



**APPENDIX I**

**PROPERTY LINE ADJUSTMENTS**

A Property Line Adjustment is a change to a property boundary that only extinguishes property lines or modifies existing lots or parcels and does not create a new parcel of land. This may include the elimination of property boundaries to consolidate lots or parcels. [SHMC 17.92.010]

A Property Line Adjustment application shall be reviewed in accordance with the Type I review procedures specified in Chapter 17.122. [SHMC 17.92.020]

An application for a Property Line Adjustment shall be filed with The City and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application which addresses the review criteria of this Chapter. Notice shall be subject to the provisions in Chapter 17.122. [SHMC 17.92.030]

**SHMC 17.92.040 SUBMITTAL REQUIREMENTS**

*The applicant is required to submit a summary for each of the following applicable criteria and submit the summary as a narrative with the Land Use Application. (Attach extra sheets, if needed)*

- A. The following information and material must be submitted by the applicant:
  - The application signed by the owners of all lots of record affected by the application.
- B. In addition, the following information shall be submitted by the applicant:
  - Copies of the officially recorded title transfer instrument (deed, warranty deed, or contract) that shows the legal description for the affected parcels.
  - Plan, map or other document showing the properties before and after the adjustment.
  - A written statement which explains the applicants' reasons for adjusting the boundaries and demonstrating that the adjustment conforms to City land use regulations of the applicable zone.

- C. The written statement explaining the applicants' reasons for adjusting the boundaries and demonstrating that the adjustment conforms to City land use regulations of the applicable zone.

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- D. Creation or vacation of a parcel requires approval of a land division. Does property line adjustment create or vacate a parcel?  Yes  No. (If yes, please explain):

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- E. The applicant shall address that all lots or parcels comply with the area and dimension standards of the applicable zone. For existing non-conforming lots or parcels, the adjustment shall not increase the degree of non-conformance of the subject property or surrounding properties.

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F. If there are existing structures on the lots or parcels, the applicant shall address how the boundary adjustment shall not reduce required setbacks or place a boundary beneath a structure.

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