



**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 4,000 square feet as per 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 the La Conner Shoreline Master Program (*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 6 months **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 an 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