



CITY OF TUKWILA
Department of Community Development
6300 Southcenter Boulevard, Tukwila, WA 98188
Telephone: (206) 431-3670

BOUNDARY LINE ADJUSTMENT / LOT CONSOLIDATION

INFORMATION

A Boundary Line Adjustment is the realignment of property lines between adjacent parcels. Additional legal lots may not be created. A Lot Consolidation is the elimination of property lines and the consolidation of two or more lots into fewer lots.

REQUIREMENTS: All amended lots must meet minimum lot sizes and otherwise satisfy the review criteria. The current standards apply even if the original lots did not conform. No amended lots may create a nonconformity or increase the level of non-conformity with any current regulations.

PROCEDURE: The process for both a Boundary Line Adjustment and for a Lot Consolidation consists of three steps: preliminary approval, final approval and recording. Within 28 days of receiving your application, City staff will determine if it is complete based on the attached "Complete Application Checklist". If not, you will be mailed a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information the City may cancel your application.

PRELIMINARY APPROVAL: Once the application is complete it will be reviewed by the Short Subdivision Committee, made up of representatives of the Fire, Public Works and Community Development Departments. The Committee will issue a decision to approve, modify or deny the application based on the review criteria in Chapter 17.08 of the Tukwila Municipal Code.

FINAL APPROVAL: After the preliminary approval conditions have been met, an application for final approval shall be submitted to DCD for final review. A complete final application shall consist of the documents required for recording including:

1. Final recording documents in a recordable format, including:
 - a. Before and after legal descriptions of the affected lots,
 - b. Affidavit of Ownership signed and notarized by all owners,
 - c. All easements and maintenance agreements,
2. Any required bonds or other financial guarantees,
3. Other documentation necessary to demonstrate the conditions of the approval have been met.

Upon receiving approval from the City, the applicant will be responsible for picking up the documents from DCD and recording them with King County Recorders Office. A copy of the recorded documents must be returned to DCD to finalize the approval process. The adjustment shall not be deemed final until the City receives these documents.

COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Public Works Department and the Department of Community Development. Please contact each Department if you feel that certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow project review to begin and vest the applicant's rights. However, the City may require additional information as needed to establish consistency with development standards.

City staff are available to answer questions about application materials at 206-431-3670 (Department of Community Development) and 206-433-0179 (Department of Public Works).

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
APPLICATION MATERIALS:	
	1. Application Checklist (1 copy) indicating items submitted with application.
	2. Completed Application Form and drawings (4 copies).
	3. One set of all plans reduced to 8 1/2" x 11" or 11" x 17".
	4. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property (1 copy attached).
	5. Application Fee: See Land Use Fee Schedule online.
PROJECT DESCRIPTION AND ANALYSIS:	
	6. Vicinity Map with site location.
	7. Clearly establish status as separate legal lot(s) of record (per TMC Title 17 and RCW Chapter 58.17), showing all known easements and encumbrances.
	8. Provide any required maintenance agreements, easements or other documents ready for recording.
	Items 9 through 11 NOT required for lot consolidations or BLAs without vacant lots
	9. Provide King County Health Department approval if there are any septic systems on site.
	10. Sewer and water availability letters are required from the provider district if the area is not serviced by the City of Tukwila. Forms are available at the DCD office.
	11. Provide two copies of sensitive area studies such as wetland or geotechnical reports if needed per Tukwila's Sensitive Areas Ordinance (TMC 18.45). See Geotechnical Report Guidelines and Sensitive Area Special Study Guidelines for additional information.
RECORDING DOCUMENT: Templates are available from the City	
	12. (a) The recording document must meet the King County Assessor's recording format requirements (letter, legal or record of survey format). Only documents prepared by a surveyor may be in record of survey format (18" x 24").
	(b) Drawing must include a graphic scale, space for the City of Tukwila file number and north arrow. It shall include the elements listed at TMC 17.08.030(B).
	(c) Provide legal descriptions of all lots before and after the proposed changes.
	(d) The recording documents must include signature blocks for the owner(s), Short Subdivision Committee, Assessor, and Recorder (listed on the template, see TMC 17.04.060).
	(e) Existing and proposed lot lines shall be shown solid with new lines called out and lot lines to be removed shall be shown dashed.
	(f) Show existing and proposed utility easements (water, sewer, septic drainfields, power, natural gas, telephone, cable).
	(g) List total lot area and average width of each proposed residential lot.

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
	(h) Dash in required setback distances from all parcel lot lines.
	(i) Show any required fire access lanes and turn-arounds per Fire Department standards.
	(j) Show the location and distance to proposed property lines of all existing structures, indicating those to be removed.
SENSITIVE AREAS PLAN: NOT required for lot consolidations or BLAs without vacant lots	
	13. (a) Location of all sensitive areas (e.g. streams, wetlands, slopes over 20%, coal mine areas and important geological and archaeological sites). For stream frontage provide existing and proposed top of stream bank, stream bank toe, stream mean high water mark, and base flood elevation (i.e., 100 yr. flood). Maximum sheet size 24" x 36".
	(b) Location of all required sensitive area buffers, setbacks, tracts and protection measures.
	(c) Show all significant trees (4" or more in diameter measured 4.5 feet above grade), indicating those to be retained and those to be removed. A tree permit will be required for removal of any significant trees within a sensitive area or its buffer.
	(d) Show proposed lot and tract lines.
CIVIL PLANS: NOT required for lot consolidations or BLAs without vacant lots	
	14. (a) Include a graphic scale and north arrow. Maximum sheet size 24" x 36".
	(b) Vertical datum NAVD 1988 and horizontal datum NAD 83/91. Conversion calculations to NGVD 1929, if in a flood zone or flood-prone area.
	(c) Existing and proposed utility easements and improvements, on site and in street (water, sewer, power, natural gas, telephone, cable). Schematic designs to be provided regardless of purveyor (e.g. site line size, location, and size of public main). No capacity calcs, invert depth, valve locations or the like are needed.
	(d) Storm drainage design at least 90% complete, which meets the King County Surface Water Design Manual (KCSWDM). Include a Technical Information Report (TIR) including feasibility analysis if required by the Manual. Call out total existing and proposed impervious surface in square feet. Include all storm drainage conveyance systems, water quality features, detention structures, maintenance access and safety features. For additional guidance contact Public Works or go to http://www.tukwilawa.gov/pubwks/pwpermit.html .
	(e) Locate the nearest existing hydrant and all proposed hydrants.
	(f) Show the 100 yr. flood plain boundary and elevation as shown on FEMA maps.
	(g) Plan, profile and cross-section for any right-of-way improvements.
	(h) Show planned access to lots, driveways, fire access lanes and turn-arounds .
	(i) Show the location and distance to proposed property lines of all existing structures, indicating those to be removed.
	(j) Show proposed lot and tract lines.



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**BOUNDARY LINE
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APPLICATION

<i>FOR STAFF USE ONLY Permits Plus Type: P-BLA/LC</i>	
Planner:	File Number:
Application Complete Date:	Project File Number:
Application Incomplete Date:	Other File Numbers:

NAME OF PROJECT/DEVELOPMENT: _____

BRIEF DESCRIPTION OF PROJECT:

LOCATION OF PROJECT/DEVELOPMENT: *Give street address or, if vacant, indicate lot(s), block and subdivision, access street, and nearest intersection.*

LIST ALL TAX LOT NUMBERS (this information may be found on your tax statement).

DEVELOPMENT COORDINATOR:

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City, to whom all notices and reports will be sent.

Name: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Signature: _____ Date: _____



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**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS
 PERMISSION TO ENTER PROPERTY**

STATE OF WASHINGTON

ss

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at _____ (city), _____ (state), on _____, 20____

 (Print Name)

 (Address)

 (Phone Number)

 (Signature)

On this day personally appeared before me _____ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20____

 NOTARY PUBLIC in and for the State of Washington
 residing at _____

My Commission expires on _____

RECORDING DOCUMENTS

The recording documents submitted for final approval must be in either letter, legal or record of survey format, meet all of the King County recording requirements and contain the applicable signature blanks. The standard signature blanks are included in the AutoCAD and Word templates available from the City.

KING COUNTY RECORDER'S FORMAT REQUIREMENTS

Document Standardization

1. The first page of all documents must have a three-inch margin at the top and a one-inch margin on the sides and bottom (if using letter or legal sized paper) and the following key information:
 - a. Return address
 - b. Document title and titles
 - c. Reference numbers of documents assigned or released (if applicable)
 - d. Names of the grantors and grantees with reference to pages where additional names can be found
 - e. Abbreviated legal description
 - f. Assessor's property tax parcel number or account number

A coversheet may be used to fulfill the three-inch top margin & indexing information requirements list above, however, the requirements listed below must still be met or the document will be returned for compliance. Also, when a coversheet is used an additional fee will be added to the recording fee for the additional page on the document.

1. The second page and all succeeding pages must have a one-inch margin on all sides (unless document is using record of survey format, 18" x 24"). No marks may appear in the margins.
2. Record of survey format is 18" x 24" with a 2" margin on the left and ½" on all other sides. Only documents prepared by a surveyor may be recorded in this format. No marks may appear in the margins.
3. No attachments are allowed on the pages.
4. The font size must be at least 8 point.
5. The page size can be no larger than 8 ½ x 14 (unless in record of survey format, recorded at Condominium and Plat desk).
6. The paper must be of a weight and color capable of producing legible images.
7. The pages must not be folded.
8. The ink must be a color that is capable of being imaged.
9. All seals must be legible and capable of being imaged (pressure seals must be smudged)
10. For additional information go to <http://www.kingcounty.gov/business/Recorders/OnlineFormsandDocumentStandards.aspx>.