

Boundary Line Adjustments and Lot Consolidations

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A Boundary Line Adjustment is a relocation of an existing property boundary which does not create any additional lot, tract, parcel site or division. Lot consolidation is the removal of one or more existing property lines to create one single lot from two or more contiguous lots. A boundary line adjustment and/or lot consolidation are governed by Section 17.27 of the Hunts Point Municipal Code (HPMC). The town engineer shall approve applications for a boundary line adjustment and lot consolidation if they meet all criteria.

Process

Pre-application Conference

A pre-application conference is not required prior to submittal of a boundary line adjustment or lot consolidation application.

Submittal

Submittal of all application elements are necessary to begin the processing of a boundary line adjustment or lot consolidation.

SEPA Procedure

A boundary line adjustment/lot consolidation are exempt from SEPA processing as outlined in RCW 43.21 (C).

Criteria for Approval

Boundary Line Adjustment:

- The boundary line adjustment satisfies the criteria set forth in RCW 58.17.040 (6)
- Will not create any additional lot, tract, parcel, site, or division
- Will not create any new lot which is nonconforming in whole or in part, will not render any existing structure nonconforming in whole or in part, and will not expand or intensify any existing nonconformity; and
- Will not create any new lot commonly known as a “flag lot,” characterized by the provision of access to the bulk of the lot (the “flag”) by means of a comparatively long, narrow strip of that or an adjacent lot (the “flag pole”).

Lot Consolidations:

- The town engineer shall find that the lots proposed to be consolidated are contiguous..
- All lot consolidations shall be surveyed and recorded consistent with Chapter 58.09 RCW. All newly established lot corners shall be staked in accordance with the survey.
- The boundary line adjustment and/or lot consolidation are consistent with the applicable provisions of Title 18, Zoning.

Applicable Code Titles

Hunts Point Municipal Code (HPMC) Title 2, Administrative & Personnel

HPMC Title 3, Revenue & Finances

HPMC Title 11, Planning and Development (Comprehensive Plan & Permit Process)

HPMC Title 17 Boundary Line Adjustments and Lot Consolidations

HPMC Title 18, Zoning

Fees

See fee schedule



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Boundary Line Adjustments and Lot Consolidations

1

Boundary line adjustment means a relocation of an existing property boundary which does not create any additional lot, tract, parcel, site or division.

Lot consolidation means the removal of one or more exiting property lines to create one single lot from two or more contiguous lots.

Initial consultation.

Before preparation of the boundary line adjustment or lot consolidation, the applicant, applicant's engineer or land surveyor shall schedule a pre-application meeting for the purpose of ascertaining the requirements for the proposed boundary line adjustment or lot consolidation.

Application – preparation and fee.

The boundary line adjustment or lot consolidation shall be prepared by a registered professional engineer or land surveyor. The application and boundary line adjustment or lot consolidation shall be accompanied by the fee as set forth in HPMC 3.05.110.

The required number of plan sets is 4 (four).

General Requirements (1 original copy of each item is required):

- Completed general application form
- Proof of agency and hold harmless agreement form
- Deed/title report
- The applicable fee(s)
- Record sales tax under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue

Application Requirements:

- A preliminary map, which shall contain legal descriptions prepared by a registered professional engineer or land surveyor

The Boundary Line Adjustment and Lot Consolidations preliminary map shall contain:

- Name and address of the owner(s) of the tract



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Boundary Line Adjustments and Lot Consolidations

1

- Name and business address and business phone number of the licensed land surveyor
- Certification of the surveyor and the date of the survey
- Pertinent survey data compiled as a result of the survey made by or under the supervision of a licensed land surveyor in the state and engaged in land surveying
- Approximate locations of existing streets and ways or easements for such streets and ways within and adjacent to the tract
- The owners of adjacent land and the names of any subdivisions
- Lot area in square feet of existing and proposed
- Scale
- North arrow
- Setback lines
- Bench marks
- Zoning designation of the property(s)
- Existing boundary lines to be changed in dashed lines
- Proposed boundary lines marked in heavy solid lines
- Location of all existing structures on the lots

Other items required:

- Current title report for properties being adjusted (dated not earlier than three months prior to date of application)
- Lot closure calculations submitted by the licensed land surveyor
- Vicinity map

Standards for Boundary Line Adjustments.

(a) The town engineer shall approve an application for a boundary line adjustment if findings are made that (1) the applicant has satisfied the criteria set forth in RCW 58.17.040(6), as now in effect or as may be subsequently amended; and (2) the boundary line adjustment will not create any new lot which is nonconforming in whole or in part, will not render any existing structure nonconforming in whole or in part, and will not expand or intensify any existing nonconformity; and

Will not create any new lot commonly known as a “flag lot,” characterized by the provision of access to the bulk of the lot (the “flag”) by means of a comparatively long, narrow strip of that or an adjacent lot (the “flag pole”).

All boundary line adjustments shall be surveyed and recorded consistent with RCW Chapter 58.09. All newly established lot corners shall be staked in accordance with the survey.

Lot Consolidations.

Before granting a lot consolidation, the town engineer shall find that the lots proposed to be consolidated are contiguous.

All lot consolidations shall be surveyed and recorded consistent with RCW Chapter 58.09. All newly established lot corners shall be staked in accordance with the survey.

General Application

9

RECORD SALES TAX UNDER #1713 Town of Hunts Point, WA 98004-1121

FOR STAFF USE ONLY Permit #: _____ Expiration: _____
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ACCEPTED _____ DATE _____ APPROVED _____ DATE _____
 APPROVED _____ DATE _____
 APPROVED _____ DATE _____
 ISSUED _____ DATE _____ APPROVED _____ DATE _____

PERMIT TYPE:		
<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Special Use for Wireless Facilities
<input type="checkbox"/> Building	<input type="checkbox"/> Shoreline Substantial Development	<input type="checkbox"/> Subdivisions (Short & Major)
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Site Development	<input type="checkbox"/> Tree Removal

Property Address _____ Lot # _____ Zone _____

Owner Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Agent Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Architect/Designer Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Contractor Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____
 License _____ Expiration _____ Tax # _____

Property Legal _____
 Assessor's Parcel # _____

Description of project or use (if further space is needed, please attach explanation): _____ _____ _____	Square Footage _____
<input type="checkbox"/> Repair <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement <input type="checkbox"/> Conversion <input type="checkbox"/> New Construction	

I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND THAT ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY THAT ALL APPLICABLE FEDERAL, STATE, COUNTY, AND TOWN OF HUNTS POINT REQUIREMENTS FOR THE WORK AUTHORIZED BY THIS PERMIT WILL BE MET.

VALUATION \$ _____

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE?
 YES NO

SIGNATURE _____

DATE _____

OWNER AGENT (AGENTS *MUST* HAVE FORM 9a COMPLETED WITH PROPERTY OWNER'S SIGNATURE)

NOTE: All costs from actual staff/consultant time will be billed to applicant.

PLAN REVIEW DEPOSIT \$ _____	RECEIPT _____ BY _____
DATE _____	
PLAN REVIEW FEE \$ _____	PERMIT FEE \$ _____
INSPECTION DEPOSIT \$ _____	OTHER CHARGES \$ _____
STATE BUILDING FEE \$ _____	LESS FEES PAID \$ (_____)
TOTAL \$ _____	RECEIPT _____ BY _____
DATE _____	



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Proof of Agency / Hold Harmless Agreement

9a

PROPERTY ADDRESS: _____

PERMIT TYPE: _____ PERMIT NUMBER: _____

Proof of Agency

A proof of agency is required for the acceptance of any permit where the permit applicant ("agent") is not the recorded owner of the property ("owner"). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner's signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed Form 9a, Proof of Agency/Hold Harmless Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, hereby authorize the person or entity outlined below (the "agent") to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive] [Date]

[Contact Address] [City] [State] [Zip]

[Phone] [Fax]

To BE COMPLETED BY AGENT:

[Print Name of Agent] [Title]

[Contact Address] [City] [State] [Zip]

[Phone] [Fax]



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Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept application without an executed hold harmless agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive]

[Date]

[Contact Address]

[City]

[State]

[Zip]

[Phone]

[Fax]

Permit Fee Schedule

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus actual staff/consultant time
Building	As set forth in HPMC § 3.05.120(4), based on total project square footage
➤ Plan Review	65% of Permit Fee
➤ Inspection	Base Deposit \$1,800.00; May be adjusted by Building Official
➤ Fire Sprinkler	UBC Table 1A fee valuation plus staff/consultant time
➤ State Building Code Fee	\$4.50
Building Permit Exemption Request	\$50.00 plus actual staff/consultant time
Conditional Use	\$500.00 plus actual staff/consultant time
Demolition	\$250.00
Heavy Truck Street Repair Fund Fee	1% of the total valuation of the project
Mechanical	
➤ In-Kind Replacements	See Mechanical Fee Schedule Form 10a
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Plumbing	
➤ In-Kind Replacements	See Plumbing Fee Schedule Form 35
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
Reconsiderations/Appeals	\$500.00 plus actual staff/consultant time
Right of Way Use	\$250.00 plus actual staff/consultant time
SEPA Review	\$500.00 plus actual staff/consultant time
➤ EIS review/assessment	\$500.00 plus actual staff/consultant time
Shoreline Substantial Development	\$500.00 plus actual staff/consultant time
Shoreline Substantial Development Exemption	\$250.00 plus actual staff/consultant time
Site Development	\$500.00 plus actual staff/consultant time
Street Cleaning	\$3,000 deposit
Street Opening	\$250.00 plus actual staff/consultant time
Subdivision	
➤ Short Plat (4 or less lots)	\$2,500.00 plus actual staff/consultant time
➤ Preliminary Plat	\$2,500.00 plus actual staff/consultant time
➤ Final Plat	\$2,500.00 plus actual staff/consultant time
Special Use	\$500.00 plus actual staff/consultant time
Telecommunications Franchise	Fee negotiated
Telecommunications Right of Way Use	\$250.00 plus actual staff/consultant time
Tree Removal	\$50.00 plus actual staff/consultant time
Variance	\$500.00 plus actual staff/consultant time

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