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SUBMITTAL REQUIREMENTS LOT LINE ADJUSTMENT

Planning Division

1055 South Grady Way-Renton, WA 98057
Phone: 425-430-7200 | www.rentonwa.gov

PURPOSE: The Lot Line Adjustment process allows for the adjustment of a boundary line(s) between adjacent property owners provided this does not result in the creation of new lots that are non-conforming to the requirements of the Subdivision Development Standards or Zoning Regulations.

FREE CONSULTATION MEETING: Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

APPLICATION SCREENING: Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.

COMPLETE APPLICATION REQUIRED: In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

APPLICATION TIMES: Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. Please call your assigned project manager to schedule an appointment or call (425) 430-7200 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

All Plans and Attachments must be folded 8 ½" by 11"

APPLICATION MATERIALS:

1. **Waiver Form:** If you have received a waiver form, please provide **5 copies** of this form.

- 2. **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount.

- 3. **Project Narrative:** Please provide **5 copies** of a clear and concise description of the proposed project, including the following:
 - Project name (e.g. Smith/Larsen Lot Line Adjustment)
 - Location and addresses of sites
 - Purpose of the lot line adjustment
 - Current use of the sites and any existing improvements
 - Special site features (i.e. wetlands, water bodies, steep slopes)
 - Proposed future use of the properties, if any
 - Any proposed code modification being requested

- 4. **Density Worksheet:** Please submit **5 copies** of a completed density worksheet.

- 5. **Plat Certificate or Title Report:** Please provide **3 copies** of a current Plat Certificate or Title Report obtained from a title company documenting ownership and listing all encumbrances of the involved parcel(s). The Title Report should include all parcels being developed, but no parcels that are not part of the development. If the Plat Certificate or Title Report references any **recorded documents** (i.e. easements, dedications, covenants) **5 copies** of the referenced recorded document(s) must also be provided. All easements referenced in the Plat Certificate must be located, identified by type and recording number, and dimensioned on the Site Plan.

- 6. **Neighborhood Detail Map:** Please provide **5 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

- 7. **Lot Line Adjustment Plan:** Please provide **5 copies** of a fully-dimensioned plan prepared by a State of Washington registered land surveyor, drawn at a scale of 1" = 40' on an 18" x 24" plan sheet (or other size or scale approved by the Planning Division) and including the

following information:

- Name of the proposed lot line adjustment (e.g., Smith/Larsen Lot Line Adjustment)
- Space reserved for “City of Renton File Number ____” (large type) at top of first sheet
- Space reserved for “City of Renton Land Record Number ____” (smaller type) at bottom left of first sheet
- Legal description for each of the existing and proposed lots. Metes and bounds descriptions require stamp from a licensed surveyor
- Date, graphic scale (1”=40’ or other approved scale), and north arrow
- Names, locations, widths, types, and dimensions of adjacent and on-site streets, alleys, and easements
- Lot lines with all property lines dimensioned and square footage of each lot
- Parcel Identification for each parcel (Lot 1, Lot 2, etc)
- “Old” lot lines(s) and “new” lot line(s) clearly labeled and differentiated by line type
- Addresses for each lot and City of Renton street names
- Gross and net square footage of existing and revised lots (net reflects deduction of private access easements and those portions of the lot narrower than 80% of the minimum lot width)
- Square footage of land in critical areas and critical area buffers
- Square footage of land in publicly dedicated streets
- Square footage of land in private access easements
- Ground floor square footage of all structures
- Location, dimensions, and square footage of any existing structures to remain, and dimensioned distances to property lines
- Location of critical areas and any required buffer on or adjacent to the site identified by type (e.g. floodplain, Category 1 Wetland, Class 3 Stream)
- Existing easements identified by type and size
- Reservations, restrictive covenants, easements, description of any areas to be dedicated to public use with notes stating their purpose, and any limitations, and identifying the grantee and if the grantee is the City, a statement of provisions reserving, granting and/or conveying the area with a description of the rights and purposes must be shown
- Coordinates per City surveying standards for permanent control monuments
- Reference to two (2) City of Renton survey control monuments
- Location of all interior permanent control monuments per City surveying standards
- Statement of equipment and procedure used per WAC 332-130-100
- Basis of bearing per WAC 332-130-150(1)(b)(iii)
- Date the existing monuments were visited per WAC 332-103-050(1)(f)(iv)
- Verification that permanent markers are set at corners of the proposed lots
- Statement of discrepancies, if any, between bearings and distances of record and those measured or calculated
- Surveyor’s testament, stamp and signature
- Certification by a State of Washington licensed land surveyor that a survey has

been made and that monuments and stakes have been set

- Notarized signatures of all property owners having an interest in the property, certifying ownership and approval of the proposal
- Signature and date line(s) for the King County Assessor
- Signature and date line(s) for the Planning Director of the Department of Community and Economic Development

8. **Topography Map:** Please provide **5 copies** of a plan showing the site's existing contour lines at five-foot vertical intervals.
9. **Landscape analysis, lot coverage, and parking analysis (For commercial/industrial properties only):** please provide **5 copies** of a landscape and parking analysis including the following:
- Total square footage of the site and the footprints of all buildings
 - Total square footage of existing and proposed impervious surface area(s)
 - Square footage (by floor and overall total) of each individual building and/or use
 - Percentage of lot covered by buildings or structures
 - Number of parking spaces required by City code
 - Number and dimensions of standard, compact, and ADA accessible spaces provided
 - Square footage of parking lot landscaping (perimeter and interior)
10. **Wetland Assessment:** Please provide **5 copies** of the map and **3 copies** of the report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in RMC 4-8-120D. In addition, if any alteration to the wetland or buffer is proposed, **5 copies** of a **wetland mitigation plan** are also required. See RMC [4-8-120D](#) for plan content requirements.
11. **Standard Stream or Lake Study:** Please provide **5 copies** of a report containing the information specified in RMC [4-8-120D](#). In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required (**5 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (5 copies)** and a **mitigation plan (5 copies)** are also required. See RMC [4-8-120D](#) for plan content requirements.
12. **Utilities Plan, Generalized (sewer, water, stormwater, transportation improvements):** Please provide **5 copies** of a plan drawn on 22" x 34" plan sheets using a graphic scale of 1" = 40' (or other size or scale approved by the Planning Division) clearly showing all existing and proposed public or private improvements.
13. **Drainage Control Plan:** Please provide **5 copies** of a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of RMC [4-6-030](#) and the King County Surface Water Management

Design Manual, current edition, as adopted by the City of Renton.

- 14. **Calculations:** Please provide **3 copies** of complete field calculations and computations noted for the plat and details (if any) of all distances, angles, and calculations together with information on the error of closure. The error of closure on any traverse shall not exceed 1' in 10,000'.
- 15. **Digital Copy:** Please provide a digital copy of each of the submittal items; this can be submitted either on a CD, a USB portable (flash/hard) drive, other device or pathway as approved by your assigned project manager.

All Plans and Attachments must be folded to 8½” by 11”

REVIEW PROCESS: Once a complete application has been accepted for initial review, the Planning Division will route the application to those City departments having an interest in the application. All comments and requests for revisions will be sent to the applicant. Once all comments have been addressed, the applicant must re-submit the revised plans and/or documents for review.

When the applicant has adequately addressed the comments, the City will send a written request for the final plans, courier fees and any associated legal documents. Once all City-required approval signatures have been obtained, the City will transmit the mylar via courier to King County for recording.

The entire lot line adjustment process takes approximately 6-8 weeks to complete. The time frame for getting a lot line adjustment approved is largely dependent upon application completeness and prompt submittal of revisions.

TRANSFER OF OWNERSHIP: The recording of the lot line adjustment map alone does not transfer ownership. Please remember to prepare and record a deed transferring ownership of the portion of land depicted in the Lot Line Adjustment Map. We recommend that a surveyor prepare the legal description for this document and a land-use attorney review the deed. It is the applicant's responsibility to ensure this document is properly prepared and recorded.