

LOT LINE ADJUSTMENT INFORMATION AND INSTRUCTIONS



City of Chewelah

PO Box 258
Chewelah, WA 99109
(509) 935-8311

WHAT IS A LOT LINE ADJUSTMENT?

The purpose of lot adjustment is to allow for minor changes in the configuration of lot lines or to consolidate parcels. You can find the full procedures for filing and processing a short plat in the City's development regulations (17.12.030).

WHAT DO YOU NEED TO PROVIDE?

- A complete application with applicable fees
- A map that clearly depicts the existing and proposed property configuration, including all lot line dimensions and distances to all existing structures;
- A legal description of the existing and proposed property configuration, prepared by a licensed professional land surveyor or attorney;
- Written agreement by the owners of all property directly affected by the proposed adjustment;

WHAT IS THE APPLICATION PROCEDURE?

Step 1: You should compile the items described above for your lot line adjustment application, submit your application to the City and pay the fee. City staff will be available to meet with you to review the requirements and provide assistance as necessary.

Step 2: Staff has 14 days to review your application for technical completeness and will contact you in writing if there is a need for further information. In this event, you will need to submit the requested items and staff will reassess your application.

Step 3: Staff makes the approval (possibly including conditions) if it finds:

- ❖ No new lot will be created by your proposed lot line adjustment
- ❖ Your proposal complies with applicable development regulations, such as lot area, dimensions, and setbacks in the district in which the property is located
- ❖ Off-street parking is not reduced below the minimum parking spaces required by that particular use
- ❖ The proposal will not adversely affect access, easements, or drainfields.
- ❖ The proposal will not increase the nonconformity of an existing nonconforming aspect of a lot.
- ❖ The proposal will not cause lots, structures, or uses to become out of compliance.

Step 4: The City will issue a Notice of Decision establishing an appeal process and a time limit within which any appeal to the decision must be filed.

WHAT IS THE TIME LIMIT ON APPROVALS?

Lot line adjustments are exempt from time limits.

DOES THE APPLICATION NEED A SEPA DETERMINATION?

Lot line adjustments are exempt from SEPA determination.

WHAT IS THE APPLICATION FEE?

\$250.00 + \$110 for Recording

DO LOT LINE ADJUSTMENT APPLICATIONS REQUIRE A PUBLIC HEARING?

No, City staff will approve or deny your lot line adjustment.