



LOT LINE ADJUSTMENT APPLICATION

City of Ferndale Community Development Department
2095 Main Street/ PO Box 936
Ferndale, WA 98248 (360) 384-4006
www.cityofferndale.org

- An Appointment is Required to Submit Your Application
- A Master Development Application is Also Required

SUPPLEMENTAL

These procedures are for Lot Line Adjustments (LLA) or Lot Consolidations involving any lots within the City of Ferndale that have been previously platted. A LLA may not create any additional new lots, and may not further infringe on any applicable section of the City's Zoning Code.

PROCESS:

1. Pre-Application meeting with Community Development Department staff to determine feasibility/general requirements of LLA.
2. Application submitted as required in Application Contents section, below.
3. City has 28 days to review application for completeness/incompleteness, and issue a letter to the applicant verifying the status of the application.
4. Upon determining that an application is complete, the Community Development Department will review the application for compliance with applicable codes and regulations. If the Community Development Director deems it necessary, the Ferndale Technical Review Committee may meet to comment on the application. A letter outlining the conditions of approval will be issued to the applicant or authorized contact within 30 days of the determination of completeness.
5. The Applicant submits mylars to the City, reflecting any conditions of approval or other notes as required. Mylar is reviewed by the City for compliance with conditions.
6. Upon determining that the mylars comply with the conditions of approval, it is signed by City officials (Community Development Director, Public Works Director, City Clerk). The applicant is notified when all the signatures have been obtained.
7. Applicant picks up mylars and records with Whatcom County Auditors Office. It is the responsibility of the applicant for recording the LLA and paying all associated recording fees.
8. One recorded mylar, and three (3) copies of such must be submitted to the City of Ferndale within 3 days of recording.
9. The applicant must submit and complete all required documents as specified within six (6) months following the date of the City's approved letter. Should the applicant fail to meet this timeline, the application shall be deemed null and void. Time extensions may be granted by the Community Development Director upon finding of good cause, and only when the applicant submits a written request of such prior to the 6-month deadline.



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LOT LINE ADJUSTMENT APPLICATION INSTRUCTIONS

The following items must be submitted with the Lot Line Adjustment (LLA) Application:

1. Completed Master Development application form
2. Completed Lot Line Adjustment application form
3. Payment of \$300.00, or as otherwise required in the City's current Fee Schedule.
4. Title Report of Plat Certificate, not dated more than 30 days prior to date that the LLA application is officially received by the City.
5. Printout of lot closures for each lot.
6. Three (3) copies of an 18"x24", and one (1) reproducible 11"x17" checkprint containing the following information:
 - A. Title and general legal description: (Example: "a portion of the N ½ of the NE ¼ of Section 1, T39, R2E of the W.M. City of Ferndale, Whatcom County, Washington")
 - B. Both Existing and Proposed Legal Descriptions.
 - C. Reference to the plat or short plat that the LLA is modifying, including a statement that the lots are subject to all requirements, conditions, reservations, and restrictions of the original lots, including the CC&Rs from the original plat(s). Include Plat/Short Plat name(s) and auditor file number(s) of such, as applicable.
 - D. Declaration:
 1. The signatures of owner(s) of the property subject to the LLA, declaring that the LLA is made with the owners' free consent and in accordance with their wishes, and that the owners are solely responsible for securing and executing all necessary legal advice or assistance concerning the legal documents necessary to transfer title to those portions of the properties involved in the LLA.
 2. A declaration that the legal documents necessary to transfer title to the property in question have been prepared and executed so that upon recording of the LLA, the title to the properties will accurately reflect the new configuration resulting from the LLA, as approved by the City.
 - E. Acknowledgement:
Notarization of the above Declarations is required.
 - F. City Approval Block"

"Examined by the Ferndale Short Plat Administrator, this ____ day of _____, 20____.

Short Plat Administrator"

Repeat above for: Ferndale Public Works Director
Ferndale City Clerk



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G. Whatcom County Auditor's Certification Block

To be signed, dated, and stamped by Whatcom County Auditor upon recording.

H. Surveyor's Certificate:

Certification by a licensed land surveyor with Stamp and signature.

I. Scaled Map Section:

To be at a scale of 1" = 60', or greater. Must show all affected lots, tracts, or parcels and the lot lines of adjoining properties for a distance of at least 50 feet. All dimensions must be shown to hundredths of a foot. Existing information should be clearly distinguished from Proposed information. The following must be included:

1. Vicinity Map
2. Basis of Bearings, Survey Equipment and Procedure.
3. Date, Scale, Legend and North Arrow.
4. Existing and proposed lot, tract, or parcel boundary lines, with accurate bearings, dimensions, or angles and arcs.
5. Monuments at all new lot corners and angle points.
6. Existing and proposed lot, tract, or parcel numbers, addresses where applicable and gross areas in square feet.
7. All adjacent Street names and R.O.W. widths.
8. Location of all easements affecting the subject parcels, including dimensions, descriptions, and reference by auditor's file number and/or recording number.
9. The location of all existing and proposed structures and utilities on the subject parcels including dimensioned setback information from all existing and proposed lot lines.
10. If required to define flood elevations or other features relative to the lot, then datum elevations and primary control points approved by the City. Descriptions and ties to all control points will be shown with dimensions, angles, and bearings.
11. Any notes required by the City in conjunction with reviewing the LLA.



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Application Form

APPLICANT/CONTACT INFORMATION:

Name: _____

Address: _____

Phone/Fax: _____

OWNER CONSENT:

Owners, please certify by signature below that you authorize the applicant above to act on your behalf in submitting this application to the City of Ferndale.

(Provide consent of additional owners on separate sheet if necessary.)

<u>Tax Parcel Number</u>	<u>Owner Name (print)</u>	<u>Signature</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUBJECT PROPERTY INFO:

This form was designed for a typical two-parcel Lot Line Adjustment/Lot Consolidation. For LLAs with more than two parcels, please provide all of the required information for additional parcels on a separate piece of paper, labeling additional parcels as "C", "D", etc.

Lot "A"

Parcel#: _____

Legal Description: _____

Zoning: _____

Existing lot size (square feet): _____

Proposed Lot size (square feet): _____

Lot "B"

Parcel#: _____

Legal Description: _____

Zoning: _____

Existing lot size (square feet): _____

Proposed Lot size (square feet): _____

By signing this form, I hereby declare that I am the authorized representative of the above property owners. I also certify that the above information is true and correct to the best of my knowledge.

Applicant's Signature

Date