

LOT LINE ADJUSTMENT CHECKLIST

o I hereby acknowledge, this application for lot line adjustment is the first step in a two-step process. Once the Director has issued a decision, I will need to submit final documents for review and approval within 90 days of approval. If final documents are not recorded within 90 days of approval, the LLA shall automatically become null and void. Additional fees will be incurred for final documents/recording.

o I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all the activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code. (If the lot line adjustment involves more than one property, each property owner must sign below.)

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

☐

Application fee

Type I: No reorientation, "minor", i.e. minor boundary changes, to correct a controversy regarding the location of a lot line, etc. **4hrs staff time, no noticing.**

Type II: Reorientation, beyond "minor" – **6hr staff time + noticing fees**

☐

Type II only: The latest list of tax parcels and their owners within 300 feet of the property, prepared by a Title Company, with said owner's names and addresses typed on mailing labels. (City will supply envelopes.)

☐

Accurate drawing and copy of the preliminary survey showing the following:

☐

Existing lot lines proposed to be changed, indicated by light broken lines.

☐

The proposed lines for all affected lots, indicated by bold solid lines.

☐

The area and dimension of each lot following the proposed adjustment.

☐

Location and dimensions of all structures and improvements existing upon the affected lots, and the distance between each such structure and improvements and the proposed lot lines, with structures proposed to be removed from the site depicted with broken lines and structures to remain on the site depicted with solid lines.

☐

Original legal description of the entire property together with new separate legal descriptions for each parcel, labeling them specifically as Parcel A, B, etc.

☐

North Arrow and scale.

☐

All parcel numbers of affected lots



- ☐ The location and dimensions of any easements within or adjacent to any affected lots.
 - ☐ The location, right-of-way widths, pavement widths, and names of all existing or platted streets, whether public or private, and other public ways (paths/ trails) within or adjacent to the affected lots.
 - ☐ The location of all existing and proposed water, sewer and storm drainage facilities. If applicable, include existing or proposed septic system.
 - ☐ The location of any critical areas and/or buffers as described in PTMC 19.05, including all floodplains, lying within or adjacent to the property.
-
- ☐ If there are existing structures on-site, show and calculate the total amount of impervious surfaces (i.e. building roof areas, driveways) in square feet and current method of stormwater management (i.e. downspouts, drywells, etc.).
 - ☐ Critical Areas special reports where required by (PTMC 19.05 - Critical Areas)
 - ☐ Photocopy of the property deed
 - ☐ If on-site wastewater (septic tanks) disposal exists or is proposed under the limited circumstances where city code does not require connection to the city's municipal sewer system, the applicant shall provide written verification from the Jefferson County Environmental Health department that the site is adequate to accommodate an on-site sewage disposal system.
 - ☐ SEPA permit application, required for any fill or excavation over 100 cubic yards, the construction of 9 or more dwelling units, a building 4,000 sq. ft. or more in size with 20 or more parking spaces, and/or if the lots are located in a critical area. Critical Area maps are available at the PCD office or on the website.
 - ☐ **NOTE: In a few circumstances the Director may allow applicant or representative to prepare the initial drawing.). Otherwise, and when the Director deems it necessary to do so, the initial drawing must be prepared by a licensed surveyor. The applicant must be aware that the City and County staff cannot complete the lot line adjustment process without a preliminary survey.**
 - ☐ **A licensed surveyor must prepare the final drawing, and the survey must be recorded at the applicant's expense after the lot line adjustment is approved by City and County staff.**

For more information, see Port Townsend Municipal Code Chapter 18.08, or the website:
<http://www.cityofpt.us/>

