



Community Development

Lot Line Adjustment Checklist

All Lot Line Adjustment Applications must meet the applicable requirements of local, state and federal law.

Deadline for applications is the last Tuesday of each month – completed with payment received. All applications must be reviewed at the Joint Utility Department Staff Meeting. No application will move forward until approved at Staff level.

Before any Lot Line Adjustment applications can be considered the applicant shall provide the following (*incomplete applications will be rejected*):

1. Fully completed lot line adjustment application forms, plans, and exhibits.
2. All applicable fees.
3. Verify that each proposed lot line adjustment will meet the zoning requirements. (If not, refer to the zone change application and checklist.)
4. Proof of ownership (must match the title report).
5. Proposed survey plat drawn by a licensed professional engineer or land surveyor.
6. A narrative or explanation of the grounds for requesting the alteration.
7. Signatures of all landowners involved.

After all necessary documents and required information has been submitted, the Community Development Department shall review the application for completeness. Once reviewed and accepted, the applicant will meet with the Joint Utility Development Staff in their monthly meeting held on the 1st Tuesday of each month at 9:30 a.m. in the Community Development Conference Room. **The application will not proceed to the Joint Utility Development Staff until the Community Development Staff has reviewed and accepted the application for completeness.

If approved at the Joint Utility Development Staff Meeting, the Lot Line Adjustment will be added to the Planning Commission Agenda for the following month, if no additional information is needed. The Planning Commission meets on the 2nd Tuesday of each month at 1:30 in the Commission Chambers. The Planning Commission is the Land Use Authority for this application.



Community Development

Lot Line Adjustment Application

All Lot Line Adjustments Applications must meet the applicable requirements of local, state and federal law.

Property Owner / Applicant: _____ Phone: _____

Address: _____ Email: _____

Representing Firm (if applicable): _____ Phone: _____

Address: _____ Email: _____

Explanation of reason for request (may attach additional sheets, if necessary):

Subdivision: _____ Parcel(s) ID: _____

Property Address(s): _____

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Office Use Only:

Lot Line Adjustment Fee – Date Paid: _____ Amount Paid: _____ Cash / Check / CC

Receipt # _____ Received By: _____ Reviewed for Completeness: _____



Community Development

Land Use Application

Application deadline is the last Tuesday of each month. Application must be complete, and payment received prior to acceptance by the Community Development Department.

All incomplete applications will be rejected.

Application Type:

<input type="radio"/> Conditional Use Permit	<input type="radio"/> Zone Change
<input type="radio"/> Site Plan	<input type="radio"/> Amended Plat
<input type="radio"/> Variance	<input type="radio"/> Preliminary Plat
<input type="radio"/> Lot Line Adjustment	<input type="radio"/> Final Plat
<input type="radio"/> Road Dedication	<input type="radio"/> Other: _____

Project Name and Description: _____

Reason for Request: _____

Address or Approximate Location: _____

Subdivision Name (if applicable): _____

Parcel(s) ID: _____

Area in Acres: _____ Existing Zone: _____ Existing Use: _____

Proposed Zone (if applicable): _____ Proposed Use: _____

I certify that I am signing this application form as an owner of record to the property included in this application. I certify that the information and exhibits submitted are true and correct to the best of my knowledge. I understand that all materials required by Washington County must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I am consenting to allow the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

All Landowners are required to sign this application. If additional space is needed, attach additional sheet signed and dated by the applicants.

Signature: _____ Date: _____

Signature: _____ Date: _____