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## Lot Line Adjustment Application Checklist

FOR STAFF USE ONLY

<b>File No.:</b>	<b>Received By:</b>	<b>Date Received:</b>
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The following is a list of materials which are required for a complete application. Consult with the Planning Department if you have any questions. In addition to the Lot Line Adjustment Application, the applicant shall file seven (8) legible paper copies of the proposed lot line adjustment, on sheets 18" x 24" in size. The following information (#8-20) must appear on the lot line adjustment drawing and final mylar (final mylar shall be submitted only after approval of the proposal) that will be recorded if approved:

Applicant	City	NA	The Planning Official will determine which items are not applicable (NA) at or prior to the pre-application meeting.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Master Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Lot Line Adjustment Permit Application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. The Lot Line Adjustment permit fee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A vicinity map extending at least 800 feet in each direction from the proposed short subdivision, or further, if necessary, to assist in locating the lot line adjustment. The vicinity map shall be drawn to scale of one inch equals 800 feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. A Title Insurance Report or Short Plat Certificate obtained no more than 90 days prior to submitting the lot line adjustment confirming that the title of the lands as described and shown on said plat in the name of all the owners of all affected parcels signing the Lot Line Adjustment Certificate or instrument of dedication.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Letter from the applicant or his/her applicant explaining the reason for requesting the proposed lot line adjustment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Copy of existing or proposed covenants or restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. SEPA Checklist.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. A title block in the lower right corner with the following items in the order listed: <ul style="list-style-type: none"> <li>a. Name of the proposed LLA (usually the property owner's last name);</li> <li>b. Provision for the City's file number (i.e.: LLA ___ - ___);</li> <li>c. Section, Township, Range;</li> <li>d. Tax lot numbers(s);</li> <li>e. Roslyn, Kittitas County, Washington;</li> <li>f. Scale of the drawing with scale bar. A scale of 1" = 40' is required unless a modification is obtained from the Development Review Committee before submittal;</li> <li>g. Date the drawing;</li> </ul>

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10. Certification of the land surveyor that the platting regulations have been complied with, that a proper survey was made, together with provisions for his/her signature and seal;
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11. A detailed plan of the existing lot line(s) at a scale of 1" = 40'.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12. A detailed plan of the proposed lot line adjustment scale of 1" = 40'. The detailed plan shall clearly show the following information: a. North arrow. b. Basis of bearing (recorded survey). c. Washington North Lambert Grid.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. Indication of perimeter boundary, lot and right-of-way lines with a notation of bearings (or azimuth from the north), distance, and curve data. The curve data must include: a. Radius, central angle, arc length, and tangents. b. Radical bearings for all points of compound curves, reverse curves, beginning and/or ending of all non-tangent curves.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14. Define the purpose and delineate all: a. Existing and/or proposed easements to be dedicated or reversed for public use. b. Existing and/or proposed areas and facilities for the common use of residents or property owners.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15. Location of all monuments, both found and set.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16. Indication of lot lines prior to adjustment and after the lot lines have been adjusted.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17. Legal description of the subject property prior to the lot line adjustment and after the lot lines have been adjusted.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	18. Description and purpose of easement provisions. Existing easement needed to be vacated must be noted.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19. Location of existing structures, including distance to property lines with an indication of whether the structure will remain or be removed. This requirement may be waived by the Planning Official before submittal.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20. Location and approximate size of any water courses, boundaries of area subject to inundation of storm water overflows and marshes.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	21. Any other additional information as required by the Planning Official.



3. The property being transferred within the lot line adjustment shall be combined with the benefiting parcel and shall not be a separate parcel, which could be mistaken as a separate and distinct, conveyable tract without proper research.

4. The lots, tracts, or parcels resulting after the lot line adjustment shall meet all dimensional requirements specified for the applicable zone as outlined in this Title.

5. All lots modified by the lot line adjustment procedures shall have legal access meeting the standards of the City of Roslyn.

6. The lot line adjustment shall not violate an applicable requirement or condition of a previous land use action, subdivision, short subdivision or binding site plan;

7. All lot line adjustments shall be recorded surveys consistent with the requirements of Chapter 58.09 RCW and Chapter 332-130 WAC. All lot lines being adjusted shall be surveyed, and newly established lot corners shall be staked.