



**CITY OF KIRKLAND**  
**PLANNING AND COMMUNITY DEVELOPMENT**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

**LOT LINE INFORMATION APPLICATION**

This application packet is designed to obtain all the information necessary to allow the City to make a well-informed decision on your application. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information.

Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of City regulatory ordinances, and inspection of the property.

YOU ARE ENCOURAGED TO MEET WITH A PLANNER FROM THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT WELL IN ADVANCE OF SUBMITTING YOUR APPLICATION TO DISCUSS YOUR PROPOSAL AND OBTAIN GUIDANCE ON THE APPLICATION MATERIALS YOU MUST SUBMIT.

Copies of City ordinances such as the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at the Department of Community Development in City Hall, 123 Fifth Avenue; and at the Kirkland Public Library, 208 Kirkland Avenue.

NOTE: The information provided by the Department of Planning and Community Development represents a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements.



# CITY OF KIRKLAND LOT LINE ALTERATION APPLICATION FORM

The following is a list of materials that must be submitted with your application. Consult with the Department of Planning and Community Development if you have a question. Your application will not be accepted until all items which apply to your proposal have been checked off.

## **RETURN THIS CHECKLIST WITH YOUR APPLICATION**

**Applicant check  
if submitted**

- A completed application form.
- A check to the City of Kirkland for the application fee: \$1,049
- A check to the City of Kirkland for the recording fee: \$113.00 for the first page, plus \$1.00 for each additional page, plus \$1.00 for the cover sheet
- One (1) copy of dimensioned plans and legal descriptions of the existing lots and proposed. Lot line alteration(s) on the official City of Kirkland Lot Line Alteration form (attached).
- A separate information sheet showing compliance with all applicable zoning regulations. To determine the applicable zoning regulations, a City Planner should be consulted. Required items usually include lot coverage, setback, and floor area ratio information.
- If on septic provide a copy of the approved King County Application for Health Department Review of Boundary Line Adjustment for the subject property.
- Applicants are strongly encouraged to use the 8½"x11" format provided by the City. If larger drawings are necessary, the applicant can expect a higher fee (determined by King County) and additional time to process.
- If a mylar is used to record the Lot Line Alteration, the City requires one mylar and four (4) paper copies of the signed mylar.

The mylars shall include the following notes:

- a. **IMPORTANT NOTICE:**  
The City of Kirkland makes no representation, expressed or implied, regarding this proposed Property Line Alteration other than this Lot Line Alteration does not create any additional lot, tract, parcel, site or division, and does not create a lot, tract, parcel, site, or division which contains insufficient area and dimension to meet requirements for width and area for a legal building site. Further, the City of Kirkland makes no representation, express or implied, as to the effect, if any, of steep slope regulations or of setbacks which may be required from streams or wetlands with respect to any of said lots, tracts, parcels, or sites as legal building sites.
- b. **DECLARATION:**  
Know all men by these presents that we, being all of the owner(s) having an ownership interest in the land herein described do hereby make a lot line alteration therefore pursuant to RCW 58.17.040 and declare this lot line alteration to be the graphic representation of the same, and that said lot line alteration is made with the free consent and in accordance with the desire of all of the owners.



## CITY OF KIRKLAND LOT LINE ALTERATION APPLICATION FORM

A title company certificate which is not more than 30 calendar days old containing:

- a. A legal description of the total parcel(s) sought to be adjusted; and
- b. A list of those individuals, corporations, or other entities holding an ownership interest in the parcel(s); and
- c. Any easements or restrictions affecting the property(ies) with a description, purpose and reference by auditor's file number and/or recording number; and
- d. Any encumbrances on the property; and
- e. Any delinquent taxes or assessments on the property

Note: The application form must be signed by all property owners of the subject properties. The Alteration of Lot Line form (document to be recorded with King County) must be signed by the vested owners of the subject properties as set forth on the title report provided with the application. Others with a financial interest in the properties as disclosed on the title report will be required to sign the Alteration of Lot Line if the alteration will result in a reduction in value of their security, or as otherwise required by the Planning Director.



**CITY OF KIRKLAND  
LOT LINE ALTERATION APPLICATION FORM**

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**GENERAL**

**Property 1:**

Owner Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Subject Property address if different from above: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

The site is zoned: \_\_\_\_\_ and is presently used as: \_\_\_\_\_

Have there been any previous zoning permits for the subject property? \_\_\_\_\_

If yes, what is the file number? \_\_\_\_\_

Are there any pending building permits for the subject property? \_\_\_\_\_

If yes, what is the file number? \_\_\_\_\_

**Property 2:**

Owner Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Subject Property address if different from above: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

The site is zoned: \_\_\_\_\_ and is presently used as: \_\_\_\_\_

Have there been any previous zoning permits for the subject property? \_\_\_\_\_

If yes, what is the file number? \_\_\_\_\_

Are there any pending building permits for the subject property? \_\_\_\_\_

If yes, what is the file number? \_\_\_\_\_



# CITY OF KIRKLAND LOT LINE ALTERATION APPLICATION FORM

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## **LICENSE TO ENTER PROPERTY**

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decisions.

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**Signature of Property Owner 1**

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**Date**

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decisions.

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**Signature of Property Owner 2**

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**Date**