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# *Lot Line Adjustments*

Brochure #1

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## ***What are the general rules regarding Lot Line Adjustments (LLA's)?***

LLAs may not:

- Create new or additional lots or building sites;
- Create substandard lots as to lot size or dimensions;
- Cause an existing structure to become non-conforming, nor increase the non-conformity of an existing non-conforming structure or lot;
- Jeopardize existing easements so they can not serve the purpose they were intended to provide;
- Require the creation of new streets, private roads or access easements, dedication of public right-of-way, or improvement of existing streets or private roads to meet current development standards in order to provide access to the affected lots;
- Change the orientation of existing lots (i.e. front yard must remain a front yard);
- Allow encroachment on a critical area, buffer, or setback to construct structures, driveways, and parking areas; nor
- Violate any city or state code.

## ***When do I need a Lot Line Adjustment?***

Whenever the owner(s) of abutting lots desire to adjust the boundary lines between them, a Lot Line Adjustment (LLA) is required. LLAs are generally used to improve the configuration of existing lots to better meet zoning setback requirements or to consolidate nonconforming lots (or parts of existing lots) to create conforming lots.

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City of Mukilteo  
Planning and Community Development Department  
11930 Cyrus Way  
Mukilteo, WA 98275  
(425) 263-8000

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### ***What information is required on the Record of Survey?***

1. All parcels involved, shown to scale, with lot size and dimensions;
2. Existing easements of record;
3. All existing structures on affected lots and setbacks from proposed and existing lot lines;
4. Existing lot lines (dashed) and proposed lot lines (solid lines) with each lot labeled;
5. Existing wells or septic systems;
6. Access to the lots;
7. Adjacent streets or alleys;
8. The record of survey shall be prepared in accordance with RCW Chapter 58.09 (Surveys-Recording) and WAC Chapter 332-130-050 (Survey map requirements) and stamped and signed by a Professional Land Surveyor licensed in the State of Washington;
9. Attach sheets with signatures of additional owner(s) (notarized), if applicable; and
10. Include block on Mylar indicating "Reference Auditor's File No. \_\_\_\_\_."

### ***What information is required on the Title Report?***

1. Legal description of the property and current ownership of the property (Schedule A); and
2. All easements, assessments, liens, and CC&Rs (Schedule B)

### ***How long will it take to process my application?***

Upon receipt of a complete application, the Planning Department shall approve or deny the application within 120 days. Upon approval, the LLA is recorded with the County. The applicant is responsible for paying the recording costs. The applicant must provide all of the items (i.e. a check for the recording costs and a Record of Survey Mylars) necessary for recording the approved LLA within 60 days of the approval date. (One 60-day extension may be approved by the Planning Director if reasonable cause is shown.)

### ***Can the Planning Department's decision be appealed?***

Yes. The applicant or parties of record aggrieved by a decision of the Planning Department may request a review of that decision by the City Council. Appeals must be made within fourteen (14) days of written notification of the decision, shall be in writing, and be accompanied by an appeal fee as outlined in the City's fee resolution.

**For questions or additional information:**

Call... City of Mukilteo  
Planning Department  
City Hall (425) 263-8000  
Fax (425) 212-2068

Location...  
11930 Cyrus Way  
Mukilteo, Washington 98275

Hours...  
Monday - Thursday  
7:30 a.m. to 5:00 p.m.  
Friday  
7:30 a.m. to 4:30 p.m.

**IF YOU WISH TO APPLY BE SURE TO HAVE THE  
FOLLOWING FORMS:**

- ◆ Project Permit Application Packet
- ◆ Supplemental Application Form
- ◆ Affidavit Regarding Lot Line Adjustment Form

THIS BROCHURE IS INTENDED TO BE A GUIDE FOR INFORMATION ONLY. PLEASE BE ADVISED THAT THE INFORMATION CONTAINED IN THIS BROCHURE MAY NOT BE COMPLETE AND IS SUBJECT TO CHANGE.