

Boundary Line Adjustment and Lot Consolidation

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 existing property lines to create one single lot from two or more contiguous lots.

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 if they meet all criteria.

Initial Consultation:

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

Submittal, 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 by resolution.

Applicable Codes:

HPMC Title 11, Planning and Development (Comprehensive Plan & Permit Process)
HPMC Title 17 Boundary Line Adjustments and Lot Consolidations
HPMC Title 18, Zoning

The required number of plan sets is four (4)

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;
- Applicable fee(s);
- Record sales tax under **#1713** Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue.



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.
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Boundary Line Adjustment and Lot Consolidations Requirements

Application Requirements:

Check each box on the checklist to confirm items that are included in your submittal.

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

Preliminary Map Shall Contain:

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



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Boundary Line Adjustment and Lot Consolidations Requirements

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”).

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.



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General Permit Application

RECORD SALES TAX UNDER #1713 Town of Hunts Point

ACCEPTED: _____ DATE: _____
 ISSUED: _____ DATE: _____

APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____

FOR STAFF USE ONLY
 Permit #: _____
 Expiration: _____

PERMIT TYPE:

- | | | |
|---|--|---|
| <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation | <input type="checkbox"/> Demolition | <input type="checkbox"/> Special Use |
| <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: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Agent Information:

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Architect/Designer Information :

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Contractor Information:

Name: _____ Phone: _____ E-mail: _____

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: _____

- Repair Addition Alteration Replacement Conversion New Construction

OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE 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

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

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 who 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, Proof of Agency/Hold Harmless Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
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 Code)
_____ (Phone)	_____ (Email)		

To BE COMPLETED BY AGENT:

_____ (Print Name of Agent)		_____ (Title)	
_____ (Contact Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Phone)	_____ (Email)		



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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 an 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, I 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 Code)

(Phone)

(Email)



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Fee Schedule - Permits

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus any additional charges incurred
Building Permit (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
Building Permit (for additions and remodels not measured in square feet)	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	Based on number of inspections anticipated by Building Official
➤ State Building Code Fee	\$6.50
Conditional Use Permit	\$500.00 plus any additional charges incurred
Demolition	\$250.00 plus any additional charges incurred
Fire Marshal Review	Bellevue Fire Department fee
Heavy Truck Fee	1% of the total valuation of the project
Mechanical	
➤ In-Kind Replacements	See Table C
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Plumbing	
➤ In-Kind Replacements	See Table D
➤ New Single Family and Large Remodels	See Table B
➤ 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 any additional charges incurred
Right of Way Use	\$250.00 plus any additional charges incurred
SEPA Review	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
Shoreline Substantial Development	\$500.00 plus any additional charges incurred
Shoreline Substantial Development Exemption	\$250.00 plus any additional charges incurred
Site Development	\$500.00 plus any additional charges incurred
Special Use Permit	\$500.00 plus any additional charges incurred
Street Cleaning	\$3,000 deposit (May be required)
Subdivision	
➤ Short Plat (4 or less lots)	\$2,500.00 plus any additional charges incurred
➤ Preliminary Plat	\$2,500.00 plus any additional charges incurred
➤ Final Plat	\$2,500.00 plus any additional charges incurred
Telecommunication Permit Application Fee	\$2,500.00 applied toward Town's cost
Tree Removal Permit	\$50.00 plus any additional charges incurred
Variance	\$500.00 plus any additional charges incurred



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Fee Schedule - Consultants and Miscellaneous

Consultation with Town's Building Official, Planner, Engineer or Arborist	Fees charged to the Town for services rendered to a resident, other person or firm will be passed on to that resident, other person or firm based on the actual cost to the Town unless related to the original plan review.
Public Hearing before the Hearing Examiner	Fees charged to the Town for services rendered to a resident, other person or firm by the hearing examiner to conduct a public hearing and make findings, conclusions and decisions will be passed on to that resident, other person or firm based on the actual cost to the Town.
Miscellaneous Fees:	
➤ Copies:	Copies of ordinances or codes made at Town Hall: no charge.
➤ Copies of town records, zoning maps, plats, short plats, or other land-use records:	Copies made at Town Hall: \$0.15 per page.
➤ For copies that cannot be made at Town Hall (e.g. large format records):	Actual fees charged by the vendor will be passed on to the person requesting the copying.
NSF Check	Town fee: \$25.00 plus actual bank charge.
Notary Fee:	No charge to residents.
Special Event Permit Fee:	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
Town Hall Rental Fee:	The standard rental fee of \$10.00 per hour and a deposit of \$250.00 will be collected from any person or organization seeking to rent meeting space at Town Hall. The cleaning deposit is refundable after conclusion of the rental event. Any charges incurred by the Town for cleaning or repairs necessitated by and specifically attributable to the event will be deducted from the deposit, and any remaining balance will be refunded to the renter. The renter will remain liable for any repairs for cleaning costs that exceed the \$250.00 rental deposit.
Attorney's Fees:	Fees charged to the Town for services rendered to a resident, other person, or firm that were not authorized in advance by the Council will be passed on to that resident, other person, or firm.
Milfoil:	Fee: \$375.00 per lot per year



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