TOWN OF LA CONNER
APPLICATION FOR
LOT LINE/BOUNDARY LINE ADJUSTMENT

Date of Application: ________________  File # ____________

Site Address (if available): ________________

Tax Parcel Numbers __________________________________________________________________________

PROPERTY OWNER(S): (please include evidence of property ownership)

NAME
MAILING ADDRESS
CITY__________STATE_______ZIP CODE__________
PHONE________________________EMAIL________________________

NAME
MAILING ADDRESS
CITY__________STATE_______ZIP CODE__________
PHONE________________________EMAIL________________________

PROPERTY OWNER(S) SIGNATURE:

_________________________________________________________________________ Date________

_________________________________________________________________________ Date________

_________________________________________________________________________ Date________

_________________________________________________________________________ Date________

OFFICE USE ONLY

Permit fee paid ________________ Date ____________

☐ Sewer Maintenance Agreement
☐ Approved
☐ Denied  Reason for denial ____________________________________________________________

Planning Director ____________________________ Date__________________
LOT LINE ADJUSTMENT REQUIREMENTS

General Criteria for Approving Lot Line Adjustments:

- Any adjustment of lot lines must be approved by the Town of La Conner Planning Director, or designee.

- Minimum lot size for a single-family dwelling is 5,000 square feet. Undersized lots platted before September 9, 1980 can be built upon if they meet the setback criteria as stated in La Conner Municipal Code, Chapter 15.20.060. For commercial and industrial properties, requirements are as per the Dimensional Standards cited in LCMC 15.35.040 and 15.40.050.

- Application for a lot line adjustment will be reviewed as a Type I - Administrative Permit. The review shall include examination for consistency with La Conner Municipal Code (LCMC) Chapter 10.10 – Shoreline Management *(if applicable)*, and the following requirements in LCMC §15.125.050 – Lot Line Adjustments:

  1. Lot lines may be adjusted between legal lots of record; provided, that no lot conforming to the minimum lot size requirement of the district is reduced below that minimum lot size, and any lot changed by the lot line adjustment shall satisfy, or not decrease, compliance with the minimum width, depth, frontage, yard and setback requirements of the district, and off-street parking requirements for existing uses are satisfied.

  2. Lot line adjustments may be allowed between undersized lots in any district; provided, that the resulting lots satisfy the minimum width, depth, frontage, and yard requirements of the district, and setbacks to existing structures are not reduced by the lot line adjustment below the minimum setback requirements, and off-street parking requirements for existing uses are satisfied.

Review Process:

1. Applicant must check with the Skagit County Auditor’s Office for filing requirements.

2. The permit fee and complete Lot Line Adjustment Application are submitted to the Town for review.

3. The document is reviewed by the Planning Director, or designee, and if the criteria are met a stamp is affixed to the document indicating approval.

4. If approved, applicant must record the Lot Line Adjustment with the Skagit County Auditor’s office.
**Application Requirements**

For an application to be considered complete the following information must be provided:

- **Assessor’s Map**: Please include a full scale (18” x 24”) Assessor’s section map purchased from the Assessor’s office. Please identify the property.

- **Legal Lots of Record**: Please provide proof that the parcels are legal lots of record.

- **Legal Descriptions**: Certified by a licensed surveyor or title company, of the revised lots, tracts, or parcels.

- **Title Report**: Please submit a title report showing all persons having an ownership interest, legal description and listing all encumbrances affecting said site for each parcel dated within 7 days prior to submittal of this application.

- **Deed, contract or agreement**: With signatures of all persons having an ownership interest (or an authorized representative of the contract holder) in the parcel conforming to the State of Washington Auditor’s standards for recording documents, (3” top margin, and 1” left, right and bottom margins). The following language must be included in the deed, contract or agreement:
  
  "The above described property will be combined or aggregated with contiguous property owned by the purchaser: This lot line adjustment is not for the purpose of creating an additional building lot."

- **Complete and accurate Lot Line Adjustment Map. TWO sets. One set** depicts property information prior to the lot line adjustment and the **second set** depicts the property after the lot line adjustment. The requirements are as follows:

A) **Map sets of properties prior to Lot Line Adjustment:**
   
   Please submit 2 copies of the site plan depicting the parcels prior to the lot line adjustment that includes the following:

   - Indicate Assessor’s Tax Account # and Parcel # for parcels involved. Assessor tax account information can be found on your tax bill or by calling the Assessor at 360-336-9370.
   - Indicated map scale. Use any appropriate scale and note it on your site plan. Example Scale: ¼” = 1’.
   - Show and arrow indicating the North direction.
   - Indicate property lines and site dimensions to scale based on current property lines
   - Depict names of adjacent roads.
   - Show location, dimensions and setbacks from property lines of all existing and proposed buildings or structures. Identify each building by use (house, barn, garage, etc.). Indicate roof overhang lines and any decks, porches or retaining walls.

B) **Map sets of properties after the Lot Line Adjustment:**
   
   Please submit 2 copies of the site plan depicting the parcels after the lot line adjustment. For recording purposes the map shall be no larger than 8 ½” x 14” unless the map is a
formal Record of Survey. Please depict the following on the after map:

- Provide a copy of the Lot Line Adjustment legal description of parcels on the site plan map.
- Provide a map certificate that reads as follows:

  **Lot Line Adjustment**  
  Reviewed and Approved in Accordance with LCMC 15.125.050 on  
  ______________________, _________, 20______.  
  
  ____________________________  
  Town of La Conner Planning Director

- When lots are under separate ownership, a signature certificate authorizing the transfer of property ownership shall be placed on the lot line map as follows:

  **Owner’s Consent**  
  Know all men by these presents that the undersigned Owner(s) certify that the Lot Line Adjustment is made as a free act and deed, in witness whereof we have hereunto set our hands and seals this  
  ___________ day of __________________, 20 ____.  
  
  ____________________________  
  Owner  
  ____________________________  
  Owner