



PUBLIC WORKS DEPARTMENT  
33325 8<sup>th</sup> Avenue South  
Federal Way, WA 98003-6325  
253-835-2700; Fax 253-835-2709  
[www.cityoffederalway.com](http://www.cityoffederalway.com)

## LOT LINE ELIMINATION

The purpose of a lot line elimination is to remove interior lot lines of a parcel comprised of two or more separate lots with contiguous ownership. The Public Works Department reviews lot line eliminations administratively. The process takes approximately 30 days.

All application materials must be submitted electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.

This application packet is designed to obtain all the information necessary to allow the City of Federal Way to make a well-informed decision on your application. Please refer to the submittal requirements to determine the materials that **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 and the criteria listed in the pertinent sections of the city's regulatory ordinances. Consult with the Department of Public Works (253-835-2700) if you have a question. Your application will not be accepted until all items on the list have been included.

## SUBMITTAL REQUIREMENTS

### I. GENERAL

- A. Completed master land use application signed by all vested owners. Agent authorization is required if application is not signed by the owner(s). Please include the names, addresses, and phone numbers of all vested owners.
- B. All applicable fees (processing fee and King County Recording fee).
- C. Complete the attached "Lot Line Elimination Information Worksheet."
  - i. Complete and accurate legal descriptions of the ORIGINAL LOTS.
  - ii. Complete and accurate legal description of the NEW PARCEL (see attached legal description sample).
  - iii. Include the property owner's name.
  - iv. Include parcel numbers.
- D. Title report not more than 90 days old from date of filing, or a copy of the deed conveying title to property owner(s).
- E. Accurate, scaled drawings of the ORIGINAL LOTS and NEW PARCEL meeting the requirements listed below.

## **II. DRAWING REQUIREMENTS**

The drawing sheet size shall be 18" x 24" in size and be drawn at an engineering scale of 1" = 50' or larger. A larger sheet size may be used, if necessary, up to a maximum of 8½" x 14". A one inch border on all sides is required. The drawings shall include the following information (see attached drawing sample).

- A. The ORIGINAL LOTS parcel lines shall be shown with very solid lines. The location of all streets and structures shall be shown. The drawing shall clearly show property dimensions, distances from all structures to property lines, and the use of all structures.
- B. The NEW PARCEL exterior parcel lot lines shall be shown with heavy, solid lines. The interior lot lines to be eliminated shall be shown with a light, dashed line. The location of all streets and structures shall be shown. The drawing shall clearly show property dimensions, distances from all structures to property lines, and the use of all structures.
- C. A north arrow shall be shown on each drawing. The drawing shall be drawn with north oriented to the top of the sheet.
- D. Tax parcel numbers of the parcels being altered by the lot line elimination shall be shown.
- E. The previous and new legal lot descriptions will be provided on the drawing.

## **III. RECORDING**

The city will record all approved lot line eliminations with the King County Division of Records and Elections, once it is approved by the city. A copy of the documents, stamped with the recording number, shall be returned to the City.

## **IV. CAUTION**

Applicants may wish to obtain a full title report and have the Lot Line Elimination and Restrictive Covenant and other application materials reviewed by an attorney, a licensed land surveyor, and/or title officer to ensure that all deeds, legal descriptions, and maps are correct and accurate, and to fully understand the contents of all forms and documents. The accuracy of all deeds, legal descriptions, and maps is the responsibility of the applicant. The City of Federal Way assumes no liability for any errors or complications that arise there from. The applicant understands that the result of recording the Lot Line Elimination and Restrictive Covenant may be used to prohibit subsequent conveyances of the property, in any form other than as the NEW PARCEL.



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## INFORMATION WORKSHEET for LOT LINE ELIMINATION

Project Name: \_\_\_\_\_ Application Number: \_\_\_\_\_  
Development Review Engineer: \_\_\_\_\_

### PROPERTY OWNERS INFORMATION OBTAIN THIS INFORMATION FROM THE TITLE REPORT OR THE DEED

Property Owner's Name (if Individual): \_\_\_\_\_

Property Owner's Name (if Proprietary): \_\_\_\_\_

- Attach Signature Authority (This is an official document that has been submitted to the state showing who has authority to sign legal documents on behalf of the company: i.e. Corporate Resolution, Company By-Laws, or State License showing Corporate Officers.)

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (ZIP)

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### EXISTING PROPERTY INFORMATION

Parcel Number(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_

## PROPERTY INFORMATION REQUIRED ITEMS

- Exhibit A: Map and legal description of Original Lots (two copies) (Drawing approved by licensed surveyor).
- Exhibit B: Map and legal description of New Parcel (two copies) (Drawing approved by licensed surveyor)
- Title Report (no more than 30 to 60 days old from the date of application) or a copy of the deed conveying title to the current property owner(s).