and reconfigured lots.
 - j. Width and location of access to all lot line adjustment parcels proposed;
 - k. If needed, space on a second sheet shall be reserved for comments and appropriate signatures;
 - l. Location of all public or private utility service lines, including underground telephone lines;
 - m. All environmentally sensitive areas and their buffers.
 - n. Include approval signature blocks, a declaration of ownership for all involved parties, the Surveyor's signature and stamp, and a title block.
 - o. If the proposed lot line adjustment is part of an approved MPD, the proposed lot line adjustment drawing shall show road, trail, utility, and other connections to adjacent MPD properties, as well as adjacent approved MPD land uses