

Residential Lot Split Application Checklist



The following is a list of materials which must be submitted with your application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Planning and Building Department if you have a question. Please do not turn in your application until all items which apply to your proposal have been checked off.

Return this Checklist with Application

Application

A completed application form and supporting affidavits (pages 5 & 6) or complete them in MyBuildingPermit. The application must be signed by all individuals holding an ownership interest in the parcel as listed on the Title Report.

A completed and signed [SEPA Environmental Checklist](#) (Consult with Department of Planning and Building, a checklist is usually not required for a residential lot split). SEPA requires a complete traffic report. Refer to the Transportation Impact Analysis Guidelines memo and contact the City's Traffic Engineer for all required data. In addition, other impact analysis may be required. Consult with the assigned planner.

Fees

A check to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee ([see fee schedule](#)).

NOTE: Other fees, including Impact Fees for parks, school, fire, and transportation may be required during the development review process.

Lot Split Survey

A template is available in [.dwg](#) and [.pdf](#).

A Lot Split Survey prepared by a licensed land surveyor licensed in the State of Washington, together with five (5) copies of dimensioned plans on 18" x 24" sheets, drawn at a scale between 1" = 20' and 1" = 50', in ten-foot intervals, and folded to 8 1/2" x 11" size, containing the following information:

a. Reference the plat to either the Washington Coordinate System, North Zone or the King County Coordinated System, or properly determined subdivision corner referenced to either of the above with a physical description of such corners.

We suggest and encourage surveyors to reference the [City of Kirkland's horizontal control data](#) published in 2002, found on the Public Works webpage. The horizontal datum in North American Datum of 1983 (1991), NAD 83/91, based on the High Accuracy Reference Network HARN as stipulated by the Washington State statute. The vertical datum is North American Vertical Datum of 1988 NAVD 88.

b. The Lot Split Survey will be described and corners set with a field traverse with a linear closure of 1 to 10,000 and corresponding angular closure as specified in [WAC 332-130-070](#).

c. Proposed name of the Residential Lot Split.

d. Name, address and phone number of the applicant and agent, if any.

e. Name, address, phone number and signed seal of registered land surveyor preparing the Lot Split Survey.

f. Scale of Lot Split Survey, date, and north arrow.

g. A metes and bounds legal description for the parent lot and each of the child lots.

h. Layout, dimensions and size (excluding access easements if they don't count towards lot area) of the (old) parent lot and the (new) child lots, with both lots consecutively numbered.

i. Names, location, and dimensions of existing and proposed rights-of-way and access easements serving the Residential Lot Split. (Right-of-way standards are established by [Chapter 110](#) of the Zoning Code. Vehicular Access Standards are established by [Chapter 105](#) of the Zoning Code.)

j. The location and extent of any land intended to be dedicated for right-of-way or easements upon development of the child lot(s), if applicable.

k. All existing regulated trees on the parent lot and adjacent ROW including the approximate diameter at breast height of the existing regulated trees.

l. Notes on the face of the Lot Split Survey stating:

1. *Addressing shall be in accordance with Kirkland Building Division Policy Manual Number 9.001, Assignment of Street Numbers and Road Signage.*

2. *Future lot splits are not permitted.*

3. *The City is immune from any liability, loss, or other damage suffered by another that is related to the City's approval of a residential lot split including if the lot split creates a lot that is later determined to not be buildable.*

4. **Utility Maintenance:** Each property owner shall be responsible for maintenance of the sanitary sewer, storm water stub, rain garden, permeable pavement, or any infiltration facilities (known as Low Impact Development) from the point of use on their own property to the point of connection in the City sanitary sewer main or storm water main. Any portion of a sanitary sewer, surface water stub, rain garden, permeable pavement, or any infiltration facilities, which jointly serves more than one property, shall be jointly maintained and repaired by the property owners sharing such stub. The joint use and maintenance shall "run with the land" and will be binding on all property owners within this residential lot split, including their heirs, successors and assigns.

5. **Public Right-of-way Sidewalk and Vegetation Maintenance:** Each property owner shall be responsible for keeping the sidewalk abutting the subject property clean and litter free. The property owner shall also be responsible for the maintenance of the vegetation within the abutting landscape strip. The maintenance shall "run with the land" and will be binding on all property owners within this residential lot split, including their heirs, successors and assigns.

6. **Redevelopment of Lot (if applicable):** Since the home currently constructed on the existing parcel that is proposed to remain as Lot _ has not been evaluated as part of the storm drainage analysis, the existing home cannot be redeveloped within 5 years of the recording of this plat. If the home is redeveloped within that time period, a comprehensive storm drainage analysis must be provided for the entire original parent lot accounting for all impervious surfaces installed after lot splitting.

m. Chapter 110.60.7.b of the Kirkland Zoning Code requires all overhead utility lines along the frontage of the subject property to be converted to underground unless the Public Works Director determines that it is infeasible to do so at the time of the lot split recording.

If it is determined to be infeasible, then the property owner shall consent to the formation of a Local Improvement District, hereafter formed by the City or other property owners. It shall be noted on the face of the Lot Split Survey stating:

Local Improvement District (LID) Waiver Agreement: During review of this lot split it was determined that it was infeasible to convert the overhead utility lines to underground along the frontage of this residential lot split on (((_____))). Therefore, in consideration of deferring the requirement to underground the overhead utility lines at the time of the residential lot split recording, the property owner and all future property owners of lots within this residential lot split hereby consent to the formation of a Local Improvement District hereafter formed by the City or other property owners.

n. Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.

o. Names, locations and dimensions of any Hazardous Liquid Pipeline Corridors (Olympic Pipeline) within 150 feet of the subject property, or if the proposal is for a high consequence land use, within 500 feet of the subject property (Standards for development near Hazardous Liquid Pipelines are contained in Chapter 118 of the Kirkland Zoning Code.)

Subsequent to approval, the mylar which is submitted for recording shall show only items a through o.

p. If an existing primary structure is proposed to be retained, provide distances to/from accessory structures (if any).

q. A notation which shows the dimensioned setback from existing or proposed lot lines of all existing structures which are within 20 feet of existing and proposed lot lines.

r. Location, dimension, and names of adjacent existing parks and other public spaces, structures, lots, blocks, etc. - shown in dotted lines in scale with the proposed Residential Lot Split.

s. Utility Information (on, under, or over the property):

1. Existing water (including fire hydrants), sewer, and surface water systems.

2. Existing franchise utility locations such as power, gas, cable, and phone (including location of nearest utility poles).

t. Existing topography of the land indicated by contours at two-foot intervals.

u. Location and extent of significant natural features such as streams and wetlands and water bodies immediately adjacent to the property.

v. The lot lines of adjoining properties for a distance of at least 50 feet.

w. Zoning classification of the property and adjoining properties.

Reports and Additional Information

a. A title company certification which is not more than 30 calendar days old containing:

1. A legal description of the parent lot; and

2. A list of those individuals, corporations, or other entities holding an ownership interest in the parent lot; and

3. Any easements or restrictions affecting the parent lot with a description, purpose, and reference as recorded with the applicable office in King County; and

4. Any encumbrance(s) on the parent lot; and

5. Any delinquent taxes or assessments on the parent lot.

b. American Land Title Association title policy may be required if lands are to be dedicated or conveyed to the city as part of the lot split.

c. Mathematical lot closures are required for all Residential Lot Split proposals.

d. If existing primary structure is proposed to be retained, provide gross floor area data (square feet) for the primary structure. Refer to Zoning Code [Section 115.42](#) for direction on what to include in gross floor area.

e. A report by a qualified geotechnical engineer or engineering geologist (per [Zoning Code Chapter 85](#)) may be required if development will occur on or near a landslide or seismic hazard area.

f. Stream and/or Wetland Reports.

g. If the site contains built improvements, a separate page indicating the location and square footage of the improvements. One (1) to-scale paper copy (8 1/2" x 11" or larger) is sufficient; King County uses this only to determine new tax assessments on the property and it is not recorded with the short plat.

h. A completed [Land Area Worksheet](#).

Lot Split Survey Recording

a. Only after you have received comments on the Residential Lot Split from the Planning and Public Works Departments and City Attorney's Office and have made the corrections that they require, submit four (4) signed 18" x 24" paper prints. All four paper prints are sent to King County for recording. One paper print is kept by King County Department of Surveys. Three prints are returned to the City of Kirkland, one print for the City Planning Department files, one print for the applicant, and one print for City archives.

1. All persons who hold an interest in the property must sign the Residential Lot Split and their signatures must be acknowledged before a Notary Public. Persons who sign must include any bank and/or beneficiary who have an interest in the property.

2. For a property owner who is partnership or limited partnership, include partnership name and an authorized general partner of the partnership must sign. Where owner is a corporation, the name must so designate, including the state of incorporation and the signatures must be that of the president and secretary, proof of corporation authorization must be given for any other signatures. Where owners are individuals, the spouse must also sign. All signatures must be acknowledged before a Notary Public.

b. An electronic copy (pdf format) of the draft proposed Residential Lot Split to be recorded. The Planning and Public Works Departments and City Attorney's Office will redline any changes to assist you in preparing the final Residential Lot Split for signatures. The Residential Lot Split drawing must include the following items: (Select 1 or more options).

1. Proposed name of the Residential Lot Split.
2. Location by section, township, range and/or other legal description.
3. Planning and Building Department file number.
4. North Arrow.
5. Meridian Base.
6. Scale of Drawings.
7. Approval and signature blocks for the Department of Planning and Building Department and King County Department of Assessment.
8. Boundary survey of the Residential Lot Split Surveys must be located on KCAS or plat bearing system and tied to known monuments, including all wetland, stream, and NGPE locations,
9. The boundary lines of the Residential Lot Split based on an accurate field traverse, with angular and linear dimensions.
10. Radii, internal angles, points of curvature, tangent bearings and lengths of all arcs.
11. The Residential Lot Split will be described and corners set with a field traverse with a linear closure of one to ten thousand and corresponding angular closure as specified in [WAC 332-130-070](#). Surveyors are encouraged to reference the City of Kirkland's horizontal control data published in 2002, found on the Public Work's Webpage.
12. Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with purposes indicated thereon and in the dedication; and/or any areas to be reserved by deed covenant for common uses of all property owners.
13. Layout, dimensions and size (excluding access easement area, if applicable, see [KMC 22.28.080](#)) of lots, with each lot consecutively numbered.
14. Exact location, width, number or name of all rights-of-way, easements and tracts within and adjoining the Residential Lot Split and a clear statement as to whether each is to be dedicated or held in private ownership.
15. For private easements and tracts, purpose and benefited and burdened parcels shall be identified and maintenance responsibilities shall be established.
16. For vehicular access easements or tracts, vehicular access rights for each lot served must be established either by segregating the roadway into a separate tract in which each lot served has an undivided ownership interest or by creating an access easement. Equal maintenance responsibilities for the owners of all lots served by the roadway must be established.
17. All restrictions and conditions on the lots or tracts or other areas in the Residential Lot Split required by notice of approval.
18. Surveyor's Certificate completed and seal applied.
19. Description of entire parcel. It is suggested that a physical description of all monuments be included and reference points or auxiliaries to monuments. Please carry this section subdivision to the nearest 40 acres, i.e. the NE 1/4 of the NE 1/4.
20. Any additional pertinent information required at the discretion of the Public Works or Planning Directors.

Other

a. Exterior boundary corners indicated on the ground. Staking of proposed interior lot corners may also be required.

b. Letter of sewer and/or water availability if sewer and/or water service is to be provided by a utility other than the City.

c. If the subject property is within 150 feet of a Hazardous Liquid Pipeline Corridor, or if the proposal is for a high consequence land use, within 500 feet of the subject property verification that the pipeline operator has reviewed the proposed development plans. A transmittal form provided by the Planning and Building Department is to accompany the plans for operator review.

Other required information:

1. _____
2. _____
3. _____

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.

End of form