

• **BOUNDARY LINE ADJUSTMENT • LOT LINE ADJUSTMENT •**  
**• LOT CONSOLIDATION •**

**Filing Requirements**

THE FOLLOWING ITEMS must be submitted before your application is considered complete and are necessary to enable us to adequately review your proposal.

1. Application Form. Completed and signed (the original). If the applicant is other than the legal owner, include a certification from the owner, signed, dated and notarized, stating that the lot line action has been made with the free consent, and in accordance with the desires of, the owner or owners.
2. Title Report, indicating the legal owner of the property. Must be current within 30 days.
3. Vicinity Map. Show location of the subject properties and all neighboring properties, streets, and major nature features for a distance of 800 feet.
4. Existing Features Map.
5. Proposal. In addition to meeting the application filing requirements, the proposal shall demonstrate consistency with the following.
  - a. The underlying zoning district bulk requirements (prepare a comparison chart of the dimensional requirement and the characteristics of each new lot proposed).
  - b. No non-conformance is created nor is there an increase in any existing non-conformance.
  - c. Previous plat or development approvals affecting any of the property.
  - d. Each lot has access meeting the subdivision and zoning code requirements
  - e. Each lot has utility services available to it.
  - f. Any easements necessary to provide access and utilities are shown.
6. Any additional information you feel may be helpful to your request.
7. Collated sets of all submittal requirements, oversized items (larger than 8-1/2" x 11") folded to a size generally 8-1/2" x 11". The originals of all materials must be submitted. You will be advised of number of sets required at the pre-application conference.
8. Filing Fee. Per fee schedule.

Special Notes:

1. A pre-application conference with City Staff is required prior to submitting an actual application.
2. An intake appointment must be scheduled to review a formal application submittal for completeness. Application fees are due at that time.
3. It is your responsibility to familiarize yourself with the provisions of the Mountlake Terrace subdivision and zoning ordinances and other ordinances relating to your proposal.
4. No submittals, or revision to active submittals, will be accepted unless the required or requested materials in the appropriate quantity is provided and collated into sets.